

AC 27/2/13
Item no. 118

UNIVERSITY OF MUMBAI



Syllabus for sem V & VI
Program: B.Sc.
Course : Maritime Hospitality Studies

(Credit Based Semester and Grading System with
effect from the academic year 2013-14)

Semester -V (Teaching Scheme)

Course Code	Title of the Course	Duration	Credits	TOTAL
USMHO501	Industrial Training	20 weeks (42 hrs per week)	20	20

Semester V of B.Sc Maritime Hospitality Studies shall be industrial training component of 20 weeks duration. There shall be no theory lectures in this semester

Theory/Practical : 20 Weeks (Semester end examination as per the time table provided by the University of Mumbai)

Semester -VI (Teaching Scheme)

Course Code	Title of the Course	Per Week		Per Semester		Credits		TOTAL
		L	P	L	P	L	P	
USMHO601	Maritime Studies-VI	3	--	60	--	2	--	2
USMHO602	Food Production-VI	3	6	60	120	2	2	4
USMHO603	Food & Beverage Service-VI	3	--	60	--	2	--	2
USMHO604	Accomodation & Facility Management-VI	3	--	60	--	2	--	2
USMHO605	Cost & Financial Management-VI	3	--	60	--	2	--	2
USMHO606	Strategic Management	3	--	60	--	2	--	2
USMHO607	Principles of Management	3	--	60	--	2	--	2
USMHO608	Human Resourse Management	3	--	60	--	2	--	2
USMHO609	Project	--	2	--	40	--	2	2
TOTAL		24	8	480	160	16	4	20

Semester V of B.Sc Maritime Hospitality Studies shall be industrial training component of 20 weeks duration. There shall be no theory lectures in this semester.
The syllabus of semester VI is as follows:

MARITIME STUDIES VI

Contact Hours 60

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Maritime Studies VI [USHMO601]
Course Code	Title	Credits	
USMHO601	Maritime Studies VI	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	--	--				
Credits	2	--	--				

Objectives:-

This subject expresses the student to Maritime Legislation pertaining to International & National Laws and Shipboard Computer Application.

Contents of syllabus for USHMO601

UNIT 1	1.1 INTERNATIONAL MARITIME ORGANISATION	Theory
		20 Hours
1.1.1	IMO	
1.1.2	ILO Convention No. 68, 69	
1.1.3	ISM Code	
1.1.4	ISPS	
1.1.5	Quality Management	
1.1.6	STCW 95	
1.1.7	Port State Control	
1.1.8	Drug, Alcohol Policy, Health Hazards	
1.2	IMPLEMENTATION OF MERCHANT SHIPPING (RECRUITMENT AND PLACEMENT OF SEAFARERS) RULE 2005	
1.2.1	MS Act 1958	
	<ul style="list-style-type: none"> • Overview • Section 95 (registration of recruitment and placement agencies) • Part VII (Employment of seafarers Indian Flag Vessels) 	

- Recruitment and placement rules, 2005
- 1.2.2
- Introduction and definitions
 - Significance of the RPS, Rules, 2005
 - Purpose of the rule
 - Benefit to seafarers under the rule
 - Responsibilities of employer
 - Rights and responsibilities of the seafarer
 - How to access information regarding registered recruitment and placement agencies
- Article of Agreement (Indian Ships)
- 1.2.3
- Lecture on general content of agreement
 - Responsibilities of employer and seafarer
 - Discussion on the content
- Article of Agreement (foreign flag ship)
- 1.2.4
- Lecture on general content of agreement
 - Relevance of RPS, Rule 2005 on foreign ships
 - Responsibilities of foreign employer & seafarer
 - Discussion on the content

1.3 1.3 MARPOL - 73 / 78

- 1.3.1 Annexure II
- 1.3.2 Annexure III
- 1.3.3 Annexure IV
- 1.3.4 Annexure V
- 1.3.5 Annexure VI

1.4 INDIAN MARITIME LAW

- 1.4.1 Marine Insurance
- 1.4.2 UNCLOS & its principles
- 1.4.3 Territorial waters, contiguous zone and EEZ
- 1.4.4 Pollution damage & compensation
- 1.4.5 National Maritime Board Agreement
- 1.4.6 General conditions regulating hours of work
- 1.4.7 Period of rest
- 1.4.8 National Maritime Board Agreements
- 1.4.9 Scale of Provisions for seamen
- 1.4.10 Provident Fund
- 1.4.11 Personal Injury, death

UNIT 2 2.1 SHIPBOARD OIL POLLUTION EMERGENCY PROCEDURES (SOPEP)

20 Hours

2.2 SHIPBOARD COMPUTER APPLICATION

- 2.2.1 Basic Hardware Familiarization
- Handling the computer and peripherals
 - Booting the computer, common start up errors and their remedies. Connecting peripherals – keyboard, mouse, monitor, power cables, UPS to the computer and checking all connections
 - Keyboard layout and functions of different keys
 - Proper shut down of PC precautions to avoid an

- improper shut down
 - Identifying the different hardware parts in the PC
 - Determining the configuration of the PC
- 2.2.2 Operating System
- The Windows Operating System
 - Handling files and folders
 - Creating, opening, renaming, and deleting files and folders.
 - Performing searches for specific files and folders
 - Using common keyboard shortcuts to speed up operations
 - Using windows help
 - Installation / uninstalling of software
 - Coping and burning of CDs
 - Using win zip software
 - Internet and using browser like explorer
 - Using email application program
 - Antivirus software's and removal of virus from PC's networks
- 2.2.3 MS – Word
- Creating and saving documents in MS-Word
 - Opening, finding, renaming, files and folders
 - Using page setup, print preview and print commands
 - Paragraph options, bullets & numbering
 - Format text using various options in formatting toolbar
 - Checking spelling & grammar in the document
 - Using headers & footers
 - Inserting symbols & pictures
 - Creating tables in MS Word
- 2.2.4 MS-Excel
- Creating workbooks, working with rows, columns, cells and worksheets
 - Inserting pictures, graphics
 - Formatting of cells
 - Using conditional formatting on data in cells
- 2.2.5 Advanced MS Office Features and Document Management
- 4.5.1 MS Word
- Mail Merge, Embedding objects in word
 - Master the tools to organize, edit, format, and present your content
 - Create visual impact with pictures, diagrams, tables, 3-d effects, and link charts, tables and graphs to live data. Creating hyperlinks to other
 - documents
- MS – Excel
- Writing formulas, using logical and trigonometric functions, data sorting and filtering, using fill series,

freezing window panes, creating chart and embedding them in excel documents

4.5.3 Document Management : Using document Management Software's to scan documents and store in the right files and folders

