

FACULTY OF ECONOMICS & BUSINESS

SYLLABUS FOR THE BATCH FROM YEAR 2023 TO YEAR 2024

Diploma in Food Production (DFP) **(Credit Based Evaluation and Grading System)**

(ONE YEAR AND SIX MONTHS)

(Semester: I To III)

EXAMINATION: 2023-24

(Only for those students who admitted in Session 2023-24)



GURU NANAK DEV UNIVERSITY

AMRITSAR

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Diploma in Food Production (DFP) (Semester System)
(Credit Based Evaluation and Grading System)
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SEMESTER - I

Paper Code	C /E /I	Paper Title	L	T	P	Credits	Pra. Marks	Mid Se. Marks	End Se. Marks	Total Marks
FPL-101	C	Cookery I	2	-	2	4	50	10	40	100
FPL-102	C	Larder I	2	-	2	4	50	10	40	100
FPL-103	C	Hygiene & Sanitation I	4	-	-	4	--	20	80	100
FPL-104	C	Commodities I	4	-	-	4	--	20	80	100
FPL-105	C	Computer Applications I	3	-	1	4	25	15	60	100
		Total	15	-	5	20				

SEMESTER-II

Paper Code	C /E /I	Paper Title	L	T	P	Credits	Pra. Marks	Mid Se. Marks	End Se. Marks	Total Marks
FPL-111	C	Cookery II	2	-	2	4	50	10	40	100
FPL-112	C	Larder II	2	-	2	4	50	10	40	100
FPL-113	C	Hygiene & Sanitation II	4	-	-	4	--	20	80	100
FPL-114	C	Commodities II	4	-	-	4	--	20	80	100
FPL-115	C	Computer Applications II	3	-	1	4	25	15	60	100
		Total	15	-	5	20				

SEMESTER-III

Paper Code	C/ E/I	Paper Title	L	T	E	Credits	Viva Voce/ Presentation	Total Marks
FPE-201	E	Industrial Training (20 Weeks)	-	-	20 Weeks	20	100	100
		Total	-		20	20		

Programme Outcome

PO1. Establish and maintain high standards of sanitation and food safety.

PO2. Demonstrate proficiency in basic terminology and techniques for culinary arts to include food preparation, presentation, and service.

PO3. Identify and demonstrate the concepts of recipe costing, purchasing, receiving, and issuing practices in food service operations.

PO4. Communicate clearly and professionally, both verbally and in writing.

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SEMESTER - I

FPL- 101 COOKERY I
(THEORY)

Credits: 2-0-2
Total Marks: 100
Practical:50
Mid Semester Marks:10
End Semester Marks:40

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Importance of kitchen in Hotel & Catering establishments; Aims and objectives of cooking, classification of raw materials, preparation of ingredients, methods of mixing foods, effect of heat on various foods weighing and measure, texture of food, Culinary terms.

SECTION-B

Methods of cooking with special application of meat, fish, vegetables, cheese, pulses and egg. Conventional and non-conventional methods of cooking, solar cooking, microwave cooking, fast food operation. Variety of fish, meat and vegetables. Accompaniments, garnishes and rechauffe.

SECTION-C

Balancing of recipes, standardization of recipes, standard yield, maintaining recipe files. Menu planning, portion control, belief study of how portions are worked out. Invalid cookery. Purchasing specifications, quality control, indenting and Costing.

SECTION-D

Eggs; Structure, selection of quality, various ways of cooking eggs with example in each method and prevention of blue ring formation.

Vegetables: Effect of heat on different vegetables in acid/alkaline medium and reaction with metal. Method of cooking different vegetables with emphasis on cooking asparagus, brussels sprouts.

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SEMESTER - I

(PRACTICAL)

Familiarization of tools & equipment and their use in the Lab.

