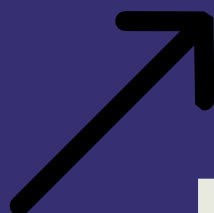




FAMILY AND COMMUNITY
RESOURCE MANAGEMENT
B.SC REGULAR
COURSE OUTLINE
NEP 2023-24



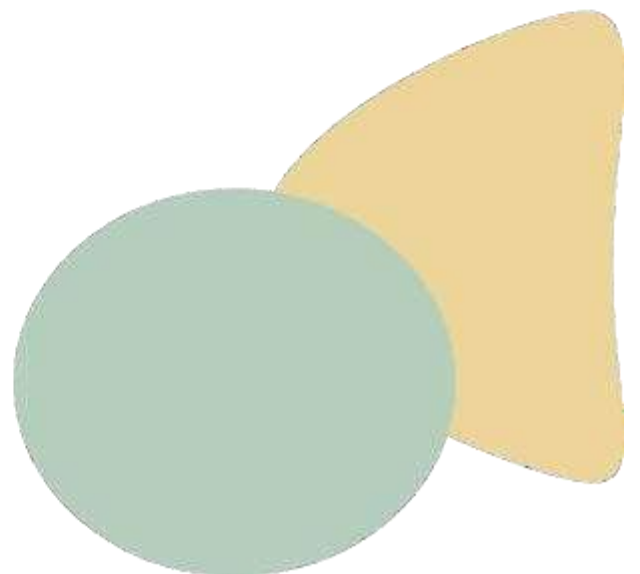


Faculty of Family & Community Sciences

NEP 2020 COURSE STRUCTURE OF FCRM DEPARTMENT

GRANT-IN AID

FAMILY AND COMMUNITY RESOURCE MANAGEMENT



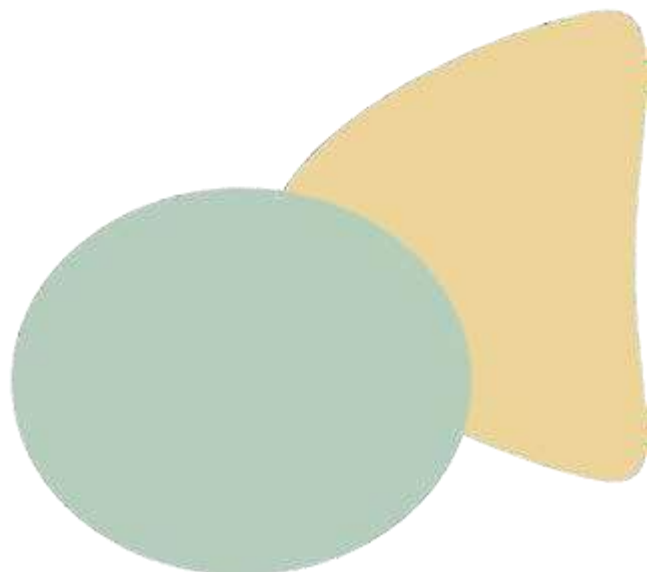


Faculty of Family & Community Sciences

NEP 2020 COURSE STRUCTURE OF FCRM DEPARTMENT

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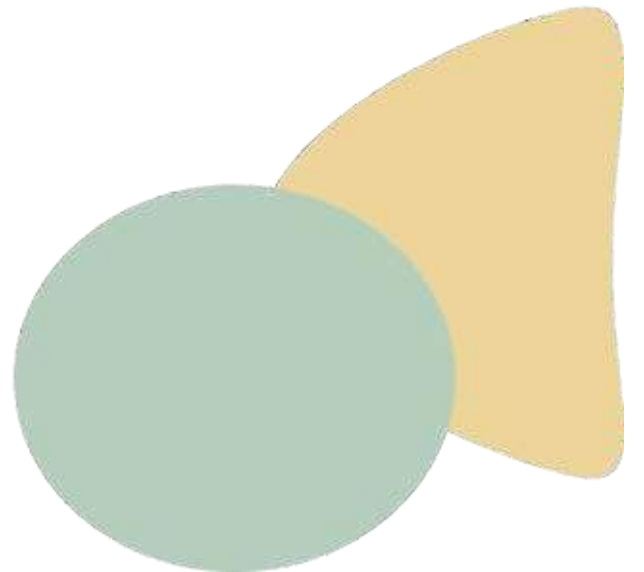
- **FAMILY AND COMMUNITY RESOURCE MANAGEMENT**
 - **Hospitality Management**





Faculty of Family & Community Sciences

HOSPITALITY MANAGEMENT



Faculty of Family & Community Sciences

NEP STRUCTURE FOR FCRM UNDERGRADUATE COURSE (MAJOR: HOSPITALITY MANAGEMENT-REGULAR PROGRAMME)			
SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
I	Introduction to Family & Community Resource Management	4(4+0)	MAJOR
	Basics of Interior Design and Hospitality Management	4(4+0)	MAJOR
	Event Management	4(4+0)	MINOR
	Sustainable development Goals	4(4+0)	MDC
	Fundamentals of Communication Skills in English	2(2+0)	AEC
	Computer Literacy I	2(1+1)	SEC
	Indian Knowledge System from Family & Community Perspective	2(2+0)	IKS-I
	TOTAL	22	
SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
II	Basics of Hospitality Industry	4(4+0)	MAJOR
	Marketing for Hospitality and Tourism Industry	4(4+0)	MAJOR
	Interior Decoration and Furnishings	4(4+0)	MINOR
	Theory of Resource Management	4(4+0)	MDC
	Developing Communication Skills in English	2(2+0)	AEC
	Computer Literacy II	2(1+1)	SEC
	Environment Science	2(2+0)	VAC
	TOTAL	22	
SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
III	Housekeeping Operations	4(3+1)	MAJOR
	Food Service Management	4(3+1)	MAJOR
	Front Office Management	4(3+1)	MAJOR
	Sustainable Interiors	4 (4+0)	MDC
	English for Entrepreneurship	2 (2+0)	AEC
	Communication Skills	2 (1+1)	SEC
	Host and Hostess Training in Hospitality Industry	2 (1+1)	IKS II
	TOTAL	22	



Faculty of Family & Community Sciences

SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
IV	Furnishings in Interiors	4 (3+1)	MAJOR
	Travel and Tourism	4 (3+1)	MAJOR
	Event Management in Hospitality Sector	4 (3+1)	MAJOR
	Basics of Travel and Tourism	4 (4+0)	MINOR
	English for Digital and Virtual Communication	2 (2+0)	AEC
	Basics of Ergonomics	2 (1+1)	SEC
	Consumer in the Market	2 (2+0)	VAC II
	TOTAL	22	
SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
V	Institutional Accountancy	4 (4+0)	MAJOR
	Sanitation and Hygiene in Hospitality Industry	4 (4+0)	MAJOR
	Household Equipment	4 (2+2)	MAJOR
	Consumer Education	4 (4+0)	MINOR
	Kitchen Gardening	4 (4+0)	MINOR
	Orientation to Research	2 (1+1)	SEC
	TOTAL	22	
SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
VI	Food and Beverage Production	4 (2+2)	MAJOR
	Banquet Management and Outdoor Catering	4 (3+1)	MAJOR
	Time and Energy Management	4 (2+2)	MAJOR
	Landscaping & Gardening	4 (4+0)	MINOR
	Professional Management in Hospitality Industry	2 (2+0)	AEC
	Training in Hospitality Industry	4 (0+4)	INTERNSHIP
	TOTAL	22	
WITHOUT RESEARCH			
SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
VII	Intellectual Property Rights in Hospitality Industry	4(4+0)	MAJOR
	Applied Ergonomics in Hospitality Industry	4(3+1)	MAJOR
	Entrepreneurship Management	4(4+0)	MAJOR
	Basics of Vaastu Shastra & Feng Shui	4(4+0)	MINOR
	On Job Training in Hospitality Industry - I	6(0+6)	OJT
	TOTAL	22	



Faculty of Family & Community Sciences

SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
VIII	Human Resource Management in Hospitality Industry	4(3+1)	MAJOR
	Consumer Behaviour	4(3+1)	MAJOR
	Destination Management and Marketing	4(2+2)	MAJOR
	Corporate Communication	4(4+0)	MINOR
	On Job Training in Hospitality Industry - II	6(0+6)	OJT
	TOTAL	22	
	TOTAL CREDITS	176	
WITH RESEARCH			
SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
VII	Intellectual Property Rights in Hospitality Management	4(4+0)	MAJOR
	Research Methodology	4(3+1)	MAJOR
	Applied Ergonomics in Hospitality Management	4(3+1)	MAJOR
	Basics of Vaastu Shastra & Feng Shui	4(4+0)	MINOR
	Dissertation in Hospitality Management - I	6(0+6)	RESEARCH
	TOTAL	22	
SEMESTER	COURSE NAME	CREDIT	COURSE TYPE
VIII	Digital Research Technologies	4(2+2)	MAJOR
	Consumer Behavior and Education	4(3+1)	MAJOR
	Human Resource Practices in Hospitality Industry	4(3+1)	MAJOR
	Corporate Communication	4(4+0)	MINOR
	Dissertation in Hospitality Management - II	6(0+6)	RESEARCH
	TOTAL	22	
	TOTAL CREDITS	176	

NEP COURSE OUTLINES OF FCRM DEPARTMENT

FIRST YEAR

REGULAR PROGRAMME


ACADEMIC YEAR

2023-2024


HOSPITALITY MANAGEMENT

NEP STRUCTURE FOR FCRM UNDERGRADUATE COURSE (MAJOR: REGULAR PROGRAMME-HOSPITALITY MANAGEMENT)				
SEMESTER	COURSE CODES	COURSE NAME	CREDIT	COURSE TYPE
I	FCM2001C	Introduction to Family and Community Resource Management	4(4+0)	MAJOR
	FCM2011C	Basics of Interior Design and Hospitality Management	4(4+0)	MAJOR
	FCE2001C	Event Management	4(4+0)	MINOR
	MDC2371C	Sustainable Development Goals	4(4+0)	MDC
	AEC2201C	Fundamentals of Communication Skills in English	2(2+0)	AEC
	SEC2461C	Computer Literacy- I	2(1+1)	SEC
	IKS2321C	Indian Knowledge System from Family & Community Perspective	2(2+0)	IKS-I
		TOTAL	22	
SEMESTER	COURSE CODE	COURSE NAME	CREDIT	COURSE TYPE
II	HMM2002C	Basics of Hospitality Industry	4(4+0)	MAJOR
	HMM2012C	Marketing for Hospitality and Tourism Industry	4(4+0)	MAJOR
	FCE2002C	Interior Decoration and Furnishings	4(4+0)	MINOR
	MDC2462C	Theory of Resource Management	4(4+0)	MDC
	AEC2262C	Developing Communication Skills in English	2(2+0)	AEC
	SEC2552C	Computer Literacy- II	2(1+1)	SEC
	VAC2322C	Environment Science	2(2+0)	VAC
		TOTAL	22	
II		Summer Internship/Apprenticeship	4(0+4)	
Note: Students who opt to exit after completion of the first year and have secured 44 credits will be awarded a UG certificate if, in addition they complete one vocational course of 4 credits during the summer vacation of the first year.				


SEMESTER -I

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - First Year – Level 4.5					
YEAR	I	FCM2001C Introduction to Family and Community Resource Management (MAJOR)		CREDIT	4 (4+0)
Semester	I			HOURS	60
OBJECTIVES:		1. To learn the meaning of resources, concepts related to management and its application. 2. To become familiar with the saving and investment pattern and credit. 3. To understand the significance of environment as a resource and its conservation.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Introduction to Management				12 hrs.
	a. Conceptual Framework of Home Management: Interrelationships among concepts of Home Management b. Basic concepts, meaning importance and process in Management i. Values: Definition, meaning and importance, Classification of values, Sources of values; factors affecting the changes in individual and family values ii. Goals: Definition, meaning and importance; types of goals iii. Standards: Definition, meaning and importance classification of standards iv. Resources: Definition, Characteristics of resources, Classification v. Decision making: Definition, meaning and importance, Steps, Types- Individual and Group c. Introduction to process of Management: Planning, organizing, controlling and evaluating				
UNIT-II	Management of Family resources				12 hrs.
	a. Time: Time as a resource, Need of Time plan and Qualities of good time plan, b. Energy: Energy as resource, Meaning and significance of work Simplification Techniques- Flow chart, Process chart, Operation chart, Pathway charts, Activity Analysis, Cyclograph, Micro Motion and Memo Motion analysis c. Money: Money as a resource, Meaning, types and sources of money, real and psychic, Income, Need for money management, Importance and d. Process of making budget				
UNIT-III	Saving, Investment and Credit				12 hrs.
	a. Saving and Investment: Meaning, Objectives and methods of saving and investment, Characteristic of good saving plan b. Credit: Meaning, Basis of credit, Sources, Types, Cost of credit, Wise use				


	of credit	
UNIT-IV	Community resources: Meaning, significance, type and management	12 hrs.
	<ul style="list-style-type: none"> a. Family and community-interrelationship b. Community resources-meaning c. Types of community resources: Public and Private Institutions and Services d. Responsibilities of families and individuals in protecting community resources 	
UNIT-V	Environment as resource: Classification, present status & conservation	12 hrs.
	<ul style="list-style-type: none"> a. Classification Hazards to Environmental resource- natural and manmade: Present status b. Role of Individuals in protecting & conserving the environmental resources 	
REFERENCES		
1.	Bigelow H.F., (1953), Family Finance, Lippincott and co; Philadelphia	
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4.	Gross, I., and Crandall E., (1963), Management for Modern Families. Appleton Century Craft New York.	
5.	MichellAllaby, (1975), Ecology, Himalayan Publishing Group Ltd., London, (1975)	
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8.	Shukul, Maneesha and Gandotra Veena, (2006) Home Management and Family Finance, Dominant Publishers and Distribution, Delhi.	
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10.	Sundaram, K.P.M. (1997), Elementary Economics Theory, R.Chand and Co., New Delhi.	
11.	Varghese M.A., Ogale N., Srinivasan K., (1985), Home Management, Wiley Eastern Publishers, New Delhi.	

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - First Year – Level 4.5					
YEAR	I	FCM2011C Basics of Interior Design and Hospitality Management (MAJOR)		CREDIT	4 (4+0)
Semester	I			HOURS	60
OBJECTIVES:		1. To develop an understanding of Basics of Interior Design. 2. To understand the Elements and Principles of Design. 3. To get an overview of Hospitality Industry. 4. To understand the Functions of various departments of Hospitality Industry.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Basics of Foundation of Art and Design in Interior Design				12 hrs.
	a. Objectives of Design: Beauty, Functionalism and Expressiveness b. Types of Design: Structural and Decorative (Naturalistic and Stylized, Abstract and Geometric & Modern and Traditional Design) c. Measurements and Conversions used in Interior Design				
UNIT-II	Basics of Elements and Principles of Design				12 hrs.
	a. Elements of Design: Line, Form, Color, Texture, Pattern, Light and Space b. Principles of Design: Balance, Scale and Proportion, Rhythm, Emphasis, Harmony				
UNIT-III	Basics of Hospitality Industry				12 hrs.
	a. Departments of Hospitality Industry Layout and Structure b. Functions and Management of Food Service Department c. Introduction to Front Office Department and Personal Management d. The Functions of Linen Room and Laundry				
UNIT-IV	Basics of Travel and Tourism and Event Management in Hospitality Industry				12 hrs.
	a. Travel and Tourism i. Meaning and Significance b. Types of Tourism				
UNIT-V	Event Management				12 hrs.
	a. Definitions & Characteristics of Event b. Meaning, Significance and Concepts related to Event Management c. Types of Events				
REFERENCES					
1.	Gandotra, V.; Shukul, M. and Jaiswal, N. (2010). Introduction to Interior Design and Decoration. Delhi: Dominant Publishers and Distributors				

2.	Seetharaman P. and Pannu, P. (2005). Interior Design & Decoration. New Delhi: CBS Publishers & Distribution
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		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc (Regular Programme- Hospitality Management) - First Year – Level 4.5					
YEAR	I	FCE2001C Event Management (MINOR)		CREDIT	4 (4+0)
Semester	I			HOURS	60
OBJECTIVES:		1 To get acquainted with the concepts in the area of event management. 2 To understand the principles of event management. 3 To learn management and co-ordination for event and analyze risk involved in an event. 4 To become aware of the qualities of good event manager and lean team work challenges.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Event Management				15 hrs.
	a. Meaning, significance concepts related to eventmanagement. b. Design, Budgeting, SWOT analysis, Five W's ofEvent Management (Why, Who!, When! Where!,What?) c. Categorization of events on the basis of celebration,participation of guest and nature of events				
UNIT-II	Principles of management with special reference to event management				15 hrs.
	a. Planning: Five Cs of successful event planning- conceptualization, costing conversing, customizationand carrying the event b. Execution and controlling c. Evaluation				
UNIT-III	Coordination in event management				15 hrs.
	a. Managing contracts b. Management at the venue c. Premising for event management d. Risk Management				
UNIT-IV	Qualities of good event manager				15 hrs.
	a. Leadership Qualities: Ingredients of leadership, i. Leadership behavior and styles ii. Integrity & Persistence iii. Collaborative decision Making & Problem solving iv. Communication skills & Vision b. Team works challenges i. Dependability ii. Self interest iii. Trust & Collaborations				
REFERENCES					
1.	Goldblatt .J. (2007): "Event Management-Multidisciplinary Professions series", Wiley Eastern, New Delhi.				