2.2.6 Shipboard Applications / Databases

4.6.1 Shipboard applications

- Creating and updating crew list
- Account of wages
- Work done report
- Provision inventory and accounting
- Planned maintenance system, inventory control of spares

Data base

- Making use of database to store and retrieve data
- Running a query on the stored data

UNIT 3 3.1 GENERAL ENGINEERING KNOWLEDGE 20 Hours

- 3.1.1 Engineering Dept. Organisation onboard ships
- 3.1.2 Duties & responsibilities of engine room personal Onboard
- 3.1.3 Various machinery in Engine Room & their purpose
- 3.1.4 General Engine Room Layout
- 3.1.5 Ships emergencies & actions
- 3.1.6 Cold & hot water system onboard
- 3.1.7 Various leakage stopping material used onboard
- 3.1.8 Emergencies in engine room & action
- 3.1.9 Shipboard Maintenance
- 3.1.10 Corrosion
- 3.1.11 Paints, Pigments, Vehicles
- 3.1.12 Surface preparation
- 3.1.13 Maintenance of galley equipment

3.2 Emergency Drills

- 3.2.1 Lifeboat drills
- 3.2.2 Fire drills
- 3.2.3 Pollution drills

Total 60 Hours

***NOTE: Emergency drills as mentioned in Unit 3, (3.2), to be conducted during winter vacations for a period of 5 days and there is going to be no evaluation for it.**

Reference Books:-

Author	Year	Title	Publication
E. C. B. Lee, Kenneth Lee	1971	<i>Safety and Survival at Sea</i>	New York, WW Norton and co
International Maritime Organization	2000	<i>Model course crowd management</i>	IMO, Publishing
		<i>Solas (as amended)</i>	Sterling Book House

Relevant DG Shipping MS notices and training circulars

FOOD PRODUCTION VI

Contact Hours 60

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Food Production VI [USHMO602]
Course Code	Title	Credits	
USMHO602	Food Production VI	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	6	--				
Credits	2	2	--				

Objectives:-

The subject is designed to equip students with the techniques of managing food production department efficiently and effectively and to train students for bulk and regional Indian cooking in different sectors of hospitality.

Contents of syllabus for USHMO602

- UNIT 1 1.1 KITCHEN ORGANIZATION AND MANAGEMENT 20 Hours**
- 1.1.1 Kitchen Organization of Star Category Hotels Vs Galley of a First Class Cruise Ships/ Vs Galley of a Merchant Vessel
 - 1.1.2 Management of Kitchen of Star Category Hotels Vs Galley of a First Class Cruise Ships/ Vs Galley of a Merchant Vessel
 - 1.1.3 Maintaining records/Reports/Log Book/Sign-on/ Sign-off records/Approval Forms/Attendance register/ Standard Recipe file/Accident record/ communication with other department/Minutes of Meeting
- 1.2 PRODUCTION MANAGEMENT**
- 1.2.1 Production Load, Duty Roasters, Task Analysis
 - 1.2.2 Production Planning and scheduling
 - 1.2.3 Production Quality and Quantity
 - 1.2.4 Standard Recipes
 - 1.2.5 Evolving new recipes and trials
- UNIT 2 QUANTITY FOOD PRODUCTION – EQUIPMENT 20 Hours**
- 2.1 Equipment**
- 2.1.1 Equipment required for mass/ volume feeding
 - 2.1.2 Heat and cold generating equipment

- 2.1.3 Care and maintenance of these equipments
- 2.1.4 Modern developments in equipment manufacture
- 2.1.5 Introduction to Equipment & this layout in larger section
- 2.2 Menu Planning**
- 2.2.1 Basic principles of menu planning – recapitulation
- 2.2.2 Points to consider in menu planning for various volume feeding outlets such as industrial, institutional, mobile catering units.
- 2.2.3 Planning Menus for
 - School/ College students
 - Industrial workers
 - Hospitals
 - Outdoor parties
 - Theme dinners
 - Transport Facilities, cruise lines, airlines, railway
- 2.2.4 Nutritional factors for the above
- 2.3 QUANTITY FOOD PRODUCTION - PLANNING**
- 2.3.1 Principles of indenting for volume feeding
- 2.3.2 Portion sizes of various items for different types of volume feeding
- 2.3.3 Modifying recipes for indenting for large scale catering
- 2.3.4 Practical difficulties while indenting for volume feeding
- 2.3.5 Principles of planning for quantity food production with regard to:
 - Space allocation
 - Equipment selection
 - Staffing

UNIT 3 3.1 VOLUME FEEDING

20 Hours

- 3.1.1 Institutional and Industrial Catering
 - Types of Institutional and Industrial Catering
 - Problems associated with this type of catering
 - Scope for development and growth
- 3.1.2 Hospital Catering
 - Highlights of Hospital Catering for patients, staff, visitors
 - Diet menu's and nutritional requirements
- 3.1.3 Off premises catering
 - Reasons for growth and development
 - Menu planning and Theme parties
 - Concept of a central production unit
 - Problems associated with off premises catering
- 3.1.4 Mobile catering
 - Characteristics of Sea, Airlines and Rail caterings
 - Branches of mobile catering
- 3.1.5 Quantity purchase and storage
 - Introduction to purchasing
 - Purchasing system
 - Purchase specifications

- Purchasing techniques
- Storage

3.2 REGIONAL INDIAN CUISINE

- 3.2.1 Introduction to regional cuisines
- 3.2.2 Heritage of Indian cuisine
- 3.2.3 Factors that effect eating habits in different parts of the country
- 3.2.4 Cuisine and its highlights of different states/ regions/ communities to be discussed under
 - Geographical location
 - Historical background
 - Seasonal availability
 - Special equipments
 - Staple diet
 - Specialty cuisines for festivals and special occasions

FOOD PRODUCTION – PRACTICALS

Out of total 12 activities / practical for academic year, 9 activities / practical are compulsory for each student.