Indian

Rice - 08 varieties
Indian Bread (Wheat) - 10 varieties
Dal - 10 varieties
Vegetables - 15 varieties
Chutney - 05 varieties
Raita - 05 varieties
Egg dishes- 03 varieties
Fish dishes - 05 varieties
Meat dishes - 08 varieties
Chicken dishes - 08 varieties
Shorba - 02 varieties
Tandoor dishes Tandoori chicken, tandoori fish, seek kabab, boti kabab.
Snacks 10 varieties
Sweets 08 varieties
Special dishes for festivals - 5 festival menus (Note: emphasis on regional cuisines)

Course Outcome

CO1: History of cooking, its modern developments.
CO2: Importance of kitchen in Hotel & Catering establishments.
CO3: Kitchen organization.
CO4: Methods of cooking, knowledge of raw materials

SUGGESTED READINGS:

Escoffier, A. (2011). The Complete Guide to the Art of Modern Cookery, A Butterworth-Heinemann
Victor, E. (1995), Advanced Practical Cookery, Hodder Arnold H&S
La Rousse, G. C. (2009). Ceserani Gastronomie, Hamlyn
Kright, J. B. (2000). Quantity Food Production, Planning, and Management, John Wiley & Sons Inc
Cracknel, H. L. (1999). Practical Professional Cookery, Cengage Learning EMEA
Kalra, I. S. (2022). Prashad Cooking with Indian Masters, Allied Publishers Pvt. Ltd.
Philip, T. (2010). Modern Cookery Vol-I & Vol-II, Orient BlackSwan
Arora K. (2008). Theory of Cookery, Macmillan Publishers India

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SEMESTER - I

**FPL- 102 LARDER I
(THEORY)**

Credits: 2-0-2

Total Marks: 100

Practical:50

Mid Semester Marks:10

End Semester Marks:40

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION–A

Larder Organization & layout.

Larder control Maintenance & upkeep of larder equipment and supplies.

SECTION–B

Cleaning and care of Larder equipment and operation of larder equipment. HACCP control in Larder Section

SECTION–C

Horsd'oeuvre and Types of Salad and Classification of salad, Larder control, Salad dressings and types.

SECTION–D

Different types of forcemeat and their uses.

Decorative work including sculptures, ice carvings, vegetables and fruit carvings.

(PRACTICAL)

Preparation of various simple and compound Horsdoevures:

Simple Salads - 5 varieties

Compound Salads:

Fruit based - 2 varieties

Fish based - 2 varieties

Meat based - 2 varieties

Vegetables based - 2 varieties

Preparation of salad dressings - 3 varieties

Course Outcome

CO1: Larder Organization & layout.

CO2: Larder control

CO3: Cleaning and care of Larder equipment.

CO4: Horsd'oeuvre and salads classification

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SEMESTER - I

SUGGESTED READINGS:

Amendola, J. (1994). Ice Carving Made Easy, Wiley.

Bickel, W. (1994). Hering's Dictionary of Classical and Modern Cookery, Shroff

Simms, A. E. (1973). Fish and Shellfish, Virtue Books Ltd

Nicoles. (2016). The Art of Grader Manger, Institutions/Volume feeding magazine

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SEMESTER - I

FPL- 103 HYGIENE & NUTRITION

Credits: 4-0-0

Total Marks: 100

Mid Semester Marks:20

End Semester Marks:80

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Personal hygiene care of skin, hand and feet. Food handlers hygiene, protective clothing.
Dishwashing methods - manual and machine dish washing merits and demerits.

SECTION-B

Garbage disposal - different methods advantage and disadvantages.
Food Poisoning - Causative factor and the precautions to be taken by food handlers.

SECTION-C

Food Storage -Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.
Pest Control - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches.

SECTION-D

Municipal health laws. Golden rules of first aid and treatment for cuts, wounds, burns

Course outcomes

- CO1. To help individuals recognize that food is a basic requirement of life and should be enjoyed.
- CO2. To help individuals develop an understanding of the underlying scientific principles upon which current issues in nutrition are based.
- CO3. To inform about methods of food production and processing in domestic and commercial situations.
- CO4.To encourage an awareness of social, economic and cultural aspects of food choice.
- CO5. To enable individuals to demonstrate and apply appropriate knowledge of concepts and principles when planning and preparing meals and when making food choices.

SUGGESTED READINGS:

- Sumathi R. Mudambi. (2006). Food science, New Age International Pvt Ltd Publishers
- Dr. M. Swaminathan. (2010). Handbook of food and nutrition, Bappco
- George J. Banwart. (2017). Basic food microbiology, CBS
- Jill Trickkott. (1996). Food hygiene for food handlers, Thomson Learning Vocational
- Nicholas Johns. (1995). Managing food hygiene, Palgrave Macmillan

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SEMESTER - I

FPL- 104 COMMODITIES AND COSTING(THEORY)

Credits: 4-0-0

Total Marks: 100

Mid Semester Marks:20

End Semester Marks:80

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION–A

Cereals; Wheat, rice, maize

Breakfast Cereals Uses and storage of cornflakes, puffed rice, pressed rice.

