

*Placed at the meeting of  
Academic Council  
held on 12.12.2019*

**APPENDIX- D**  
**MADURAI KAMARAJ UNIVERSITY**  
*(University with Potential for Excellence)*

**Syllabus for New Course**

**B.Sc. (Marine Hospitality Science)**

**Semester Pattern - CBCS**

(With effect from the Academic year 2019-2020 onwards)

Regulations and Scheme of Examinations

**1. INTRODUCTION OF THE PROGRAMME:**

The Bachelor of Science programme in Marine Hospitality Science is offered by Madurai Kamaraj University. The Three-Year (Six Semester) course equips students with all the required skills, knowledge and attitude to efficiently discharge responsibilities in undergraduate Hospitality course. The subject will develop basic awareness of the technical skills required in the food production department it also gives a comprehensive insight into the commodities required, their characteristics uses and handling procedures. B.Sc. Marine Hospitality Science, course is designed to provide trained candidates to the Shipping Industry with the right attitude and mandatory documentation required for sea life. This shall help students to produce the varieties of dishes, suitable for the various occasions. The course is career opening in nature and after it candidates can go for further studies. The course is suitable for those who want to develop skills and knowledge on hospitality subjects with an attitude to work on board ships. The course favour environmental conservation and food handling. The programme will enhance the managerial capabilities and seek placements on shore based hospitality industry after few years of sea life. Candidates can find the job in hospitality industries like Hotels, Hospitals, Ships, Corporate Companies, Army and chance to travel around the world. Applicants can also go for further studies after this.

**2. ELIGIBILITY FOR ADMISSION:**

A candidate for admission to B.Sc. Marine Hospitality Science shall be required to have passed the Higher secondary Examination conducted by the Government of Tamil Nadu or an Examination accepted as equivalent there by the Madurai Kamaraj University. Age: The Maximum limit to admit a candidate in B.Sc., Marine Hospitality Science 25 Years and for SC/ST Students 3 Year of relaxation can be given

**2.1. Duration of the Programme: 3 Years**

**2.2. Medium of Instructions : English**

### 3.OBJECTIVES OF THE PROGRAMME

The main objectives of the programme are to:

- To develop the right attitude, good work habits, right cooking techniques, use of correct tools and equipment to prevent nutritional and material loss, wastage and damage.
- To impart managerial skills to enable them to find placements on shore based hospitality industry after few years of sea life.
- To provide the student with an introduction to the world of hospitality particularly to business as it applies to the hotel industry.
- To become acquainted with the social, economic and environmental context within which the hospitality industry operates.
- To understand the structure, nature and operating characteristics of the different sectors of the hospitality industry: foodservice, lodging and tourism, cruise line, airline and other welfare sectors also.

### 4. OUTCOME OF THE PROGRAMME

Like any other regular hotel management course the B.Sc., Marine Hospitality Science program also offers job opportunities in shore based Hospitality Industry. Besides employment prospects on Merchant Ships, students can opt for employment on Cruise Ships as well after few years of Hotel experience. Apart from career options in Hospitality Industry, students with a penchant for public relations can look out for a career in the customer care. The program also offers numerous opportunities for higher studies in India as well as abroad.

**5. CORE SUBJECT PAPER:** All the core papers are mentioned inside the course structure.

**6. SUBJECT ELECTIVE PAPER:** All subject elective papers are mentioned inside the course structure.

**7. NON- MAJOR ELECTIVE PAPER:** Non Major elective paper as prescribed by the Department of Culinary Arts approved by the University.

### 8. UNITIZATION

Each Subject is segregated into five unites with each unit consisting of equal distribution of major concepts.

### 9. PATTERN OF SEMESTER EXAM

Examination will be conducted at the end of each semester. Each Semester has two patterns of examination namely Internal (25 marks) and external (75 marks).

### 10. SCHEME FOR INTERNAL ASSESSMENT:

The Internal assessment will be as follows:

Test	=	10Marks (Average of the best two tests)
Assignment	=	5 Marks
Seminar/ Group Discussion	=	5Marks
Peer- team-Teaching	=	5 Marks
Total	=	25 Marks

### 11. EXTERNAL EXAM

External Examination will be conducted as semester exams as per University norms with common question paper for all affiliated colleges.