ACTIVITY 1

AVADH 1

- a) Tomato Shorba
- b) Murg Wajidali
- c) Malai Kofta
- d) Sheermal
- e) Sevian ka Muzaafar

AVADH 2

- a) Panna
- b) Machchli ka Salan
- c) Paneer Chaman
- d) Tandoori Roti
- e) Phirni

ACTIVITY 2

TAMILNADU 1

- a) Rasam
- b) Kozhi Chettinad
- c) Avrakkai Poriyal
- d) Lemon Rice
- e) Paal Poli

TAMILNADU 2

- a) Dosa
- b) Sambar
- c) Erha Kari
- d) Avial
- e) Masaru Anna
- f) Kesari Pysam

ACTIVITY 3

PUNJABI 1

- a) Kanji

- b) Makhani Chooze
- c) Dal Makhni
- d) Kadai Paneer
- e) Tandoori Roti
- f) Kesari Kheer

PUNJABI 2

- a) Aloo Chat
- b) Fish Amratsari
- c) Sarson Ka Saag
- d) Makki ki Roti
- e) Chole Bathure
- f) Gajar Halwa

ACTIVITY 4

KERALA 1

- a) Puli Rasam
- b) Kozhi Varthakari
- c) Kootu
- d) Malabari Paratha
- e) Purupu Pysam

KERALA 2

- a) Appam
- b) Meen Curry
- c) Veg. Stew
- d) Payaru Thoran
- e) Paal Pysam

ACTIVITY 5

HYDERABAD 1

- a) Shammi Kabab
- b) Gosht Banajara
- c) Paneer Pasanda
- d) Saffron PULao
- e) Qubhani ka Meetha

HYDERABAD 2

- a) Chappali Kabab
- b) Murg Zaffrani
- c) Baghare Baingan
- d) Bakarkhani
- e) Sahi Tukra

ACTIVITY 6

GOA 1

- a) Amboti Saar
- b) Goan Fish Curry
- c) Prawn Balchao
- d) Cabbage Foogath
- e) Rice
- f) Dodal

GOA 2

- a) Chicken Cafareal

- b) Pork Vindaloo
- c) Vegetable Caldien
- d) Sanna
- e) Dosh

ACTIVITY 7

RAJASTHAN 1

- a) Machchli ka soola
- b) Murg ke Boothe
- c) Paneer Mircha
- d) Phulka
- e) Rice
- f) Jalebi

RAJASTHAN 2

- a) Mahi Kabab
- b) Lal Maans
- c) Gatte ka Saag
- d) Pulka
- e) Rice

ACTIVITY 8

BANGALI 1

- a) Nimki
- b) Kosha mangsho
- c) Ghughi
- d) Lucchi
- e) Rice

BANGALI 2

- a) Macher Jhol
- b) Potler Dalma
- c) Cholar Dal
- d) Rice
- e) Rasgulla

ACTIVITY 9

MAHARASHTRA 1

- a) Kokam Saar
- b) Mutton Kolhapuri
- c) Kothambir Vadi Rasa
- d) Thali Pith
- e) Shreekhand

MAHARASHTRA 2

- a) Koshimbir
- b) Kombi Chacooty
- c) Matki Chi Usal
- d) Amti
- e) Pooran Poli

ACTIVITY 10

KARNATAKA 1

- a) Kuduta Saar
- b) Kozhi Curry
- c) Kai Kajpu

- d) Rice
 - e) Chiroti
- KARNATAKA 2**
- a) Tomato Saar
 - b) Kori Gassi
 - c) Masuru Anna
 - d) Masala Badane Kayi
 - e) Mysoor Pak

ACTIVITY 11

KASHMIR 1

- a) Kashmiri Shorba
- b) Mutton Roganjosh
- c) Navratan Khorma
- d) Kashmiri Pulao
- e) Machama

KASHMIR 2

- a) Mint Shorba
- b) Murgh Dhaniwal Korma
- c) Dum Aloo Kashmiri
- d) Saffron Pulao

ACTIVITY 12

GUJRAT 1

- a) Patra
- b) Flower and Tamata Shak
- c) Undio
- d) Theplas
- e) Doodha Pak

GUJRAT 2

- a) Dhokla
- b) Vaigan Shak
- c) Gujrathi Kadhi
- d) Poori
- e) Amrakhand

*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:-

Author	Year	Title	Publication
Wayne Gisselen	1992	<i>Professional Cooking</i>	John Weily & Sons 605, 3rd Avenue, N. Y.
Wayne Gisselen	1999	<i>Professional Baking</i>	John Weily & Sons 605, 3rd Avenue, N. Y.
Kinton Ceserani	1996	<i>Theory of Catering</i>	Hodder & Stoughton Educational, 338, Euston Road, London
Bernard Davis	1998	<i>Food Commodities</i>	William Heinmen Ltd. 15, Queens Street, May Fair, London

Daniel R. Stevenson	1997	<i>Basic Cookery The Process Approach</i>	Stanley Thornes Ltd., Old Station Drive, England
Joy Smith	2002	<i>Kitchen a float galley management & meal preparation</i>	Warsash Nautical Books 6, Dibbles Road, Warsash, Sonthampton 5031, 9 H2, UK
Kay Pastorius	1997	<i>Cruising Cuisine</i>	Warsash Nautical Books 6, Dibbles Road, Warsash, Sonthampton 5031, 9 H2, UK
Lin Pardey with Larry Pardey	1995	<i>The care & feeding of sailing crew</i>	Warsash Nautical Books 6, Dibbles Road, Warsash, Sonthampton 5031, 9 H2, UK
American Culinary Institute	1996	<i>Professional Chef</i>	John liley & sons, New York
Krishna Arora	1988	<i>Theory of Cookery</i>	New Delhi, Frank Bros. & Co
Jerald W. Chesser	2003	<i>The Art & Science of Culinary Preparation</i>	Education Institute of American Culinary Federation

Scheme of Examination

Conduct of Practical Examination

Semester end assessment - 50 marks

- Candidate will be given a menu comprising of 4 dishes.
- 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
05	05	08	07	08	07	05	05

FOOD AND BEVERAGES SERVICE VI**Contact Hours 60**

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Food & Beverage Service VI [USHMO603]
Course Code	Title	Credits	
USMHO603	Food & Beverage Service VI	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	--	--				
Credits	2	--	--				

Objectives:-

This subject helps students to gain knowledge about various control measures, calculation of break even analysis and inventory control of food, beverage (alcoholic and non alcoholic).

