

AC 19/3/2012

Item No. 4.81

UNIVERSITY OF MUMBAI



**Syllabus for the S.Y.B.Sc.
Program: B.Sc.
Course : Maritime Hospitality**

(Credit Based Semester and Grading
System with effect from the academic year
2012-2013)

B.Sc. in Maritime Hospitality Studies

Theory/Practical : 16 Weeks (15 weeks for lectures/practical & one week for semester end examination)

Semester -III

| Course Code | Title of the Course | Per Week | | Per Semester | | Credits | | TOTAL |
|-------------|---|----------|----|--------------|-----|---------|----|-------|
| | | L | P | L | P | L | P | |
| USMHO 301 | Maritime Studies-III | 3 | 2 | 45 | 30 | 2 | 2 | 4 |
| USMHO 302 | Food Production-III and Bakery & Confectionary | 4 | 12 | 60 | 180 | 2 | 2 | 4 |
| USMHO 303 | Food & Beverage Service-III | 2 | -- | 30 | -- | 2 | -- | 2 |
| USMHO 304 | Accomodation & Facility Management-III | 2 | -- | 30 | -- | 2 | -- | 2 |
| USMHO 305 | Cost & Financial Management-III and Soft Skills | 4 | -- | 60 | -- | 2 | -- | 2 |
| USMHO 306 | Entrepreneurship Skills and Information Technology Applications | 2 | 2 | 30 | 30 | 2 | 2 | 4 |
| USMHO 307 | Environmental Studies | 2 | -- | 30 | -- | 2 | -- | 2 |
| TOTAL | | 19 | 16 | 285 | 240 | 14 | 6 | 20 |

R_____ : The candidates shall be examined in the following courses (subjects) for third semester examination in Maritime Hospitality Studies.

MARITIME STUDIES III

Contact Hours 45

| | | | |
|--------------------------------------|----------------------|----------|----------------------------------|
| Name of the Programme | Duration | Semester | Course/ Course Code |
| B.Sc in Maritime Hospitality Studies | Six Semesters | III | Maritime Studies III [USMHO 301] |
| Course Code | Title | Credits | |
| USMHO 301 | Maritime Studies III | 2+2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 3 | 2 | -- | | | | |
| Credits | 2 | 2 | -- | | | | |

Objective:-

This subject imparts working of Global Maritime Distress Safety System. It also general focuses on Marine Communication Phrases and Crowd and Cruise Management.

Contents of syllabus for USMHO 301

| | | Theory | Practicals |
|---------------|---|-----------------|-----------------|
| UNIT 1 | STANDARD MARINE COMMUNICATION PHRASES (SMCP) | 15 Hours | - |
| 1.1 | Distress | | |
| 1.2 | Person overboard | | |
| 1.3 | Medical Assistance | | |
| 1.4 | Urgency | | |
| 1.5 | Safety Communication | | |
| 1.6 | Environmental Protection | | |
| 1.7 | Communication with emergency services | | |
| 1.8 | Search and Rescue | | |
| 1.9 | Helicopter Operation | | |
| 1.10 | Damage Control | | |
| UNIT 2 | CROWD MANAGEMENT | 15 Hours | 15 Hours |
| 2.1 | Life saving appliances & control plans | | |
| 2.2 | Assist passengers en route to assembly and embarkation stations | | |
| 2.3 | Mustering procedures | | |
| 2.4 | Communication in case of emergency | | |
| 2.5 | Instructions for passenger assembly personnel | | |
| 2.6 | Abandon ship procedure | | |

| | | | |
|---------------|---|-----------------|-----------------|
| UNIT 3 | CRISIS MANAGEMENT & HUMAN BEHAVIOR TRAINING | 15 Hours | 15 Hours |
| 3.1 | Familiarization with ships design, layout, emergency plans, procedures and drills | | |
| 3.2 | Optimization of resources | | |
| 3.3 | Reaction to alarm | | |
| 3.4 | A pre planned drill | | |
| 3.5 | Control response to emergencies | | |
| 3.6 | Human behaviour and responses | | |
| 3.7 | Establish and maintain effective communications | | |
| 3.8 | Practical exercises | | |

Scheme of Examination (Practical)
Semester end assessment - 30 marks

- A candidate shall be assessed on the basis of his ability to use the equipments / tools and acts as per the instructions and via voce of examiners during examination
- Scheme of marking shall be

| Sr. No. | Topic | Maximum Marks |
|----------------|--|----------------------|
| 1. | Crowd Management | 10 |
| 2. | Crisis Management & Human behaviour training | 10 |
| 3. | Journal | 05 |
| 4. | Viva-voce | 05 |

**FOOD PRODUCTION III
BAKERY AND CONFECTIONARY**

Contact Hours 30

Contact Hours 30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|--|----------|--|
| B.Sc in Maritime Hospitality Studies | Six Semesters | III | Food Production III and Bakery & Confectionary [USMHO 302] |
| Course Code | Title | Credits | |
| USMHO 302 | Food Production III and Bakery & Confectionary | 2+2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 4 | 12 | -- | | | | |
| Credits | 2 | 2 | -- | | | | |

Contents of syllabus for USMHO 302

Objective

This subject focuses on development of advance skills in Chacuterie and Multinational Cuisine and cuisines from seafaring nations. This will help the students in acquiring basic knowledge of store, kitchen and production management, layout and designing of kitchen and kitchen stewarding.

UNIT 1 RAW MATERIAL MANAGEMENT 10 Hours

- 1.1 Menus & Recipes
 - 1.1.1 Recipe balancing
 - 1.1.2 On using a recipe conversion factor (RCF) to convert recipe sizes
 - 1.1.3 Using recipes effectively
- 1.2 Raw Material Management Onboard Ships
 - 1.2.1 Principles of Indenting
 - 1.2.2 Special concerns and care required while indenting onboard ships
 - 1.2.3 Quantities and portions for bulk productions

UNIT 2 STOCKS, SAUCES AND SOUPS 10 Hours

- 2.1.1 Different Kinds of Stocks

| | |
|---------------------|--------------------|
| White Stocks | Brown Stock |
| White Beef Stock | Estouffade |
| White mutton stock | Brown mutton stock |
| White Veal Stock | Brown Veal Stock |
| White Chicken Stock | Brown Game Stock |

| | | |
|---------------|--|-----------------|
| | Fish Stock | - |
| 2.1.2 | Preparation of Stocks | |
| 2.2 | Sauces & Glazes | |
| 2.2.1 | Importance of Sauces | |
| 2.2.2 | Preparation of Basic Mother Sauces | |
| | Béchamel | |
| | Veloute | |
| | Espagnole | |
| | Hollandaise | |
| | Tomato | |
| | Mayonnaise | |
| 2.2.3 | Common derivatives of Basic Mother Sauces | |
| 2.3 | Soups | |
| 2.3.1 | Classification of Soups | |
| 2.3.2 | Preparation of clear soups, consommé, its garnishes and accompaniments | |
| 2.3.3 | Specialty Soups | |
| 2.3.4 | Garnish and Service of Soups | |
| UNIT 3 | NON VEGETARIAN COOKERY | 10 Hours |
| 3.1 | Meat Fabrication and Charcuterie | |
| 3.1.1 | General guidelines for determining doneness in meats | |
| 3.1.2 | Trimming a tender loin | |
| 3.1.3 | Cutting and pounding cutlets | |
| 3.1.4 | Fabricating a under cut | |
| 3.1.5 | Shredding and Mincing meats | |
| 3.1.6 | Working with variety organ meats | |
| 3.1.7 | Carving techniques | |
| 3.1.8 | Introduction to Charcuterie | |
| 3.1.9 | Charcuterie Products | |
| 3.1.10 | Meat and Non meat ingredients | |
| 3.1.11 | Curing, drying and smoking sausages, ham and bacon | |
| 3.1.12 | Other specially processed and cured meats | |
| 3.2 | Fabrication of Poultry | |
| 3.2.1 | General Guidelines for determining doneness in poultry | |
| 3.2.2 | Trussing Poultry | |
| 3.2.3 | Halving and Quartering Poultry | |
| 3.3 | Fabrication of Fish | |
| 3.3.1 | General guidelines for determining doneness in Fish | |
| 3.3.2 | Scaling and trimming fish | |
| 3.3.3 | Shell Fish Fabrication | |
| | Working with live lobster | |
| | Cooking Lobster | |
| | Shrimp | |
| | Cleaning a Crab | |
| | Cleaning and opening oysters | |
| | Cleaning octopus and squid | |

FOOD PRODUCTION – III(PRACTICAL)

- ACTIVITY 1 MEAT FABRICATION**
- a) Trimming a Tenderloin
 - b) Cutting Bone in Chops
 - c) Trimming a strip loin and cutting boneless steaks
 - d) Trimming and boning Pork Loin/ Leg of Lamb
 - e) Working with liver, Kidneys, Sweetbread and tongue
 - f) Practice tying a roast meat
- ACTIVITY 2 POULTRY FABRICATION**
- a) Trussing Poultry, Poultry cuts
- ACTIVITY 3 FISH FABRICATION**
- a) Cleaning lobster, crayfish, crab, oysters, clams and mussels
 - b) Cleaning octopus and Squid
- ACTIVITY 4 VEGETABLE CARVING**
- ACTIVITY 5 FRUIT CARVING**
- ACTIVITY 6 ICE CARVING**
- ACTIVITY 7 CHINESE**
- a) Veg. Spring Roll
 - b) Sweet Corn Soup
 - c) Chilly Chicken
 - d) Stir Fry Vegetable
 - e) Hakka Noodle
 - f) Szechwan Fried Rice
 - g) Date Pan Cake
- ACTIVITY 8 FRENCH**
- a) Barquettes-de-volaille
 - b) Consommé ala-juillien
 - c) Cote-de-porc Ala-charcutiere
 - d) Pommes Duchess
 - e) Aborigine Ala-provencale
- ACTIVITY 9 ITALIAN**
- a) Minestrone Ale Milanese
 - b) Insalata-de-peproni arrostiti
 - c) Pollo Alla-cacciatora
 - d) Lasagne Al-forno Con Funghi Pomodori
 - e) Risotto Con Funghi
 - f) Mele Al-forno