## **12. QUESTION PAPER PATTERN:**

**The pattern of Question Paper will be as follows.**

**Time: 3 Hours**

**Maximum Marks: 75**

### **Section A: (10\*1=10 Marks) Question No: 1 to 10 (Multiple Choice Pattern)**

1. Two question from each Unit
2. Four Choices in each questions
3. No "None of these: choice.

### **Section B: (5\*7=35 Marks)**

1. Answer all questions either (a) or (b)
2. Answer not exceeding two pages
3. One question from each unit.

### **Section C: (3\*10=30 Marks)**

Answer should not exceed Four Pages. Answer any Three out of Five (One Question from each Unit).

## **13. SCHEME FOR EVALUATION**

External Evaluation is done at the University level by Central Evaluation Procedure.

## **14. PASSING MINIMUM**

Passing Minimum for the UG Course is 40% marks in Internal and External Separately.

## **15. MODEL QUESTIONS**

### **Fundamentals of Marine Science**

**Time: Three hours**

**Maximum: 75 marks**

#### **SECTION A- (10 x 1=10)**

**Answer ALL questions.**

1. While conducting Luminol test, luminol reacts with hydrogen salt and forms:  
(a) Di-anion (b) Cat ion (c) Anion (d) All of the above
2. Electrophoresis is mainly used for:  
(a) Differentiate the biological sample  
(b) To perform the human specific presumptive tests  
(c) DNA isolation from biological material  
(d) Separates the molecules
3. Restriction enzymes are used in one of these techniques:  
(a) Sequencing (b) Genotyping (c) RFLP (d) Polymerization
4. Which of the following statement is false?  
a) Enzymes are differentiated by electrophoresis method  
b) While DNA sequencing both forward and reverse primers are used  
c) Amplification is done through PCR  
d) ABO blood grouping is mainly used for differentiating individuals
5. The fluorescence examination of the seminal stains indicates  
(a) Pink color (b) White color (c) Blue color (d) Red color

6. The presumptive test for semen is  
 (a) Acid phosphates' test (b). Sodium alphanaphthyl test (c) Napthanildiazotest  
 (d). Barbituratetest
7. For examination of diatoms sample should collect from  
 (a) Bone marrow (b) Blood (c) Tissue (d) Epithelial cells
8. A study of relationships between organisms and their environment  
 (a) Ethnology (b) Ecology (c) Monospecific (d) Monoecious
9. In wild life Forensics, identification of animals done by  
 (a) Grouping (b) Feathers (c) Twigs (d) Pug marks
10. Illegal way of trafficking animals  
 A. Kidnapping B. Poaching C. Harboring D. Smuggling

### PART B

#### SECTION-B (5 x 7=35)

**Answer all Questions by choosing either (a) or (b)**

11. A) Describe the identification methods of blood? Forensic significance of biological materials. (OR) b) Describe about the DNA markers and their uses in Forensic cases
12. A) Describe the identification method of Urine and its Forensic significance. (OR) b) Explain about the Acid Phosphate Test.
13. A) What are Diatoms? Explain the identification methods of Diatoms and its specificity. (OR) b) What are the different types of timber varieties encountered in forensic cases
14. A) Explain about the Forensic significance of Fibre evidence. (OR) b) Define culpable homicide. When does it amount to murder?
15. A) Define about mitochondrial DNA. What is the forensic significance of mtDNA? (OR) B) Give a detailed account on the experimental method of psychology.

### PART C

#### SECTION-C (3 x 10=30)

**Answer Any Three Questions**

16. Explain the process of protection of biological evidence.
17. Write down the process of identification of blood.
18. Discuss the basic principles of DNA Extraction.
19. What are the characteristics of fingerprints?
20. Write a note on crime scene reconstruction

### 16. TEACHING METHODOLOGY

To enhance the quality of students through creative and effective teaching the following teaching methodologies by classroom teaching methods, Practical training, Power Point Presentation classes, Guest lectures, Demonstrations and Internship for one month after each semester and study tour programmes.