2.	Goldblatt .J. (2010): "Event Management-Multidisciplinary Professions series", Wiley Eastern, New Delhi.
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		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024		
B.Sc. F.C.Sc (Regular Programme- Hospitality Management) - First Year – Level 4.5						
YEAR	I	MDC2371C		CREDIT	4 (4+0)	
Semester	I	Sustainable Development Goals (MULTIDISCIPLINARY COURSE)		HOURS	60	
OBJECTIVES:		1. To understand concept of SDG's & integrate the SDG's with Nutrition Science & Dietetics. 2. To develop an insight for achieving SDG's through core areas of Family and Community Resource Management discipline. 3. To integrate SDG's in the curriculum of Extension and communication. 4. To understand SDG's in context of Human Development & Family Studies. 5. To apply sustainable practices as per SDG's in Apparel Industries.				
COURSE CONTENT / SYLLABUS						
UNIT-I		Introduction to SDG from the Family and Community Science Perspective a. Understanding SDG b. Goals and Targets c. SDG India Index d. Achieving sustainable living e. Contributions to a sustainable future f. Nutrition in the Context of SDGs i. Understanding diet quality related 11 Sustainable Development Goals ii. Number of Indicators relevant to nutrition in SDGs iii. Diet quality and delivery of the SDGs iv. Healthy diets & progress on SDGs: Country Examples			12 hrs.	
UNIT-II		Family and Community Resource Management and SDGs a. Understanding importance of SDGs with relevance to the field of Family and Community Resource Management b. Achieving SDGs with Family and Community Resource Management through: c. Role of Consumer Education d. Skill development & Entrepreneurship e. Sustainable Interiors f. Sustainable Practices in Hospitality Industry g. Research, Extension & Environment Management			12 hrs.	
UNIT-III		Integrating SDGs in Extension and Communication Curriculum a. Objectives of Extension and Communication Curriculum b. Understanding importance of SDGs with reference to EC curriculum c. Extension and Communication as a field towards achieving SDGs through teaching, Research and Extension: SDG3: Good Health and Well-being, SDG 4; Quality of Education, SDG 5; Gender Equality, SDG6: Clean water and Sanitation, SDG 8: Decent work and Economic Growth, SDG11:			12 hrs.	

	Sustainable Cities and Communities, SDG 17: Partnership for Goals		
UNIT-IV	Understanding Human Development in the Context of SDGs		12 hrs.
	<ul style="list-style-type: none"> a. Sustainability and Sustainable Development- Interaction of various factors social, political, economic, cultural, ecological at local and global level (Integrative approach) b. Role human beings have played and can play in ensuring balance in nature and sustainable future c. Curriculum Framework for Sustainable Development Goals – Focus on holistic life course approach, centrality of education d. SDG -4 Quality education -emphasizing: knowledge and understanding b) skills and applications c) values and attitudes e. SDG policy to practice: effective multi sectoral interventions/ programs/case studies at state/national and global levels (values linked to sustainable development: self-awareness, interconnectedness, compassion, peace, justice, value for life and other life forms, equality and equity) 		
UNIT-V	Sustainable Practices of the Apparel Industries		12 hrs.
	<ul style="list-style-type: none"> a. Responsible Production- manufacturing goods and services in an ethical and sustainable way that minimizes waste and pollution and supports long-term sustainability of surrounding communities and their natural environments. (SDG 12) b. Responsible consumption- beyond buying better, greener products and being more aware of their end-of-life destination. Also consideration of the environmental, social, health and economic impacts of a product and its services included. (SDG 12) c. Circular economy- sustainable economic models, in which products and materials are designed in such a way that they can be reused, remanufactured, recycled or recovered. (SDG 12) d. Best practices for sustainability- to build resilient infrastructure, promote sustainable industrialization and foster innovation. (SDG 9) 		
REFERENCES			
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3.	WHO UNICEF: Nurturing Care Framework for Early Childhood Development http://www.portal.pmnch.org/maternal_child_adolescent/child/nurturing_care_framework/en/		
4.	Humanity at the Crossroads: https://www.youtube.com/watch?v=ZVIs3wbTRu0		
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10.	Rebecca Burgess (2019), Fibershed, Publisher : Chelsea Green Publishing Co; Illustrated edition (19 November 2019) , ISBN-10 : 1603586636, ISBN-13 : 978-1603586634
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15.	http://www.un.org >sustainable development goals
16.	http://www.semanticscholar.org
17.	https://direct.mit.edu
18.	http://www.sdgfund.org
19.	http://SDGresources.relax.com
20.	http://assets.kpmg.com
21.	http:// www.devalt.org
22.	http://www.frontierin.org

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc (Regular Programme- Hospitality Management) - First Year – Level 4.5					
YEAR	I	AEC2201C		CREDIT	2 (2+0)
Semester	I	Fundamentals of Communication Skills in English (ABILITY ENHANCEMENT COURSE)		HOURS	30
OBJECTIVES:		1. To analyze and evaluate different forms of communication, including verbal and nonverbal, and apply this knowledge to improve personal and professional communication skills. 2. To develop effective communication skills by applying knowledge of the components and process of communication to analyze and overcome communication barriers in diverse contexts. 3. To enhance learning in language and communication by developing effective study skills, including notetaking, summarizing, and referencing, and applying these skills to complete research assignments and deliver effective presentations.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Language and Communication				10 hrs.
	a. English Language and Biological Perspective b. Functions of Language c. Varieties of English d. Pre-requisites of Communication e. Communication: Definitions and Importance				
UNIT-II	Fundamentals of Communication				10 hrs.
	a. Components of Communication b. Process of Communication c. Barriers to Process of Communication d. Types of Communication e. Multiplicities in Communication				
UNIT-III	Introducing Study Skills				10 hrs.
	a) Study Skills: Learn How to Learn b) Note-taking, Note-making and Summarizing Skills c) Library and Referencing Skills. d) Improving Public Speaking Skills				
REFERENCES					
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3.	Hargie, O. The Handbook on Communication Skills. Routledge Publication, New York.				
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5.	Raviya, Hitesh, et al. Developing Communication Skills in English. MacMillan Publishers India Private Limited, 2020, Chennai, India.				

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	The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in			ACADEMIC YEAR 2023-2024
	B.Sc. F.C.Sc (Regular Programme- Hospitality Management) - First Year – Level 4.5			
YEAR	I	SEC2461C Computer Literacy-I (SKILL ENHANCEMENT COURSE)	CREDIT	2 (1+1)
Semester	I		HOURS	45
OBJECTIVES:	1. To Acquire the fundamental concepts of computer with the present level of knowledge of the students. 2. To identify the basic components of computer and Operating System. 3. To Understand Computer Networks, and browse the internet, content, and collaborate with peers.			
COURSE CONTENT / SYLLABUS				
UNIT-I	Introduction to Computer			05 hrs.
	a. Computer and Latest IT gadgets i. Evolution of Computers & its applications ii. IT gadgets and their applications iii. Basics of Software and Hardware iv. Central Processing Unit and its function v. Computer Memory & storage vi. Application, Systems & Utility Software vii. Mobile Apps b. Operating System i. Basics of Operating system ii. Types & Functions of Operating System			
UNIT-II	Network and Communication			05 hrs.
	Network and Communication a. Introduction to basic Networking Terminology i. Network and its types ii. Network Topology iii. OSI Model iv. ISP and Role of ISP v. Network Protocols b. Introduction to Internet i. Concept of Internet & WWW ii. Website Address and URL iii. Modes of Connecting Internet iv. Introduction to IP Address v. Identifying and uses of IP/MAC vi. Popular Web Browsers c. Using E-mails i. Creating and sending a new E-mail ii. Replying to an E-mail message iii. Forwarding an E-mail message iv. Attaching files with email			

	v. Email Signature vi. Social Networking & e-Commerce	
UNIT-III	Word Processor	05 hrs.
	<ul style="list-style-type: none"> a. Word Processing Basics <ul style="list-style-type: none"> i. Opening Word Processing Package ii. Title Bar, Menu Bar, Toolbars & Sidebar iii. Creating, opening & closing a new document iv. Page Setup & Printing of Documents v. PDF file and Saving a Document as PDF file vi. AutoCorrect, Spelling & Grammar vii. Find and Replace viii. Formatting the Text ix. Paragraph Indentation x. Header & Footer xi. Footnote & Endnote b. Table Manipulation <ul style="list-style-type: none"> i. Insert & Draw Table ii. Changing cell width and height iii. Alignment of Text in cell iv. Delete / Insertion of Row, Column and Merging & Splitting of Cells c. Function of Mail Merge d. Function of Macro e. Shortcut 	
PRACTICALS		
1	<ul style="list-style-type: none"> Creating, opening & closing a new document <ul style="list-style-type: none"> i. Page Setup & Printing of Documents ii. PDF file and Saving a Document as PDF file iii. AutoCorrect, Spelling & Grammar iv. Find and Replace v. Formatting the Text vi. Paragraph Indentation vii. Header & Footer Macro 	30 hrs.
REFERENCES		
1.	Fundamentals of computers, E balagurusamy Publisher: McGraw Hill Education; 1st edition (24 June 2009).	
2.	Computer Fundamentals by Anita Goel Publisher: Pearson India Release Date: April 2010.	
3.	Practical Computer Literacy 3rd edition Paperback – January 1, 2011 by June Jamrich Parsons and Dan Oja (Author).	
4.	A Gateway to Computer Literacy, RS Salaria, Khanna publication.	
5.	Fundamentals of computer, V Rajaraman Publisher: Niharika adabala ; 6 Th edition (24 June 2009).	
6.	Computer Fundamentals - 6Th Revised Edition by Pradeep K. Sinha Priti Sinha, BPB Publications.	
7.	Computer Skill (Paperback, Surender Kumar Jain) Publisher: Hans Consultancy Bureau.	

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc (Regular Programme- HOSPITALTY MANAGEMENT) - First Year – Level 4.5					
YEAR	I	IKS2321C		CREDIT	2 (2+0)
Semester	I	Indian Knowledge System from Family & Community Perspective (IKS-I)		HOURS	30
OBJECTIVES:		1. To get acquainted with Traditional Home Management Practices in India. 2. To understand Indian Civilization and Historical concepts of Human development in Indian Ancient writings. 3. To gain an insight about Indian Traditional Forms of Communication. 4. To develop an insight on sustaining Indian Traditional knowledge through textile and craft education. 5. To understand the Indian food culture and food preferences and to enlighten the students about the Role of Traditional Foods in Health and Diseases.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Home Management Practices in India				06 hrs.
	a. Indian Hospitality Practices i. Concept of "Atithi Devo Bhava" in India ii. Role of a "Gruhini" in managing home iii. Traditional Meal Services b. Traditional Home Decoration i. Floor Decoration ii. Wall Decoration iii. Traditional/ Culture Theme Decoration				
UNIT-II	Indian civilization and Historical concepts of Human development in Indian Ancient writings				06 hrs.
	a. Brief introduction to Indian civilization and history understanding the nature of diversity in India; (cultural, regional, linguistic etc); social stratification and the underlying oneness, unity, similarity across India b. Concept of Human Development in India: 'Individual in the social world' (psychological, metaphysical, spiritual, yogic), Purushartha framework and human development, key terms c. Childhood and child socialization, influence of gender; i. Ayurveda stages of childhood; importance of prenatal development, healthy children, samskara ii. Ashramadharma (4 stages) and 16 samskara; cultural variations and rites of passage iii. Influence of cultural continuity and social change on Human Development, families				
UNIT-III	Indian Traditional Forms of Communication				


	<ul style="list-style-type: none"> a. Importance and relevance of studying Traditional Form of Communication b. Historical Evolution of Indian forms of Communication c. Cultural Diversity in Indian Traditional Forms of Communication d. Types of Indian Traditional Forms of Communication <ul style="list-style-type: none"> i. Folk Music, Dance, Drama ii. Culture and Rituals, Proverbs and Sayings iii. Fairs and Festival iv. Folk Art and Paintings 	06 hrs.
UNIT-IV	Sustaining Traditional Knowledge through Textile Craft Education	06 hrs.
	<ul style="list-style-type: none"> a. Classification of the traditional textile crafts of India (Embroidered, Woven and Painted and Printed) b. Understanding the Textile Craft landscape of Gujarat State c. Introduction to GO's and NGO's promoting traditional crafts 	
UNIT-V	Introduction to Food Anthropology	06 hrs.
	<ul style="list-style-type: none"> a. Understanding Food culture (anthropology) b. Introduction to Food Anthropology c. History of Indian Foods d. Food Preferences & Taboos in different cultures e. Role of Traditional Foods in Health and Diseases 	
REFERENCES		
1.	Bhatt, P. and Goenka, S. (1990). The Foundation of Art and Design. Bombay: Lakhani book Depot.	
2.	Das, B., Mangai, A., (2017) Communication and Culture in India: Insights form the Margins	
3.	Gandotra, V.; Shukul, M. and Jaiswal, N. (2010). Introduction to Interior Design and Decoration. Delhi: Dominant Publishers and Distributors	
4.	Kakar, S. & Kakar, K. (2007). The Indians: Portrait of a people. New Delhi: Penguin books.	
5.	Kansal ,A and Rayaprol ,A.,(2019) Communication and Society India : Continuity and Change	
6.	Kaur, R. (2022). Constructions of childhood in India: Exploring the personal and sociocultural contours. New Delhi: Routledge.	
7.	Khanna, A., (2016) Traditional Media and Development in India	
8.	Malhotra, R. & Viswanathan, V. (2023). Varna, jati, caste: A primer on Indian social structures. New Delhi: Occam.	
9.	Pandit, S. (2022). An introduction to Psychology. New Delhi: Sage.	
10.	Sanyal, S. (2012). Land of the seven rivers: A brief history of India's geography. New Delhi: Pearson.	
11.	Saraswathi, T. S., Menon, S., & Madan, A. (2023). Childhoods in India: Traditions, trends and transformation. New Delhi: Routledge.	
12.	Seetharaman P. and Pannu, P. (2005). Interior Design & Decoration. New Delhi: CBS Publishers & Distribution	
13.	Sharma, S., Agrawal B., (2015) Communication in India Historical perspectives.	
14.	Shukul, Maneesha and GandotraVeena, (2006) Home Management and Family Finance, Dominant Publishers and Distribution, Delhi.	

15.	Singh, R. K. (2009). Atithi Devo bhavah guest management. Chandni Chowk, Delhi: Global Media.
16.	https://www.indica.today/long-reads/sixteen-samskaras/
17.	https://www.indica.today/quick-reads/understanding-hinduism-vii-glossary-of-terms-in-hinduism/
18.	https://yoga.ayush.gov.in/Yoga-History/
19.	https://www.indica.today/long-reads/sixteen-samskaras/
20.	https://www.indica.today/quick-reads/understanding-hinduism-vii-glossary-of-terms-in-hinduism/


SEMESTER -II

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc (Regular Programme – Hospitality Management) - First Year – Level 4.5					
YEAR	I	HMM2002C Basics of Hospitality Industry (MAJOR)		CREDIT	4 (4+0)
Semester	II			HOURS	60
OBJECTIVES: <ol style="list-style-type: none"> 1. To generate awareness regarding Hospitality Industry 2. To gain understanding about physical and organizational structure of Hospitality Industry 3. To be aware about various Hospitality Institutions 4. To develop a knowledge regarding Safety and Security concerns in Hospitality Industry 5. To learn about the laws governing Hotel Industry in India 					
COURSE CONTENT / SYLLABUS					
UNIT-I	Introduction to Hospitality Industry				12 hrs.
	<ol style="list-style-type: none"> a. Classification of Hotels <ol style="list-style-type: none"> i. Star, Location, Clientele, Length of Stay, Size, Plan, Classification and others b. Types of Hospitality Institutions <ol style="list-style-type: none"> i. Hotels ii. Hospitals iii. Hostels iv. Institutional Catering c. Important terminologies used in Hospitality Industry 				
UNIT-II	Physical layout and Organizational structure of hotel				12 hrs.
	<ol style="list-style-type: none"> a. Hotel Organization, Classifying functional Areas, Room Division, b. Front Office: Reservation, Uniformed service, Door Attendants, Valet Parking Attendants, Concierges c. Housekeeping d. Food and Beverage Division e. Sales and Marketing Division f. Accounting Division g. Engineering and Maintenance Division h. Security Division 2.15Human Resource Division i. Other Division j. Front Office Operations k. Work shifts l. Job Description m. Meal Plan 				
UNIT-III	Organizational Communication				12 hrs.