SECTION–B

Pulses Types and uses of pulses.

Fresh fruits and vegetables, classification of fruit and vegetables and its use.

SECTION–C

Dairy products Milk and its composition and storage, classification and use of cheese, butter & cream,
Herbs, spices and condiments classification and uses of different types of herbs and condiments,

SECTION–D

Brief introduction of Tea, Coffee, Cocoa and its procurement, storage and use. Food flavours, essences and colours with brand names.

Course outcomes

CO1. To help individuals recognize that food is a basic requirement of life and should be enjoyed.

CO2. Dairy products Milk and its composition and storage.

CO3. Brief introduction of Tea, Coffee, Cocoa.

SUGGESTED READINGS:

Kinton, R., & Cessarani, V. (2007). Theory of Catering, Hodder Education

Arora, K. (2008). Theory of Cookery. Publisher: Frank Brothers.

Fuller, J., Accompaniments & Garnishes from Waiter; Communicate, Barrie & Jenkins.

Dubey, S. C., Bakery & Confectionery, Society of Indian Bakers.

Thangam, P. E. (2009). Modern Cookery (Vol-I), Orient Longman.

Kinton, R., & Cessarani, V. (2004). Practical Cooker, Hodder Education

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SEMESTER - I

FPL- 105 COMPUTER APPLICATIONS I

Credits: 3-0-1

Total Marks: 100

Practical:25

Mid Semester Marks:15

End Semester Marks:60

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

AUTOMATION IN THE HOSPITALITY INDUSTRY: Information Concepts and Processing: Definitions, Need, Quality and Value of Information, Data Processing Concepts. Elements of Computer System: Definition, Characteristics of Computers & Limitations.

SECTION-B

BASICS OF COMPUTER SOFTWARE: Meaning of Software and Hardware Types of Software-Meaning of System, Application and Service Software.

COMPUTER SECURITY : Computer Virus and Antivirus.

SECTION-C

Generations of Computers and Types of Computer. Computer & its Application in the Hospitality Industry.

ESSENTIALS OF COMPUTER SYSTEM: Components of Computers- Input/output Units,

BASICS OF OPERATING SYSTEM: Meaning, Functions and Architecture. Types of Operating System.

SECTION-D

NETWORK: World Wide Web (WWW), The Internet and its uses, Email, Search Engine, Browsing and Searching.

NET WORK TYPES LAN, MAN WAN and their comparisons.

GUIDED MEDIA: Co-axial Cables, Twisted Cables and Fibre optics.

PRACTICAL:

1. MS-WORD
2. MS- Power Point Presentation

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SUGGESTED READINGS:

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- Rajaraman, V. (2014). Introduction to Computer Science, Prentice Hall India Learning Private Limited
- Beyer, B. B. (1975). Flowcharting, Programming, Software Designing, and Computer Problem Solving, John Wiley & Sons.
- Taxali, R. K. (2017). PC Software Made Simple, Tata McGraw Hill.
- Simpson, A. (1983). Understanding Dbase(III)Plus, Sybex Inc., U.S.
- Rajaraman, V. (2014). Fundamentals of Computers, Prentice Hall India Learning Private Limited
- Rajaraman, V. (1905). Analysis & Designing Information System, Prentice Hall India Learning Private Limited

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SEMESTER - II

**FPL- 111 COOKERY II
(THEORY)**

Credits: 2-0-2

Total Marks: 100

Practical:50

Theory: 50

Mid Semester Marks:10

End Semester Marks:40

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION–A

Description and use of the following:

Basic stocks, Aspicks & Jellies.

Roux blanc, Roux blond and Roux brun.

Recipes and quantities required to produce 10 litres of stocks, white & brown.

SECTION–B

Recipes Required to Produce One Litre of the Following:

Bechamel sauce, tomato, sauce, velouté sauce, espagnole sauce. Hollandaise and mayonnaise sauce with the necessary precautions to be observed while preparing these, with minimum five derivatives of each.

Soup Definition, classification of soups with example in each group, recipe for one litre consommé, 10 popular consommés with their garnishes.