## 17. TEXT BOOKS

The text books are mentioned below each individual paper.

## 18. REFERENCEBOOKS

The reference books are mentioned below each individual paper.

## 19. RETOTALLING AND REVALUATIONPROVISION

Revaluation and re totaling shall be pursued by submission of respective application forms duly filled and authorized by the head of the Institution as per University norms. The applications must reach the University within the stipulated time frame as set by University.

## 20. TRANSITORY PROVISION

The revision of syllabus shall be done once in three years for better enhancement and updations.

## 21. SUBJECT AND PAPER RELATEDWEBSITE

The websites are mentioned below the reference books column for every subject.

### Scheme of Examinations B.Sc.(Marine Hospitality Science) Semester (CBCS) FIRST YEAR- Semester– I

S.No	Title of the Paper	Exam Duration	Hour	Credit	Internal	External	Total
1.	<b>Part I</b> Hotel French - I	3	6	3	25	75	100
2.	<b>Part II</b> Communicative English - I	3	6	3	25	75	100
3.	<b>Part III Core Subjects</b> Fundamentals of Marine Science	3	4	4	25	75	100
4.	Food Production & Patisserie	3	3	3	25	75	100
5.	<b>Part III Allied –I</b> Food & Beverage Service theory	3	3	3	25	75	100
6.	Ecology	3	3	3	25	75	100
7.	<b>Skill Based Subject</b> Accommodation Operations	3	3	3	25	75	100
8.	<b>Part IV</b> Value Education	3	2	2	25	75	100
	Total		30	24			800

## Semester -II

S.No	Title of the Paper	Exam Duration	Hour	Credit	Internal	External	Total
1.	<b>Part I</b> Hotel French - II	3	6	3	25	75	100
2.	<b>Part II</b> Communicative English -II	3	6	3	25	75	100
3.	<b>Part III Core Subjects</b> Marine Pollution	3	4	4	25	75	100
4.	Food Production & Patisserie Practical	6	4	4	40	60	100
5.	<b>Part III Allied –I</b> Food & Beverage Service Practical	3	3	3	40	60	100
6.	Cost Management	3	3	3	25	75	100
7.	<b>Skill Based Subject</b> Accommodation Operations Practical	3	2	2	40	60	100
8.	<b>Part IV</b> Environmental Studies	3	2	2	25	75	100
	Total		30	24			800

## SECOND YEAR - Semester – III

S.No	Title of the Paper	Exam Duration	Hour	Credit	Internal	External	Total
1.	<b>Part III Core Subjects</b> Marine Safety &	3	4	4	25	75	100
2.	Prevention Shipping Economics	3	6	5	25	75	100
3.	<b>Part III Allied –I</b> Front Office Operations	3	4	4	25	75	100
4.	Marine Food Technology	3	4	4	25	75	100
5.	<b>Part III Allied –II</b> Strategic Management	3	4	3	25	75	100
6.	Financial Accounting	3	4	3	25	75	100
7.	<b>Skill Based Subject</b> Principles Of	3	2	2	25	75	100
8.	Management	3	2	2	25	75	100

	Public Relation Management						
	Total		30	27			800

### Semester -IV

S.No	Title of the Paper	Exam Duration	Days	Credit	Training Report	Viva - Voice	Total
1.	Project Work & Viva Voce – Industrial Exposure Training	3	90	16	75	25	100
2.	Extension Activities			1			100
	Total			17			200

### THIRD YEAR - Semester – V

S.No	Title of the Paper	Exam Duration	Hour	Credit	Internal	External	Total
1.	<b>Part III Core Subjects</b> Food & Beverage Management	3	4	4	25	75	100
2.	Advanced Food Production	3	4	4	25	75	100
3.	<b>Part III Allied –I</b> Room Division Management	3	4	3	25	75	100
4.	Organizational Behavior	3	4	3	25	75	100
5.	<b>Part III Allied –II</b> Food Safety & Nutrition	3	4	3	25	75	100
6.	Marketing Management	3	3	2	25	75	100
7.	<b>Skill Based Subject</b> Maritime Law	3	3	2	25	75	100
8.	Personality Development	3	2	2	25	75	100
9.	<b>Non-Major Elective – I</b> Maritime Studies I	3	2	2	25	75	100
	Total		30	25			900