- ACTIVITY 10** **MEXICAN**
- a) Taco Salad
 - b) Sopa D'azo
 - c) Skewered Camarones
 - d) Potato Donpepe
 - e) Chilli Corn Carne
 - f) Mexican Banana Cake

- ACTIVITY 11** **INDIAN**
- a) Tomato Shorba
 - b) Goan Fish Curry
 - c) Chicken Chettined
 - d) Vegetable Jalfrezi
 - e) Baigan Bharta
 - f) Veg. Pulao
 - g) Malabari Paratha

- ACTIVITY 12** **CARRIBEAN**
- a) Nakita (Garden Egg soup)
 - b) Kenon with gravy
 - c) Abolo
 - d) Cereole Rice

***NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.**

***At least 9 experiments to be undertaken by each student**

***Laboratory journal to be submitted at the end of each term for assessment**

Reference Books:-

1. **Modern Cookery for Teaching and Trade**, Thangam E. Philip, 4th Vol., 1996, Orient Longman Ltd., Mumbai.
2. **Theory of Cookery**, Krishna Arora, 2nd, 1992, Frank Bros & Co. Ltd, 4675, Darya Ganj, New Delhi – 2
3. **Basic Bakery**, J. C. Dubey, 1st, 1992, G. N. Danri, G. D. Enterprise, B/13, 1st Floor, 389/91, JSS Road, Mumbai.
4. **Understanding Cooking**, Lundburge & Kotschevar, Wayne Gisselen
5. **Professional Cooking**, 4th, 1992, John Weily & Sons 605, 3rd Avenue, N. Y.
6. **Professional Baking**, Wayne Gisselen, 2nd, 199, John Weily & Sons 605, 3rd Avenue, N. Y.
7. **Theory of Catering**, Kinton Ceserani, 7th, 1996, Hodder & Stoughton Educational, 338, Euston Road, London
8. **Food Commodities**, Bernard Davis, 4th, 1998, William Heinmen Ltd. 15, Queens Street, May Fair, London
9. **Basic Cookery The Process Approach**, Daniel R. Stevenson, 5th, 1997 Stanley Thornes Ltd., Old Station Drive, England.
10. **Basic Cookery – The Process Approach**, Daniel R. Stevenson, 5th, 1997,
11. **Kitchen a float galley management & meal preparation**, Joy Smith, 2002, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
12. **Cruising Cuisine**, Kay Pastorius, 1997, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
13. **The care & feeding of sailing crew**, Lin Pardey with Larry Pardey, 1995, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK

14. **Professional Chef**, American Culinary Institute, 1996, John Liley & sons, New York.
15. **Theory of Cookery**, Krishna Arora, 1988, New Delhi, Frank Bros. & Co.
16. **The Art & Science of Culinary Preparation**, Jerald W. Chesser, 2003, Education Institute of American Culinary Federation.

BAKERY AND CONFECTIONERY

Contact Hours 30

Objective

To help the students have the basic knowledge of ingredients used in bakery & confectionery and preparation of some popular bakery & confectionery products.

They will know the principles of cake making, fermented goods, pastries, cookies etc. and their storage. They will gain knowledge of methods of preparing a wide range of icings, they will develop ability to assess the characteristics of good quality baked goods, identify common faults and be able to take correction actions, will know the principles involved in balancing formulas.

| | | |
|---------------|---|-----------------|
| UNIT 1 | BAKERY RAW MATERIAL | 10 Hours |
| 1.1 | Flour | |
| 1.1.1 | Structure of wheat | |
| 1.1.2 | Types of flour | |
| 1.1.3 | Processing of wheat – flour | |
| 1.1.4 | Uses of flour in food production / selection | |
| 1.1.5 | Nutritive value | |
| 1. 2 | Sugar | |
| 1.2.1 | Importance of sugar | |
| 1.2.2 | Uses of sugar | |
| 1.2.3 | Various stages of heating sugar | |
| 1. 3 | Shortenings | |
| 1.3.1 | Fats & oils – types & varieties | |
| 1.3.2 | Role of shortenings | |
| 1.3.3 | Varieties of shortenings | |
| 1.3.4 | Advantages & disadvantages of using different shortenings | |
| 1. 4 | Raising Agents | |
| 1.4.1 | Classification of raising agents | |
| 1.4.2 | Role of raising agents | |
| 1.4.3 | Actions & reactions | |
| UNIT 2 | BREADS | 10 Hours |
| 2.1 | Principles of bread making | |
| 2.2 | Simple yeast breads | |
| 2.3 | Role of each ingredient & its importance | |
| 2.4 | Bread faults & its remedies | |
| UNIT 3 | PASTRY | 10 Hours |
| 3.1 | Basic Pastries | |
| 3.2 | By products of Parties | |

- 3.3 Principles of recipe balancing in cake making & bakery
- 3.4 Different methods of cake making
- 3.5 Cake making faults & its remedies

BAKERY AND CONFECTIONERY – PRACTICAL

ACTIVITY 1 BREAD

- 1.1 Rolls
- 1.2 Loaves
- 1.3 Pizza Base

ACTIVITY 2 CONFECTIONERY

- 2.1 Brandy Schnapps
- 2.2 Toffees
- 2.3 Puddings

ACTIVITY 3 SIMPLE CAKES

- 3.1 Demonstration and preparation of simple cake recipes
- 3.2 Sponge, genoise, fatless, Swiss roll, muffins
- 3.3 Fruit cakes
- 3.4 Rich cakes, Dundee, Madeira
- 3.5 Gateaux – variations – black forests, truffle, Dutch, Pineapple gateaux, Ganache, Strawberry gateaux

***NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.**

***Laboratory journal to be submitted at the end of each term for assessment**

Reference Books:-

1. **Professional Baking**, Wayne Gisslen
2. **Bakery materials & methods**, A. R. Daniel
3. **Ice Cream**, Sophie Hale
4. **Pizza Toppings**, Hamlyn
5. **Cake Icing & Decorating**, Handship, Carole
6. **Modern Cookery Vol I & Vol II**, Thangam E. Philip
7. **Understanding Baking**, Joseph Amendola, Donald Lundberg
8. **Bread**, Eric Treuille & Ursula Ferrigrio
9. **Basic Pastry Work Techniques**, L. G. Nicolletto & J. Dinsdall
10. **Cake Icing & Decorating**, Carole Handship

Scheme of Examination (Practical)**Semester end assessment - 30 marks**

- Candidate will be given a menu comprising of 5 dishes (including 2 bakery products).
- Indent sheet and plan of work sheet to be filled by the candidate of the menu he gets.
- He / she supposed to collect indents, prepare and present the dishes in the menu within stipulated time.
- Cleaning and securing equipments and working area is also to be done within stipulated time.
- Assessment will be done as follows –

| Journal | Indent Sheet & plan of work | Colour | Consistency | Taste | Texture | Viva-voce | Personal Grooming Cleaning & Securing |
|----------------|--|---------------|--------------------|--------------|----------------|------------------|--|
| 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |

- Marks obtained out of 80 shall be converted to out of 30 to the next integer for final calculation.

FOOD & BEVERAGES – III

Contact Hours 30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|-----------------------------|----------|---|
| B.Sc in Maritime Hospitality Studies | Six Semesters | III | Food & Beverage Service III [USMHO 303] |
| Course Code | Title | Credits | |
| USMHO 303 | Food & Beverage Service III | 2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 2 | -- | -- | | | | |
| Credits | 2 | -- | -- | | | | |

Contents of syllabus for USMHO 303

Objective

This subject deals with the classification, history, manufacturing process and proper service of alcoholic beverages commonly used onboard ships. This subject also gives an insight of function catering and basics of bar management. Part of the training would be under simulated environment.

| UNIT 1 | ALCOHOLIC BEVERAGES | 10 Hours |
|--------|---|----------|
| 1.1 | Wines | |
| 1.1.1 | Wines, definition, flowchart, making of wines in general | |
| 1.1.2 | Types of wines, classification | |
| 1.1.3 | Service of white, red & sparkling wines | |
| 1.1.4 | Matching wines with food | |
| 1.1.5 | French wines and popular brands with labels | |
| 1.2 | Spirits | |
| 1.2.1 | Brief description about spirits, pot still and patent still methods | |
| 1.2.2 | Whisky | |
| 1.2.3 | Rum | |
| 1.2.4 | Vodka | |
| 1.2.5 | Brandy | |
| 1.2.6 | Gin | |
| 1.2.7 | Brand names – Indian & International | |
| 1.3 | Beer | |
| 1.3.1 | Making of beer | |
| 1.3.2 | Types of beer | |
| 1.3.3 | Service of beer & trade names | |

- 1.4 Liqueurs And Aperitifs
 - 1.4.1 Charts of names of Liqueurs, base flavour / colour, Country of origin
 - 1.4.2 Basic knowledge of Liqueurs & aperitifs service
 - 1.4.3 Famous brands of Liqueurs & aperitifs
- 1.5 Cocktails And Mocktails
 - 1.5.1 Definition & introduction
 - 1.5.2 Methods & rules of cocktail making
 - 1.5.3 Recipes of ten popular cocktails
 - 1.5.4 Recipes of five popular mock tails

UNIT 2 GLOSSARY OF ALCOHOL BEVERAGE TERMS 10 Hours

| | | | | |
|-----------|----------------|--------------|--------------|--------------|
| Alcohol | Grist | Congeners | Fortified | |
| Bodegas | Bonne Chouffe | Wort | Bagasse | Perry |
| Cellar | Appellation | Mead | Alembic | Must |
| Corky | controlee | Mulled wines | charantaise | Vintage |
| Edelfaule | Bouquet | Cordials | Cider | Sulphuring |
| Estufa | Chaptalisation | Bloom | Pulque | Crust |
| Filtering | Cremant | Cask | Brouillis | Body |
| Frappe | Eiswein | Claret | Digestifs | Maderization |
| Hock | Fore shots | Decanting | Distillation | Mistelle |
| Malt | Fining | Esters | Age | Punt |
| Mousseux | Hops | Feints | Proof | Vinification |
| Racking | Lees | Flor | Kilning | Vigneron |
| Wash | Mash | Hydrometer | | |