Contents of syllabus for USHMO603

UNIT 1	1.1 COST DYNAMICS	20 Hours
1.1.1	Elements of Cost	
1.1.2	Classification of Cost	
1.2	SALES CONCEPT	
1.2.1	Various Sales Concept	
1.2.2	Uses of Sales Concept	
UNIT 2	F&B CONTROL	20 Hours
2.1	Inventory Control	
2.1.1	Importance	
2.1.2	Objective	
2.1.3	Methods	
2.1.4	Levels and Techniques	
2.1.5	Perpetual Inventory	
2.1.6	Monthly Inventory	
2.1.7	Pricing of Commodities	
2.1.8	Comparison of Physical and Perpetual Inventory	
2.2	Beverage Control	

- 2.2.1 Purchasing
- 2.2.2 Receiving
- 2.2.3 Storing
- 2.2.4 Issuing
- 2.2.5 Production Control
- 2.2.6 Standard Recipe
- 2.2.7 Standard Portion Size
- 2.2.8 Bar Frauds
- 2.2.9 Books Maintained
- 2.2.10 Beverage Control
- 2.3 Sales Control**
- 2.3.1 Procedure of Cash Control
- 2.3.2 Machine System
- 2.3.3 ECR
- 2.3.4 NCR
- 2.3.5 Pre Set Machines
- 2.3.6 POS
- 2.3.7 Reports
- 2.3.8 Thefts
- 2.3.9 Cash Handling
- 2.4 Budgetary Control**
- 2.4.1 Define Budget
- 2.4.2 Define Budgetary Control
- 2.4.3 Objectives
- 2.4.4 Frame Work
- 2.4.5 Key Factors
- 2.4.6 Type of Budget
- 2.4.7 Budgetary Control
- 2.5 Variance Analysis**
- 2.5.1 Standard Cost
- 2.5.2 Standard Costing
- 2.5.3 Cost Variances
- 2.5.4 Material Variances
- 2.5.5 Labour Variances
- 2.5.6 Overhead Variances
- 2.5.7 Fixed Overhead Variance
- 2.5.8 Sales Variance
- 2.5.9 Profit Variance
- 2.6 Break Even Analysis**
- 2.6.1 Breakeven Chart
- 2.6.2 PV Ratio
- 2.6.3 Contribution
- 2.6.4 Marginal Cost
- 2.6.5 Graphs

UNIT 3 MENU AS A MANAGEMENT TOOL & MIS
20 Hours

3.1 Menu Merchandising

- 3.1.1 Menu Control
- 3.1.2 Menu Structure
- 3.1.3 Planning
- 3.1.4 Pricing of Menus
- 3.1.5 Types of Menus
- 3.1.6 Menu as Marketing Tool
- 3.1.7 Layout
- 3.1.8 Constrains of Menu Planning

3.2 Menu Engineering

- 3.2.1 Definition and objectives
- 3.2.2 Methods
- 3.2.3 Advantages

3.3 MIS (MANAGEMENT INFORMATION SYSTEM)

- 3.3.1 Reports
- 3.3.2 Calculation of Actual Cost
- 3.3.3 Daily Food Cost
- 3.3.4 Monthly Food Cost
- 3.3.5 Statistical Revenue Reports
- 3.3.6 Cumulative and Non Cumulative

Reference Book:-

Author	Year	Title	Publication
Brian Varghese	2000	<i>Professional Food & Beverage Service Management</i>	Macmillian India Ltd-new Delhi
Sudhir Andrews	2011	<i>Food & Beverage Service</i>	Tata Mcgraw Hill Education Private Limited
Dennis Lillicrap, John Cousins Robert Smith	2010	<i>Food and Beverage Service</i>	Hodder and Stoughton Educational, 338 Euston Road, London
United Kingdom Bartenders' Guild	1994	<i>The International Guide to Drinks</i>	Vermilion, Random House, 20 Vauxhall Bridge road, London SW 1V2SA
Shatbhi Basu	1999	<i>The Cant Go Wrong Book of Drinks</i>	Business Publications Inc., 229/A, Krantiveer Rajguru Marg, Girgaon, Mumbai
Hugh Johnson	1994	<i>The World Atlas of Wine</i>	Mitchelle Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
Pamela Vinoyke Prile	1984	<i>The Penguin Wine Book</i>	Allen Lae Penguin Books Ltd. 536, Kings Road, London SW10 0UH
Stuart Walton	1997	<i>The Book Of Wine</i>	Joanna Lorenz Annez Publishing Ltd., Hermes House, 88-89 Black Friars Road, London SE1 SHA

Rosalind Cooper	1982	<i>Spirits and Liquors</i>	M.P Books, P.O Box 5367, Tucson, AZ 8573
Hugh Johnson,	1997	<i>Pocket Wine Book</i>	Michelin House, 81 Fulham Road, London SW3 6RB
Edward A Kazarian	1989	<i>Food Service Facilities and Planning, , Third, ,</i>	John Wiley and Sons
Bernard Davis, Edward Lockwood	1994	<i>Food and Beverage Management</i>	Butterworth Heinemann
Sandra J. Dalmer, Kurt W. Kohl	1996	<i>Waiter and Waitres Training Manual</i>	John Wiley and Sons
Nancy Loman Scanlon	1999	<i>Marketing by Menu</i>	John Wiley and Sons
Christopher Egerton Thomas	1994	<i>How to Manage a successful bar</i>	John Wiley and Sons

ACCOMMODATION & FACILITY MANAGEMENT- VI**Contact Hours 60**

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Accommodation & facility management VI [USHMO604]
Course Code	Title	Credits	
USMHO604	Accommodation & facility management VI	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	--	--				
Credits	2	--	--				

Objectives:-

This course aims to establish the importance of Accommodation and Facility Management within the hospitality Industry. It also equips the student to acquire knowledge skills necessary to successfully identify the required standards in this area and to consider all aspects of cost control & establish profitability.