## Semester -VI

S.No	Title of the Paper	Exam Duration	Hour	Credit	Internal	External	Total
1.	<b>Part III Core Subjects</b> Advanced Food Production Practical	3	6	4	40	60	100
2.	Front Office Operations Practical	3	4	3	40	60	100
3.	<b>Part III Allied –I</b> Human Resource Management	3	4	3	25	75	100
4.	Crew Management	3	6	4	25	75	100
5.	<b>Part III Allied –II</b> Property Management System	3	4	3	25	75	100
6.	Property Management System Practical	3	2	2	40	60	100
7.	<b>Skill Based Subject</b> Managerial Skills	3	2	2	25	75	100
8.	<b>Non-Major Elective – II</b> Maritime Studies II	3	2	2	25	75	100
	Total		30	23			800

## Semester –I

### PART-I :HOTEL FRENCH- I (CREDITS-3)

**Prescribed Text Book:**

**L’Hôtellerie et le tourisme**

Author : N.C.Mirakamal,R.Venguttaramane  
 Publishers : Samhitha Publications (2015), Chennai.  
 Lessons : 1-5

Unit 1	Leçon 1	A l’ hôtel “Minakshi”
Unit 2	Leçon2	Jesuisvraimentvexé
Unit 3	Leçon3	Au restaurant
Unit 4	Leçon 4	Des renseignements
Unit 5	Leçon 5	Régler la note

## **PART II-COMMUNICATIVE ENGLISH- I- (CREDITS-3)**

### **Objectives:**

- To impart knowledge about the basic grammar
- To get practiced to write sentence without grammatical mistakes.

### **Unit-I**

Grammar I

Parts of speech – An introduction (Subject, Verb, Adjectives, Adverb, Pronoun, Preposition, Conjunction, Interjection)

Articles, Tenses, Voices (Active and Passive Voices)

### **Unit-II**

Common errors in English

- Using Conditional Clauses
- Articles
- Subject and verb agreement
- Usage of adverbs

### **Unit-III Composition – I**

Precise writing – Note making – developing the hints – usage of punctuations

### **Unit-IV Composition – II**

Paragraph writing, Essay writing, Story construction, defining the proverbs

### **Unit-V – Conversation Practice**

At Front desk – At rooms – while travelling – at restaurant

### **Reference books:**

1. English Grammar and Composition – Mc Milan
2. English Conversation practice by Grand Taylor
3. Communication skills 1 and 2 – Mainspring publishers
4. Lets speak English fluently and accurately – Dr.C.Rajappan – NCBH publications

## **PART III CORE SUBJECT**

## **FUNDAMENTALS OF MARINE SCIENCE (CREDITS-4)**

### **Objective:**

This subject is designed: -

- To impart knowledge amongst students on the basics of marine science
- To know the concept of ecosystem and its structure
- To get a brief knowledge about the marine biodiversity

### **Unit I**

Marine environment - ecological factors - light, temperature, salinity, pressure - Classification of marine environment - pelagic environment, plank tonic and nektonic adaptations, benthic environment - intertidal, interstitial and adaptation - Other coastal environments - coral reefs, estuaries, mangroves, sea grass beds, forests, polar seas and hydrothermal vent - Marine zoogeography.

### **Unit II**

Marine ecosystem concept - ecosystem structure and function, food chain, food-web, ecological pyramid, energy flow - Systems ecology and modeling.

### **Unit III**

Population ecology - group attributes population growth, population density variation, carrying capacity, and dispersal, and prey-predator relationship, density dependent and independent factors.