UNIT 3 PLANNING AND OPERATING VARIOUS F&B OUTLETS 10 Hours

- 3.1 Physical layout of functional & ancillary areas
- 3.2 Aims of good layout
- 3.3 Steps in planning
- 3.4 Factors to be considered while planning
- 3.5 Calculating space requirement
- 3.6 Various setups for seating
- 3.7 Planning staff requirement
- 3.8 Menu planning
- 3.9 Constraints of menu planning
- 3.10 Selecting & planning heavy duty & light equipment
- 3.11 Requirement of quantities of utensils required like crockery, glassware steel or silverware
- 3.12 Suppliers & manufacturers
- 3.13 Approximate cost
- 3.14 Planning décor, furnishing & fixtures
- 3.15 Buffets – Introduction, Factors to plan buffet, Menu planning, Types, Equipments, Supplies & Checklist

Reference Book:-

1. **Professional Food & Beverage Service Management**, Brian Varghese
2. **Food & Beverage Service**, Sudhir Andrews
3. **Food and Beverage Service**, Dennis Lillicrap, John Cousins Robert Smith, Fifth, 1998, Hodder and Stoughton Educational, 338 Euston Road, London
4. **The International Guide to Drinks**, United Kingdom Bartenders' Guild, 1994, Vermilion, Random House, 20 Vauxhall Bridge road, London SW 1V2SA
5. **The Cant Go Wrong Book of Drinks**, Shatbhi Basu, First, 1999, Business Publications Inc., 229/A, Krantiveer Rajguru Marg, Girgaon, Mumbai
6. **The World Atlas of Wine**, Hugh Johnson, Fourth, 1994, Mitchell Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
7. **The Penguin Wine Book**, Pamela Vinoyke Prile, First, 1984, Allen Lane Penguin Books Ltd. 536, Kings Road, London SW10 0UH
8. **The Book Of Wine**, Stuart Walton, First, 1997, Joanna Lorenz Annez Publishing Ltd., Hermes House, 88-89 Black Friars Road, London SE1 SHA
9. **The New Wine Companion**, David Burroughs and Norman Bezzant, Second, Wine and Spirits Education Trust
10. **Spirits and Liquors**, Rosalind Cooper, First, 1982 M.P Books, P.O Box 5367, Tucson, AZ 8573
11. **Pocket Wine Book**, Hugh Johnson, Twentieth, 1997, Mitchell Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
12. **Food Service Facilities and Planning**, Edward A Kazarian, Third, 1989, John Wiley and Sons
13. **Food and Beverage Management**, Bernard Davis, Edward Lockwood, Second, 1994, Butterworth Heinemann
14. **Waiter and Waitres Training Manual**, Sandra J. Dalmer, Kurt W. Kohl, Fourth, 1996, John Wiley
15. **Marketing by Menu**, Nancy Loman Scanlon, Third, 1999, John Wiley
16. **How to Manage a successful bar**, Christopher Egerton Thomas, 1994, John Wiley

ACCOMMODATION & FACILITY MANAGEMENT III

Contact Hours 30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|---|----------|---|
| B.Sc in Maritime Hospitality Studies | Six Semesters | III | Accommodation & Facility Management III [USMHO 304] |
| Course Code | Title | Credits | |
| USMHO 304 | Accommodation & Facility Management III | 2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 2 | -- | -- | | | | |
| Credits | 2 | -- | -- | | | | |

Contents of syllabus for USMHO 304

Objectives:-

This course aims to establish the importance of accommodation operation within the hospitality Industry. It also prepares the student to acquire basic skills & knowledge necessary to successfully identify the required standards in this area and to consider all aspects of cost control & establishing profitability.

UNIT 1 ROUTINE SYSTEM AND RECORD OF HOUSEKEEPING DEPARTMENT

10 Hours

1.1 Records & Reports

- 1.1.1 Reporting staff placement
- 1.1.2 Room occupancy report
- 1.1.3 Guest room inspection report
- 1.1.4 Various check lists, floor register
- 1.1.5 Work orders, log sheets
- 1.1.6 Lost and found register
- 1.1.7 Maids report and Housekeepers report
- 1.1.8 Guest special request register
- 1.1.9 Call register
- 1.1.10 VIP involvements

1.2 Inter Departmental Relationship

- 1.2.1 With front office
- 1.2.2 With Maintenance
- 1.2.3 With Security
- 1.2.4 With Stores
- 1.2.5 With Accounts
- 1.2.6 With Personnel

| | | |
|---------------|--|-----------------|
| UNIT 2 | MANAGING KEYS | 10 Hours |
| 2.1 | Types of keys | |
| 2.2 | Computerized key cards | |
| 2.3 | Control of keys | |
| | | |
| UNIT 3 | LINEN ROOM & UNIFORM MANAGEMENT | 10 Hours |
| 3.1 | Linen Room | |
| 3.1.1 | Activities of linen room | |
| 3.1.2 | Layout and equipment in the linen room | |
| 3.1.3 | Selection criteria for various linen items and fabrics | |
| 3.1.4 | Purchase of linen | |
| 3.1.5 | Calculation of linen requirement | |
| 3.1.6 | Linen control procedure and records | |
| 3.1.7 | Stock taking procedures and records | |
| 3.1.8 | Recycling of discarded linen | |
| 3.2 | Uniform Management | |
| 3.2.1 | Advantage of providing uniforms to staff | |
| 3.2.2 | Issuing and exchange of uniforms; type of uniforms | |
| 3.2.3 | Selection and designing of uniforms | |
| 3.2.4 | Layout of uniform room | |
| 3.2.5 | Uniform repair and maintenance, sewing | |

Reference Books:-

1. **Facilities Management**, Trevor Payne, Chandos Publishing (Oxford)
2. **Facilities Management And Maintenance**, Quah, McGraw-Hill ISE
3. **Facilities Management and the Business of Space**, Wes McGregor, Danny Shiem-Shin Then, Arnold Publishers
4. **Facilities Management in Networked Organisations**, Bob Grimshaw, Blackwell Publishers
5. **Facility Management: Risks and Opportunities**, Bev Nutt, Peter McLennan
6. **Facility, Location, and Land Use**, Chan, Taylor & Francis Group

**COST AND FINANCIAL MANAGEMENT III
SOFT SKILLS**

Contact Hours 30

Contact Hours 30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|---|----------|---|
| B.Sc in Maritime Hospitality Studies | Six Semesters | III | Cost & Financial Management III and Soft Skills [USMHO 305] |
| Course Code | Title | Credits | |
| USMHO 305 | Cost & Financial Management III & Soft Skills | 2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 4 | -- | -- | | | | |
| Credits | 2 | -- | -- | | | | |

Contents of syllabus for USMHO 305

Objective

This subject deals with the inventory control of the stores required for the hotels. It also deals with the elements of cost, production control, costing of the products & services as incurred in different catering establishments.

UNIT 1 BASICS OF ACCOUNTING 10 Hours

1.1 Introduction To Accounting

- 1.1.1 Nature, Importance
- 1.1.2 Objectives of Accounting
- 1.1.3 Advantages of Accounting
- 1.1.4 Concepts, conversation & Principles of accounting and introduction to accounting standards
- 1.2 Double Entry Book Keeping
- 1.2.1 Principles, applications, Nature & advantages
- 1.2.2 Classification of Accounts
- 1.2.3 Rules of debit & credit

UNIT 2 JOURNAL & LEDGER ENTRIES 10 Hours

- 2.1 Recording Transaction in the Journal
- 2.1.1 Importance of journal & its format
- 2.1.2 Journalizing Simple, compound entries
- 2.1.3 Narrations
- 2.2 The Ledger

- 2.2.1 Classification & Importance of ledger
- 2.2.2 Posting entries & balancing ledger Accounts

UNIT 3 SUBSIDIARY JOURNAL & BANK RECONCILIATION STATEMENT 10 Hours

- 3.1 Advantages of Subsidiary Books
- 3.2 The different subsidiary books: sales Book, purchase book, return outward book, return inward book, cash book, bills receivable book, bills payable book, journals.
- 3.3 Purpose & advantages of preparing BRS
- 3.4 Method & form of preparing BRS

Reference Books:-

1. **Elements of Accounts**, TS Grawal – S., Chand & Co.
2. **Business Accountancy** – Frank Woods, Pitman Publishing
3. **Elements of Accountancy** – Artbony, Addison & Wesley
4. **Accountancy** - R. L. Gupta

SOFT SKILLS

Contact Hours 30

Objective

This subject is designed to impart a positive attitude and interpersonal skills required in day to day life in any organization especially onboard ships. To develop sense of professional etiquettes in the student also to develop presentation skill amongst students to enable them to take higher responsibility during their career progression.