Contents of syllabus for USHMO604**UNIT 1 HOTEL – DESIGN & PLANNING****20 Hours****1.1 Hotel Design**

- 1.1.1 Design Consideration
- 1.1.2 Attractive Appearance
- 1.1.3 Efficient Plan
- 1.1.4 Good Location
- 1.1.5 Suitable Material
- 1.1.6 Good workmanship
- 1.1.7 Sound Financing
- 1.1.8 Competent Management

1.2 Interior Decoration

- 1.2.1 Elements of decoration
- 1.2.2 Colour & its role in décor – types of colour scheme
- 1.2.3 Windows & window treatment
- 1.2.4 Lighting & lighting fixtures
- 1.2.5 Floor finisher
- 1.2.6 Carpets
- 1.2.7 Furniture & fittings
- 1.2.8 Accessories

1.3 Back Area

- 1.3.1 Laundry
 - 1.3.1.1 Commercial & onsite laundry
 - 1.3.1.2 Flow process of Industrial at Laundry – OPL
 - 1.3.1.3 Stages in the wash cycle
 - 1.3.1.4 Laundry equipment & machines
 - 1.3.1.5 Layout of the laundry
 - 1.3.1.6 Laundry Agents
 - 1.3.1.7 Dry cleaning
 - 1.3.1.8 Guest laundry / valet service
 - 1.3.1.9 Stain removal

1.4 Staff Locker Room

- 1.4.1 Design & layout
- 1.4.2 Legal Requirements

1.5 Receiving Areas

- 1.5.1 Design & Layout

1.6 PLANNING AND ORGANISING THE HOUSE KEEPING DEPARTMENT

- 1.6.1 Area inventory list
- 1.6.2 Frequency schedules
- 1.6.3 Performance and Productivity standards
- 1.6.4 Time and Motion study in House Keeping operations
- 1.6.5 Standard Operating manuals – Job procedures
- 1.6.6 Job allocation and work schedules
- 1.6.7 Calculating staff strengths & planning duty rosters, team work and leadership in House Keeping
- 1.6.8 Training in HKD, devising training programmes for HK staff
- 1.6.9 Inventory level for non recycled items
- 1.6.10 Budget and budgetary controls
- 1.6.11 The budget process
- 1.6.12 Planning capital budget
- 1.6.13 Planning operation budget
- 1.6.14 Operating budget – controlling expenses – income statement
- 1.6.15 Purchasing systems – methods of buying
- 1.6.16 Stock records – issuing and control
- 1.6.17 Contract services – advantages & disadvantages
- 1.6.18 Types & guidelines for hiring contract services

UNIT 2 HORTICULTURE & CLEANING OF DIFFERENT SURFACES

20 Hours

2.1 Flower Arrangement & Indoor Plants

- 2.1.1 Flower arrangement in Hotels
- 2.1.2 Equipment and material required for flower arrangement
- 2.1.3 Conditioning of plant material
- 2.1.4 Styles of flower arrangements
- 2.1.5 Principles of design as applied to flower arrangement
- 2.1.6 Selection and care

2.2 Composition, Care And Cleaning Of Different Surfaces

- 2.2.1 Metals
- 2.2.2 Glass
- 2.2.3 Leather, Leatherites, Rexines
- 2.2.4 Plastic
- 2.2.5 Ceramics
- 2.2.6 Wood

- 2.2.7 Wall finishes
- 2.2.8 Floor finishes

UNIT 3 WATER & ENERGY MANAGEMENT

20 Hours

3.1 Water And Wastewater Systems

- 3.1.1 Outline major water heating concerns and options
- 3.1.2 Identify various water system maintenance concerns
- 3.1.2 Describe issues associated with swimming pool water systems
- 3.1.3 Explain why hospitality operations should implement water conservation practices carefully

3.2 Energy Management & Conservation

- 3.2.1 General guidelines for energy conservation in
 - Kitchen
 - Maintenance Department
 - Housekeeping Department, Back & front areas
 - F&B Service
 - Other Departments
- 3.2.2 Legal requirements for commercial establishment
- 3.2.3 Energy Audits

Reference Books:-

Author	Year	Title	Publication
Trevor Payne	2000	<i>Facilities Management,</i>	Chandos Publishing (Oxford)
L.K. Quah	1992	<i>Facilities Management And Maintenance, ,</i>	McGraw-Hill ISE
Wes McGregor, Danny Shiem-Shin Then	1999	<i>Facilities Management and the Business of Space</i>	Arnold Publishers
Bob Grimshaw	2004	<i>Facilities Management in Networked Organizations</i>	Blackwell Publishers
Bev Nutt, Peter McLennan	2001	<i>Facility Management: Risks and Opportunities,</i>	John Wiley & Sons
Chan	2000	<i>Facility, Location, and Land Use,</i>	Taylor & Francis Group

COST & FINANCIAL MANAGEMENT – VI**Contact Hours 60**

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Cost & Financial Management – VI [USHMO605]
Course Code	Title	Credits	
USMHO605	Cost & Financial Management – VI	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	--	--				
Credits	2	--	--				

COST & FINANCIAL MANAGEMENT – VI**Objectives:-**

This subject is designed to bring awareness of the role of financial management for success of any organization, different financial ratios and their implementations and Budgets and budgetary control.

Contents of syllabus for USHMO605

UNIT 1	FINANCIAL MANAGEMENT , RATIO & FINANCIAL STATEMENT ANALYSIS	20 Hours
1.1	FINANCIAL MANAGEMENT	
1.1.1	Meaning And Scope	
	<ul style="list-style-type: none"> • Meaning of business finance • Meaning of financial management • Objectives of financial management 	
1.1.2	Financial Statement – Analysis and Interpretation	
	<ul style="list-style-type: none"> • Meaning and types of financial statements • Techniques of financial analysis • Limitations of financial analysis • Practical Problems 	
1.2	RATIO & FINANCIAL STATEMENT ANALYSIS	
1.2.1	Ratio Analysis	
	<ul style="list-style-type: none"> • Meaning of ratio • Classification of ratios • Profitability ratios • Turnover ratios • Financial ratios • Du Pont control chart 	

- Practical Problems
- 1.2.2 Funds Flow Analysis**
- Meaning of funds flow statement
 - Use of funds flow statement
 - Preparation of funds flow statement
 - Treatment of provision for taxation and proposed dividends (as non-current liabilities)
- 1.2.3 Cash Flow Analysis**
- Meaning of Cash flow statement
 - Preparation of cash flow statement
 - Difference between cash flow and funds flow analysis
 - Practical problems