### **Unit IV**

Community ecology - structure and composition, diversity and stability, concept of niche, succession, community wise adaptation - fouling and boring community, animal association in the sea

### **Unit V**

Marine biodiversity - definition and importance, biodiversity assessment techniques - Marine resources, Fisheries - Pelagic - Benthic and non biological - Threats to marine biodiversity, overexploitation, physical alteration, pollution, alien species.

### **Reference Books:**

1. Marine Biology - An Ecological Approach (Fourth Edition) by J.W. Nybakken, Addison Wesley Edu. Pub. inc., 1997.
2. An introduction to Marine Ecology (Third edition) by R.S.K. Barnes and R.N. Hughes, Blackwell Science, 1999
3. Basic Ecology by E.P. Odum, Saunders College Publications, Philadelphia, 1987.
4. Marine Ecology by J.S. Levinton, Prentice-Hall Inc., New Jersey.
5. Environmental Science - A study of interrelationships (Sixth Edition) WCB/McGraw Hill, 1995.

## **PART III - CORE SUBJECT FOOD PRODUCTION AND PATISSERIE(CREDITS-3)**

## **Objectives:**

- To impart knowledge on the basic concepts of food production
- To study the basic concepts of Bakery

### **Unit - I**

Origin of Cooking - Aims and Objectives of cooking food; Food Commodities Cereals - Meaning and Examples; Pulse - Meaning and Examples; Fats and Oils - Meaning and Examples; Vegetables and Fruits - Classification and Examples; Nuts - Examples and uses; Spices and Condiments - Meaning, Example and uses; Raising Agents - Functions, types and Examples; Sweetening agents, Thickening agents, Coloring agents and Flavoring agents - Examples and Uses.

### **Unit - II**

Kitchen Equipment and Tools - Different Metals - Equipments, uses of Receiving & Storage Equipments - Preparations of Equipment, Knife / Hand tools - Equipments and its Uses, Varieties, Care, Maintenance and Precautions; Mise-en-place - Preparation of Ingredients - Method of mixing. Texture Of Food - Various correct textures and incorrect textures

### **Unit - III**

Cooking Fuels - Various Fuels Used in the Kitchen - Advantages and Disadvantages Transfer of Heat to food - Method of cooking food, Microwave cooking. Stocks - Definition, Types, Preparations, Storage and Uses; Points to be remembered while preparing stock, Glazes - Meaning and Uses. Sauces - Meaning, Types of Mother Sauces, Proprietary sauces; Recipe for Basic Sauces, Derivatives of Mother Sauces - Miscellaneous Sauces - Soups - Meat cookery (egg, Poultry, fish, lamb, beef, pork, etc.)

### **Unit - IV**

Kitchen Organization - Classical Brigade of a Kitchen of 5 Star Hotel; Duties and Responsibilities of Each Staff; Co- Ordination with other departments; Kitchen Designing - Location of Kitchen, Work place Design, Work place Environment, Layout, Principles followed in Planning Layout, Layout of a Well Planned Kitchen - Culinary Terms - Culinary Glossaries - English, French and Hindi.

### **Unit - V**

Baking- Definition, Baking Equipments; Types of Flour and its Composition; Dough Products - Bread - Methods, Improvers, Process, Faults, Remedies; Basic Pastries - Short Crust, Puff, Choux; Frozen Desserts - Bavarois, Soufflé's, Mousse, Puddings

## **Reference Books:**

1. Krishna Arora. Theory of Cookery: New Delhi. Frank Bros. And Co Publishers. 4th Edition 2001.
2. Thangam. E. Philip. Modern Cookery for Teaching and Trade (Volume I): New Delhi. Orient Longman Publishers 5th Edition 2003.
3. Ronald Kinton, Victor Caserani and David Fosket, Theory of Catering: London. ELST Publishers 9th Edition 2005.
4. Roy Hayter. Safety in Catering: London. Macmillan Publishers 4th edition.

## **PART III ALLIED-I**

### **FOOD AND BEVERAGE SERVICE(CREDITS- 3)**

#### **Objectives:**

- To study about the Types of Catering Establishment and the Attributes of Food and Beverage Service Performance
- To Gain Basic Knowledge on the Equipment, Menu and Skills Necessary for Food and Beverage Service.