	<ul style="list-style-type: none"> a. Meaning b. Types c. Flow of Communication in Hospitality Industry d. Barriers to Communication e. Coordination & communication between different departments in Hospitality Industry 	
UNIT-IV	Safety and Security concerns in Hospitality Industry	12 hrs.
	<ul style="list-style-type: none"> a. Room Key security b. Fire safety c. Accident d. First-Aid e. Handling unusual events 	
UNIT-V	Laws governing Hotel Industry in India	12 hrs.
	<ul style="list-style-type: none"> a. Associations governing hotel industry b. Licenses required in opening a hotel c. Laws related to establishment, commissioning operations, taxations, employment etc. in a hotel industry 	
REFERENCES		
1.	Introduction to Hospitality Management, John R. Walker, Prentice Hall, 2010 ISBN 81-297-0924-4	
2.	Travel and Tourism: A Global Scenario, KEKA LAHIRI, ICFAI UNIVERSITY PRESS (2006), ISBN-10: 8131400603 ISBN-13: 978- 8131400609	
3.	Hotel Housekeeping – Training Manual Sudhir Andrews Tata McGraw Hill Publication, Co. Ltd. New Delhi, 2003, ISBN-0-07-096358-4	
4.	Hotel Front Office: A Training Manual, Sudhir Andrews, 3rd edition. MC Graw Hills Education, ISBN-10: 125900497 ISBN-13: 978-1259004971	
5.	Hotel Front Office Operations and Management, Jatashankar R. Tewari, Oxford University Press, USA, ISBN-10: 019569919X ISBN13: 978-0195699197	
6.	Human Resource Management, K. Aswathappa, 6th edition. Mc Graw Hill, ISBN-10 : 0070682135 ISBN-13: 978-0070682139	


		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc (Regular Programme – Hospitality Management) - First Year – Level 4.5					
YEAR	I	HMM2012C Marketing for Hospitality and Tourism Industry (MAJOR)		CREDIT	4 (4+0)
Semester	II			HOURS	60
OBJECTIVES:		1. To understand the Purpose and Significance of Marketing. 2. To learn various concepts related to Market and Marketing. 3. To apply the principles of marketing regarding Hospitality and Tourism Industry. 4. To develop skills in the field of marketing research. 5. To enhance skills for managing Customer Relationship. 6. To learn designing a new product and its management.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Understanding the Market				12 hrs.
	a. Definition & Types of Market b. Functions of Marketing c. Marketing Environment d. SWOT (Strengths, Weakness, Opportunities and Threats) Analysis e. Purchase Process f. Competitive Advantage g. Market Segmentation: Principles and Types h. Channels of Distribution				
UNIT-II	Introduction to Marketing for Hospitality and Tourism				12 hrs.
	a. Customer orientation, Marketing in the Hospitality Industry b. Marketing management c. Marketing management philosophies d. Scope of Marketing in Hospitality and Tourism Industry e. Technological advancements for marketing hospitality products f. Leadership qualities in Marketing				
UNIT-III	Collecting Information & Forecasting Demands in Hospitality & Tourism Industry				12 hrs.
	a. Components of Modern Marketing Information System b. Concept of Macro-Environment with regards to Hospitality & Tourism Industry c. Demand and Supply				
UNIT-IV	Consumer Research & Customer Relationship in Hospitality and Tourism Industry				12 hrs.
	a. Introduction to Marketing Research System b. Methods and Process of Marketing Research c. Customer Relationship Management: Developing Customer Value, Satisfaction and Loyalty in Hospitality & Tourism Industry				

UNIT-V	Designing and Managing Products in Hospitality & Tourism Industry	12 hrs.
	a. Product and its characteristics, product levels and new product development and its life strategy, augmented product b. Brand decisions c. Role of National Food Laboratory in Hospitality and Tourism	
REFERENCES		
1.	Marketing for Hospitality & Tourism, 3rd edition, P. Kotler, J. Bowen & J. Makens, Prentice Hall	
2.	Kotler, P. and Keller, K.L. (2012). Marketing Management (14th Ed). New Jersey, Prentice Hall.	
3.	Kotler, P. and Armstrong, G. (2012). Principles of Marketing (14th Ed). New Jersey, Pearson Prentice Hall.	
4.	Khan, M. (2006). Consumer Behavior and Advertising Management. New Delhi, New Age International (P) Limited Publishers.	
5.	Sherlekar, S.A. (1971). Trade Practice and Consumerism. Mumbai, Himalaya Publishing House.	

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B.Sc. F.C.Sc (Regular Programme – Hospitality Management) - First Year – Level 4.5					
YEAR	I	FCE2002C Interior Decoration and Furnishings (MINOR)		CREDIT	4 (4+0)
Semester	II			HOURS	60
OBJECTIVES:		1. To understand the concepts of Interior Decoration. 2. To learn and gain insight into different surface treatments and finishes used in interiors. 3. To understand the concept of home furnishing and accessories in relation to types, selection and application in interiors. 4. To gain knowledge regarding various window treatments and Furniture.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Introduction to Interior Decoration				10 hrs.
UNIT-II	Surface treatments in Interiors: Types, Selection and Care				10 hrs.
	a. Floor: Hard and soft floor covering (rugs and carpets)				
	b. Walls: Paints, wallpapers, wood paneling and contemporary treatments c. Ceilings: Decorative ceilings, false ceilings and materials used for ceiling				
UNIT-III	Home Furnishings				10 hrs.
	a. Types of furnishing used in interior designing				
	b. Factor influencing furnishing decisions: climate conditions, needs and preference, availability in the market and principles of design. c. Alternative means of improving home furnishing conditions: elimination, concealment, rearrangement, supplementation (with new items).				
UNIT-IV	Accessories				10 hrs.
	a. Utilitarian and decorative accessories: Lamp, pictures, decorative, object, plants and flower arrangements; b. Functional objects.				
UNIT-V	Windows and Window Treatments				10 hrs.
	a. Types (with diagram)				
	b. Window treatment i. Hard (Shutters, rollers, blinds, shades) ii. Soft (fabrics for window treatment) c. Window accessories: chords, ring rods, trims & decorative articles Windows and Window Treatments				
UNIT-VI	Furniture: Types, Selection and Arrangement				10 hrs.
	a. Types of furniture Materials & finishes: (Selection, Maintenance) Wood, seasoning & types, plastic, metal glass and modern materials (present trends).				
	b. Principles of furniture arrangement c. Factors to be considered while arranging furniture in interior space				


REFERENCES

1.	Ball, VictoriaKloss (1982): Art of Interior Design, John Wiley & Sons.
2.	Clifton.c. etal (1991), The complete Home decorator conran octopus Ltd, London.
3.	Craig, Hazel and Rush, Ola (1962) Homes with Character, Health & Co. Boston
4.	Dechiara J., Panero J., Zelnik M. (2001). Time-Saver Standards for Interior Design and Space Planning. United States: Mcgraw-Hill, Inc. New York
5.	Gandotra, V., Shukul, M. &Jaiswal, N. (2011): Interior Design and Decoration, Dominant Publishers, New Delhi
6.	Gilliate Mary (1983): Making the most of bedrooms & bathrooms, Orbis Publishing, London.
7.	Kasu, A. (2012). Interior Design, Vth Edition, Ashish Book Center, Chamber D. N. Road, Mumbai.
8.	Levine M (1998), Living rooms, Rockport publishers, USA.
9.	Luke. H., (1996), soft furnishings, New Holland publishers Ltd, Singapore.
10.	Nissen, L., Faulkner S. and Faulkner R. (1994), Inside Today's Home, 6th Edition, Cengage Learning, United States.
11.	Philips B, (2000), Hamlyn book of decorating, octopus publishing Ltd, London.
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		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc (Regular Programme – Hospitality Management) - First Year – Level 4.5					
YEAR	I	MDC2462C Theory of Resource Management (MULTIDISCIPLINARY COURSE)		CREDIT	4 (4+0)
Semester	II			HOURS	60
OBJECTIVES:					
1. To understand the Purpose and Significance of Management as applied to Home in context of changing world. 2. To develop skills for effective Decision Making and Communication. 3. To study Family as a System along with its Components and Concepts of Resource Management.					
COURSE CONTENT / SYLLABUS					
UNIT-I	Management in context of Home				12 hrs.
	a. Introduction to Management: Concept and Principles of Management				
UNIT-II	Management, Maslow’s Hierarchy of Needs theory				12 hrs.
	a. Home Maker as Manager: Roles and Responsibilities, Characteristics and Qualities				
	b. Management in context of changing world.				
	c. Factors that influence Management as applied to Home: i. Family Composition-Family Life Cycle; Family Size ii. Individual and Family Characteristics: Health, Race, Personality, Education, Occupation, and Social Position iii. Environment: Location & Housing				
UNIT-III	Decision Making and Communication				12 hrs.
	a. Decision making: Meaning, Steps, and Types of Decisions, Factors affecting Decision Making, Aids in Decision Making b. Communicating: Meaning, Process, Types of Communication, Barriers to Communication				
UNIT-IV	Concepts of System as applied to Family as a System				12 hrs.
	a. Definition, Type and Concepts of a System b. The Family System with its Sub-Systems c. Interaction/among family and other systems: Physical Environment, Political, Economic, Socio-Cultural Systems.				
	Components of the Managerial sub-system of Family: Input, through-put, out-put and feedback				
UNIT-V	a. Input: Demands, Resource				12 hrs.
	i. Demands: Goals and Event as Demands ii. Resources: Characteristics & Classification iii. Values and their contribution to Resources and Demands				
	b. Through-puts: Planning: Implementing i. Planning: Importance and Role of Planning: Types of Plan;				

	<p>Techniques for making a successful plan</p> <ul style="list-style-type: none"> ii. Implementing iii. Controlling-Energizing, Checking, Adjusting, Facilitating, Supervision, Guiding and Directing c. Output: Met demands; Used Resources d. Input-Output relations e. Feedback- Meaning, Positive, Negative f. Evaluation- Role in the Management Process, Types of Evaluation. 	
REFERENCES		
1.	Seetharaman, P., Batra, S. and Mehra, P. (2005). An Introduction to Family Resource Management. New Delhi & Bangalore, CBS Publishers and Distributors.	
2.	Gross, I.H., Crandall, E.W. and Knoll M.M.(1980). Management for Modern Families. New Jersey, Prentice Hall PTR.	
3.	Nickell, P., Rice, A.S. and Tucker, S.P. (1976). Management in Family Living (5 th ed.). New York, John Wiley & Sons, Inc.	
4.	Deacon, Ruth E. and Firebaugh F.M. (1975). Home Management: Context and Concepts. Boston, Houghton Mifflin Company.	

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B.Sc. F.C.Sc (Regular Programme – Hospitality Management) - First Year – Level 4.5					
YEAR	I	AEC2262C Developing Communication Skills in English (ABILITY ENHANCEMENT COURSE)		CREDIT	2 (2+0)
Semester	II			HOURS	30
OBJECTIVES:		1. To Identify the important aspects of communication Skills and understanding listening and speaking skills. 2. To explore techniques for improving reading skills and to understand types and styles of reading skills. 3. To understand the significance of the concept of critical thinking skills and to understand the nuances of writing different types of paragraphs and to employ various strategies to create slogans.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Oral Communication Skills				10 hrs.
	a. Listening Skills: An Introduction b. Types of Listening Skills c. Improving Listening Skills d. Articulating Speaking Skills				
UNIT-II	Comprehending Reading Skills				10 hrs.
	a. Reading Skills: A Lifelong Skill b. Types of Reading c. Techniques of Reading d. Styles of Reading and Effective Reading				
UNIT-III	Critical Thinking and Writing Skills				10 hrs.
	a. Critical Thinking Skills: Concept and Definition b. Rhetoric / Logic / Concerting Ideas into Expression and Developing Arguments c. Paragraph Writing d. Writing Slogans and Interpreting Information				
REFERENCES					
1.	Khanna, Pooja, English Communication (For AECC Course, Delhi University). Vikas Publishing House. New Delhi.				
2.	Castells, M. Communication Power. Oxford University Press, New Delhi.				
3.	Hargie, O. The Handbook on Communication Skills. Routledge Publication, New York.				
4.	Thomas, Lizy, et al. Fundamentals of language and Communication				
5.	Raviya, Hitesh, et al. Developing Communication Skills in English. MacMillan Publishers India Private Limited, 2020, Chennai, India.				
6.	Surve, Anshu, et al. Developing Communication Skills in English. MacMillan Publishers India Private Limited, 2023, Chennai, India.				
7.	Roloft, M. F. Interpersonal Communication. Sage Publication., USA.				


		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2023-2024	
B.Sc. F.C.Sc (Regular Programme – Hospitality Management) - First Year – Level 4.5					
YEAR	I	SEC2552C Computer Literacy-II (SKILL ENHANCEMENT COURSE)		CREDIT	2 (1+1)
Semester	II			HOURS	45
OBJECTIVES:		1. To learn the fundamental concepts of MS Office. 2. To learn development of documents/presentations using MS Word Processor, Spreadsheet & Presentation software. 3. To acquire confidence in using computer in professional and personal life.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Spreadsheet				5 hrs.
	a. Elements of Spread Sheet i. Creating of Spread Sheet ii. Manipulation of Cells & Sheet iii. Modifying / Editing Cell Content iv. Formatting Cell (Font, Alignment, Style) v. Freezing panes b. Formulas, Functions and Charts i. Using Formulas for Numbers ii. Functions in MS Excel iii. Creating Charts iv. Pivot Table and its uses				
UNIT-II	PowerPoint Presentation				5 hrs.
	a. Introduction to PowerPoint Presentation i. Creating a Presentation Using a Template ii. Inserting & Editing Text on Slides iii. Inserting pictures and clip art iv. Creating & using Master Slide v. Presentation of Slides b. Use transitions and animation c. Printing Slides and Handouts				
UNIT-III	Emerging Trends in Technology				5 hrs.
	a. Introduction to Cloud Computing i. Uses and features of Cloud Computing ii. Applications of cloud Computing b. Internet of Things and their Applications used in our daily life. c. Introduction to Artificial Intelligences and their applications. d. Introduction to Cyber security. i. Cyber security goal				

	<ul style="list-style-type: none"> ii. Types of cyber attacks iii. Types of cyber attackers iv. Cyber Security Tools v. Email Security vi. Digital Signature 	
PRACTICAL		
1.	<ul style="list-style-type: none"> a. Creating, Modifying, Formatting cell Using formulas and Functions: Average, IF, Sum, Sum if, Sum ifs, Min, Max, TRIM, Count, Count A, count if, Count ifs, V lookup, H lookup, Match, Index b. Creating Charts, Use of Pivot Table, Protect Workbook and Worksheet 	10 hrs.
2.	<ul style="list-style-type: none"> a. Creating Presentation Using Templates b. Creating & using Master Slide c. Use transitions and animation d. Printing Slides and Handouts 	20 hrs.
REFERENCES		
1.	Fundamentals of computers, E balagurusamy Publisher: McGraw Hill Education; 1st edition (24 June 2009)	
2.	Computer Fundamentals by Anita Goel Publisher: Pearson India Release Date: April 2010	
3.	Practical Computer Literacy 3rd edition Paperback – January 1, 2011 by June Jamrich Parsons and Dan Oja (Author)	
4.	A Gateway to Computer Literacy, RS Salaria, Khanna publication	
5.	Fundamentals of computer, V Rajaraman Publisher: Niharika adabala; 6Th edition (24 June 2009)	
6.	Computer Fundamentals - 6Th Revised Edition by Pradeep K. Sinha Priti Sinha, BPB Publications	
7.	Computer Skill (Paperback, Surender Kumar Jain) Publisher: Hans Consultancy Bureau	

	The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in			ACADEMIC YEAR 2023-2024
	B.Sc. F.C.Sc (Regular Programme – Hospitality Management) - First Year – Level 4.5			
YEAR	I	VAC2322C Environment Science (VALUE ADDED COURSE)	CREDIT	2 (2+0)
Semester	II		HOURS	30
OBJECTIVES:	<ol style="list-style-type: none"> 1. To appreciate the historical context of human interactions with the environment. 2. To gain insights into the international efforts to safeguard the Earth's environment and resources. 3. To understand the concept of natural resources; identify types of natural resources, their distribution and use with special reference to India. 4. To develop a critical understanding of the environmental issues of concern. 5. To Understand the concepts of ecosystems, biodiversity and conservation. 6. To Learn about Pollution, types and sources of different kinds of pollution. 7. To have an overview of national and global efforts to address climate change adaptation and mitigation. 8. To Understand broad aspects of environmental management systems and different methods of assessing environmental quality and associated risks 9. To Learn about the major international treaties and our country's stand on and responses to the major International agreements. 			
COURSE CONTENT / SYLLABUS				
UNIT-I	Humans and the Environment			4 hrs
	a. The man-environment interaction: Humans as hunter-gatherers; Mastery of fire; Origin of agriculture; Emergence of city-states; Great ancient civilizations and the environment, Indic Knowledge and Culture of sustainability; Middle Ages and Renaissance; Industrial revolution and its impact on the environment; Population growth and natural resource exploitation; Global environmental change. b. Environmental Ethics			
UNIT-II	Natural Resources and Sustainable Development			6 hrs.
	a. Overview of natural resources: Definition of resource; Classification of natural resources- biotic and abiotic, renewable and non-renewable. b. Biotic resources c. Water resources d. Soil and mineral resources. e. Energy resources: Sources of energy and their classification, f. SDGs related to environment, targets			
UNIT-III	Environmental Issues: Local, Regional and Global			6 hrs.
	Environmental issues and scales: Concepts of micro-, meso-, synoptic and planetary scales; Temporal and spatial extents of local, regional, and global phenomena. Pollution: Impact of sectoral processes on Environment; Types of Pollution- air, noise, water, soil, thermal, radioactive; municipal solid waste, hazardous waste;			

	trans boundary air pollution; acid rain; smog. Land use and Land cover change: land degradation, deforestation, desertification, urbanization. Biodiversity loss: past and current trends, impact. Global change: Ozone layer depletion; Climate change. Disasters – Natural and Man-made (Anthropogenic)	
UNIT-IV	Conservation of Biodiversity and Ecosystems	6 hrs.
	a. Biodiversity and its distribution b. Ecosystems and ecosystem services c. Threats to biodiversity and ecosystems d. Major conservation policies e. Discussion on one national and one international case study related to the environment and sustainable development.	
UNIT-V	Environmental Pollution and Health	4 hrs.
	a. Understanding pollution b. Air pollution: c. Water pollution d. Soil pollution and solid waste e. Noise pollution f. Thermal and radioactive pollution g. Participation in plantation drive and nature camps	
UNIT-VI	Climate Change: Impacts, Adaptation and Mitigation	4 hrs.
	a. Understanding climate change: b. Impacts, vulnerability and adaptation to climate change	
REFERENCES		
1.	Fisher, Michael H. (2018) An Environmental History of India- From Earliest Times to the Twenty-First Century, Cambridge University Press.	
2.	Headrick, Daniel R. (2020) Humans versus Nature- A Global Environmental History, Oxford University Press.	
3.	Chiras, D. D and Reganold, J. P. (2010). Natural Resource Conservation: Management for a Sustainable Future.10th edition, Upper Saddle River, N. J. Benjamin/Cummins/Pearson.	
4.	Gilbert M. Masters and W. P. (2008). An Introduction to Environmental Engineering and Science, Ela Publisher (Pearson)	
5.	Harper, Charles L. (2017) Environment and Society, Human Perspectives on Environmental Issues 6th Edition. Routledge.	
6.	Harris, Frances (2012) Global Environmental Issues, 2nd Edition. Wiley- Blackwell	
7.	Bawa, K.S., Oomen, M.A. and Primack, R. (2011) Conservation Biology: A Primer for South Asia. Universities Press.	
8.	Sinha, N. (2020) Wild and Wilful. Harper Collins, India.	
9.	Jackson, A. R., & Jackson, J. M. (2000). Environmental Science: The Natural Environment and Human Impact. Pearson Education.	
10.	Masters, G. M., & Ela, W. P. (2008). Introduction to environmental engineering and science (No. 60457). Englewood Cliffs, NJ: Prentice Hall.	
11.	Adenle A., Azadi H., Arbiol J. (2015). Global assessment of technological innovation for climate change adaptation and mitigation in developing world, Journal of Environmental Management, 161 (15): 261-275.	
12.	Barnett, J. & S. O'Neill (2010). Maladaptation. Global Environmental Change—Human and Policy Dimensions 20: 211–213.	
13.	Jørgensen, Sven Marques, Erik João Carlos and Nielsen, Søren Nors (2016) Integrated Environmental Management, A transdisciplinary Approach. CRC Press.	