UNIT 1 GROUPS & COMMUNICATION IN GROUPS 10 Hours

- 1.1 Introduction
- 1.2 Why Groups
- 1.3 Group Formation
- 1.4 Group think & its pitfall
- 1.5 Group Dynamics
- 1.6 Communication
- 1.7 Cooperation
- 1.8 Collaboration
- 1.9 Teams & how to make them effective

UNIT 2 LEADERSHIP AND SOCIETY 10 Hours

- 2.1 Society
- 2.2 Social Structure
- 2.3 Changing pattern in society & their impact on interpersonal relation
- 2.4 What is Conflict
- 2.5 Resolution of Conflict
- 2.6 Sources of interpersonal conflict
- 2.7 Interpersonal Conflict – Transactional Analysis, Johari Window

2.8 Strategies for resolving Interpersonal Conflict negotiations

UNIT 3 FRUSTRATIONS

10 Hours

3.1 What is frustration

3.2 Causes of Frustration

3.3 Effect of frustration

3.4 Solution for avoiding frustrations

Reference Books:-

1. **Human learning**, Jeanne. E.O, Third, 1999, Prentice Hall, New Jersey
2. **Learning to learn**, Kenneth A. Kiewra, Nelson F. Dubois, 1998, Allyn and Bacon
3. **Basic Managerial Skills for all**, E.H. Megrath, Third, 1989, Prentice hall of India Ltd.
4. **Independent Study Techniques**, P.D. Kulkarni & B.B. Sharama, 1986, T.T.T.I., Chandigarh
5. **The handbook of project management**, Trevor L. Young, First, 1999,
6. **Project management**, Kogan Page, Michael Davies, Trainer's Guide, 1999, Kogan Page
7. **101 ways to better communication**, Elizabeth Hierney, 1st Edition, 2001, Kogan Page
8. **Improving individual performance**, Dean R. Spitzer, 1st, 1986, Educational Technology Pub., New Jersey, USA.
9. **Organizational Behavior**, Fred Luthans, Sixth, 1992, McGraw Hill
10. **Managing Time**, Dr.R.L.Bhatia, First, 1994, Wheeler Publishing
11. **Manage Your Time**, Tim Hindle, 1998, Dring Kindersley
12. **Team Building**, Glenn Parker, First, 2002, Viva Books Pvt Ltd. Mumbai
13. **Leadership Training**, Elizabeth M. Christopher, First, 2002, Viva Books Pvt Ltd. Mumbai

- Examination of Cost & Financial Management-III and Soft Skills shall be conducted separately as per the Examination scheme and shall be converted to out of 60 to the next integer for final calculation.

**ENTREPRENEURSHIP SKILLS
INFORMATION TECHNOLOGY APPLICATIONS**

Contact Hours 30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|---|----------|---|
| B.Sc in Maritime Hospitality Studies | Six Semesters | III | Entrepreneurship Skills and Information Technology Applications [USMHO 306] |
| Course Code | Title | Credits | |
| USMHO 306 | Entrepreneurship Skills and Information Technology Applications | 2+2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 2 | 2 | -- | | | | |
| Credits | 2 | 2 | -- | | | | |

Contents of syllabus for USMHO 306

Objectives:-

This subject is designed to develop entrepreneurship skills amongst students so that he/she can setup his/her own ventures in future career.

| | | |
|---------------|---|-----------------|
| UNIT 1 | ENTREPRENEUR | 10 Hours |
| 1.1 | Who is an entrepreneur | |
| 1.2 | Types of entrepreneur | |
| 1.3 | Qualities expected from an entrepreneur | |
| 1.4 | Organizations for entrepreneur development | |
| UNIT 2 | SERVICE MAKES THE DIFFERENCES | 10 Hours |
| 2.1 | What is service | |
| | Challenges in Managing and Marketing service businesses | |
| | Nature of the Product | |
| | Customers role in production | |
| | People are part of the product | |
| | Maintaining quality control | |
| | The importance of time | |

| | | |
|--------|---|----------|
| | Different Distribution Channel | |
| | Achieving superior service in a less than perfect world | |
| 2.2 | Strategic Planning | |
| | Planning Challenges in Capacity Constraint business | |
| 2.3 | Strategic Service vision | |
| | Targeting a Market segment | |
| | Focusing on service strategy | |
| 2.4 | Delivering “on the service” promise | |
| | Keys to delivering good service | |
| | Service Disney style | |
| | | |
| UNIT 3 | LONG TERM FINANCIAL DECISIONS | 10 Hours |
| 3.1 | Nature of Long Term Financing Decisions | |
| 3.2 | Financing through capital market instruments | |
| 3.3 | Capital Market VS Money Market | |
| 3.4 | Newer models of Financing | |
| 3.5 | Financing through financial institutions | |
| 3.6 | State level and all India level | |
| 3.7 | Financial Institutions and its functions | |

Reference Books:-

1. **Entrepreneurship & Small Business Management**, Siropolis, All India Publishers Distributors
2. **Global Business Environments (Understanding Multicultural Behavior)**, Parhizgar, Kamal Dean;Jaico Publishing House (Published: 2003)
3. **Ethics In Business And Management Concepts**, RP Banerjee,Himalaya Publishing House
4. **Ethics, Indian Ethos and Management**,Balachandran;Wrox Press (Published: 2003)
5. **Entrepreneurial Policies and Strategies**, Mathew J. Manimala, Sage Publications Private Limited.
6. **Effective Entrepreneurship Management**, Anmol Publications
7. **Entrepreneurship in the 21st Century**, Rawat Publications
8. **Development Banks and Entrepreneurship Promotion in India**, Mittal Publications
9. **Successful Entrepreneurship**, Kanishka Publishers
10. **Handbook of Entrepreneurship Development- An Entrepreneurs Gude to Planning, Starting, Developing and Managing a New Enterprise**, Mangal Deep Publications

INFORMATION TECHNOLOGY APPLICATIONS

Objectives:-

To acquire computers knowledge pertaining to hospitality industry should be able to utilize the IT Applications & understand data analysis regarding policy decisions of the hospitality management.

PRACTICAL

| | | |
|---------------|--|-----------------|
| UNIT 1 | COMPUTER FUNDAMENTALS | 10 Hours |
| | <ul style="list-style-type: none">• Overview to Computer System• Types of Computer• Hardware and Software• Types of Software• Operating System : DOS and Windows 98/2000• Application Software• Representation of Data• Components of a Computer-CPU, Memory• Input and Output Devices-Keybaord, Mouse, Monitors, Printers• Storage Devices-Types of Storage Devices, Magnetic Storage Devices, Optical Storage Devices | |
| UNIT 2 | OPERATING SYSTEMS (WINDOWS) | 10 Hours |
| | <ul style="list-style-type: none">• Starting WINDOWS• Exploring the Desktop• The Start Button• Moving and Sizing Windows• Arranging Windows• Shortcuts• Shutting Down Windows• Windows Tools• My Computer• Windows Explorer• Copying Files• Using Send To• Creating, Renaming and Deleting Folders• Copying, Deleting, Moving and Renaming Files• Find Files and Folders• Word Pad• Opening and Saving File• Editing Document and Formatting Text• Previewing and Printing Document• Recycle Bin• Help | |

UNIT 3 MS WORD**10 Hours**

- Introduction to Office Tools:
- Introduction to Word Processing: Introduction to MS Word
- Creating and Formatting a Document
- Auto Text, Auto Complete and autocorrect
- Grammar and Spell Check
- Changing font and Type Sizes
- Inserting and Sizing a Document
- Opening and Saving a Document
- Printing and Previewing a Document
- Finding and Replacing Text
- Creating and Removing the Hyper Link
- Creating Reports and Tables.
- Template (Letter, Fax, Memo, Report)
- Introduction to Office Tools:

***NOTE:** there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

***Laboratory journal to be submitted at the end of each term for assessment**

Reference Books:-

1. **Computer Fundamentals**, Sawtantar Singh, Kalyani Publishers
2. **Computer Concepts Windows and MS Office**, Vikas Publishing House
3. **Computer Application in Business**, T.D. Malhotra, Kalyani Publishers
4. **MS Windows At a Glance**, Nesbitt, BPB Publications

Scheme of Examination (Practical)**Semester end assessment - 30 marks**

- Assessment will be done as follows

| Journal | Viva-Voce | On line examination |
|----------------|------------------|----------------------------|
| 05 | 05 | 20 |

ENVIRONMENTAL STUDIES

30 HOURS

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|-----------------------|----------|-----------------------------------|
| B.Sc in Maritime Hospitality Studies | Six Semesters | III | Environmental Studies [USMHO 307] |
| Course Code | Title | Credits | |
| USMHO 307 | Environmental Studies | 2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 2 | -- | -- | | | | |
| Credits | 2 | -- | -- | | | | |

Objectives:

- To study the structure and components of environment.
- To appreciate the functioning of ecosystem
- To appraise the linkage of ecosystem with society & economy
- To understand the impact of development on environment and evaluate the need for sustainable use of resources
- To justify the importance of environmental studies in the present day world

Contents of syllabus for USMHO 307

| UNIT 1 | THE MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES | 10 Hours |
|--------|--|----------|
| 1.1 | Definition, scope and importance Need for public awareness | |
| 1.2 | Natural resources Renewable and non-renewable resources Natural resources & associated problem. a. Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people. b. Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits and problems. c. Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. d. Food resources: World food problems overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. e. Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies. | |

f. Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.

- 1.3 Ecosystems • Concepts of an ecosystem. • Structure and function of an ecosystem. • Producers, consumers and decomposers. • Energy flow in the ecosystem. • Ecological succession. • Food chains, food webs and ecological pyramids. • Introduction, types, characteristic features, structure and function of the following ecosystem: a. Forest ecosystem b. Grassland ecosystem c. Desert ecosystem d. Aquatic ecosystem (ponds, stream lakes, rivers, oceans, estuaries)

Unit 2 BIODIVERSITY AND ITS CONSERVATION, ENVIRONMENTAL POLLUTION & SOCIAL ISSUES **10 Hours**

- 2.1 Biodiversity and Its Conservation
- Introduction-Definition: genetic species and ecosystem diversity
 - Bio-geographical classification of India
 - Value of biodiversity :
Consumptive use, productive use, social, ethical, aesthetic and option values
 - Bio-diversity at global, national, local levels
 - India as a mega diversity nation
 - Hot spots of bio-diversity
 - Threats to biodiversity: Habitat loss, poaching of wild life, man-wildlife conflicts
 - Endangered and endemic species of India
 - 4 • Conservation of biodiversity: In- situ and Ex-situ conservation of biodiversity
- 2.2 Environmental Pollution Definition –
- Causes, effects and control measures of:
 - a. Air pollution
 - b. Water pollution
 - c. Soil pollution
 - d. Marine pollution
 - e. Noise pollution
 - f. Thermal pollution
 - g. Nuclear Hazards
 - Solid waste management:
Causes, effect and control measures of urban and industrial wastes
 - Role of an individual in prevention of pollution
 - Pollution case studies
 - Disaster management:
floods, earthquake, cyclone and land slides
- 2.3 Social issues and environment
- From unsustainable to sustainable development
 - Urban problems related to energy
 - Water conservation, rain water harvesting, watershed management
 - Re-settlement and rehabilitation of people: Its problems and concerns. Case studies.
 - 4 • Environmental ethics: issues and possible solution
 - Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.