SECTION–C

Theory of Bread making. Bread rolls, Bread sticks, Indian Breads

Pastry, recipes of short crust pastry, puff pastry, flaky pastry choux pastry, Danish pastry and their derivatives. recipes and method of preparation of plain ice cream.

SECTION–D

Kitchen stewarding and upkeep of equipment.

Staff organization of Kitchen, coordination with the department.

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SEMESTER - II

(PRACTICAL)

Continental: Stock - white stock, brown stock, fish stock.

Sauce Bechamel sauce, velouté sauce, tomato, espagnole, hollandaise and mayonnaise with 5 derivatives of each, Demi glass, Mint sauce, horse reddish, bread sauce and apple sauce.

Compound Butters 3 varieties.

Soups:

Purees - 2 varieties

Cream - 3 varieties

Velouté - 2 varieties

Broths - 2 varieties

Bisques - 1 varieties

Consommés - 5 varieties

Cold Soups - 2 varieties

Potages - 2 varieties

Fish:

Baked - 2 varieties

Grilled - 2 varieties

Shallow fried - 2 varieties

Deep fried - 4 varieties

Poaches - 2 varieties

Chicken and other Meats:

Stew - 2 varieties

Casseroles - 2 varieties

Roasts - 2 varieties

Braised - 2 varieties

Grilled/Baked - 2 varieties

Chicken (Sautés) - 5 varieties

Entrees - 3 varieties

Pork - 2 varieties

Steaks - 3 varieties

Vegetables: Preparation and cooking of vegetables 10 varieties

Potatoes - 10 varieties

Farinaceous Dishes: Spaghetti and macaroni dishes 2 varieties.

Egg: Breakfast egg preparation 5 varieties

Sweets:

Mousse - 3 varieties

Souffles - 3 varieties

Baked - 3 varieties

Steamed (Pudding) - 3 varieties

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SEMESTER - II

Chinese:

Soups - 2 varieties

Noodles & Rice - 4 varieties

Chicken - 2 varieties

Pork- 2 varieties

Meat - 2 varieties

Prawns - 2 varieties

Fish - 1 Dish

Vegetables - 3 varieties

Course outcomes

CO1. To help individuals recognize that food is a basic requirement of life and should be enjoyed.

CO2. To help individuals develop an understanding of the underlying scientific principles upon which current issues in nutrition are based.

CO3. To inform about methods of food production and processing in domestic and commercial situations.

CO4. To encourage an awareness of social, economic and cultural aspects of food choice.

CO5. To enable individuals to demonstrate and apply appropriate knowledge of concepts and principles when planning and preparing meals and when making food choices.

SUGGESTED READINGS:

Mudambi, S. R. (2006). Food Science, New Age International Pvt Ltd Publishers

Swaminathan, M. (2010). Handbook of Food and Nutrition, Bappco

Banwart, G. J. (2017). Basic Food Microbiology, CBS.

Trickkott, J. (1992). Food Hygiene for Food Handlers, Macmillan Publishers Limited

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SEMESTER - II

FPL-112 LARDER II
(THEORY)

Credits: 2-0-2
Total Marks: 100
Practical: 50
Theory: 50
Mid Semester Marks: 10
End Semester Marks: 40

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Fish classification, scaling, cleaning, preparation, basic cuts and its uses and storage.

SECTION-B

Butchery Cuts of beef, lamb, mutton and pork, its uses and weights.

SECTION-C

Poultry and Game:

Poultry Classification, preparation, dressing and cuts with its uses. Game Fured game and feathered game, preparation cuts with its uses.

SECTION-D

Assembling of cold buffets, sandwiches and canapes. Proper storage of leftovers.

(PRACTICAL)

Butchery:

- a) Lamb and mutton Demonstration of jointing mutton carcasses. Deboning of mutton leg and shoulder.
- b) Curry cuts and boti kabab.
- c) Pork Demonstration and preparation of pork chops, debonding of pork leg.
- d) Fish cuts of fish and its use in cold buffets.
- e) Poultry Dressing, trussing and debonding.

Course Outcome

CO1: Larder Organization & layout.

CO2: Larder control

CO3: Cleaning and care of Larder equipment.