UNIT 2 FINANCIAL PLANNING – MEANING AND SCOPE 20 Hours

- 2.1.1 Meaning of Financial Planning
- 2.1.2 Meaning of Financial Plan
- 2.1.3 Capitalization
- 2.1.4 Practical Problems
- 2.2 CAPITAL EXPENDITURE**
- 2.2.1 Meaning of Capital Structure
- 2.2.2 Factors Determining Capital Structure
- 2.2.3 Point of Indifference
- 2.2.4 Practical Problems

UNIT 3 WORKING CAPITAL AND CAPITAL BUDGETING 20 Hours

- 3.1 Working Capital Management**
- 3.1.1 Concept of Working Capital
- 3.1.2 Factors determining working capital needs
- 3.1.3 Over trading and under trading
- 3.2 Basics Of Capital Budgeting**
- 3.2.1 Importance of Capital Budgeting
- 3.2.2 Capital Budgeting appraising methods
- 3.2.3 Payback Period
- 3.2.4 Average rate return
- 3.2.5 Net Present Value
- 3.2.6 Profitability Index
- 3.2.7 Internal Rate of Return
- 3.2.8 Practical Problems

Reference Books:-

Author	Year	Title	Publication
Barrow C	2011	<i>Financial Management,</i>	Viva Books Private Limited

Rajat Joseph	2007	<i>Financial Management And Accounting Methods</i>	Anmol Publications
IM Pandey	1999	<i>Financial Management</i>	Vikas Publishing House
J.D. Agarwal; S. Banerjee	1998	<i>Financial Management</i>	Pragati Prakashan
Kulkarni, P.V; Satyaprasad, B.G	2002	<i>Financial Management</i>	Himalaya Publishing House
Sanzo, Richard	2005	<i>Ratio Analysis for Small Business</i>	Books for Business
Ghosh	1999	<i>Financial Planning and Management</i>	Anmol Publications
Vaughn, Donald E	1996	<i>Financial Planning for the Entrepreneur</i>	Prentice Hall

STRATEGIC MANAGEMENT**Contact Hours 60**

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Strategic Management [USHMO606]
Course Code	Title	Credits	
USMHO606	Strategic Management	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	--	--				
Credits	2	--	--				

Objectives:-

This subject is designed to impart knowledge amongst students on different internal and external aspects of setting strategies within an organization, how mission statement are made and how strategies are formulated to accomplish mission statement.

Contents of syllabus for USHMO606

UNIT 1 ORGANIZATIONAL STRATEGY, ENVIRONMENTAL AND INTERNAL RESOURCE ANALYSIS
20 Hours

1.1 Organizational Strategy

1.1.1 Mission

- Mission Statement elements & its importance

1.1.2 Objectives

- Necessity of formal objectives
- Objective Vs goal

1.1.3 Strategy

- Developing strategies
- Adaptive search
- Intuition search
- Strategic factors
- Picking niches
- Entrepreneurial approach

1.2 Environmental And Internal Resource Analysis

1.2.1 Need for environmental analysis

1.2.2 Key environmental variable factors

1.2.3 Opportunities & threats

- Internal resource analysis
- 1.2.4 Functional areas resource development matrix
- 1.2.5 Strengths & weaknesses
 - Marketing ➤ Personnel
 - Finance ➤ Organization
 - Production

UNIT 2 STRATEGY FORMULATION

20 Hours

- 2.1 Strategy (General) alternatives
 - Stability strategies
 - Expansion strategies
 - Retrench strategies
 - Combination strategies
- 2.2 Combination strategies
 - Forward integration
 - Backward integration
 - Horizontal integration
 - Market penetration
 - Market development
 - Concentric diversification
 - Conglomerate diversification
 - Horizontal diversification
 - Joint venture
 - Retrenchment
 - Divestiture
 - Liquidation
 - Combination
- 2.3 Strategic Analysis And Choice (Allocation Of Resources)**
- 2.3.1 Factors influencing choice
 - Strategy formulation
- 2.3.2 Input stage
 - Internal factor evaluation matrix
 - External factor evaluation matrix
 - Competitive profile matrix
- 2.3.3 Matching stage
 - Strength matrix – weaknesses- opportunities- Threats (**TOWS**)
 - Strategic position & action evaluation matrix (**SPACE**)
 - Boston consulting group matrix (**BCGM**)
 - Internal – External matrix
 - Grand strategy matrix
- 2.3.4 Decision Stage
 - Quantitative strategic planning matrix (**QSPM**)

UNIT 3 3.1 POLICIES IN FUNCTIONAL AREAS

20 Hours

- 3.1.1 Policy

- 3.1.2 Product policies
- 3.1.3 Personnel policies
- 3.1.4 Financial policies
- 3.1.5 Marketing policies.
- 3.1.6 Public relation policies
- 3.2 Strategic Implementation Review And Evaluation**
- 3.2.1 Mckinsey 7-S framework
- 3.2.2 Leadership & management Style
- 3.2.3 Strategy review and evaluation
 - Review underlying bases of strategy
 - Measure organizational performance
 - Take corrective actions

Reference Books:-

Author	Year	Title	Publication
Byars	1996	<i>Strategic Management</i>	McGraw-Hill ISE
Pearce; Robinson	1999	<i>Strategic Management</i>	McGraw Hill
Coulter, Mary K	2004	<i>Strategic Management in Action</i>	Prentice Hall
PR Shukhla	1993	<i>Strategic Management Of Energy Conservation</i>	Oxford & IBH Publishing
Pramanik , Alok Kumar	2003	<i>Accounting And Management In Theory And Practice</i>	Deep & Deep Publishers
Shukla, Archana	2003	<i>Designing Knowledge Management Architecture: How To Implement Successful Knowledge Management Programs,</i>	Response Books
Cherunliam, Francis	2009	<i>Business Policy And Strategic Management</i>	Himalaya Publishing House

PRINCIPLES OF MANAGEMENT**Contact Hours 60**

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Principles Of Management [USHMO607]
Course Code	Title	Credits	
USMHO607	Principles Of Management	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	--	--				
Credits	2	--	--				

Objectives:-

This subject is designed to enable student to list management objectives and managerial functions also to impart them the concept of total quality management.