- Wasteland reclamation
- Consumerism and waste products
- Environment protection act
- Air(Prevention and control of pollution) act
- Water (Prevention and control of pollution) act
- Wildlife protection act
- Forest conservation act
- Issues involved in enforcement of environmental legislation
- Public awareness

UNIT 3 HUMAN POPULATION & THE ENVIRONMENT AND UNDERSTANDING EXISTENCE AND CO-EXISTENCE 10 HOURS

- 3.1 Human Population & The Environment
- Population growth, variation among nations
 - Population Explosion- family welfare program
 - Environment and human health
 - Human rights
 - Value education
 - HIV/AIDS
 - Women and child welfare
 - Role of information technology in environment and human health
 - Case studies
- 3.2 Understanding Existence and Co-existence
- Interrelation and Cyclicity between Material order, Bio-order, Animal order and Human order
 - Understanding the human conduct : Relationship in Family, Justice in Relationship, Relationship of human with nature (environment), human Behaviour, Human Values, Nature & Morality
 - Understanding the Human society: Dimensions of Human Endeavour and Objectives, Interrelationship in Society, Mutual Fulfilment and Cyclicity in nature.

Recommended Books:

Text book

1. Erach Bharucha, text book of environmental studies, Universities Press/Orient Blackswan

Reference book

- 1 Jagdish Krishnaswami, R J Ranjit Daniels, 'Environmental Studies', Wiley India Private Ltd. New Delhi
- 2 Anindita Basak, 'Environmental Studies', Pearson
- 3 Deeksha Dave, "Text book of , 'Environmental Studies", Cengage learning, Thomason India edition
- 4 Benny Joseph , 'Environmental Studies", Tata McGRAW HILL
- 5 D L Manjunath, , 'Environmental Studies", Pearson
- 6 R Rajgopalan, , 'Environmental Studies", Oxford
- 7 Alok Debi, 'Environmental science and Engineering", University press
8. A Nagraj, Jeevan Vidya-A Primer.

B.Sc. in Maritime Hospitality Studies

Theory/Practical : 16 Weeks (15 weeks for lectures/practical & one week for semester end examination)

Semester –IV

| Course Code | Title of the Course | Per Week | | Per Semester | | Credits | | TOTAL |
|-------------|---|----------|----|--------------|-----|---------|----|-------|
| | | L | P | L | P | L | P | |
| USMHO 401 | Maritime Studies-IV | 3 | 2 | 45 | 30 | 2 | 2 | 4 |
| USMHO 402 | Food Production-IV and Bakery & Confectionary | 4 | 10 | 60 | 150 | 2 | 2 | 4 |
| USMHO 403 | Food & Beverage Service-IV | 2 | 2 | 30 | 30 | 2 | 2 | 6 |
| USMHO 404 | Accomodation & Facility Management-IV | 2 | 2 | 30 | 30 | 2 | | |
| USMHO 405 | Cost & Financial Management-IV and Soft Skills | 4 | -- | 60 | -- | 2 | -- | 2 |
| USMHO 406 | Entrepreneurship Skills and Information Technology Applications | 2 | 2 | 30 | 30 | 2 | 2 | 4 |
| TOTAL | | 17 | 18 | 255 | 270 | 13 | 7 | 20 |

R___ : The candidates shall be examined in the following courses (subjects) for fourth semester examination in Maritime Hospitality Studies.

MARITIME STUDIES IV

Contact Hours 45

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|---------------------|----------|---------------------------------|
| B.Sc in Maritime Hospitality Studies | Six Semesters | IV | Maritime Studies IV [USMHO 401] |
| Course Code | Title | Credits | |
| USMHO 401 | Maritime Studies IV | 2+2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 3 | 2 | -- | | | | |
| Credits | 2 | 2 | -- | | | | |

Objective:-

This subject imparts working of Global Maritime Distress Safety System. It also general focuses on Marine Communication Phrases and Crowd and Cruise Management.

Contents of syllabus for USMHO 401

UNIT 1 INTRODUCTION TO GMDSS

- 1.1.1 Background and purpose of the GMDSS
- 1.1.2 GMDSS Sea Areas A1, A2, A3, A4
- 1.1.3 Purpose of Distress and Safety frequencies
- 1.1.4 9 functional requirements of GMDSS equipment
- 1.1.5 Equipment carriage requirements
- 1.1.6 Methods to ensure availability of ship station Equipment
- 1.1.7 Sources of energy
- 1.1.8 Battery supply capacity

1.2 PRINCIPLES OF MARITIME RADIO COMMUNICATIONS

- 1.2.1 Administrative provisions for stations
- 1.2.2 Principles and basic features of the maritime mobile service
- 1.2.3 Inspection and Survey requirements
- 1.2.4 Identities of different types of stations
- 1.2.5 Order of priority of communications in the maritime
- 1.2.6 Different types of communications
- 1.2.7 Maritime Mobile frequency bands and frequency allocation
- 1.2.8 Different types of modulation and classes of emission
- 1.2.9 Principles and basic features of the maritime mobile-satellite service

**Theory
15 Hours**

| | | | |
|---------------|---|-----------------|-----------------|
| UNIT 2 | GMDSS-COMMUNICATIONS SYSTEMS | 15 Hours | 15 Hours |
| 2.1.1 | Purpose and use of Digital Selective Calling (DSC) Facilities | | |
| 2.1.2 | General principles of narrow Band Direct Printing (NBDP) | | |
| 2.1.3 | Communication in the Maritime Mobile Satellite Service | | |
| 2.1.4 | Maritime Terrestrial Communications | | |
| 2.1.5 | Communications using Survival Craft / Portable Equipment | | |
| 2.1.6 | Maritime Safety Information Services | | |
| 2.1.7 | General maintenance and safety precautions | | |
| 2.2 | SOLAS : GMDSS COMMUNICATIONS | | |
| 2.2.1 | Terrestrial SOLAS procedures | | |
| 2.2.2 | Inmarsat SOLAS procedures | | |
| 2.2.3 | Search and Rescue procedures, IAMSAR | | |
| 2.2.4 | Avoidance of False Alerts and cancellation procedures | | |
| UNIT 3 | OPERATIONAL PROCEDURES FOR GENERAL COMMUNICATIONS | 15 Hours | 15 Hours |
| 3.1.1 | Use of English language to exchange communications | | |
| 3.1.2 | Use of IMO Standard Marine Communication phrases Use of International Phonetic Alphabets | | |
| 3.1.3 | Use of obligatory documents and publications | | |
| 3.1.4 | Procedure for maintaining radio log | | |
| 3.1.5 | Regulations relating to the maritime mobile | | |
| 3.1.6 | Procedures for telephone calls, e-mail messages and | | |
| 3.1.7 | Routine communications | | |
| 3.2 | MISCELLANEOUS SKILLS | | |
| 3.2.1 | Basic electricity and electronics wrt equipment checks and maintenance | | |
| 3.2.2 | Relationship between MUF and OTF. Critical frequency Operation of optional features in equipment | | |
| 3.2.3 | Transferability to operation of other manufacturers | | |
| 3.2.4 | equipment | | |

Scheme of Examination (Practical)
Semester end assessment - 30 marks

- A candidate shall be assessed on the basis of his ability to use the equipments / tools and acts as per the instructions and via voce of examiners during examination
- Scheme of marking shall be

| Sr. No. | Topic | Maximum Marks |
|---------|-----------|---------------|
| 1. | GMDSS | 20 |
| 2. | Journal | 05 |
| 3. | Viva-voce | 05 |

**FOOD PRODUCTION IV
BAKERY AND CONFECTIONARY**

Contact Hours 30

Contact Hours 30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|---|----------|--|
| B.Sc in Maritime Hospitality Studies | Six Semesters | IV | Food Production IV and Bakery & Confectionary[USMHO 402] |
| Course Code | Title | Credits | |
| USMHO 402 | Food Production IV and Bakery & Confectionary | 2+2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 4 | 10 | -- | | | | |
| Credits | 2 | 2 | -- | | | | |

Objective

This subject focuses on development of advance skills in Chacuterie and Multinational Cuisine and cuisines from seafaring nations. This will help the students in acquiring basic knowledge of store, kitchen and production management, layout and designing of kitchen and kitchen stewarding.

Contents of syllabus for USMHO 402

| | | |
|---------------|--|-----------------|
| UNIT 1 | SALAD & VEGETABLE COOKING | 10 Hours |
| 1.1 | Introduction to Salad | |
| 1.1.1 | Composition of a Salad | |
| 1.1.2 | Types of Salad | |
| | ➤ Pasta Salads | |
| | ➤ Meat and poultry salads | |
| | ➤ Sea Foods Salads | |
| | ➤ Fruit Salad | |
| 1.1.3 | Salad dressing, proper dressing amount, handling and storage | |
| | SANDWICHES | |

| | | |
|---------------|--|-----------------|
| 1.2 | Sandwiches | |
| 1.2.1 | Bread and Spreads for | |
| 1.2.2 | Making flavored butters | |
| 1.2.3 | Fillings | |
| 1.2.4 | Garnishes | |
| 1.2.5 | Presentation Styles | |
| 1.2.6 | Guidelines on sandwich making | |
| 1.3 | Vegetable Cookery | |
| 1.3.1 | Classification of Vegetables | |
| 1.3.2 | Selection of Vegetables | |
| 1.3.3 | Methods of Cooking | |
| 1.3.4 | Effect of Cooking on Vegetables | |
| UNIT 2 | ACCOMPANIMENTS & GARNISHES | 10 Hours |
| 2.1 | Food and their usual accompaniments | |
| 2.2 | Garnishes and its importance | |
| 2.3 | Basic Plate Presentation | |
| 2.4 | Basic Platter Presentation | |
| 2.5 | Modern Plate Garnish | |
| UNIT 3 | FARINACEOUS COOKERY | 10 Hours |
| 3.1 | Introduction to farinaceous cookery | |
| 3.2 | Selection and preparation of ingredients | |
| 3.3 | How to make fresh pasta and noodles | |