14.	Theodore, M. K. and Theodore, Louis (2021) Introduction to Environmental Management, 2nd Edition. CRC Press.
15.	UNEP (2007) Multilateral Environmental Agreement Negotiator's Handbook, University of Joensuu, ISBN 978-952-458-992-5
16.	Ministry of Environment, Forest and Climate Change (2019) A Handbook on International Environment Conventions & Programmes. https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf
17.	Sharma B.K., 2001, "Environmental Chemistry". Geol Publ. House, Meerut
18.	Townsend C., Harper J, and Michael B., 2014, "Essentials of Ecology", Blackwell Science
19.	Trivedi R.K., 2010, Handbook of "Environmental Laws, Rules Guidelines, Compliances and Stadards", Vol I and II, Enviro Media
20.	Trivedi R. K. and P.K. Goel, 2003, "Introduction to Air Pollution", Techno-Science Publication
21.	Wanger K.D., 1998, "Environmental Management", W.B. Saunders Co. Philadelphia, USA

	The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in			ACADEMIC YEAR 2023-2024
	B.Sc. F.C.Sc. (Regular Programme – Hospitality Management) - First Year – Level 4.5			
YEAR	I	Summer Internship/Apprenticeship	CREDIT	4 (0+4)
Semester	II		HOURS	120
OBJECTIVES:				
1. To get On Site Experiential Learning from recognized Institutions/Agency.				
<p style="text-align: center;">PRACTICAL</p>				
1.	Internship/ Apprenticeship of 30 days (8 hours per week) under any One of the following: <ul style="list-style-type: none"> a. NGOs, Schools, Anganwadi, Childcare Centre, ICDS b. CSR based Industry c. Food Industry, Hotels, Restaurants, Cafes d. Fitness Centre, Gymnasium, Boutique e. Museum and Exhibits f. Firm of Architects, Interior Designer, Fashion Designer, Graphic Designer g. Aviation, Tourism Industry h. Textile industry, Fashion industry and Media Industry i. Retail outlets j. Student Internship Programmes offered by universities k. Event Management Firms 			60hrs
2.	To prepare the report and make presentation for final evaluation (Certificate to be provided by the Institution/Agency)			60hrs

UG Certificate: Students who opt to exit after completion of the first year and have secured 44 credits will be awarded a UG certificate if, in addition they complete one vocational course of 4 credits during the summer vacation of the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of 7 years

Note: The course will be evaluated by the agency/Institution under whom the student is doing the internship

NEP COURSE OUTLINES OF FCRM DEPARTMENT

SECOND YEAR

REGULAR PROGRAMME

ACADEMIC YEAR


2024-2025

HOSPITALITY MANAGEMENT

NEP STRUCTURE FOR FCRM UNDERGRADUATE COURSE (MAJOR: REGULAR PROGRAMME -HOSPITALITY MANAGEMENT)				
SEMESTER	COURSE CODE	COURSE NAME	CREDIT	COURSE TYPE
I	HMM2003C	Housekeeping Operations	4(3+1)	MAJOR
	HMM2013C	Food Service Management	4(3+1)	MAJOR
	HMM2023C	Front Office Management	4(3+1)	MAJOR
	MDC2313C	Sustainable Interiors	4 (4+0)	MDC
	AEC2183C	English for Entrepreneurship	2 (2+0)	AEC
	SEC2233C	Communication Skills	2 (1+1)	SEC
	IKS2523C	Host and Hostess Training in Hospitality Industry	2 (1+1)	IKS-II
		TOTAL	22	
II	HMM2024C	Furnishings in Interiors	4 (3+1)	MAJOR
	HMM2014C	Travel and Tourism	4 (3+1)	MAJOR
	HMM2024C	Event Management in Hospitality Sector	4 (3+1)	MAJOR
	FCE2004C	Basics of Travel and Tourism	4 (4+0)	MINOR
	AEC2184C	English for Digital and Virtual Communication	2 (2+0)	AEC
	SEC2224C	Basics of Ergonomics	2 (1+1)	SEC
	VAC2214C	Consumer in the Market	2 (2+0)	VAC-II
		TOTAL	22	


FFCSc MINOR COURSE IN GRANT-IN AID PROGRAMME (4 CREDITS) LIST FOR STUDENTS OFFERED BY ALL DEPARTMENTS (Choose other than the selected Major)				
SEMESTER	COURSE CODE	COURSE NAME	CREDIT	COURSE TYPE
II	FCE2034C	Sustainable Interiors	4(4+0)	Minor

SEMESTER-I


		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2024-2025	
B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) – Second Year – Level 5.0					
YEAR	II	HMM2003C Housekeeping Operations (MAJOR)		CREDIT	4 (3+1)
Semester	I			HOURS	75
OBJECTIVES:		1. To become aware of the different areas and functions/operations of housekeeping department, linen room and laundry. 2. To develop and acquire skills in housekeeping and linen room activities. 3. To become aware of the importance of proper sanitation and hygiene in rooms. 4. To acquire knowledge regarding procedure/ processes for maintenance of rooms. 5. To learn about functioning of in-house laundry. 6. To learn about types and care of various linen and uniform used in hospitality industry. 7. To learn about the types of flower arrangement, gardening and landscaping.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Housekeeping Department Operations				9 hrs.
	a. Definition of housekeeping b. Role of housekeeping in hospitality industry c. Layout of Housekeeping department d. Planning, organization & communication of housekeeping activities. e. Co-ordination with another departments of hotel f. Roles/responsibilities of personnel in the housekeeping department Different types and importance of keys-section key, master key, floor key and grand master key. Key of executive offices and public areas and computerized key.				
UNIT-II	Cleaning Activity, methods and Pest Control				9 hrs.
	a. Various types of Cleaning methods – Care, cleaning and polishing of various surfaces, hard floorings, thermoplastic floorings, wooden, surfaces painted, varnished, laminated compositions, walls and wall coverings, furniture of various types e.g., brass, copper, aluminum, stainless steel, chromium. b. Various types of Cleaning equipment- selection, use, care and maintenance. c. Procedure of cleaning of guest rooms and bath – daily, weekly and spring cleaning, night service, check list of standard guest and bathroom supplies, room occupancy list, housekeepers report, handling room transfers, lost and found, cleaning of public restaurant, Food service, areas and employees' areas.				
UNIT-III	In House accidents, Fire safety and First Aid				9 hrs.
	a. Types of accidents commonly occur in hospitality institution, methods to avoid and/or reduce. b. Fire safety measures in the institution c. First aid for commonly occurring health problems.				

UNIT-IV	Linen, Uniform, and laundry room	9 hrs.
	<ul style="list-style-type: none"> a. Layout/plan and Physical features of linen and uniform room b. Selection and issuing of linens, inspecting and receiving used linen. c. Storage procedure for linen and uniforms d. Stock determination, control and distribution, record keeping, inventory taking e. Linen and Uniform room staff and their duties f. Types of laundry systems In House, contracted out and linen on hire g. Layout plan and physical features of a laundry. h. Laundry procedure, Laundry supplies material, and dry cleaning procedure. 	
UNIT-V	Horticulture	9 hrs.
	<ul style="list-style-type: none"> a. Landscaping, gardening and Flower arrangement. b. Responsibility of staff in maintaining gardening and landscaping. c. Tools used in gardening and landscaping. d. Types of flower arrangement used in different occasions. 	
PRACTICAL		
1.	Learn room cleaning procedure. List down the daily, weekly and yearly tasks.	2 hrs.
2.	Learn the cleaning procedure and care of glass articles	2 hrs.
3.	Learn cleaning procedure and care of metals like brass and silver articles.	2 hrs.
4.	Learn the procedure of cleaning wash basin (ceramic) and sinks (stainless steel).	2 hrs.
5.	Learn the method of cleaning lampshades, fans and other electrical fixtures.	2 hrs.
6.	Learn the method of bed making.	2 hrs.
7.	Learn the method of bathroom cleaning	2 hrs.
8.	Learn the method of setting maid cart (trolley).	2 hrs.
9.	Learn the procedure of preparing room inspection check list	2 hrs.
10.	Learn the method of laundering cotton, woolen, silk and synthetic garments.	2 hrs.
11.	Learn methods of removing stains from various linens and uniforms.	4 hrs.
12.	Learn method of starching linens and uniforms from different types of starches.	2 hrs.
13.	Learn the method of bleaching linens and uniforms.	2 hrs.
14.	<ul style="list-style-type: none"> Flower arrangements. a. Dining tables, reception counters, buffet tables. b. Field visit to hotels to familiarize students with operations of various departments in hotel. 	2 hrs.
REFERENCES		
1.	Andrew Sudhir (1985): Hotel Housekeeping- training manual. Tata McGraw-Hill Publishing Co. Ltd., New Delhi.	
2.	Asler, (1970): Management of Hospitality Operations, BobbsMerill, London	
3.	Charavarti, B.K.: A technical guide to Hotel Operation, Metropolitan Book Co. Pvt. Ltd., and New Delhi.	
4.	David, M.Allen: Accommodation and cleaning service, Vol. 1 & 2. Hutchinson Publishing Group 17-21 Conway street, London.	
5.	Gladwell Derek: Practical Maintenance of equipment for hoteliers, Licenses and caterers, Hutchinson and Co. Pvt. Ltd.	
6.	Hurst Rosemary: Accommodation Management for Hostel and residential establishment.	


7.	Hurst Rosemary: Service and Maintenance for Hotel and Residential establishment. William Heinemann Ltd., 10Upper Grosvenor Street, London.
8.	Iverson M. Katheleen: Introduction to Hospitality Management-Van Nostrad Reinhold, NewYork.
9.	Retrieved from https://ihmranchi.in/document/syllabus/Diploma20in20Housekeeping.pdf dated on 12 th September 2023.

	The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in			ACADEMIC YEAR 2024-2025
	B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) – Second Year – Level 5.0			
YEAR	II	HMM2013C Food Service Management (MAJOR)	CREDIT	04(3+1)
Semester	I		HOURS	75
OBJECTIVES:				
<ol style="list-style-type: none"> 1. To get acquainted with origin and organization of Food Service Industry 2. To understand Job Responsibilities of Food & Beverage Personnel 3. To understand and follow standard operating procedures of various tasks in Food Service Industry 4. To arrange service equipment on the table according to the Menu 5. To learn about and prepare various types of Menus 6. To learn laying table for various Food Service Methods 7. To learn about different types of tableware, holloware, glassware. 8. To get familiarize with Beverages in Food Service Industry. 9. To manage Finance and Cost control. 				
COURSE CONTENT / SYLLABUS				
UNIT-I	Food service Industry: Introduction			11 hrs.
	<ol style="list-style-type: none"> a. Need and importance of food service Industry b. Food service Facilities in the hospitality institutions c. Organization and Responsibilities of Food & Beverages Department <ol style="list-style-type: none"> i. Structure of the Department ii. Responsibilities of Food & Beverage staff iii. Job Description <ol style="list-style-type: none"> 1. Competencies of a food service professionals 			
UNIT-II	Types of Table setting and menu:			12 hrs.
	<ol style="list-style-type: none"> a. Arrangement and Preparation for Tables b. Different types of table setting: formal, informal, breakfast menu. c. Laying of table cloth and changing. d. Types of menus, course of menu. e. Arrangement of crockery and cutlery according to the menu f. Important factors to be considered while planning various menus. g. Care of crockery, cutlery glass and laying up for numbers. 			
UNIT - III	Different types of tableware, holloware, glassware.			10 hrs.
	<ol style="list-style-type: none"> a. Use, care and maintenance. 			
UNIT-IV	Food Outlets, Cost control aspects and types of Food services in Food Industry			12 hrs.
	<ol style="list-style-type: none"> a. Different food and beverage outlets b. Staff organization of different outlets c. Types of service in food and beverage: English, American, French, Silver, Russian, Gueridon, Buffet d. Types of Beverages: alcoholic and non-alcoholic, hot and cold. e. Taking orders, presentation of bills. Kitchen order ticket (KOT). f. Cost calculation for menu items. g. Financial Management and cost control. First in first out (FIFO). 			


PRACTICAL		
1.	Laying the table for all meals (table setting)	2 hrs.
2.	Learn table services for all menu	4 hrs.
3.	Learn tray service	4 hrs.
4.	Learn preparation of menu cards with their price arrangement	4 hrs.
5.	Learn to prepare restaurant arrangements for customer	4 hrs.
6.	Learn order taking, making out check bills, presentation of bill	4 hrs.
7.	Learn upkeep and cleaning of cutlery, crockery, and other equipment's	4 hrs.
8.	Learn field visits to different hotels and restaurants	4 hrs.
REFERENCES		
1.	Andrews Sudhir, (2008) Textbook of Food and Beverages Management, Tata McGraw Hill Education Pvt. Ltd, New Delhi.	
2.	Dittmer, P. and Griffin, R., (1976), Principles of food beverages and labour cost controls for hotels and restaurant, 4 th Edition, Cahners Books, Boston	
3.	Fuler, et al., (1985), The Professional chef's guide to kitchen Management, Van Nostra and Reinhold Co., London.	
4.	Fuler, J., (1985), The Waiter, Van Nostra and Reinhold Co., New York.	
5.	Fuler, J., (1987), Modern Restaurant Service, Hutchinson, London.	
6.	Jones, P., (1996), Introduction to Hospitality Operations, Cassell, New York.	
7.	Kotas, R., (1977), Management Accounting for Hotels and Restaurant, Surrey University Press, London.	
8.	Lillicrap, D. Cousine, J. and Smith, R., (2002), Food and Beverage Services, 6 th Edition, Book Power/ELST, London.	
9.	Phillips, L., (1991), Food and Beverages, HadderSloghton, London	
10.	Sethi, M., (2004), Institutional Food Management, New Age International Ltd., New Delhi.	
11.	Walker, J.R., (2005), Introduction to Hospitality Management, Pearson Education, Delhi.	
12.	International Bartender's Guide- Bartender	
13.	Managing Bar and Beverage operations, Kotschevu L.H.	
14.	The World guide to Whisky, Jackson M.	
15.	Bar Companion (Mixed drinks), Jones Bridge	
16.	Sotheby's World Wine Encyclopedia, Tom Stevenson, Dorling Kindersley.	
17.	The Australian Bar attendant's handbook, Ellis. G.	
18.	Cocktail Guide, A.C.P. Publishing Pvt. Ltd.	
19.	The encyclopedia of world beers, Myers. B.	
20.	Wine regions of the world, David Burroughs, and Norman Bezzant; Butterworth, Heinemann	
21.	The New York Bartender's Guide, Berk, S.A	

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2024-2025	
B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) – Second Year – Level 5.0					
YEAR	II	HMM2023C Front Office Management (MAJOR)		CREDIT	04(3+1)
Semester	I			HOURS	45
OBJECTIVES:		1. To get familiar with structure and management of Front Office 2. To understand guest needs and guest cycle 3. To know about attribute and job responsibilities of Front Office Personnel 4. To understand coordination and communication within Front Office and other departments of a Hotel 5. To learn about sources and types of reservation in a Hotel 6. To get acquainted with various aspects handled by Front Office Personnel 7. To study and apply reservation systems			
COURSE CONTENT / SYLLABUS					
UNIT-I	Introduction to Front Office Management				12 hrs.
	a. Importance of the front office department in the hotel b. Classification of hotels (Type) c. Major departments in a hotel d. Numbering of rooms and food plans e. Management structure of hotel f. Types of rooms rates, traffic structure and basis of charging				
UNIT – II	Hotel Guests				9 hrs.
	a. Types of hotel guests and selection of a hotel b. Guests and their needs c. The Guest Cycle d. Interaction between guests and front office personnel				
UNIT- III	Front Office Organization and Operation				12 hrs.
	a. Front office salesmanship b. Duties of front office personnel c. Qualities and attributes of front personnel d. Basic terminology used in the front office e. Co-ordination and communication between front office and other departments				
UNIT-IV	Reservations & Information Desk				12 hrs.
	a. Sources of hotel booking b. Modes of room reservation c. Systems of room reservation-conventional, Whitney, computerized d. Recording room reservations charts, records, diaries, form etc. e. Filing system f. Advance booking g. Various aspects handled by information desk namely <ul style="list-style-type: none"> i. About the hotel and city ii. Postal regulations iii. Transportation, travel agents, package tours iv. Local festivals v. Rules and regulations regarding foreign currency 				

PRACTICAL		
1.	Learn Handling Reception a. Greeting guests b. Room keys c. Telephone manners and conversation d. Mail and guest message, paging	2 hrs.
2.	Learn Reservation Accepting reservation with the use of conventional chart, density chart Diary form etc.	2 hrs.
3.	Learn Handling complaints and unusual events	2 hrs.
4.	Learn Receiving guests in various situation a. Confirmed booking without reservation b. Group booking c. Handling special request of the guest. VIP procedure	2 hrs.
5.	Learn Handling changes of room procedure, wake up calls, guest requests	2 hrs.
6.	Learn about aspects of personal grooming	2 hrs.
7.	Learn digital reservation systems	3 hrs.
REFERENCES		
1.	Aker Sue, Pradley, P. Huyton,J; Peunapiles of Hotel front operation Casella, Wellington House.	
2.	Andrews, S. (1982): Hotel Front office training manual-Tata McGraw Hill.	
3.	Beavis, J.R. Medik, S (1985): A manual of Hotel Reception, 3rd edition, Hunmam.	
4.	Dix, C. (1979): Accommodation operations front office, McDonalds &Wyam Ltd.	
5.	Dukes, P Hotel front office management and operation I.Q.W.A., W.M.C.	
6.	Jones, S and Pau,J.V. (180) Accommodation Management: A system approach Bateford.	
7.	Maszom's, J.J. (1971): Front office operation Bobbs.	
8.	Vallen, J. Jerom: Check out principles of effective front office management W.M.C. Brown Publishers College Division.	