CO4: Horsd'oeuvre and salads classification

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SEMESTER - II

SUGGESTED READINGS:

- Amendola, J. (1994). Ice Carving Made Easy, Wiley.
- Bickel, W. (1994). Hering's Dictionary of Classical and Modern Cookery, Shroff
- Simms, A. E. (1973). Fish and Shellfish, Virtue Books Ltd
- Nicoles. (2016). The Art of Grader Manger, Institutions/Volume feeding magazine

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SEMESTER - II

FPL- 113 HYGIENE & NUTRITION II

Credits: 4-0-0

Total Marks: 100

Theory:80

Mid Semester Marks:20

End Semester Marks:80

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Definition of nutrition, definition of calorie, daily calorie requirement for different age groups, factors. Food groups and their role in balance diet.

SECTION-B

Carbohydrates and proteins Classification source, functions Recommendatory Daily Allowance (RDA), excess and deficiency.

Fats classification according to sources, difference between animal fat and vegetable fat, functions, Recommendatory Daily Allowance (RDA), excess and deficiency.

SECTION-C

Minerals: Importance of Minerals with special emphasis on calcium and iron(function & sources.)

SECTION-D

Vitamins in diet Fat soluble A, D, E & K water soluble, B-complex, Thiamine, Niacin, Riboflavin and Vitamin C, sources, function Recommendatory Daily Allowance, excess and deficiency.

Course Outcomes

- CO1. To help individuals recognize that food is a basic requirement of life and should be enjoyed.
- CO2. To help individuals develop an understanding of the underlying scientific principles upon which current issues in nutrition are based.
- CO3. To inform about methods of food production and processing in domestic and commercial situations.
- CO4. To encourage an awareness of social, economic and cultural aspects of food choice.
- CO5. To enable individuals to demonstrate and apply appropriate knowledge of concepts and principles when planning and preparing meals and when making food choices.

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- Sumathi R. Mudambi. (2006). Food science, New Age International Pvt Ltd Publishers
- Dr. M. Swaminathan. (2010). Handbook of food and nutrition, Bappco
- George J. Banwart. (2017). Basic food microbiology, CBS
- Jill Trickkott. (1996). Food hygiene for food handlers, Thomson Learning Vocational
- Nicholas Johns. (1995). Managing food hygiene, Palgrave Macmillan

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SEMESTER - II

FPL- 114 COMMODITIES AND COSTING II

Credits: 4-0-0

Total Marks: 100

Mid Semester Marks:20

End Semester Marks:80

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION–A

Prevailing food standards in India, food adulteration as a public health hazard, simple tests in the detection of common food adulterants, Essential Commodities Act-BIS Agmark.

SECTION–B

Methods of food preservation, long term, and short term methods, convenience food sugar preserves and confectionery gums.

SECTION–C

Importance of costing and cost dynamic variable and semi-variable and fixed cost.
Elements of cost material, labour and overhead.

SECTION–D

Cost control procedure through Purchasing, Receiving, Storing issuing and preparation, portion control.

Course outcomes

CO1. To help individuals recognize that food is a basic requirement of life and should be enjoyed.

CO2. Importance of costing.

CO3. Elements of cost material, labour.

SUGGESTED READINGS:

- Kinton, R., & Cessarani, V. (2007). Theory of Catering, Hodder Education
- Arora, K. (2008). Theory of Cookery. Publisher: Frank Brothers.
- Fuller, J., Accompaniments & Garnishes from Waiter; Communicate, Barrie & Jenkins.
- Dubey, S. C., Bakery & Confectionery, Society of Indian Bakers.
- Thangam, P. E. (2009). Modern Cookery (Vol-I), Orient Longman.
- Kinton, R., & Cessarani, V. (2004). Practical Cooker, Hodder Education

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SEMESTER - II

FPL- 115 COMPUTER APPLICATIONS II

Credits: 3-0-1

Total Marks: 100

Practical:25

Mid Semester Marks:15

End Semester Marks:60

Instructions for the Paper Setters

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION–A

DATABASE IN THE HOSPITALITY INDUSTRIES: Data, Information, Database, Purposes, Advantage, Levels of Database.

DATABASE MODELS: Network, Hierarchical and Relational. Advantages of Database Management over the Management System.

SECTION–B

ESSENTIALS OF COMPUTER SYSTEM: Components of Computer, The central Processing Unit. Read Only Memory (ROM), Random Access Memory (RAM).