- 3.4 Fresh egg pasta
- 3.5 Pairing pasta with sauces
- 3.6 Serving fresh and dried pasta
- 3.7 Special items incorporated in farinaceous cookery

FOOD PRODUCTION – II (PRACTICAL)

DAY- TO-DAY CUISINES

ACTIVITY 1

CHINESE 1

- a) Wonton Soup
- b) Chicken with black beans sauce
- c) Szechwan Egg Plant
- d) Garlic Noodle
- e) Veg. Fried Rice
- f) Caramel Fried Banana

CHINESE 2

- a) Hot and sour soup
- b) Shredded Beef with Tangerine
- c) Spicy bean curd
- d) Steamed Rice
- e) Honey Tossed Noodle

ACTIVITY 2

THAILAND 1

- a) Tom Kha Kai
- b) Plathod Krathieum Prik Thai
- c) Phad Phak Bai Krapaw
- d) Kaho Kaeng Dong

THAILAND 2

- a) Tom Yom Koong
- b) Panaeng Kai
- c) Phad Hetkap Met Mamaung
- d) Phad Thai

ACTIVITY 3

MEDITERRIAN 1

- a) Psaro Soupa
- b) Shish Kabab
- c) Moussaka a'la Grecque
- d) Paella a'la Valanciana
- e) Honey Puffs

MEDITERRIAN 2

- a) Gazpacho Soup
- b) Meat with Okra
- c) Dolmas
- d) Veg. Pilaff

e) Baklava

ACTIVITY 4

SRILANKA

- a) Ceylon Chicken Curry
- b) Ajap Djache
- c) Idde Appung
- d) Rice
- e) Kaloo Dodal

ACTIVITY 5

JAPANESE

- a) Miso Soup with egg
- b) Seafood Tempura
- c) Egg Plant with Sherry sauce
- d) Rolled Sushi
- e) Rice with vegetable

ACTIVITY 6

INDONESIA

- a) Sop Ikan Pedas
- b) Satay Ayan
- c) Tunis Tauge
- d) Nasi Goreng
- e) Pancake Pisang

ACTIVITY 7

KOREA

- a) Kimchi
- b) Daikon Soup
- c) Korean Hot Pot
- d) Namul
- e) Kim Rice

ACTIVITY 8

MIDDLE EAST

- a) Hammous al Tahira
- b) Al Sayyard Pot
- c) Lahm Dani
- d) Spinach Fatayer

ACTIVITY 9

NORWEGIAN

- a) Spring Soup
- b) Visch Koekjes (Fish)
- c) Alesondigas (Meat)

ACTIVITY 10

PHILIPINO 1

- a) Rumaki
- b) Bachoy
- c) Adobo

PHILIPINO 2

- a) Arroz Caldo
- b) Chicken Adobo with Pineapple

ACTIVITY 11

BULGARIA 1

- a) Shopska Salad

- b) Tarator Soup
- c) Stewed Leg of Mutton
- d) Gyuvech Zarzavat
- e) Round Bread Loaf with Cheese

***NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.**

***At least 9 experiments to be undertaken by each student**

***Laboratory journal to be submitted at the end of each term for assessment**

Reference Books:-

17. **Modern Cookery for Teaching and Trade**, Thangam E. Philip, 4th Vol., 1996, Orient Longman Ltd., Mumbai.
18. **Theory of Cookery**, Krishna Arora, 2nd, 1992, Frank Bros & Co. Ltd, 4675, Darya Ganj, New Delhi – 2
19. **Basic Bakery**, J. C. Dubey, 1st, 1992, G. N. Danri, G. D. Enterprise, B/13, 1st Floor, 389/91, JSS Road, Mumbai.
20. **Understanding Cooking**, Lundburge & Kotschevar, Wayne Gisselen
21. **Professional Cooking**, 4th, 1992, John Weily & Sons 605, 3rd Avenue, N. Y.
22. **Professional Baking**, Wayne Gisselen, 2nd, 199, John Weily & Sons 605, 3rd Avenue, N. Y.
23. **Theory of Catering**, Kinton Ceserani, 7th, 1996, Hodder & Stoughton Educational, 338, Euston Road, London
24. **Food Commodities**, Bernard Davis, 4th, 1998, William Heinmen Ltd. 15, Queens Street, May Fair, London
25. **Basic Cookery The Process Approach**, Daniel R. Stevenson, 5th, 1997 Stanley Thornes Ltd., Old Station Drive, England.
26. **Basic Cookery – The Process Approach**, Daniel R. Stevenson, 5th, 1997,
27. **Kitchen a float galley management & meal preparation**, Joy Smith, 2002, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
28. **Cruising Cuisine**, Kay Pastorius, 1997, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
29. **The care & feeding of sailing crew**, Lin Pardey with Larry Pardey, 1995, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
30. **Professional Chef**, American Culinary Institute, 1996, John Liley & sons, New York.
31. **Theory of Cookery**, Krishna Arora, 1988, New Delhi, Frank Bros. & Co.
32. **The Art & Science of Culinary Preparation**, Jerald W. Chesser, 2003, Education Institute of American Culinary Federation.

BAKERY AND CONFECTIONERY

Contact Hours

30

Objective

To help the students have the basic knowledge of ingredients used in bakery & confectionery and preparation of some popular bakery & confectionery products.

They will know the principles of cake making, fermented goods, pastries, cookies etc. and their storage. They will gain knowledge of methods of preparing a wide range of icings, they will develop ability to assess the characteristics of good quality baked goods, identify common faults and be able to take correction actions, will know the principles involved in balancing formulas.

| | | |
|---------------|---|-----------------|
| UNIT 1 | ICINGS, TOPPINGS AND ,MERINGUES | 10 Hours |
| 1.1 | Varieties & uses of icings | |
| 1.2 | Difference between icings & toppings | |
| 1.3 | Making of meringues | |
| 1.4 | Factors affecting stability | |
| 1.5 | Cooking of meringues | |
| 1.6 | Types & uses of meringues | |
| UNIT 2 | CHOCOLATE AND FROZEN DESSERTS | 10 Hours |
| 2.1 | Introduction | |
| 2.2 | Production of cocoa | |
| 2.3 | Tempering of Chocolates | |
| 2.4 | Types & Classification of frozen Desserts | |
| 2.5 | Jam, jellies, cream, custards, gelatin, agar-agar, isinglass, pectin, gums, dextrin | |
| 2.6 | Improvers, stabilizers, additives & preservatives | |
| UNIT 3 | ELEMENTARY KNOWLEDGE OF OVENS | 10 Hours |
| 3.1 | Types of ovens | |
| 3.2 | Construction of various types of ovens | |
| 3.3 | Key baking terms | |
| 3.4 | Temperature & the bakery | |

BAKERY AND CONFECTIONERY – PRACTICAL

ACTIVITY 1 PASTRY

1.1 Demonstration and preparation of dishes using varieties of pastry

ACTIVITY 2 ICINGS AND TOPPINGS

2.1 Butter Icing

2.2 Royal Icing

2.3 Gum paste

2.4 Fondant Icing

2.5 Marzipan

ACTIVITY 3 MOUSSE AND SOUFFLE

3.1 Common Mousses

3.2 Common Soufflés

***NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.**

***Laboratory journal to be submitted at the end of each term for assessment**

Reference Books:-

11. **Professional Baking**, Wayne Gisslen
12. **Bakery materials & methods**, A. R. Daniel
13. **Ice Cream**, Sophie Hale
14. **Pizza Toppings**, Hamlyn
15. **Cake Icing & Decorating**, Handship, Carole
16. **Modern Cookery Vol I & Vol II**, Thangam E. Phillip
17. **Understanding Baking**, Joseph Amendola, Donald Lundberg
18. **Bread**, Eric Treuille & Ursula Ferrigrio
19. **Basic Pastry Work Techniques**, L. G. Nicolletto & J. Dinsdall
20. **Cake Icing & Decorating**, Carole Handship

- Theory examination of Food Production IV & Bakery & Confectionary shall be conducted separately as per the Examination scheme and shall be converted to out of 60 to the next integer for final calculation.

Scheme of Examination (Practical)

Semester end assessment - 30 marks

- Candidate will be given a menu comprising of 5 dishes (including 2 bakery products).
- Indent sheet and plan of work sheet to be filled by the candidate of the menu he gets.
- He / she supposed to collect indents, prepare and present the dishes in the menu within stipulated time.
- Cleaning and securing equipments and working area is also to be done within stipulated time.
- Assessment will be done as follows –

| Journal | Indent Sheet & plan of work | Colour | Consistency | Taste | Texture | Viva-voce | Personal Grooming Cleaning & Securing |
|---------|-----------------------------|--------|-------------|-------|---------|-----------|---------------------------------------|
| 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |

- Marks obtained out of 80 shall be converted to out of 30 to the next integer for final calculation.

FOOD & BEVERAGE SERVICE IV

Contact Hours

30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|----------------------------|----------|---------------------------------------|
| B.Sc in Maritime Hospitality Studies | Six Semesters | IV | Food & Beverage Service IV[USMHO 403] |
| Course Code | Title | Credits | |
| USMHO 403 | Food & Beverage Service IV | 2+1 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 2 | 2 | -- | | | | |
| Credits | 2 | 1 | -- | | | | |

Objective

This subject deals with the classification, history, manufacturing process and proper service of alcoholic beverages commonly used onboard ships. This subject also gives an insight of function catering and basics of bar management. Part of the training would be under simulated environment.