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2024-2025	
B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) – Second Year – Level 5.0					
YEAR	II	MDC2313C Sustainable Interiors (MULTIDISCIPLINARY COURSE)		CREDIT	4 (4+0)
Semester	I			HOURS	60
OBJECTIVES: <ol style="list-style-type: none"> 1. To acquire knowledge about Origin and Evolution of Sustainable Development. 2. To gain awareness about Environment Protection and Sustainable Environment. 3. To gain insight into Green Building Technologies and Practices. 4. To learn about the concept of Sustainable Environment in Interior Designing. 5. To get an insight into Green Features in Interior Design. 					
COURSE CONTENT / SYLLABUS					
UNIT-I	Understanding the concept of Sustainable Development				12 hrs.
	<ol style="list-style-type: none"> a. Concept of Sustainability and Sustainable Development b. Role of Individuals, Communities, Local Municipal Authority, Government and Non-Governmental Agencies in Sustainable Development c. Purpose of Sustainable Environment 				
UNIT-II	Sustainable Technologies and Practices for Interior Design				12 hrs.
	<ol style="list-style-type: none"> a. Meaning, Concept and Significance of Sustainable Interiors b. Green Building Technologies c. Principles of developing Green Buildings 				
UNIT-III	Concept of Sustainable Environment in Interior Designing				12 hrs.
	<ol style="list-style-type: none"> a. Purpose of Sustainable Environment in Interior Designing. b. Process of developing Sustainable Environment in Interior Designing. 				
UNIT-IV	Green features in Interior Design				12 hrs.
	<ol style="list-style-type: none"> a. Water Conservation b. Energy Efficient design c. Indoor Environment (Air quality) d. Use of renewable resources like bamboo & paper for furnishing interiors 				
UNIT-V	Sustainable Materials				12 hrs.
	<ol style="list-style-type: none"> a. Eco friendly materials and finishes. b. Innovation in Interior Design 				
REFERENCES					
1.	Amit Khanna De et al (1998). Sustainable Development and Environment: Vol. 1. New Delhi, Cosmo Publishers.				

2.	Bougdah, H., & Sharples, S. (2009). Environment, technology and sustainability. Taylor & Francis.
3.	Chauhan, I.S. and Chauhan, A (1998). Environmental Degradation: Socio-economic Consequences, Jaipur. Rawat Publishers.
4.	Diwan Paras and Diwan Parag (1998): Environmental Management, Law and Administration: Reading and Cases: New Delhi Venity Books International.
5.	Goel, P.K. and Sharma, K.P. (1996): Environmental Guidelines and Standards in India, Jaipur Techno- Science.
6.	Guzowski, M. (2010). Towards zero-energy architecture: new solar design. Laurence King Publishing.
7.	Hodges L. (1977), Environmental Pollution, (2 nd Edition), United States Holt McDougal.
8.	Jones, L. (2008). Environmentally responsible design: Green and sustainable design for interior designers. John Wiley & Sons.
9.	Joshi, Y.G. and Verma, D.K. (1998): Social Environment for Sustainable Development: Jaipur. Rawat Publishers.
10.	Katiyar, V.S. (1997): Environmental Concerns, Depleting Resources and Sustainable Development, Jaipur. Pointer Publishers.
11.	Kumar, Arvind (2008): A Textbook of Environmental Science, New Delhi, APH Publishing Corporation.
12.	Lewis E. (2018). Sustainaspeak: A Guide To Sustainable Design Terms. New York, Routledge.
13.	Pawar, S.N. and Patil, R.B. (1998). Sociology and Environment, Jaipur. Rawat Publishers.
14.	Peuportier, B. (2015). Eco-design for Buildings and Neighbourhoods. CRC Press.
15.	Singh, Y. K. (2006). Environmental science. New Age International.
16.	Viegas, Philip and Menon, Geeta (1989): The impact of Environmental Degradation on People, New Delhi. Indian Social Institute.
17.	Winchip, S. M. (2011). Sustainable design for interior environments second edition. A&C Black.
18.	Yudina, Anna (2017): Garden City: Super green Buildings, Urban Skyscapes and the New Planted Space, United Kingdom, Thames and Hudson.

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of English Vadodara, Gujarat. Contact Details : head-eng@msubaroda.ac.in		ACADEMIC YEAR 2024-2025	
		Bachelor of Science including BSC (FT), BSC (FCSC), BSC(FN) (HPP), BSC (ID) (HPP) and all other Regular and HPP Programmes Bachelor Programme: As per NEP 2020			
YEAR	II	AEC2183C ENGLISH FOR ENTREPRENEURSHIP (ABILITY ENHANCEMENT COURSE)	CREDIT	2 (2+0)	
Semester	I		HOURS	30	
COURSE OUTLINE: This two-credit, third-semester course for second-year students is tailored to integrate English language skills with entrepreneurial practices. Covering 30 hours of teaching, the course aims to prepare students for the linguistic demands of the entrepreneurial world, focusing on communication strategies, business writing, and presentation skills essential for startups and business interactions.					
OBJECTIVES:		<ul style="list-style-type: none"> • Master Business Communication: Develop the ability to communicate effectively in English within various business contexts, enhancing negotiation, networking, and persuasive skills. • Enhance Professional Writing and Speaking: Acquire and refine skills in writing business proposals, emails, and reports, as well as improving public speaking and pitch presentation abilities. • Understand Entrepreneurial Vocabulary: Learn specific vocabulary and expressions related to entrepreneurship and business operations. • Apply English in Real-World Scenarios: Use English proficiently in simulations and real-life scenarios such as business meetings, investor pitches, and marketing campaigns. <p>This course not only enhances the students' English language skills but also equips them with the communication tools necessary for successful entrepreneurial ventures. By integrating practical business scenarios, the course ensures that students are ready to use their language skills in a business environment effectively.</p>			
COURSE CONTENT / SYLLABUS					
UNIT -I	Core Business Communication Skills			10 hrs.	
	a. Fundamentals of Business Communication b. Techniques in Negotiation and Persuasion c. Customer Communication and Service d. Effective Team Collaboration and Feedback				
UNIT -II	Professional Communication Skills			10 hrs.	
	a. Writing Business Proposals and Executive Documentation b. Crafting Professional Emails and Business Correspondence c. Report Writing and Documentation d. Creating Executive Summaries and Briefs				
UNIT -III	Effective Presentation and Interpersonal Skills			10 hrs.	
	a. Presentation Skills and Technology Integration b. Public Speaking and Eloquence				
		c. Leadership and Cultural Communication d. Conflict Resolution and Diplomacy			


TEACHING METHODOLOGY

- **Lectures and Readings:** Traditional lecturing combined with assigned readings to provide foundational knowledge and context.
- **Lecture Method Combined with Discussion:** Utilize traditional lectures supplemented by interactive class discussions to enhance understanding and engagement.
- **Use of Audio-visual Aids and Internet Resources:** Integrating multimedia tools such as videos, podcasts, and online databases to enrich the learning experience and provide diverse perspectives on literary topics.
- **Supervising Projects, Presentations, and Items for Self-Study:** Oversee individual and group projects that culminate in presentations, encouraging deep exploration of literature and promoting independent learning.
- **Socratic Seminars:** Facilitating dialogues where students engage in critical discussions about literary texts, fostering deeper understanding through inquiry.
- **Group Discussions:** Organizing students into small groups to discuss themes, characters, and literary devices, promoting collaborative learning.
- **Dramatic Readings and Performances:** Utilizing in-class readings or performances to bring literature to life and explore its dramatic potential.
- **Multimedia Presentations:** Use of film, audio, and digital media to complement traditional texts and offer varied perspectives on literary works.
- **Creative Writing Workshops:** Encouraging creative expression by having students write their own pieces inspired by the themes and styles studied in class.
- **Online Discussion Forums:** Utilization of online platforms for ongoing discussions outside of class, enabling students to respond to prompts and share additional resources.

	Combining these readings, activities, and methodologies will provide a dynamic and comprehensive educational experience, preparing students effectively for entrepreneurial challenges by enhancing their English communication skills in business contexts.	
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1.	Business Communication: Building Critical Skills by Kitty O. Locker and Stephen Kyo Kaczmarek
2.	The Entrepreneur's Guide to Business Writing and Speaking by Tom Gorman
3.	HBR Guide to Persuasive Presentations by Nancy Duarte
4.	Writing That Works; How to Communicate Effectively in Business by Kenneth Roman and Joel Raphaelson
5.	Talk Like TED: The 9 Public-Speaking Secrets of the World's Top Minds by Carmine Gallo

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2024-2025	
B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) – Second Year – Level 5.0					
YEAR	II	SEC2233C Communication Skills (SKILL ENHANCEMENT COURSE)		CREDIT	2 (1+1)
Semester	I			HOURS	45
OBJECTIVES:		1. To understand the Basics of effective communication in both social and professional contexts. 2. To develop an understanding of various forms of Nonverbal communication and body language at work place. 3. To understand the different models of Communication 4. To develop formal writing and Audio video presentation skills. 5. To develop understandings of various strategies for Public Speaking & Successful Presentation. 6. To develop Qualities of a Good Listener and understand Active and Passive Listening skills			
COURSE CONTENT / SYLLABUS					
UNIT-I	Basics of Communication				9 hrs.
	a. Types of Communication b. Importance of Communication c. Channels of Communication d. Seven Cs of Communication e. Barriers to Communication i. Physical Barrier ii. Psychological Barrier iii. Language Barrier iv. Perceptual Barrier v. Technological Barrier				
UNIT-II	Models of Communication				6 hrs.
	a. Aristotle b. Berlo's c. Shannon & Weaver d. Lasswells				
PRACTICAL					
1.	To learn Role of Non-verbal Communication and Body Language at workplace				3 hrs.
2.	To learn Forms of Non-verbal communication				3 hrs.
3.	To learn Kinesics, Proxemics and Chronemics				3 hrs.
4.	To learn Effective use of body language.				3 hrs.
5.	To learn interpreting Signals and symbols				3 hrs.
6.	To learn Letter writing and Email writing skills				3 hrs.
7.	To learn Report Writing and Proposal Writing skills				3 hrs.
8.	To learn Notice, Agenda and Minutes of Meeting writing skills				3 hrs.
9.	To learn Resume and covering letter writing skills.				3 hrs.
10.	To learn A/V Presentation skills				3 hrs.


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2.	Mathew, S. (2018). Communication Skills. Pune: Technical Publications, pp.6.1- 6.7.
3.	Murphy, H., Hildebrandt, H., and Thomas., (2008). Effective Business Communication. 7th ed. New Delhi: Tata McGraw Hill Publishing Company Limited
4.	Business Communication (Study Material). 2004. published by Dr. T.P. Ghosh, Director of Studies, ICAI, Noida.


		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2024-2025	
B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) – Second Year – Level 5.0					
YEAR	II	IKS2523C Host and Hostess Training in Hospitality Industry (INDIAN KNOWLEDGE SYSTEM-II)		CREDIT	2 (1+1)
Semester	I			HOURS	45
OBJECTIVES:					
1. To get acquainted with the training of reservation, greeting guests, managing the guests waiting time and checkouts. 2. To learn the skills, etiquettes and standards of telephone.					
COURSE CONTENT / SYLLABUS					
UNIT-I	Host and Hostess Training in				8 hrs.
	a. Personal grooming of host/hostess b. Reservation c. Greeting and Seating Standards of Service d. Host/Hostess Desk e. Managing waiting times f. Check in Procedure g. Host/Hostess Dress Code h. Upscaling sales i. Handling different situations j. Knowledge of different software used in Front office management k. Coordination with other departments				
UNIT-II	Telephone SOPs				7 hrs.
	a. Skills of Telephone SOPs (Listening, Questioning, Confirming and Explaining) b. Telephone Etiquettes c. Standards for answering the telephone				
PRACTICAL					
1.	Learn the personal grooming of Host and Hostess				2 hrs.
2.	Learn about the reservation and check-in process of guests.				4 hrs.
3.	Learn about the greeting and making the guests seat				4 hrs.
4.	Learn about the host and hostess desk				4 hrs.
5.	Learn about the check in procedure in hospitality				4 hrs.
6.	Learn about the telephonic skills in hospitality				4 hrs.
7.	Learn the telephonic etiquettes in hospitality				4 hrs.
8.	Learn about answering the telephone standards in hospitality				4 hrs.
9.	Survey on different software used in Front office management				4 hrs.
REFERENCES					
1.	Personal grooming "Let's fact it!". health and the consumer. (1979). . Distributed by ERIC Clearinghouse.				

2.	Beavis, J.R. Medik, S (1985): A manual of Hotel Reception, 3rd edition, Hunnam.
3.	Andrews, S. (1982): Hotel Front office training manual-Tata McGraw Hill.
4.	Retrieved from https://www.scribd.com/document/380277285/Hostess-Training-Topics dated on 11th september 2023


SEMESTER-II

		The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2024-2025	
B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - Second Year – Level 5.0					
YEAR	II	HMM2004C Furnishings in Interiors (Major)		CREDIT	4 (3+1)
Semester	II			HOURS	75
OBJECTIVES:					
1. To learn and gain insight into different surface treatments and finishes used in interiors. 2. To understand the concept of home furnishing and accessories in relation to types, selection, and application in interiors. 3. To gain knowledge regarding various window treatments. 4. To learn about types, materials, construction, and arrangement of furniture in interiors					
COURSE CONTENT / SYLLABUS					
UNIT-I	Home Furnishings and Accessories:				12 hrs.
	a. Types of furnishing used in interior designing: bed linens, slipcovers, table linens, bedspreads, and upholstery fabrics. b. Factors influencing furnishing decisions: climatic conditions, needs and preferences, availability in the market, and principles of design. c. Alternative means of improving home furnishing conditions: elimination, concealment, rearrangement, supplementation (with new items). d. Utilitarian and decorative accessories: Lamp, pictures, decorative, objects, plants and flower arrangements; Functional objects.				
UNIT II	Windows and Window Treatments:				11 hrs.
	a. Types (with diagram) b. Window treatment <ul style="list-style-type: none"> i. Hard (Shutters, rollers, blinds, shades) ii. Soft (fabrics for window treatment) iii. Care for Window and Window treatments 				
UNIT III	Surface Treatments in Interiors: Types, Selection, and Care				11 hrs.
	a. Floor: Hard and soft floor covering (rugs and carpets) b. Walls: Paints, wallpapers, wood paneling and contemporary treatments c. Ceilings: Decorative ceilings, false ceilings and materials used for ceiling d. Care for different surfaces; hard, soft, POP, wood, paint, wallpaper.				
UNIT IV	Types and arrangement of Furniture:				11 hrs.
	a. Types of furniture b. Principles of furniture arrangement				

	c. Factors to be considered while arranging furniture in the interiors. d. Arrangement of furniture in different areas of interiors.	
PRACTICAL		
1.	Draw types of windows	
2.	Draw types of window treatment	
3.	Types of furniture: plan, elevation, and isometric view: Chairs, Tables, Beds, Closets, cupboards/ dressing tables.	
4.	Furniture arrangement (four wall elevation): i. Dining room ii. Living room iii. Master bedroom iv. Children's room	
5.	Application of principles and elements of design in preparing one furnishing item or accessory for an interior space	
REFERENCES		
1.	Again Tessie (1970): The House, its plan and Use, Oxford & IBH Publishing Co. (Unit I-XII)	
2.	Conran Terence (1982): The HouseBook, Crown Publishers, New York, Reprint-1986	
3.	Goldstein, Harriet and Goldstein Vetta (1960) Art in Everyday life. New York, MacMillan Co.	
4.	All you need to know about design & decorating, MarshallCarendish Books Ltd., 1985	
5.	Chudley, R (1976): Construction Technology, Volume I, II, III, Longmen Group Ltd., Reprint-1980.	
6.	Gilliate Mary (1983): Making the most of bedrooms & bathrooms, Orbis Publishing, London	
7.	Julius Panero& Martin Zelnik (1979): Human Dimensions &Interior Space,NewYork, Architectural Press Ltd.	
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	The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in			ACADEMIC YEAR 2024-2025
	B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - Second Year – Level 5.0			
YEAR	II	HMM2014C Travel and Tourism (MAJOR)	CREDIT	4 (3+1)
Semester	II		HOURS	75
OBJECTIVES: <ol style="list-style-type: none"> 1. To understand importance of Travel & Tourism Industry. 2. To have an overview on Types of Tourism & its Infrastructure. 3. To develop an understanding of Tourism Resources in India and functioning of various tourism organization. 				
COURSE CONTENT / SYLLABUS				
UNIT-I	Basics of Travel and Tourism			10 hrs.
	b. Meaning and Significance of Travel & Tourism c. Tourism industry and System d. Purpose of Tourism and Travel Motivators e. Five 'A's of tourism f. History of travel and Tourism g. Developments in the History of Tourism in India – Post Independence - Modern Tourism			
UNIT II	Types of Tourism			10 hrs.
	a. Holiday and Visiting Friends & Relatives tourism b. Cultural and religious tourism c. Adventure and Sports tourism d. Business and Health, Rural tourism e. Alternative Forms of Tourism			
UNIT III	Tourism Infrastructure			10 hrs.
	a. Definition b. Accommodation c. Food & Beverage d. Attractions e. Telecommunications f. Essential Services and Other Services			
UNIT IV	Tourism Resources in India			10 hrs.
	a. Architectural Heritage b. Natural Tourism Resource-Monuments c. National Parks d. Wild Life Sanctuaries e. Biosphere Reserve mountains f. Beaches and Islands g. Back waters h. Inland waterways and Adventure Tourism Spots in India			
Tourism Organizations				