Contents of syllabus for USHMO607

UNIT 1	1.1 INTRODUCTION	20 Hours
1.1.1	Introduction	
1.1.2	Orientation to management thought process	
1.1.3	Evolution – development – school of management	
1.1.4	Management defined	
1.2	Role Of Manager	
1.2.1	Professional manager and his tasks	
1.2.2	Managerial skills – roles – levels	
1.2.3	Managerial ethics and organizational culture	
1.2.4	Management process	
UNIT 2	MANAGEMENT PROCSESSES	20 Hours
2.1	Planning	
2.1.1	Illustrative Case study	
2.1.2	Planning process in detail	
2.1.3	Types and levels of plan	
2.1.4	Why plans fail	
2.1.5	Problem solving and decision making	
2.2	Organizing	

- 2.2.1 Organizing and organization structure
- 2.2.2 Organization chart
- 2.2.3 Principles of organization
 - Scalar principles
 - Departmentation
 - Unity
 - Span of control
 - Centralization and de centralization
 - Authority and responsibility
 - Delegation

2.3 Leadership

- 2.3.1 Definitions
- 2.3.2 Leadership Theory
- 2.3.3 Team Building

2.4 Controlling

- 2.4.1 Basic concepts
- 2.4.2 Definitions – process and techniques

2.5 Communication

- 2.5.1 Importance – Message component
- 2.5.2 Modes of communications
- 2.5.3 Listening and listening checks

UNIT 3 MANAGEMENT BY OBJECTIVES AND TOTAL QUALITY MANAGEMENT

20 Hours

3.1 Management by Objectives

- 3.1.1 Definition
- 3.1.2 Process of MBO

3.2 Total Quality Management

- 3.2.1 Definition
- 3.2.2 Need and importance
- 3.2.3 Criteria for TQM – Leadership
- 3.2.4 Information and analysis, strategic
- 3.2.5 Planning HRD and HRM Process
- 3.2.6 Management business results
- 3.2.7 Customer focus and satisfaction

Reference Books:-

Author	Year	Title	Publication
Agarwal & Banerjee	1999	<i>Principles of Management</i>	Pragati Prakashan
Cliffs Notes, Ellen A. Benowitz	2001	<i>Principles of Management</i>	Cliffs Notes
R. N. Gupata	2004	<i>Principles of Management</i>	S.Chand & Company
N.Kumar	2002	<i>Principles of Management</i>	Anmol Publications

Nirmal Singh	2002	<i>Principles of Management: Theory, Practices and Techniques</i>	Deep & Deep Publishers
IIMS	2006	<i>Principles of Management For All</i>	IIMS Publications
T. A. Sivasubramaniam	1999	<i>Principles of Management and Industrial Psychology</i>	T R Publications
Chandra Bose, Chandra	2002	<i>Principles of Management and Administration</i>	Prentice Hall of India
Srinivas Shirur	2004	<i>Creativity In Management</i>	Deep & Deep Publishers
Devi Akella	2003	<i>Unlearning The Fifth Discipline: Power Politics And Control In Organnizations</i>	Sage Publications

HUMAN RESOURCE MANAGEMENT**Contact Hours 60**

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Human Resource Management [USHMO608]
Course Code	Title	Credits	
USMHO608	Human Resource Management	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	--	--				
Credits	2	--	--				

Objectives:-

This subject is designed to give students basic knowledge about the field of Human Resource Development also enables them to comprehend the importance of human resources in the broader field of management.

Contents of syllabus for USHMO608

UNIT 1	1.1 PLANNING PERSONNEL FUNCTION	20 Hours
1.1.1	Planning personnel function	
1.1.2	Personnel management environment in India	
1.1.3	Functions and operations of personnel office	
1.1.4	Manpower planning	
	➤ Macro level scenario of human resource planning	
	➤ Concepts and process of human resource planning	
	➤ Methods and techniques – demand forecasting	
	➤ Methods and techniques – supply forecasting	
1.2	Job Analysis And Design	
1.2.1	Job analysis	
1.2.2	Job description	
1.2.3	Job specification	
1.2.4	Job evaluation	
1.2.5	Job evaluation methods	
1.2.6	Job design	

UNIT 2 2.1 ACTION AREA**20 Hours**

- 2.1.1. Selection and recruitment
- 2.1.2 Induction and placement
- 2.1.3 Performance appraisal
- 2.1.4 Performance appraisal methods
- 2.1.5 Transfer promotion and reward policies
- 2.1.6 Training and development
 - On the job training method

2.2 Measurement Of Human Resource Planning

- 2.2.1 Human resource information system
- 2.2.2 Human resource audit
- 2.2.3 Human resource accounting

UNIT 3 3.1 HUMAN RESOURCE DEVELOPMENT**20 Hours**

- 3.1.1 Introduction to Human Resource Development
- 3.1.2 Evolution and importance of Human Resource Management
- 3.1.3 Human Resource Development Strategies
- 3.1.4 Human Resource Development culture and Climate

3.2 Managing Conflicts

- 3.2.1 Personal conflicts
- 3.2.2 Departmental conflicts
- 3.2.3 Trade Unions
- 3.2.4 Employees appraisal and confrontations

Reference Books:-

Author	Year	Title	Publication
Ross Lee	2004	HRM In Tourism And Hospitality	Thomson Learning
Darin E. Hartley	1999	Job Analysis at the Speed of Reality	HRD Press
Brannick, Michael T.; Levine, Edward L.; Levine, Edward L	2002	Job Analysis: Methods, Research, and Applications for Human Resource Management in the New Millennium	Sage Publications
Bhattacharyya	2007	Human Resource Management	Executive Excellence
V. K. Sharma	2002	Human Resource Management	Viva Books
V. P. Michael	2011	Human Resource Management And Human Relations	Himalaya Publishing House
DBN Murthy	2003	Managing Human Resource	UBS Publishers Distributors Ltd.
D.K. Suri	2004	Performance Measurement And Management	Executive Excellence
Aquinas	2005	Human Resource Management: Principles And Practice	Vikas Publishing House
VSP Rao	2005	Managing People	Executive Excellence

PROJECT**Contact Hours 60**

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	VI	Project [USHMO609]
Course Code	Title	Credits	
USMHO609	Project	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 USHMO609**Objective:-**

- To familiarize the students with data collections, interpretation and analysis
- To train student for developing a presentation based on the project undertaken

Candidates have to submit a Project in any of the core subject under the guidance of respective faculty; the project shall be based on research methodology taught in the theory class to prepare students on how to approach the subject of Research Project. Inputs can be given to the students during the institute tenure.