Contents of syllabus for USMHO 403

| | | |
|---------------|---|-----------------|
| UNIT 1 | FUNCTION CATERING & EVENT MANAGEMENT | 10 Hours |
| 1.1 | Function Catering | |
| 1.1.1 | History | |
| 1.1.2 | Types | |
| 1.1.3 | Organization of banquet department | |
| 1.1.4 | Duties & responsibilities | |
| 1.1.5 | Sales | |
| 1.1.6 | Booking procedure | |
| 1.1.7 | Banquet menus | |
| 1.2 | Banquet and Banquet Protocol | |

- 1.2.1 Reception
- 1.2.2 Cocktail parties
- 1.2.3 Convention
- 1.2.4 Seminar
- 1.2.5 Exhibition
- 1.2.6 Fashion shows
- 1.2.7 Trade fair
- 1.2.8 Wedding
- 1.2.9 Out door catering
 - 1.2.10 Space area requirement
 - 1.2.11 Table plans / arrangement
 - 1.2.12 Mise-en-place
 - 1.2.13 Service
 - 1.2.14 Toasting

UNIT 2 GUERIDON SERVICE

10 Hours

- 2.1 History & definition
- 2.2 Types of trolleys
- 2.3 Advantages & disadvantages of Gueridon
- 2.4 Gueridon equipment
- 2.5 Gueridon ingredients
- 2.6 List of items prepared on the Gueridon (Including Flambéing – hors-

d'oeuvres, soups, eggs, pasta & rice, main course & Desserts with special emphasis on service)

| | | |
|---------------|-------------------------------------|-----------------|
| UNIT 3 | BAR OPERATIONS | 10 Hours |
| 3.1 | Types of bar:- 1) Cocktail Dispense | |
| 3.2 | Area of bar | |
| 3.3 | Front bar | |
| 3.4 | Back bar | |
| 3.5 | Under bar | |
| 3.6 | Bar stock | |
| 3.7 | Bar control | |
| 3.8 | Bar staffing | |
| 3.9 | Opening & closing duties | |

FOOD & BEVERAGES (F & B SERVICE) – II (PRACTICAL)

ACTIVITY 1 WINES

- 1.1 Service of red, white & sparkling wine
- 1.2 Presenting the bottle, removing the cork & its service

ACTIVITY 2 SPIRITS

- 2.1 Service of Spirits
Rum, gin, brandy, whisky, vodka, others

ACTIVITY 3 BEER

- 3.1 Service of beer

ACTIVITY 4 COCKTAILS AND MOCKTAILS

- 1.1 Demonstration of
 - Stirred
 - Shaken
 - Built up
- 1.2 Demonstration of: 3 mocktails

- ACTIVITY 5 GUERIDON SERVICE:** Service of food from Gueridon including flambéing of Hors d'oeuvre, main course and desserts

ACTIVITY6

FUNCTION CATERING

3.1

Table setups and arrangements for : Banquets & Buffet

***NOTE:** there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

***Laboratory journal to be submitted at the end of each term for assessment**

Reference Book:-

17. **Professional Food & Beverage Service Management**, Brian Varghese
18. **Food & Beverage Service**, Sudhir Andrews
19. **Food and Beverage Service**, Dennis Lillicrap, John Cousins Robert Smith, Fifth, 1998, Hodder and Stoughton Educational, 338 Euston Road, London
20. **The International Guide to Drinks**, United Kingdom Bartenders' Guild, 1994, Vermilion, Random House, 20 Vauxhall Bridge road, London SW 1V2SA
21. **The Cant Go Wrong Book of Drinks**, Shatbhi Basu, First, 1999, Business Publications Inc., 229/A, Krantiveer Rajguru Marg, Girgaon, Mumbai
22. **The World Atlas of Wine**, Hugh Johnson, Fourth, 1994, Mitchelle Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
23. **The Penguin Wine Book**, Pamela Vinoyke Prile, First, 1984, Allen Lae Penguin Books Ltd. 536, Kings Road, London SW10 0UH
24. **The Book Of Wine**, Stuart Walton, First, 1997, Joanna Lorenz Annez Publishing Ltd., Hermes House, 88-89 Black Friars Road, London SE1 SHA
25. **The New Wine Companion**, David Burroughs and Norman Bezzant, Second, Wine and Spirits Education Trust
26. **Spirits and Liquors**, Rosalind Cooper, First, 1982 M.P Books, P.O Box 5367, Tucson, AZ 8573
27. **Pocket Wine Book**, Hugh Johnson, Twentieth, 1997, Mitchelle Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
28. **Food Service Facilities and Planning**, Edward A Kazarian, Third, 1989, John Wiley and Sons
29. **Food and Beverage Management**, Bernard Davis, Edward Lockwood, Second, 1994, Butterworth Heinemann
30. **Waiter and Waitres Training Manual**, Sandra J. Dalmer, Kurt W. Kohl, Fourth, 1996, John Wiley
31. **Marketing by Menu**, Nancy Loman Scanlon, Third, 1999, John Wiley
32. **How to Manage a successful bar**, Christopher Egerton Thomas, 1994, John Wiley

Scheme of Examination (Practical)

Semester end assessment - 30 marks

- A candidate shall be given two activities
(a) Cocktail / Mocktail making
(b) Gueridon Service
- Assessment will be done as follows –

| Journal | Personal Grooming | Work Sheets | Activity 1 | Activity 2 | Viva - Voce |
|---------|-------------------|-------------|------------|------------|-------------|
| 10 | 10 | 10 | 10 | 10 | 10 |

- Marks obtained out of 60 shall be converted to out of 30 to the next integer for final calculation.
- Practical examination of USHMO 403 & USHMO 404 shall be conducted separately as per the practical examination scheme and shall be converted to out of 30 to the next integer for final calculation.

ACCOMMODATION & FACILITY MANAGEMENT IV

Contact Hours 30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|--|----------|---|
| B.Sc in Maritime Hospitality Studies | Six Semesters | IV | Accommodation & Facility Management IV[USMHO 404] |
| Course Code | Title | Credits | |
| USMHO 404 | Accommodation & Facility Management IV | 2+1 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 2 | 2 | -- | | | | |
| Credits | 2 | 1 | -- | | | | |

Objectives:-

This course aims to establish the importance of accommodation operation within the hospitality Industry. It also prepares the student to acquire basic skills & knowledge necessary to successfully identify the required standards in this area and to consider all aspects of cost control & establishing profitability.

Contents of syllabus for USMHO 404

UNIT 1 STEWARDING & STORES

10 Hours

1.1 Kitchen Stewarding Layout and Design

- 1.1.1 Functions of kitchen stewarding
- 1.1.2 Layout and design
- 1.1.3 Equipments found in kitchen stewarding

1.2 Stores Layout And Design

- 1.2.1 Stores layout and planning (Dry, Cold and Bond)
- 1.2.2 Various equipments of the stores
- 1.2.3 Work flow in stores

UNIT 2 WASTE MANAGEMENT

10 Hours

- 2.1 MARPOL 78/79
- 2.2 Outline the cost of solid waste disposal
- 2.3 Describe ways the hospitality industry can reduce the amount of solid waste it generates
- 2.4 Distinguish between re-use and waste transformation
- 2.5 Describe recycling

UNIT 3 ENERGY MANAGEMENT

10 Hours

- 3.1 Elements of energy cost control
- 3.2 Describe several ways to reduce electrical costs without reducing the amount of

- electricity used
- 3.3 Identify various ways to reduce energy consumption in guest room
- 3.4 Describe the use of energy management equipment
- 3.5 Outline issues of concern with regard to co-generation?
- 3.6 Developing and implementing energy conservation programme for you property

PRACTICAL

- 1 Managing Central Housekeeping Desk
- 2 Managing Maintenance Work orders
- 3 Managing Linen and Uniform Room
- 4 Laundry Machinery and Equipment
- 5 Managing Laundry Operations
- 6 Stain Removal
- 7 Managing kitchen stewarding operations schedule
- 8 Cleaning procedures
- 9 Flower Arrangement
- 10 Selection and Designing of Uniforms

***NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.**

***Laboratory journal to be submitted at the end of each term for assessment**

Reference Books:-

7. **Facilities Management**, Trevor Payne, Chandos Publishing (Oxford)
8. **Facilities Management And Maintenance**, Quah, McGraw-Hill ISE
9. **Facilities Management and the Business of Space**, Wes McGregor, Danny Shiem-Shin Then, Arnold Publishers
10. **Facilities Management in Networked Organisations**, Bob Grimshaw, Blackwell Publishers
11. **Facility Management: Risks and Opportunities**, Bev Nutt, Peter McLennan
12. **Facility, Location, and Land Use**, Chan, Taylor & Francis Group

Scheme of Examination (Practical)

Semester end assessment - 30 marks

- A candidate shall be given any two activities based on curriculum
- Assessment will be done as follows

| Journal | Grooming | Work sheet | Activity One | Activity Two | Viva-Voce |
|----------------|-----------------|-------------------|---------------------|---------------------|------------------|
| 10 | 10 | 10 | 10 | 10 | 10 |

- Marks obtained out of 60 shall be converted to out of 30 to the next integer for final calculation.
- Practical examination of USHMO 403 & USHMO 404 shall be conducted separately as per the practical examination scheme and shall be converted to out of 30 to the next integer for final calculation.

COST AND FINANCIAL MANAGEMENT IV

Contact Hours

30

SOFT SKILLS

Contact Hours

30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|--|----------|--|
| B.Sc in Maritime Hospitality Studies | Six Semesters | IV | Cost & Financial Management IV and Soft Skills [USMHO 405] |
| Course Code | Title | Credits | |
| USMHO 405 | Cost & Financial Management IV and Soft Skills | 2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 4 | -- | -- | | | | |
| Credits | 2 | -- | -- | | | | |

Objective

This subject deals with the inventory control of the stores required for the hotels. It also deals with the elements of cost, production control, costing of the products & services as incurred in different catering establishments.