UNIT V	<ul style="list-style-type: none"> a. Tourism organization b. Needs for Tourism Organization c. International Organization d. Government Organizations in India e. Private Sector Organization in India f. Non-Government Organization and Other organization g. Travel & Tourism Department of Government- Central & State: Programs and Policies 	5 hrs.
PRACTICAL		
1.	Develop a Booklet on Religious tourism of any one state in India.	3 hrs.
2.	To make a report on infrastructure available at heritage/religious destination of any one state in India.	3 hrs.
3.	To list down available accommodation facilities in the hospitality industry (available in your city).	3 hrs.
4.	To prepare a list of tour operators working at Local, National and International level.	3 hrs.
5.	To visit places of Tourist Interest; assess their Present Status for their Maintenance, Aesthetics, Services, Security and Expectations from the Visitors.	3 hrs.
6.	To prepare a map of India depicting Wild life Sanctuaries.	3 hrs.
7.	To prepare a map of India depicting Architectural Heritage.	3 hrs.
8.	To Organize Tourism Fair / Exhibition to promote tourism resources in India.	3 hrs.
9.	Organize an event for cultural tourism resources of India like folk song/dance/rituals etc.	3 hrs.
REFERENCES		
1.	Dharmarajan, S. and Seth, R. (1994). Tourism in India-Trends and Issues. (First edition). New Delhi. Haranand Publications Pvt. Ltd.	
2.	Gupta, S. (2006). World Tourism in New Millennium. (First edition). Jaipur. ABD Publishers.	
3.	Kamra, K.K and Chand M. (2006). Basics of Tourism-Theory, Operation and Practice (First edition). New Delhi, Kanishka Publishers.	
4.	Maken, D. (2006). Strategies and Planning in Tourism and Industry. (First edition). Delhi, Adhyayan Publishers and Distributors.	
5.	Puri, M. and Chand, G. (2006) Tourism Management (First Edition). New Delhi, Pragun Publications.	
6.	Roday, S., Biwal, A. and Joshi, V. (2009) TOURISM Operations and Management (First Edition). New Delhi, Oxford University Press Publication.	
7.	Sharma, R.B. (2012). World Tourism in 21st Century (First edition). New Delhi, Alfa Publications.	
8.	Rutt. , A.H. Home furnishing New York, John Wiley and Sons. Inc. 1949.	

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B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - Second Year – Level 5.0					
YEAR	II	HMM2024C Event Management in Hospitality Sector (MAJOR)		CREDIT	4 (3+1)
Semester	II			HOURS	75
OBJECTIVES:		1. To get acquainted with the concepts in the area of event management. 2. To learn the process and aspects involved in planning and organizing the events. 3. To analyze risk involved in an event and plan safety measures. 4. To become aware of the qualities of good event manager and lean team work challenges. 5. To develop understanding of marketing and advertising an event. 6. To learn tools of customer relationship management			
COURSE CONTENT / SYLLABUS					
UNIT-I	Introduction to Event Planning and Management				5 hrs.
	a. Definition of events b. Classification of events c. Event team d. Code of ethics e. Concepts and design of events f. SWOT Analysis g. Qualities of efficient event managers				
UNIT II	Planning and Organizing Events				15 hrs.
	a. Aim of the event, establish objectives, preparing event proposal. b. Site management –Planning and development, infrastructure management, management of logistics c. Planning checklist d. Financial management-Procurement of funds, investments, sponsorships, funds flow management, pricing strategies e. Legal and Ethical Compliance-Statutory and regulatory obligations, contracts and service agreements f. Crisis management- Crisis planning, prevention, preparation, provision, action phase, handling negative publicity, structuring the plan g. Event evaluation and greening of event				
UNIT III	Event Safety and Security and Risk Management				10 hrs.
	a. Security and occupational safety b. Crowd management and evacuation, emergency planning, incident reporting, emergency procedures c. Risk identification and mitigation				
UNIT IV	Event Marketing and Advertising				

	a. Nature of marketing, Process of marketing, Marketing mix, Sponsorship b. Branding, Advertising, and Event promotion c. Five 'W's of event Marketing	10 hrs.
UNIT V	Customer Relationship Management	5 hrs.
	a. Determinants of CRM b. Function role and significance of CRM c. Customer acquisition and retention d. Tools for customer information data bases e. Information technology for CRM	
PRACTICAL		
1.	To research different types of events and specific requirements, choose any one and Plan the layout, set-up of venue, considering factors like seating arrangements, decoration and accessibility.	3h
2.	To learn making a budget for a hypothetical event scenario where they should create a detailed budget plan, allocating funds for various expenses such as catering, venue rental, entertainment, and marketing.	3h
3.	To design a comprehensive marketing plan for a specific event considering various promotional strategies including social media, traditional advertising, partnerships, and ticket sales etc.	5h
4.	To learn making detailed contingency plan that address unexpected challenges arising due to weather disruption, technical failures etc. and ensures the event proceed smoothly despite setbacks.	4h
5.	To explore and familiarize with event management software's/platforms for guest registrations, ticketing, event analytics, and communication to enhance event planning.	5h
6.	To plan an event with some concept or theme and execute it and gather feedback from attendees, staff and stakeholders and then analyze the data to identify strengths and areas for improvement.	5h
7.	To set up simulated crisis scenario related to event and develop and execute a crisis management plan emphasizing quick decision making and effective communication.	5h
REFERENCES		
1	Allen, J. (2002). The Business of Event Planning: Behind-the-Scenes Secrets of Successful Special Events. New York: John Wiley & Sons	
2	Allen, J. (2009). Event Planning - The Ultimate Guide to Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events. New York: John Wiley and Sons	
3	Allen, J. (2010). Event Planning Ethics and Etiquette: A Principled Approach to the Business of Special Event Management. New York: John Wiley & Sons.	
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25	Shone, A. and Parry, B. (2013). Successful Event Management: A Practical Handbook. Boston: Cengage learning.
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27	Singh, S. R. (2016). Event Management. New Delhi: APH Publishing Corporation
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29	Tum, J. and Norton, P. (2006). Management of Event Operations. London: Routledge.
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ACADEMIC
 YEAR
 2024-2025

B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - Second Year – Level 5

YEAR	II	FCE2004C Basics of Travel and Tourism (MINOR)	CREDIT	4 (4+0)
Semester	II		HOURS	60

- OBJECTIVES:**
1. To understand importance of Travel & Tourism Industry.
 2. To have an overview on Types of Tourism & its Infrastructure.
 3. To develop an understanding of Tourism Resources in India and functioning of various tourism organization.

COURSE CONTENT / SYLLABUS


UNIT-I	Basics of Travel and Tourism	10 hrs.
	<ol style="list-style-type: none"> a. Meaning and Significance of Travel & Tourism b. Tourism industry and System c. Purpose of Tourism and Travel Motivators d. Five 'A's of tourism e. History of travel and Tourism f. Developments in the History of Tourism in India – Post Independence - Modern Tourism 	
UNIT II	Types of Tourism	10 hrs.
	<ol style="list-style-type: none"> a. Holiday and Visiting Friends & Relatives tourism b. Cultural and religious tourism c. Adventure and Sports tourism d. Business and Health, Rural tourism e. Alternative Forms of Tourism 	
UNIT III	Tourism Infrastructure	10 hrs.
	<ol style="list-style-type: none"> a. Definition b. Accommodation c. Food & Beverage d. Attractions e. Telecommunications f. Essential Services and Other Services 	
UNIT IV	Tourism Resources in India	10 hrs.
	<ol style="list-style-type: none"> a. Architectural Heritage b. Natural Tourism Resource-Monuments c. National Parks 	

	<ul style="list-style-type: none"> d. Wild Life Sanctuaries e. Biosphere Reserve mountains f. Beaches and Islands g. Back waters h. Inland waterways and Adventure Tourism Spots in India 	
UNIT V	Tourism Organizations	5 hrs.
	<ul style="list-style-type: none"> a. Tourism organization b. Needs for Tourism Organization c. International Organization d. Government Organizations in India e. Private Sector Organization in India f. Non-Government Organization and Other organization g. Travel & Tourism Department of Government- Central & State: Programs and Policies 	
REFERENCES		
1.	Dharmarajan, S. and Seth, R. (1994). Tourism in India-Trends and Issues. (First edition). New Delhi. Haranand Publications Pvt. Ltd.	
2.	Gupta, S. (2006). World Tourism in New Millennium. (First edition). Jaipur. ABD Publishers.	
3.	Kamra, K.K and Chand M. (2006). Basics of Tourism-Theory, Operation and Practice (First edition). New Delhi, Kanishka Publishers.	
4.	Maken, D. (2006). Strategies and Planning in Tourism and Industry. (First edition). Delhi, Adhyayan Publishers and Distributors.	
5.	Puri, M. and Chand, G. (2006) Tourism Management (First Edition). New Delhi, Pragun Publications.	
6.	Roday, S., Biwal, A. and Joshi, V. (2009) TOURISM Operations and Management (First Edition). New Delhi, Oxford University Press Publication.	
7.	Sharma, R.B. (2012). World Tourism in 21st Century (First edition). New Delhi, Alfa Publications.	
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		Bachelor of Science including BSC (FT), BSC (FCSC), BSC(FN) (HPP), BSC (ID) (HPP) and all other Regular and HPP Programmes Bachelor Programme: As per NEP 2020		
YEAR	II	AEC2184C English for Digital and Virtual Communication (ABILITY ENHANCEMENT COURSE)	CREDIT	2 (2+0)
Semester	II		HOURS	30
COURSE OUTLINE: <p>This course is structured as a two-credit offering for one semester, comprising thirty hours of teaching, and learning activities. It is designed to equip students with the essential skills needed for effective communication in today's digital and virtual environments. The curriculum focuses on mastering various digital platforms, enhancing virtual collaboration, and developing professional communication strategies for diverse online interactions. Students will engage with practical tools and techniques to improve their digital literacy and adaptability in the rapidly evolving digital landscape.</p>				
OBJECTIVES:	<ul style="list-style-type: none"> • Master Digital Communication Tools: Learn to effectively use various digital platforms for communication, including social media, email, and content management systems. • Develop Virtual Collaboration Skills: Acquire skills necessary for effective virtual teamwork, including remote collaboration tools and techniques. • Enhance Writing for Digital Media: Understand and apply the principles of writing specifically for digital and virtual audiences, focusing on clarity, engagement, and appropriateness. • Understand Online Communication Etiquette: Learn the norms and etiquette of digital communication to maintain professionalism in virtual interactions. 			
COURSE CONTENT / SYLLABUS				
UNIT -I	Foundations of Digital Communication			10 hrs.
	a. Introduction to Digital Communication Platforms (Email, Social Media, Blogs) b. Principles of Effective Online Writing and Content Creation c. Understanding Audience Engagement and Analytics d. SEO Basics and Content Optimization e. Multimedia Content Development			
UNIT -II	Virtual Collaboration and Teamwork			10 hrs.
	a. Tools and Technologies for Virtual Collaboration (Google Meet, Microsoft Teams, Zoom etc)			

	<ul style="list-style-type: none"> b. Best Practices for Virtual Meetings and Remote Team Management c. Project Management Tools for Virtual Teams d. Cross-Cultural Communication in Virtual Settings 	
	<p>Professionalism and Etiquette in Digital Communication</p> <ul style="list-style-type: none"> a. Email Etiquette and Writing Skills b. Social Media Do's and Don'ts for Professionals c. Legal and Ethical Considerations in Digital Communication d. Handling Online Conflict and Crisis Management e. Building a Professional Online Presence 	10 hrs.
	<ul style="list-style-type: none"> • Lectures and Readings: Traditional lecturing combined with assigned readings to provide foundational knowledge and context. • Lecture Method Combined with Discussion: Utilize traditional lectures supplemented by interactive class discussions to enhance understanding and engagement. • Use of Audio-visual Aids and Internet Resources: Integrating multimedia tools such as videos, podcasts, and online databases to enrich the learning experience and provide diverse perspectives on literary topics. • Supervising Projects, Presentations, and Items for Self-Study: Oversee individual and group projects that culminate in presentations, encouraging deep exploration of literature and promoting independent learning. • Socratic Seminars: Facilitating dialogues where students engage in critical discussions about literary texts, fostering deeper understanding through inquiry. • Group Discussions: Organizing students into small groups to discuss themes, characters, and literary devices, promoting collaborative learning. • Dramatic Readings and Performances: Utilizing in-class readings or performances to bring literature to life and explore its dramatic potential. • Multimedia Presentations: Use of film, audio, and digital media to complement traditional texts and offer varied perspectives on literary works. • Creative Writing Workshops: Encouraging creative expression 	


	<p>by having students write their own pieces inspired by the themes and styles studied in class.</p> <ul style="list-style-type: none"> • Online Discussion Forums: Utilization of online platforms for ongoing discussions outside of class, enabling students to respond to prompts and share additional resources. 	
REFERENCES		
1.	Handley, Ann. <i>Everybody Writes: Your Go-To Guide to Creating Ridiculously Good Content</i> . Wiley, 2014.	
2.	Heath, Chip, and Dan Heath. <i>Made to Stick: Why Some Ideas Survive and Others Die</i> . Random House, 2007.	
3.	Handley, Ann, and C.C. Chapman. <i>Content Rules: How to Create Killer Blogs, Podcasts, Videos, Ebooks, Webinars (and More) That Engage Customers and Ignite Your Business</i> . Wiley, 2012.	
4.	Krug, Steve. <i>Don't Make Me Think, Revisited: A Common-Sense Approach to Web Usability</i> . New Riders, 2014.	
5.	Kawasaki, Guy, and Peg Fitzpatrick. <i>The Art of Social Media: Power Tips for Power Users</i> . Portfolio/Penguin, 2014.	
6.		


	The Maharaja Sayajirao University of Baroda Faculty of Family and Community Sciences Department of Family and Community Resource Management Fatehgunj, Ph.No.:0265-2795522 Email Id: head-fcrm@msubaroda.ac.in			ACADEMIC YEAR 2024-2025
	B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - Second Year – Level 5.0			
YEAR	II	SEC2224C Basics of Ergonomics (SKILL ENHANCEMENT COURSE)	CREDIT	2 (1+1)
Semester	II		HOURS	45
OBJECTIVES:		1. To learn the basic concepts related to Ergonomics. 2. To understand the Human System and its Subsystems. 3. To be aware about the physical hazards and safety measures		
COURSE CONTENT / SYLLABUS				
UNIT-I	Introduction to Ergonomics			6h
	a. Meaning, Definition and History of Ergonomics b. Need and Significance of Ergonomics c. Principles and Domains of Ergonomics			
UNIT II	Human factors and Anthropometry			6h
	a. Anthropometry: Meaning and principles b. Posture and Anatomy of the spine c. Muscular system and Musculoskeletal Discomfort (MSD) d. Problems due to poor ergonomics			
UNIT III	Safety principles			5h
	Physical Hazards and its control measures: Lighting and Illumination, Noise Level and Temperature and Humidity)			
PRACTICAL				
1.	To calculate Body Mass Index by recording Body Height and Body Weight.			6h
2.	To measure the basic Anthropometric Heights (Sitting and Standing)			6h
3.	To assess the muscular stress with the help of a. Body map b. Flexi curve Grip dynamometer			6h
4.	To measure the Lighting levels in different areas: Residential and Commercial			6h
5.	To measure the Noise levels in different areas: Residential and Commercial			6h
REFERENCES				
1	Bridger, R. (2003). Introduction to Ergonomics. 2nd edition. Routledge: Taylor & Francis. London.			
2	Bush, P.M. (2012). Ergonomics: Foundational Principles, Applications and Technologies. CRC Press. Taylor & Francis Group. London			
3	Chauhan, M.K. (2015). Ergonomics Practical Manual for Beginners. Authorspress,			