UNIT 1 INTRODUCTION TO PROJECT WRITING

- 1.1 Meaning and objectives of project
- 1.2 Types of project
- 1.3 Project approaches
- 1.4 Criteria of good research
- 1.5 Problem faced by researches
- 1.6 Pictorial Representation and Interpretations

UNIT 2 PROJECT DESIGN & METHODS OF DATA COLLECTION**2.1 Project Design**

- 2.1.1 Meaning and need for project design
- 2.1.2 Features and important concept relating to project design
- 2.1.3 Different project design
- 2.1.4 Important experimental designs

- 2.2 Methods of Data Collection**
- 2.2.1 Collection of primary data
- 2.2.2 Different methods to collect secondary data

UNIT 3 3.1 REPORT PRESENTATION TECHNIQUE

- 3.1.1 Compilation of report
- 3.1.2 Presenting the report
- 3.1.3 Group Discussion

3.2 SUBMISSION OF PROJECT

NOTE: Classes for unit 1, 2 & 3 shall be conducted at the beginning of the academic year only and after that students will be given time to make their projects.

Candidate is required to submit his/her project report in duplicate one month prior to final examinations. One copy will be kept with the college for future references/ guidelines.

Conduct of Practical Examination

Semester end assessment - 50 marks

- Assessment will be done as follows –

Project Report	Presentation	Group Discussion	Viva voce
15	15	10	10

- Candidates have to secure minimum of Grade 'B' in project to declare pass.

**INDUSTRIAL TRAINING
(20 WEEKS)**

Guidelines for students, college and industry and rules for assessment

20 weeks of Industrial Training at any Hotels / Hospitality outlets or off shore installation to be conducted in fifth semester B.Sc.

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc in Maritime Hospitality Studies	Six Semesters	V	Industrial Training[USHMO501]
Course Code	Title	Credits	
USMHO501	Industrial Training	20	

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	--	960	--				
Credits	--	20	--				

Objective of industrial interface is to provide to students the feel of the actual working environment and to gain practical knowledge and skills, which in turn will motivate, develop and build their confidence. Industrial interface is also expected to provide the students the basis to identify their key operational area of interest.

1. RESPONSIBILITIES OF THE TRAINEE

- 1 Should be punctual.
- 2 Should maintain the training logbook up-to-date.
- 3 Should be attentive and careful while doing work.
- 4 Should be keen to learn and maintain high standards and quality of work.
- 5 Should interact positively with the organization staff.
- 6 Should be honest and loyal to the organization and towards their training.
- 7 Should get their appraisals signed regularly from the HOD's or training manager.
- 8 Gain maximum from the exposure given, to get maximum practical knowledge and skills.
- 9 Should attend the training review sessions / classes regularly.
- 10 Should be prepared for the arduous working condition and should face them positively.
- 11 Should adhere to the prescribed training schedule.
- 12 Should take the initiative to do the work as training is the only time where you can get maximum exposure.
- 13 Should, on completion of Industrial Training, handover all the reports, appraisals, logbook and completion certificate to the institute.

2. RESPONSIBILITIES OF THE INSTITUTE

- 1 Should give proper briefing to students prior to the industrial interface
- 2 Should make the students aware of the industry environment and expectations.
- 3 Should coordinate regularly with the Organization especially with the training manager.
- 4 Should take proper feedback from the students after the training.
- 5 Should brief the students about the appraisals, attendance, marks, logbook and training report.
- 6 Should ensure that change of organization is not permitted once the student has been interviewed, selected and has accepted the offer.
- 7 Should ensure trainees procure training completion certificate from the organization before joining institute.
- 8 The institute should ensure that the trainees visit Ships as often as possible but minimum three times with the view to giving them an exposure to the actual conditions and working atmosphere onboard the ship.

3. RESPONSIBILITIES OF THE HOSPITALITY INDUSTRY

First exposure: A young trainee's first industry exposure is likely to be the most influential in that person's career. If the managers / supervisors are unable or unwilling to develop the skills young trainees need to perform effectively, the latter will set lower standards than they are capable of achieving, their self-images will be impaired, and they will develop negative attitudes towards training, industry, and – in all probability – their own careers in the industry. Since the chances of building successful careers in the industry will decline, the trainees will leave in hope of finding other opportunities. If on the other hand, first managers/supervisors help trainees achieve maximum potential, they will build the foundations for a successful career.

Note : The guide associated with Industrial interface should be of Assistant Manager and above rank of Human Resource / Training or any operational department where candidate is undergoing his / her training.

CANDIDATE SHALL BE ASSESSED FOR HIS PERFORMANCE DURING HIS INDUSTRIAL TRAINING AS FOLLOWS:

Appraisal Form of Mr. / Ms.

For the period ----- to -----

S. No.	Particulars	5	4	3	2	1
1.	Attendance					
2.	Punctuality					
3.	Ability to learn					
4.	Team Spirit					
5.	On the Job Performance					
6.	Hygiene and cleanliness of the area					
7.	Grooming					
8.	General Discipline					
9.	Communication abilities					
10.	Motivation Level					
11.	Ability to take responsibilities					
12.	Attitude					

Kindly Note : Rating 5 for excellent, 4 for very good, 3 for good, 2 for fair, 1 for poor.

COMMENTS :

Name & Signature of Appraiser

Seal of Organisation

- 20 weeks of Industrial Training at any Hotels / Hospitality outlets or off shore installation to be conduct in T.Y. B.Sc.

Scheme of Examination

Internal assessment- 40 marks

Sr. No.	Evaluation type	Marks
1	Two assignments- Project report & training log book	20
2	Presentation	10
3	Viva-voce	10
	Total	40

- (a) 60 marks should be awarded on the basis of the appraisal filled in by the Human resource manager/ outlet in charge wherein the candidate had undergone industrial training.
- (b) Candidates have to secure minimum 50% marks in the industrial training to declare pass.

Scheme of Examination (Theory)**(a) Internal assessment- 40 marks**

Sr. No.	Evaluation type	Marks
1	One assignment/ case study/ project	10
2	Class tests	20
3	Active participation in routine class instructional deliveries (case studies/ seminars/ presentation)	05
4	Overall conduct as a responsible student, manners, skill, in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05
	Total	40

(b) Semester end examination (Pattern of Question Paper):-**Theory**

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2,3	15
Q - 2	1	15
Q - 3	2	15
Q - 4	3	15
	Total	60