Contents of syllabus for USMHO 405

| | | |
|---------------|---|-----------------|
| UNIT 1 | TRIAL BALANCE, PURPOSE & ADVANTAGES | 10 Hours |
| 1.1 | Importance, purpose & advantages | |
| 1.2 | Trial balance | |
| 1.3 | Types of errors | |
| 1.4 | Suspense account | |
| UNIT 2 | CAPITAL AND REVENUE EXPENDITURE AND DIFFERED REVENUE EXPENDITURE | 10 Hours |
| 2.1 | Nature of Capital & Revenue | |
| 2.2 | Type of Income & Revenue | |
| 2.3 | Type of Income & Expenditure | |

| | | |
|---------------|--|-----------------|
| 2.4 | Nature of deferred revenue Expenditure | |
| UNIT 3 | FINAL ACCOUNTS OF SMALL HOTELS/ RESTATURANTS | 10 Hours |
| 3.1 | Importance, purpose & need for preparation of final accounts | |
| 3.2 | Exercises covering the following Adjustments, closing stock, prepaid expenses, outstanding expenses, income receivable, depreciation & amortization, bad debts & provision for bad debts | |

Reference Books:-

5. **Elements of Accounts**, TS Grawal – S., Chand & Co.
6. **Business Accountancy** – Frank Woods, Pitman Publishing
7. **Elements of Accountancy** – Artbony, Addison & Wesley
8. **Accountancy** - R. L. Gupta

SOFT SKILLS

Contact Hours

30

Objective

This subject is designed to impart a positive attitude and interpersonal skills required in day to day life in any organization especially onboard ships. To develop sense of professional etiquettes in the student also to develop presentation skill amongst students to enable them to take higher responsibility during their career progression.

| | | |
|---------------|---|-----------------|
| UNIT 1 | ORAL COMMUNICATIONS & LISTENING SKILLS | 10 Hours |
| 1.1 | Use of appropriate language | |
| 1.2 | Voice, Tone | |
| 1.3 | Explaining, Justifying, Convincing | |
| 1.4 | Expressing and Opinion | |
| 1.5 | Arguing out a matter | |
| 1.6 | Persuasive Skills | |
| 1.7 | Pronunciation and Dictions | |
| 1.8 | Taking down notes | |
| 1.9 | Listening to Different points of view in a group | |
| 1.10 | Relating use views of different persons | |
| UNIT 2 | TIME & STRESS MANAGEMENT | 10 Hours |
| 2.1 | Time Management In Group | |
| 2.1.1 | Time management skills in group for completion of a project | |
| 2.1.2 | What factors lead to time loss, how can it be avoided | |
| 2.1.3 | Time matrix | |
| 2.1.4 | Urgent Vs Important Jobs | |
| 2.2 | Stress Management in Groups | |
| 2.2.1 | Stresses in work Group | |
| 2.2.2 | How to control Emotions | |

- 2.2.3 Strategy to overcome Stress
- 2.2.4 Understanding Importance of Good Health to avoid stress

| | | |
|--------|--|----------|
| UNIT 3 | ETHICS & SWOT ANALYSIS | 10 Hours |
| 3.1 | What are ethics | |
| 3.2 | How ethics help to ensure positive interpersonal relations | |
| 3.3 | Personal Value Systems | |
| 3.4 | Personal quality primer | |
| 3.5 | Concept of SWOT analysis | |
| 3.6 | How to do SWOT Analysis | |

Reference Books:-

14. **Human learning**, Jeanne. E.O, Third, 1999, Prentice Hall, New Jersey
15. **Learning to learn**, Kenneth a kiewra, Nelson F. Dubois, 1998, Allyn and Bacon
16. **Basic Managerial Skills for all**, E.H. Megrath, Third, 1989, Prentice hall of India Ltd.
17. **Independent Study Techniques**, P.D. Kulkarni & B.B. Sharama, 1986, T.T.T.I., Chandigarh
18. **The handbook of project management**, Trevor L. Young, First, 1999,
19. **Project management**, Kogan Page, Michael Davies, Trainer's Guide, 1999, Kogan Page
20. **101 ways to better communication**, Elizabeth Hierney, 1st Edition, 2001, Kogan Page
21. **Improving individual performance**, Dean R. Spitzer, 1st, 1986, Educational Technology Pub., New Jersey, USA.
22. **Organizational Behavior**, Fred Luthans, Sixth, 1992, McGraw Hill
23. **Managing Time**, Dr.R.L.Bhatia, First, 1994, Wheeler Publishing
24. **Manage Your Time**, Tim Hindle, 1998, Drling Kindersley
25. **Team Building**, Glenn Parker, First, 2002, Viva Books Pvt Ltd. Mumbai
26. **Leadership Training**, Elizabeth M. Christopher, First, 2002, Viva Books Pvt Ltd. Mumbai

- Examination of Cost & Financial Management-IV and Soft Skills shall be conducted separately as per the Examination scheme and shall be converted to out of 60 to the next integer for final calculation.

**ENTREPRENEURSHIP SKILLS
INFORMATION TECHNOLOGY APPLICATIONS**

Contact Hours 30

| Name of the Programme | Duration | Semester | Course/ Course Code |
|--------------------------------------|---|----------|--|
| B.Sc in Maritime Hospitality Studies | Six Semesters | IV | Entrepreneurship Skills and Information Technology Applications[USMHO 406] |
| Course Code | Title | Credits | |
| USMHO 406 | Entrepreneurship Skills and Information Technology Applications | 2+2 | |

| For Course per week 1 lecture/period is 60 minutes duration | | | | For subject per week 1 lecture/period is 60 minutes duration | | | |
|--|--------|-----------|----------|---|--|--|--|
| | Theory | Practical | Tutorial | | | | |
| Actual contacts | 2 | 2 | -- | | | | |
| Credits | 2 | 2 | -- | | | | |

Objectives:-

This subject is designed to develop entrepreneurship skills amongst students so that he/she can setup his/her own ventures in future career.

Contents of syllabus for USMHO 406

**UNIT 1 WORKING CAPITAL & FINANCING WORKING CAPITAL NEEDS
10 Hours**

1.1 Working Capital

1.1.1 Introduction to working capital

1.1.2 Opening cycles

1.1.3 Calculation of working capital

1.1.4 Components of working capital approach

1.1.5 Operating cycle approach

1.1.6 Percentage of sales approach

1.1.7 Practical problems

1.2 Financing Working Capital Needs

1.2.1 Working capital financing strategies

1.2.2 Bank Finance

1.2.3 Bank finance assessment and appraisal

1.2.4 Non-banking finance

1.2.5 Money market

1.2.6 Money market instruments

**UNIT 2 THE TRAVEL , TOURISM INDUSTRY & GAMING INDUSTRY
10 Hours**

2.1 Changing World

2.2 Nature of Travel and Tourism Industry

2.3 Inter relationships within Travel and Tourism Industry

2.4 Why people travel

2.5 Psychographic research

2.6 Social Impact of Travel

2.7 Planning for Tourism Development

- 2.8 Story of Gaming
 - Gaming in Cruise Liners
- 2.9 Casinos
 - Organization and Management
 - Casino Operations

UNIT 3 PROJECT EVALUATION
10 Hours

- 3.1 Project evaluation under general conditions

Reference Books:-

11. **Entrepreneurship & Small Business Management**, Siropolis, All India Publishers Distributors
12. **Global Business Environments (Understanding Multicultural Behavior)**, Parhizgar, Kamal Dean;Jaico Publishing House (Published: 2003)
13. **Ethics In Business And Management Concepts**, RP Banerjee,Himalaya Publishing House
14. **Ethics, Indian Ethos and Management**,Balachandran;Wrox Press (Published: 2003)
15. **Entrepreneurial Policies and Strategies**, Mathew J. Manimala, Sage Publications Private Limited.
16. **Effective Entrepreneurship Management**, Anmol Publications
17. **Entrepreneurship in the 21st Century**, Rawat Publications
18. **Development Banks and Entrepreneurship Promotion in India**, Mittal Publications
19. **Successful Entrepreneurship**, Kanishka Publishers
20. **Handbook of Entrepreneurship Development- An Entrepreneurs Gude to Planning, Starting, Developing and Managing a New Enterprise**, Mangal Deep Publications

INFORMATION TECHNOLOGY APPLICATIONS

Objectives:-

To acquire computers knowledge pertaining to hospitality industry should be able to utilize the IT Applications & understand data analysis regarding policy decisions of the hospitality management.

PRACTICAL

| | | |
|---------------|---|-----------------|
| UNIT 1 | MS EXCEL | 10 Hours |
| | <ul style="list-style-type: none">• Introduction to Electronic Spread Sheet• Introduction to Microsoft Excel Creating and Formatting a Worksheet• Inserting Data into Worksheet• Entering Formulas and Functions• Types of Charts• Creating Charts• Moving and Sizing Charts• Copying a Chart• Using Auto Fill• Splitting Windows and Freezing Panes• Using Goal Seek | |
| UNIT 2 | POWER POINT | 10 Hours |
| | <ul style="list-style-type: none">• Introduction to Presentation Program• Introduction to Microsoft Power Point• Creating a Presentation• Features of Power Point• Auto Content Wizard• Viewing and Editing a Presentation• Inserting, Moving, Hiding and Deleting Slides• Inserting Pictures and Clip Art.• Opening, Saving and Printing a Presentation• Creating and Enhancing a Table• Slide Layouts• Modifying the Slide and Title master• Adding Transition and Build Effects• Introduction to Presentation Program• Introduction to Microsoft Power Point | |
| UNIT 3 | INTERNET AND E-MAIL APPLICATIONS | 10 Hours |
| | <ul style="list-style-type: none">• What is Internet - History and Uses of Internet - Connecting to Internet - Dial Up Access and Direct Access - Domains and Addresses• Using the World Wide Web• Internet Browser and Browsing the Web• Services on Internet• E-mail Services | |

- Search Engines
- Chat Services.
- Hospitality Software

*NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

*Laboratory journal to be submitted at the end of each term for assessment

Reference Books:-

5. **Computer Fundamentals**, Sawtantar Singh, Kalyani Publishers
6. **Computer Concepts Windows and MS Office**, Vikas Publishing House
7. **Computer Application in Business**, T.D. Malhotra, Kalyani Publishers
8. **MS Windows At a Glance**, Nesbitt, BPB Publications

Scheme of Examination (Practical)

Semester end assessment - 30 marks

- Assessment will be done as follows

| Journal | Viva-Voce | On line examination |
|----------------|------------------|----------------------------|
| 05 | 05 | 20 |