	New Delhi
4	Grandjean, E. (1996). Fitting the Task to the Main: A Textbook of Occupational Ergonomics. Taylor and Francis, London
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B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - Second Year – Level 5					
YEAR	II	VAC2214C Consumer in the Market (VALUE ADDED COURSE-II)		CREDIT	2 (2+0)
Semester	II			HOURS	30
OBJECTIVES:		1. To become aware of marketing conditions and business cycles. 2. To understand the role of consumer in the market through their choices. 3. To become aware of the consumer problems in the market. 4. To acquire awareness about consumer protective services and Redressal mechanism.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Markets and Business Cycles				12 h
	a. Classification of Markets, Conditions of a Perfect Market, Market Forms b. Functions of market, Marketing Channels c. Meaning and characteristics of business cycles d. Phases of business cycle				
UNIT II	Consumer Choices and Buying Problems				12 h
	a. Factors influencing consumer choices and decisions b. Purchase decision: How to buy, How much to pay, How to pay, When to buy, What to buy, From Where to buy c. Buying Problems: Adulteration, Faulty weights and measures, Misbranding, Misleading advertisements, Deceptive packaging and labelling				
UNIT III	Consumer Protection and Redressal				6 h
	a. Consumer rights and responsibilities b. Redressal mechanism c. Consumer protection laws d. Voluntary organizations/Agencies/Consumer Co-operatives e. Certification marks on consumer products				
REFERENCES					
1	Agarwal, V.K. (2022). Consumer Protection Act, 2019 (Principles and Practices). New Delhi: Bharat Law House Pvt Ltd				
2	Amirisetty, R. M. and Sravanthi, M.S. (2021). Consumer Protection Law (Consumer Protection Act, 2019). Telangana: Asia Law House				
3	Bindal, R. and Bindal, S. (2020). The Consumer Protection Act, (2019). Chennai : Notion Press				
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5	Gambhir, C. (2002). Consumer protection: Law and practice. Indian Journal of Marketing, 32(11): 29-30				
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8	Kaptan, S. (2003). Consumer Movement in India (Issues and Problems). Sanjay Kaptan Consumer Movement in India(Issues and Problems) Sarup and Sons
9	Maheswaran , D. and Puliyel , T. (2017). Understanding Indian Consumers. Noida: Oxford University Press
10	Mehta D.S. (2002). Handbook for Consumers Rights, Problems and Remedies. Mumbai: Allied publishers Private limited
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12	Muralidharan, Y. G. (2010). Consumer Protection. Banguluru: Navakarnataka Publications Pvt Ltd.
13	Raman, B.S. (1997). Marketing and Salesmanship. Mangalore: United Publishers.
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	B.Sc. F.C.Sc. (Regular Programme- Hospitality Management) - Second Year – Level 5			
YEAR	II	Summer Internship/Apprenticeship	CREDIT	4 (0+4)
Semester	II		HOURS	120
OBJECTIVES:				
1. To get On Site Experiential Learning from recognized Institutions/Agency.				
COURSE CONTENT / SYLLABUS				
1.	Internship/ Apprenticeship of 30 days (8 hours per week) under any One of the following: a. CSR based Industry b. Food Industry, Hotels, Restaurants, Cafes c. Aviation, Tourism Industry d. Student Internship Programmes offered by Universities e. Event Management Firms			100 h
2.	To prepare the report and make presentation for final evaluation (Certificate to be provided by the Institution/Agency)			20 h
Suggestive Evaluation Methods: Practical work, VIVA, Presentation				

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B.Sc. F.C.Sc. (Regular Programme- Interior Design) – Second Year – Level 5					
YEAR	II	FCE2034C Sustainable Interiors (MINOR-HPP)		CREDIT	4(4+0)
Semester	II			HOURS	60
OBJECTIVES:		1. To acquire knowledge regarding concept of sustainable interiors. 2. To gain insight into Green Building Technologies and Practices. 3. To learn about the concept of Sustainable materials in Interior Designing. 4. To get an insight into Green Features in Interior Design.			
UNIT-I	The concept of sustainable interiors				15 hrs.
	a. Introduction b. Meaning and Importance c. Purpose of Sustainable Interiors				
UNIT-II	Green building technologies				15 hrs.
	a. Meaning, concept and Significance of Green building b. Importance and benefits of green buildings c. Materials and finishes used in green buildings				
UNIT-III	Sustainable Materials				15 hrs.
	a. Interior Materials i. Roof, walls, floors ii. Electrical, windows, and doors, heating, iii. Ventilation and air conditioning (HVAC) iv. Interior finishes, v. Furnishings				
UNIT-IV	Green features in Interior Design				15 hrs.
a. Water Conservation b. Waste Management c. Energy Efficiency d. Indoor Environment					
REFERENCES					
1.	Amit Khanna De et al (1998). Sustainable Development and Environment: Vol. 1. New Delhi, Cosmo Publishers.				
2.	Bougdah, H., & Sharples, S. (2009). Environment, technology and sustainability. Taylor & Francis.				
3.	Chauhan, I.S. and Chauhan, A (1998). Environmental Degradation: Socio-economic Consequences, Jaipur. Rawat Publishers.				
4.	Diwan Paras and Diwan Parag (1998): Environmental Management, Law and Administration: Reading and Cases: New Delhi Venity Books International.				
5.	Goel, P.K. and Sharma, K.P. (1996): Environmental Guidelines and Standards in India, Jaipur Techno- Science.				
6.	Guzowski, M. (2010). Towards zero-energy architecture: new solar design. Laurence King Publishing.				
7.	Hodges L. (1977), Environmental Pollution, (2 nd Edition), United States Holt McDougal.				
8.	Jones, L. (2008). Environmentally responsible design: Green and sustainable design for				

	interior designers. John Wiley & Sons.
9.	Joshi, Y.G. and Verma, D.K. (1998): Social Environment for Sustainable Development: Jaipur. Rawat Publishers.
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12.	Lewis E. (2018). Sustain a speak: A Guide To Sustainable Design Terms. New York, Routledge.
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NEP COURSE OUTLINES OF FCRM DEPARTMENT

THIRD YEAR

REGULAR PROGRAMME

ACADEMIC YEAR


2025-2026

HOSPITALITY MANAGEMENT

FCRM DEPARTMENT- THIRD YEAR REGULAR PROGRAMME-HOSPITALITY MANAGEMENT

SEMESTER	COURSE CODES	COURSE NAME	CREDIT	COURSE TYPE
I	HMM3005C	Institutional Accountancy	4 (4+0)	MAJOR
	HMM3015C	Sanitation and Hygiene in Hospitality Industry	4 (4+0)	MAJOR
	HMM3025C	Household Equipment	4 (2+2)	MAJOR
	FCE3005C	Consumer Education	4 (4+0)	MINOR
	FCE3015C	Kitchen Gardening	4 (4+0)	MINOR
	SEC3785C	Orientation to Research	2 (1+1)	SEC
		TOTAL	22	
SEMESTER		COURSE NAME	CREDIT	COURSE TYPE
II	HMM3006C	Food and Beverage Production	4 (2+2)	MAJOR
	HMM3016C	Banquet Management and Outdoor Catering	4 (3+1)	MAJOR
	HMM3026C	Time and Energy Management	4 (2+2)	MAJOR
	FCE3006C	Landscaping & Gardening	4 (4+0)	MINOR
	AEC3536C	Professional Management in Hospitality Industry	2 (2+0)	AEC
	SEC3566C	Training in Hospitality Industry	4 (0+4)	INTERNSHIP
		TOTAL	22	


SEMESTER-I

		Department of Family and Community Resource Management Faculty of Family and Community Sciences The Maharaja Sayajirao University of Baroda Fatehgunj, 0265-2795522, head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2025-26	
B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	HMM3005C Institutional Accountancy (MAJOR)		CREDIT	4 (4+0)
Semester	I			HOURS	60
OBJECTIVES:		1. To become aware of the needs of account keeping in institutions. 2. To get theoretical knowledge for basic account keeping operations conducted in hotel industry.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Accounting Cycle & Financial Statements				10 hrs.
	a. Meaning and Importance of Accounting b. Summary of accounting cycle c. Recording of Journal entries d. Posting of journal entries in Ledger e. Preparing of Trial Balance f. Preparing Final Accounts, (Trading Account, Profit and Loss Account and Balance Sheet)				
UNIT-II	Statement of Income and Balance Sheet				10 hrs.
	a. Income Statement, i. Purpose of Statement of Income ii. Income Statement Presentation b. Balance Sheet i. Need for a Balance sheet c. Linkage of Profit & Loss Account d. Preparation of final account e. Preparation of Final Statement				
UNIT-III	Basic Accounting transactions in Hospitality Industry				20 hrs.
	a. Elementary idea of preparation of budgets b. Credit and cash control c. Hotel Bills d. Hotel credit- credit cards, travel agency coupons e. Bank drafts cheques f. Foreign currencies-rules and regulations g. Guest ledger h. Front inspection checklist i. Departmental Accounting j. Night audit k. Daily revenue reports l. e-accounting				
UNIT-IV	Bill Processing in Relation to Occupancy, Food, Guest and Service and Computerized Systems of Accounting				10 hrs.
	Internal and Statutory Audit				
UNIT-V	Uniform System of Accounting				10 hrs.
	a. Meaning and importance of Uniform system i. Advantages & Disadvantages of Unified system of Accounts b. Various kinds of schedules				


	i. Room Schedule, ii. Food & Beverage Schedule, iii. Telephone Schedule	
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REFERENCES

1.	Kohler, E. L. (1965). Accounting for management. Prentice-Hall.
2.	Kotas, R. (1976): Management Accounting for Hotels and Restaurant, Hayden Book Co., New Jersey
3.	Page, J. (1977): The Hotel Receptionist, 2 nd Edition, London Cassell.
4.	Hales, J. A. (2011). Accounting and financial analysis in the hospitality industry. Pearson Education/Prentice Hall.

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B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	HMM3015C		CREDIT	4 (4+0)
Semester	I	Sanitation and Hygiene in Hospitality Industry (MAJOR)		HOURS	60
OBJECTIVES:		1. To gain understanding of hygiene and sanitation during food handling. 2. To get oriented about importance of personal hygiene and sanitation in hospitality industry.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Introduction to Personal Hygiene and Sanitation				13 hrs.
	a. Meaning and significance of hygiene and sanitation and its application in hospitality and catering industry, importance of hygiene and sanitation in catering industry b. Personal hygiene for staff members in the hospitality industry c. Importance of personal hygiene in guest areas, food production area and other areas of hospitality industry d. Sanitation in various areas and various sanitizing agents				
UNIT-II	Food Contamination Sources and Control				13 hrs.
	a. Water and food borne diseases- roots of contamination, microorganisms (moulds, yeasts, bacteria) and their relationship to sanitation and hygiene. b. HACCP- Brief Introduction, ISO 9000 and ISO 14000				
UNIT-III	Food: Care and Sanitation				13 hrs.
	a. Food handling for kitchen and service staff, high –risk foods, methods of preventing contamination, temperature control/ intervention to control microorganism b. Application of sanitation for methods of food storage and food transport c. Food hygiene regulations				
UNIT-IV	Premises and Equipment Care				13 hrs.
	a. Design of premises, equipment for effective sanitation, equipment used in kitchen- their cleaning and disinfections used b. Water and air sanitation, waste disposal methods and sanitation, cleaning schedules c. Sanitation during packaging of food				
UNIT-V	Pest Control				8 hrs.
REFERENCES					
1.	Asler, (1970). Management of Hospitality Operations, Bobbs Merrill, London.				
2.	Hurst, R. (1971). Service and maintenance for hotel and residential establishment. William Heinemann Ltd., 10 Upper Grosvenor Street, London.				
3.	David, M. A., (1983). Accommodation and cleaning service, Vol. 1 & 2. Hutchinson Publishing Group 17-21 Conway Street, London.				
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	National Institute of Nutrition, Indian Council of Medical Research, Hyderabad.
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B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	HMM3025C Household Equipment (MAJOR)		CREDIT	4 (2+2)
Semester	I			HOURS	90
OBJECTIVES:		1. To learn to make wise selection of electric and non-electric household equipment. 2. To learn about base materials, finishes and insulating material in the construction of household Equipment. 3. To get acquainted with the construction and principles underlying the use, care, maintenance and storage of small and large Equipment. 4. To analyze various electric and non-electric Equipment with respect to energy efficiency, design, cost and maintenance.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Basics of Household Equipment			6 hrs.	
	a. Selection criteria for buying household equipment b. Material and finishes used for construction of Household equipment (Base Material, Finishes & Insulating Materials) c. Methods of forming & assembling utensils				
UNIT-II	Household Equipment (Non-Electric)			6 hrs.	
	a. Types of utensil and tools for surface cooking b. Types of ovens c. Types of solar appliances for cooking				
Classification of Electric Appliances					


UNIT-III	<ul style="list-style-type: none"> a. Heating appliance (Thermostat & Heating Element) b. Motor driven appliance (Shaded pole Motor, The Universal Motor & The split phase motor) c. Combination of heating and motor driven appliances d. Small Appliances <ul style="list-style-type: none"> i. Electric skillets, Fry-pans and griddles ii. Oven and Barbecues with grills, broilers and rotisseries iii. Roti maker iv. Toasters v. Waffle makers vi. Cookers vii. Coffee Percolators viii. Kettles ix. Mixers & Blender (Hand Table model) x. Food Processor xi. Corn poppers xii. Ice cream maker xiii. Water purifier xiv. Rice cooker xv. Air fryer xvi. Barbeque xvii. Choppers (Portable) 	10 hrs.
UNIT-IV	Working Principles of Major Electrical Appliances	6 hrs.
	<ul style="list-style-type: none"> a. Refrigerator & Deep Freezer b. Washing Machine c. Cooking Range & Microwave Oven d. Vacuum Cleaners e. Rotisseries f. Dishwasher 	
UNIT-V	Construction, Use and Care of Appliances for comfort in living	2 hrs.
	<ul style="list-style-type: none"> a. Blanket, heating pad & Massager b. Fan, Air cooler and Air Conditioner 	
No.	Practical	Contact Hours
1.	List various types of base materials its characteristics, advantages, and disadvantages.	4 hrs.
2.	Classify the electric equipment into heating appliances, motor driven appliances and Combination of motor driven appliances.	4 hrs.
3.	List various types of insulating material.	3 hrs.
4.	Write the working principle of thermostats & heating elements.	3 hrs.
5.	List various types of finishes used in different types of equipment.	3 hrs.
6.	Identify methods of forming and assembling the various parts of Equipment's.	3 hrs.
7.	Comparison of the performance of rolling boards made of different materials.	3 hrs.
8.	Learn working principle, use, and care, problems rectification of Roti maker.	4 hrs.
9.	Learn working principle, energy consumption, use, care, problems rectification of types of mixture & blenders (Electric and Non-electric).	4 hrs.

10.	Learn working principle, energy consumption, use, care, problems rectification of different types of surface cooking equipment, oven, microwave, OTG and electric tandoor.	4 hrs.
11.	Learn working principle, energy consumption, use, care, problems rectification of Food processor.	3 hrs.
12.	Learn working principle, energy consumption, use, care, problems rectification of Coffee percolator.	3 hrs.
13.	Learn working principle, energy consumption, use, care, problems rectification of Electric cooker.	3 hrs.
14.	Learn working principle, energy consumption, use, care, problems rectification of Water purifier.	3 hrs.
15.	Learn working principle, use, care, features, problems, and their solutions of utility appliances such as a. Washing machine b. Vacuum cleaner c. Water heater d. Refrigerator	5 hrs.
16.	Learn working principle, energy consumption, use, care, features, problems, and their rectifications of problems regarding comfort appliances. a. Air cooler & Air Conditioner / Room heater b. Blankets / Heating pads	4 hrs.

	c. Massager / Manicure set	
17.	Conduct a market survey to know current and new household equipment with specific reference to "BEE star labeling" environment friendly rating.	4 hrs.


REFERENCES

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3.	Anderson, E. Andels, P. (1976), Home Appliances Servicing, Taraporwal Sons and Co. Ltd, Bombay.
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B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	FCE3005C Consumer Education (MINOR)		CREDIT	4 (4+0)
Semester	I			HOURS	60
OBJECTIVES:		<ol style="list-style-type: none"> To get acquainted regarding basic concepts related consumer and consumer education. To Understand the characteristics of consumer wants. To learn consumer buying practices. To develop good buymanship skills and to become aware of rights and responsibilities of consumer To get familiarized about consumer problems and related avenues of consumer protection. 			
COURSE CONTENT / SYLLABUS					
UNIT-I	Basics of Consumer Education				5 hrs.
	<ol style="list-style-type: none"> Basic concepts relevant to the course (Consumer, Consumption, Producer, Production, Economy, Goods and Services, Utility, Wants, Comforts, Luxurious) Need and importance of consumer education Consumerism and Consumer Movement 				
UNIT-II	Consumer Wants – Characteristics and Classification				5 hrs.
	<ol style="list-style-type: none"> Nature and Origin of Wants and Characteristics of wants Necessities, Comforts and Luxuries Custom made wants, Fashion made wants, Producer made wants, Conspicuous consumption and Emulation Factors Influencing Wants 				
UNIT-III	Consumer Buying Practices				10 hrs.
	<ol style="list-style-type: none"> Consumer buying habits Buying principles to develop art of good buymanship Buying motives: Primary, Selective, rational, Emotional and Brand patronage 				
UNIT-IV	Consumer Buying Problems				15 hrs.
	<ol style="list-style-type: none"> Adulteration: Meaning, types, effects and methods of detection Faulty weights and measures Misbranding and labelling Deceptive Packaging Misleading Advertisements Phishing and Scams 				
UNIT-V	Consumer Protection and Redressal				25 hrs.
	<ol style="list-style-type: none"> Consumer Rights and Responsibilities Redressal Mechanism Consumer Protection Laws Voluntary Organizations/Agencies/Consumer Co-operatives Certification Marks on consumer products 				

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1.	Agarwal, V.K. (2022). Consumer Protection Act, 2019 (Principles and Practices). New Delhi: Bharat Law House Pvt Ltd
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B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	FCE3015C Kitchen Gardening (MINOR)		CREDIT	4 (4+0)
Semester	I			HOURS	60
OBJECTIVES:		1. To learn about the concept and advantages of Kitchen Gardening. 2. To become familiar with the horticultural requirements of different vegetables and fruits. 3. To learn to develop the kitchen garden in various residential spaces.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Kitchen Garden			12 hrs.	
	a. Meaning and Concept of Kitchen Garden b. Importance of Kitchen Garden				
UNIT-II	Development of Kitchen Gardens			10 hrs.	
	a. Consideration while developing kitchen garden b. Horticultural Aspects				
UNIT-III	Environmental Aspects of Kitchen Garden			8 hrs.	
UNIT-IV	Different Types of Kitchen Garden			10 hrs.	
	a. Vegetable Garden b. Fruit Garden c. Herb Garden d. Medicinal Garden				
UNIT-V	Vegetable Calendar of India			10 hrs.	
	a. Seasonal Calendar b. Annuals				
UNIT-VI	Kitchen Gardening in Various Spaces			10 hrs.	
	a. Land b. Balcony c. Terrace d. Container				
REFERENCES					
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		Department of Family and Community Resource Management Faculty of Family and Community Sciences The Maharaja Sayajirao University of Baroda Fatehgunj, 0265-2795522, head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2025-26	
B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	SEC3785C		CREDIT	2 (1+1)
Semester	I			Orientation to Research (SKILL ENHANCEMENT COURSE)	
OBJECTIVES:		<ol style="list-style-type: none"> 1. To understand the importance of research in Social Sciences. 2. To know various types of research. 3. To familiarize with research process. 4. To learn about sampling techniques and data collection methods. 5. To evaluate literature review from a variety of sources pertinent to the research objectives. 6. To develop skill of writing a research report writing. 7. To understand the use of bibliographic resources in researching a topic. 8. To learn how to cite sources using the APA style. 			
COURSE CONTENT / SYLLABUS					
UNIT-I	Meaning and Significance of Research and Research Process				6 hrs.
	<ol style="list-style-type: none"> a. Meaning and Significance of research, Objectives of research, Motivation in research, Characteristics of research, Criteria of a good research b. Types of researches c. Steps of research process: defining a research problem, review of literature, formulation of hypothesis, developing a research design, data collection, data analysis and interpretation and research reporting d. Sampling Design: Probability and non-probability Data collection tools: Primary and Secondary 				
UNIT-II	The Review of Literature				3 hrs.
	<ol style="list-style-type: none"> a. Meaning, need and objectives of review of literature b. Functions of literature review c. Sources of literature review d. How to conduct review of literature e. Reporting the review of literature 				
UNIT-III	Report writing				6 hrs.
	<ol style="list-style-type: none"> a. Structure and components of research report, types of report, layout of research report, method of writing a research report, citing references using APA style b. ICT Tools for Research: Role of computers in research, maintenance of data using software such as Zotero, Mendeley, Endnote etc., Tabulation and graphical presentation of research data and software tools c. Web search: Introduction to Internet, use of Internet and WWW, using search engines and advanced search tools d. Plagiarism- Concept and significance of plagiarism 				
PRACTICAL					
1.	To select an area of interest for research and formulate a topic.				03 hrs.
2.	To draw flow diagram of research process.				03 hrs.
3.	To collect review of literature on selected topic from books, journals, unpublished sources and other search engines				03 hrs.