EXTERNAL STORAGE DEVICES: Magnetic tapes, USB Drive, Hard Drive, CO Technology and Virtual Storage,

NETWORKING DEVICES: Repeater, bridge, Router, hubs.

SECTION–C

COMPUTER PROTOCOLS: HTTP, HTTPS, FTP. SMTP, POP

COMPUTER LANGUAGES: Low Level- Machine Language, Assembly Language, High Level Language- Scripting. Differences between High Level Language and Low level language.

LANGUAGE PROCESSORS: Compiler, Assembler, Interpreter.

SECTION–D

NETWORK TOPOLOGIES: Bus, Star, Ring, Tree, Mash &Hybrid.

UNGUIDED MEDIA: Different Types of Unguided Media-Radio waves, micro waves, Infrared waves, Satellites.

SWITCHING TECHNIQUES: Circuit Switching, Message Switching and Packet Switching.

PRACTICAL:

1. MS-EXCEL

Electronic Spreadsheet Software, Spreadsheet Design, Creating Spreadsheet, Updating data and recalculations. Common Spreadsheet Commands, Graphics Capabilities.

2. MS-ACCESS.

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SUGGESTED READINGS:

- Bartee, T.C. (1985). Digital Computer Fundamentals, McGraw-Hill Companies
- Rajaraman, V. (2014). Introduction to Computer Science, Prentice Hall India Learning Private Limited
- Beyer, B. B. (1975). Flowcharting, Programming, Software Designing, and Computer Problem Solving, John Wiley & Sons.
- Taxali, R. K. (2017). PC Software Made Simple, Tata McGraw Hill.
- Simpson, A. (1983). Understanding Dbase(III)Plus, Sybex Inc., U.S.
- Rajaraman, V. (2014). Fundamentals of Computers, Prentice Hall India Learning Private Limited
- Rajaraman, V. (1905). Analysis & Designing Information System, Prentice Hall India Learning Private Limited

Course outcomes

CO1. To help individuals about the basic computer software.

CO2. Application of computer in Tourism and Hospitality Industry.

CO3. Importance of Networks

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SEMESTER - III

FPL-201: INDUSTRIAL TRAINING

Credits: 0-0-20

Total Marks: 100

Viva Voce/ Presentation: 100

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

- 1) Attendance in the 3rd Semester would be calculated on the basis of feedback given by Hotels. Industrial Training will require an input of 120 working days i.e. (20 weeks' x 06 days = 120 days). A student can avail leave to a maximum of 15% (15 days) only with prior permission of the hotel authorities. Similarly, the institute Director can condone an additional 10% (10 days) on production of a medical certificate.
 - (a) Students who are unable to complete a minimum of 45 days of Industrial Training would be disallowed from appearing in the term end examinations as per University Rules.
 - (b) Students who complete more than 45 days of industrial training but are unable to complete 75 days due to medical reasons may complete the rest of the training during the summer vacation. Such students will be treated as 'absent' in Industrial Training and results declared as per University Examination Rules.
- 2) For award of marks, 20% marks of IT would be on the basis of feed-back from the industry in a prescribed Performance Appraisal Form (PAF). It will be the students' responsibility to get this feed-back/assessment form completed from all the four departments of the hotel for submission to the institute at the end of Industrial Training. For the remaining 80% marks, students would be assessed on the basis of seminar/presentation before a select panel. The presentation would be limited to only one key area of the student's interest. A hard copy of the report will also have to be submitted to the panel.
- 3) Responsibilities of institute, hotel and the student/trainee with aims & objectives have been prescribed for adherence. Once the student has been selected/deputed for Industrial Training by the institute, he/she shall not be permitted to undergo IT elsewhere. In case students make direct arrangements with the hotel for Industrial Training, these will necessarily have to be approved by the institute. Students selected through campus interviews will not seek Industrial Training on their own.
- 4) There will be no inter change of candidates from one batch to another i.e. winter batch to summer batch and vice versa.

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RESPONSIBILITIES OF THE TRAINEE

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

RESPONSIBILITIES OF THE INSTITUTE

- 1 Should give proper briefing to students prior to the industrial training
- 2 Should make the students aware of the industry environment and expectations.
- 3 Should notify the details of training schedule to all the students.
- 4 Should coordinate regularly with the hotel especially with the training manager.
- 5 Should visit the hotel, wherever possible, to check on the trainees.
- 6 Should sort out any problem between the trainees and the hotel.
- 7 Should take proper feedback from the students after the training.
- 8 Should brief the students about the appraisals, attendance, marks, logbook and training report.
- 9 Should ensure that change of Industrial Training hotel is not permitted once the student has been interviewed, selected and has accepted the offer.
- 10 Should ensure that change of Industrial Training batch is not permitted.
- 11 Should ensure trainees procure training completion certificate from the hotel before joining institute.