4.	To identify sampling technique for the relevant topic and method of data collection.	03 hrs.
5.	To synthesize the material and prepare a report.	03 hrs.
6.	To write bibliography and webliography as per APA style.	03 hrs.
7.	To prepare presentation and present the report by way of seminar.	04 hrs.
8.	To select an area of interest for research and formulate a topic.	04 hrs.
9.	To draw flow diagram of research process.	04 hrs.

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SEMESTER-II

		Department of Family and Community Resource Management Faculty of Family and Community Sciences The Maharaja Sayajirao University of Baroda Fatehgunj, 0265-2795522, head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2025-26	
B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	HMM3006C Food And Beverage Production (MAJOR)		CREDIT	4 (2+2)
Semester	II			HOURS	90
OBJECTIVES:		1. To get acquainted with Organization of Food and Beverage Department. 2. To gain understanding functioning of Kitchen in the Food beverage industry. 3. To get acquainted with equipment's required in Food beverage industry. 4. To gain knowledge about Menu Planning and types of Menus. 5. To learn skills of Bar Operation and Control and layout of trolley.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Organization of Food and Beverage Department				10 hrs.
	a. Organization of Main Kitchen, Satellite Kitchen, Bakery and Confectionery, Kitchen Stewarding, Purchase and Store Departments, Restaurant, Banquet, Room Service, Lounge Bar and Dispense Bar b. Food and Beverage Service Equipment's, Purchase of Equipment and Storage of equipment c. Ancillary Section Operations d. Handling Exigency				
UNIT-II	Menu Knowledge and Planning				6 hrs.
	a. Cover and Accompaniments for selected Dishes b. Menu planning: Competition, Policy of Establishment, Customer, Operational Aspects, Gastronomic Stand Point, Nutritional Aspects and Government Regulations. c. Compilation of, A La cart Menu, Indian A La carte Menu, Continental Table D'hôte d. Menu as a Sales Tool				
UNIT-III	Guest Safety				4 hrs.
	a. Food Safety b. Fire Safety c. Safety- Preventing Accidents and Un-usual Events d. Safety-First Aid				
UNIT-IV	Layout of Trolley				2 hrs.
	a. Preparing the Trolleys for Service- Wine Trolley, Hors d'oeuvres Trolley, Salad Trolley, Guerdon Trolley, Cheese Trolley, Dessert Trolley, Liqueur Trolley, Fruit Trolley				
UNIT-V	Food and Beverage Production				8 hrs.
	a. Juices: i. Freshly squeezed juices: Preparation ii. Bottled juices: Commercial production and considerations. iii. Blended juices and smoothies: Techniques for creamy, healthy drinks. b. Iced Beverages i. Iced coffee: Brewing, chilling, and flavour adjustments. ii. Iced tea: Brewing methods, flavouring, and serving.				


	iii. Iced lattes: Espresso, milk, and flavour variations. c. Mocktail Production i. Flavour pairings and balancing: Sweet, sour, bitter, salty elements. ii. Mocktail presentation: Glassware, garnishing, and visual appeal.	
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PRACTICAL


1.	Acquaint skills of Food Garnishing and Serving Accompaniments.	4 hrs.
2.	Develop skills of Pairing of Chocolates and Wine	2 hrs.
3.	Acquire skills about Scales used for measuring the Alcoholic Strength of the Drinks.	2 hrs.
4.	Develop skills of serving various types of Wines	2 hrs.
5.	Acquaint skills of serving Vermouth and Bitters	5 hrs.
6.	Develop skills of serving Beer, Cider and Perry	5 hrs.
7.	Acquire skills of serving Whisky and Brandy, Gin and Rum	5 hrs.
8.	Acquaint skills of serving Vodka, Mescal and Tequila	5 hrs.
9.	Acquire skills of serving various Spirits	5 hrs.
10.	Develop skills of Pairing of Cheese and Wine	5 hrs.
11.	Acquaint skills of making fondant, a smooth sugar dough used for coating cakes or for decorative sugar work.	5 hrs.
12.	Acquire skills of making refreshing, tangy fruit punch mocktail using fresh fruit juices.	5 hrs.
13.	Acquaint skills of making virgin Mojito without alcohol, keeping the mint and lime flavors prominent.	5 hrs.
14.	Acquaint skills of making thick, smoothie-style mocktail using tropical fruits for a creamy texture.	5 hrs.

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B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	HMM3016C Banquet Management and Outdoor Catering (MAJOR)		CREDIT	4 (3+1)
Semester	II			HOURS	75
OBJECTIVES:		1. To learn about Fundamentals of Banquet. 2. To be aware about managerial and Administrative Procedures for Banquet. 3. To develop Skills for Performing Banquet Operations. 4. To learn organization of buffet and catering for outdoor events.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Fundamentals of Banquet				9 hrs.
	a. Banquet Room- Description, Significance b. Functions of Banquet c. Organizational Structure of Banquet Department d. Roles and Responsibility of Banquet Staff e. Types of Function (formal and informal) f. Legislation related to banquets				
UNIT-II	Management and Administrative Procedures for Banquet				9 hrs.
	a. Training of Banquet Staff b. Record Maintenance for Banquet Management c. Audio Visual Appliances used in Banquet Management d. Various Formats Maintained for Banquet Management e. Prospects of Banquet Management f. Contracts in Banquet management g. Safety procedure in Banquets and Catering				
UNIT-III	Banquet Operations				9 hrs.
	a. Preparing of a Banquet Room – Procedure for Banquet b. Co-ordination with Other Department. c. Various Types of Seating Arrangement				
UNIT-IV	Introduction to Catering Services				9 hrs.
	a. Meaning and Importance b. Important Terminology c. Catering Operations: Types, Important procedures and Supervision d. Indoor and Outdoor Catering e. Standard operating procedures followed for providing catering services in hotels f. Industrial, Institutional and Hospital catering services				

UNIT-V	Buffet Catering	
	<p>a. Introduction, Factors to plan buffets, Area requirement, Menu planning, Types of Buffet, Display, Sit down, Fork, Finger, Cold Buffet, Breakfast Buffets, Equipment, Supplies, Check list</p> <p>b. Gueridon Service</p> <p>i. History of Gueridon, Definition, General consideration of operations, Advantages & Dis-advantage, Types of trolleys Factor to create impulse, Buying – Trolley, open kitchen, Gueridon equipment, Gueridon ingredients</p>	9 hrs.
PRACTICAL		
1.	<p>Plan a specific outdoor catering event including:</p> <p>a. Client</p> <p>b. Menu</p> <p>c. Setup and Layout</p> <p>d. Venue</p> <p>e. Staff</p> <p>f. Pricing</p>	6 hrs.
2.	Buffet Planning & organization of various types of Buffet	6 hrs.
3.	Organize Mise-en-place for Gueridon Service	6 hrs.
4.	<p>Themed Banquet setup for</p> <p>a. Birthday</p> <p>b. Seminar</p> <p>c. Workshops</p> <p>d. Marriage</p>	6 hrs.
5.	<p>Banquet Protocol</p> <p>a. Space Area requirement</p> <p>b. Table plans/arrangement</p> <p>c. Misc-en-place</p> <p>d. Service</p> <p>e. Toast & Toast procedures</p>	6 hrs.
REFERENCES		
1.	Lillicrap, D. R., Cousin, J. (2014). Food and Beverage Service. 9 th Ed. London: Hodder Education.	
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B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	HMM3026C		CREDIT	4 (2+2)
Semester	II	Time and Energy Management (MAJOR)		HOURS	90
OBJECTIVES: <ol style="list-style-type: none"> To understand the importance of managing time and energy as resources to get the most satisfaction out of its use. To acquire the ability to use motion study techniques to simplify work. To understand the components of work in home To learn to analyze work, worker and workplace in order to reduce human components of work. To understand design components of work, worker and workplace to increase efficiency in household work. To become aware about the changes in the human body at work. To gain knowledge about the factors influencing work and type of muscular work. 					
COURSE CONTENT / SYLLABUS					
UNIT-I	Time and Energy Management				5 hrs.
	<ol style="list-style-type: none"> Meaning of Time management & Energy management Tools or specific aids in time management Factors affecting time and energy management Fatigue, its causes and remedy 				
UNIT-II	Methods of Improving Work Efficiency				5 hrs.
	<ol style="list-style-type: none"> The managerial process applied to time and energy management Principles of Body Mechanics Mundell's classes of change 				
UNIT-III	The Worker: Components if workers input				7 hrs.
	<ol style="list-style-type: none"> The affective component: Interest, Aptitude, Motivation, Satisfaction with home making tasks, Liked and disliked tasks, Reason for task preferences Cognitive components: Knowledge, Thinking, Planning, Problem solving, making judgement, paying attention, Skill Temporal component: Control of time, Organizing techniques, Timing, Constraints of time use Physical components: Skeletal structure, Spinal column, Physical alignments, Major body weight 				
UNIT-IV	The Work				8 hrs.
	<ol style="list-style-type: none"> Content of job: Task functions, Number of activities, Repetition of tasks, Types of action, Continuing of action, Sequence, methods of action The amount of work Factors influencing physiological reactions during work: Age, Sex, Body fluid, Posture, Nutrition, Physical fitness, Nervous system, Training and adoption, Intensity and duration of work, Attitude, Climate and clothing 				


	d. Type of muscular work: Static and Dynamic e. Principles of Physiology and Body mechanics in Static and Dynamic work	
UNIT-V	Workplace	5 hrs.
	a. The concept of functional design b. The center concept, work triangle, combining centers c. Storage planning, its principles and guides	
No.	Practical	Contact Hours
1.	To record the use of time for seven days	5 hrs.
2.	To find out the average time spent in various activities and classify the daily use of time into work, non-work and rest	5 hrs.
3.	To prepare a time plan for one day activities and its implementation and evaluation	5 hrs.
4.	To find out the activities in which various types of fatigue is experienced	5 hrs.
5.	To apply work simplification techniques for a given task	2 hrs.
6.	To establish time norm for the task performed	2 hrs.
7.	To study the interrelatedness of work components i.e. work, worker and work place	5 hrs.
8.	To interview homemakers for their liked and disliked tasks and reasons for task preferences	5 hrs.
9.	To identify and enlist activities which require continuous and intermittent attention	1 hr.
10.	To identify an activity and apply the factors affecting paying attention on it	5 hrs.
11.	To select any homemaking task and apply the different stages involved in the acquisition of skills in performing it	5 hrs.
12.	To prepare a time plan for a day and identify the constraints experienced along with the organizing technique adopted to overcome them	5 hrs.
13.	To record body weight and height of students	2 hrs.
14.	To learn maximum and minimum reach of an individual in horizontal and vertical plane	2 hrs.
15.	To apply storage principles and guides in planning counter heights for centers in the kitchen	6 hrs.
REFERENCES		
1.	Astrand, P.O. and Rodahl (1986). Textbook of Work Physiology. New York: McGraw Hill	
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		Department of Family and Community Resource Management Faculty of Family and Community Sciences The Maharaja Sayajirao University of Baroda Fatehgunj, 0265-2795522, head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2025-26	
B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	FCE3006C Landscaping & Gardening (MINOR)		CREDIT	4 (4+0)
Semester	II			HOURS	60
OBJECTIVES:		1. To gain the knowledge of Importance of Landscaping and Gardening. 2. To acquire knowledge of Planting, Plant Types and their Care and Maintenance. 3. To understand the Garden Features and Principles of Garden Design. 4. To learn about Garden types and Garden Styles 5. To acquire knowledge about Landscape Gardens of India.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Landscaping and Gardening			5 hrs.	
	a. Meaning of Landscaping and Gardening b. Importance of Landscaping and Gardening				
UNIT-II	Art of Landscaping and Gardening			5 hrs.	
	a. Elements of Landscaping and Gardening b. Principles of Landscaping and Gardening c. Plant Materials and its Characteristics				
UNIT-III	Garden components			10 hrs.	
	a. Soft components of the landscape b. Hard components of the landscape				
UNIT-IV	Garden Operations and Tools			10 hrs.	
	a. 7 P's of the landscape b. Digging Tools c. Pruning Tools				
UNIT-V	Classification of Gardens			10 hrs.	
	a. Indoor Garden b. Outdoor Garden c. Garden Types d. Garden Styles				
UNIT-VI	Garden Designing of Various Spaces			10 hrs.	
	a. Residential Area b. Commercial Area c. Institutional Area d. Public Area				
UNIT-VII	Famous Gardens of India			10 hrs.	

REFERENCES

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2.	Bindla A.N.: Gardening in India, Practical Handbook on Fruit and Flower Growing, Fort Bombay. Mumbai, Maharashtra: D.B. Taraporewala Sons & CO.
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B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	AEC3536C Professional Management in Hospitality Industry (ABILITY ENHANCEMENT COURSE)		CREDIT	2 (2+0)
Semester	II			HOURS	30
OBJECTIVES:		1. To develop knowledge and skills essential for maintaining a career Path and evaluate personal strength and weaknesses. 2. To understand independent judgment and professional ethics in relation to own job role, responsibility and relationships with colleague team members, Manager and customer. 3. To learn tasks and process skills in the context of job requirement and produce a personal development plan.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Knowledge & Skills Assessment for Improving own Performances Concept of self-Knowledge and an appraisal of Personal skills and attributes				10 hrs.
	a. Concept of Task skills with desirable skills b. Process skills c. Cognitive and creative skills d. Prepare a career plan to overcome perceived personal and managerial skills gaps				
UNIT-II	Individual and Professional Ethics				10 hrs.
	a. Roles within the workplace like leading and motivating staff, communication, group dynamics b. Responsibilities – Customers services, decision making, delegation and empowerment c. Relationships within the workplace – colleagues team members, manager and customers				
UNIT-III	Task & Process skills in the contact of Job Requirements				10 hrs.
	a. Application of Information Technology b. Health and Safety Training c. Evaluate a Department Plan d. SMART (Specific, Measurable, achievable Relationship Time framed) Objectives, Targets, Action Plan, Time management and work scheduling				
REFERENCES					
1.	Thomas, J.A. (2012). Professional Management of Housekeeping Operations. New Jersey, John Wiley and Sons. Inc.				
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		Department of Family and Community Resource Management Faculty of Family and Community Sciences The Maharaja Sayajirao University of Baroda Fatehgunj, 0265-2795522, head-fcrm@msubaroda.ac.in		ACADEMIC YEAR 2025-26	
B.Sc. F.C. Sc (Regular Programme- Hospitality Management) – Third Year – Level 5.5					
YEAR	III	SEC3566C Training in Hospitality Industry (INTERNSHIP)		CREDIT	4 (0+4)
Semester	II			HOURS	120
OBJECTIVES:		1. To get oriented with functioning of institutions of Hospitality Industry. 2. To develop professional competence in carrying out various roles and responsibilities in the Hospitality Industry.			
COURSE CONTENT / SYLLABUS					
UNIT-I	Inventory of organization of Hospitality industry, selection of one and get placement in that for a short period				24 hrs.
UNIT-II	Placement in Housekeeping Department				24 hrs.
	a. Observe the job responsibilities of each staff member b. Learn and practice room cleaning procedure c. Learn and practice laying of maid's cart d. Learn and practice linen room procedure e. Learn and practice bathroom cleaning procedure f. Learn various cleaning agents use				
UNIT-III	Placement in Food and Beverage Department				24 hrs.
	a. Observe the job responsibilities of each staff members b. Learn and practice various types of table-setting serving of meals c. Learn and practice preparation of various food items				
UNIT-IV	Placements in Front Office				24 hrs.
	a. Observe the job responsibilities of each staff members b. Learn and practice functioning of front office desk c. Learn and practice other functions of front office				
UNIT-V	Organizations of event observe and /or participate in organization of any event/ party/ function/ Banquette/ Meeting, Record the procedure				24 hrs.
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