RESPONSIBILITIES OF THE HOTEL

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

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other opportunities. If on the other hand, first managers/supervisors help trainees achieve maximum potential, they will build the foundations for a successful career.

Hotels:

1. Should give proper briefing session/orientation/induction prior to commencement of training.
2. Should make a standardized training module for all trainees.
3. Should strictly follow the structured training schedule.
4. Should ensure cordial working conditions for the trainee.
5. Should co-ordinate with the institute regarding training programme.
6. Should be strict with the trainees regarding attendance during training.
7. Should check with trainees regarding appraisals, training report, log book etc.
8. Should inform the institute about truant trainees.
9. Should allow the students to interact with the guest.
10. Should specify industrial training's "Dos and Don'ts" for the trainee.
11. Should ensure issue of completion certificate to trainees on the last day of training.

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Industrial Training (Performance Appraisal)

Department of Hotel Management and Tourism. Guru Nanak Dav University

Name of Student: _____

University Roll No: _____

Name of the Hotel: _____

Duration: 5 weeks (30 working days)

From: _____ **to:** _____

Department: Food Production

Appearance		
Immaculate Appearance, Spotless uniform, Well groomed hair, Clean nails & hands		5
Smart Appearance, Crisp uniform, Acceptable hair, Clean nails and hand		4
Well Presented, Clean Uniform, Acceptable hair, Clean nails & hand		3
Untidy hair, Creased ill kept uniform, Hands not clean at time		2
Dirty / disheveled, Long / unkempt hair, Dirty hands & long nails		1
Punctuality / Attendance (days present out of 30 days)		
On time, Well Prepared, Ready to commence task, Attendance Excellent	100%	5
On time, Lacks some preparation but copes well, Attendance Very good	90%	4
On time, Some disorganized aspects-just copes, Attendance Regular	80%	3
Occasionally late, Disorganized approach, Attendance irregular	60%	2
Frequently late, Not prepared, Frequently absent without excuse	50%	1
Ability to Communicate (Written / Oral)		
Very confident, demonstrates outstanding confidence & ability both spoken/written		5
Confident, Delivers information		4
Communicates adequately, but lacks depth and confidence		3
Hesitant, lacks confidence in spoken / written communication		2
Very inanimate, unable to express in spoken or written work		1
Attitude to Colleagues / Customers		
Wins / retains highest regard from colleagues has an outstanding rapport with clients		

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Polite, considerate and firm, well liked.		5
Gets on well with most colleagues, Handles customers well.		4
Slow to mix, weak manners, is distant has insensitive approach to customers		3
Does not mix, relate well with colleagues & customers		2
		1
Attitude to Supervision		
Welcomes criticism, Acts on it, very co-operative		5
Readily accepts criticism and is noticeably willing to assist others.		4
Accepts criticism, but does not necessarily act on it.		3
Takes criticism very personally, broods on it.		2
Persistently disregards criticism and goes own way.		1
Initiative / Motivation		
Very effective in analyzing situation and resourceful in solving problems	Demonstrates ambition to achieve Progressively.	5
Shows ready appreciation and willingness to tackle problems	Positively seeks to improve knowledge and performance	4
Usually grasps points correctly	Shows interest in all work undertaken.	3
Slow on the uptake.	Is interested only in areas of work preferred.	2
Rarely grasps points correctly.	Lacks drive and commitment.	1
Reliability / Comprehension		
Actively seeks responsibility at all times.		5
Very willing to accept responsibility.		4
Accepts responsibility as it comes.		3
Inclined to refer matters upwards rather than make own decision		2
Avoids taking responsibility.		1
Quantity of work		
Outstanding in output of work.		5
Gets through a great deal.		4
Output satisfactory.		3
Does rather less than expected.		2
Output regularly insufficient		1/50
Total.....		

Name of Appraiser: _____ **Signature:** _____

Designation of Appraiser: _____ **Date:** _____

Signature of Student: _____ **Date:** _