#### **Unit - I**

Introduction - F&B Service Department - Its role in a Hotel in Relation to its Co-Ordination and its Contribution to the Hotel Revenue - Growth of the Catering Industry and its Evolution - Types of Catering Establishments - Commercial & Welfare and Career Opportunities Different Types of Food and Beverage Service, Banquets. Bar/ Pub, Barbeque, Discotheque, Off premises Catering and Take Away/ Home Delivery. Departmental Organization and Staffing - Staffing Hierarchy of the Food and Beverage Service Department - their Duties and Responsibilities; Attributes of Food and Beverage Service Personnel - Inter Departmental Relationship - Co- operation, Co - Ordination and Communication.

#### **Unit - II**

Enumeration and Classification of F&B Service Equipment - Cutlery, Crockery, Flatware, Glassware, Hollow-Ware, Ancillary Department - Floor Pantry; Still room - LayOut, Equipment used; Silver Room / Plate Room - Layout, Equipment used; Hot Section; Wash up and Linen Store.

#### **Unit - III**

Types of Menu - Origin of Menu - Table d'hôte Menu, Ala carte Menu, French classical Menu, Planning a Simple Menu - Service Sequence of French Classical Menu - Service of Each course with appropriate Accompaniment - Cheese - History - Production - Classification - Name of Famous Cheese and Origin - Service. Types of Meals Breakfast (Continental, English, American, Indian, South Indian - Cover Laying for English and Continent Breakfast) Brunch, Lunch, Afternoon Tea, Hi - Tea, Dinner, Supper, Late Night Menu.

#### **Unit - IV**

Mise - en - Scene, Mise - en- Place, Types of Service - American, English, French, Russian, Indian Service - Laying Cover for different Meals and Menu (Relaying Table Cloth & Serviette Folds) Room Service - Meaning, Full and Partial Room Service, Breakfast service in the Room, Tray Setup for Room service-Order taking Procedure - In person, telephone and Door Hangers - Procedure for Afternoon Tea Service - Menu for High tea and Afternoon Tea.

#### **Unit - V**

Classification of Non- alcoholic beverages - Stimulating, Refreshing and Nourishing; Juices; Squash; Syrups; Tobacco - Cigars & Cigarettes - KOT - Types, Procedures for taking orders, Control System, Triplicate KOT control System.

## Reference Books:

1. John Fuller. Modern Restaurant Service, A Manual For Students and Practitioners: Cheltenham. Stanley Thrones Publishers 1st Edition 1999.
2. Sudhir Andrews. Food and Beverage Service Training Manual: New Delhi. Tata Mcgraw Hill Publishers 4th Edition 2004.
3. Dennis.R. Lillicrap and John.A. Cousins. Food and Beverage Service: Great Britain. ELBS Publishers 6th Edition 2002.

## PART III – ALLIED-I ECOLOGY (CREDITS- 3)

### Objective:

This subject is designed: -

- To impart knowledge amongst students on the basics of ecology
- To know the concept of origin and evolution of life on earth
- To get a brief knowledge about the Human population and communities

### Unit - I

Introduction to Ecology & environmental sciences - Flow of energy and cycling of materials - water, carbon, nitrogen and phosphorus - Tropic pyramids and food webs - Alterations of ecosystem function: acid rain, nuclear winter, global warming and ozone hole.

### Unit -II

Diversity of life - origin of life on earth - Evolution of early life and changes in earth's atmosphere - Mendelian genetics – and Darwin Wallace theory of inheritance - Five kingdoms overview - Monera, Protista, Fungi, plant and animal kingdoms

### Unit -III

Populations and communities -Birth, death and population size, age structure - Trends in human population growth; Malthusian growth –Intraspecific interactions and density dependence - Interspecific interactions; Commensalism, mutualism, competition and predation - Species diversity, community stability and disturbance.

### Unit - IV

Aquatic and terrestrial communities; rare communities; deep earth, deep sea floor, volcanoes. Primary productivity; basic concepts - Ecological succession inland, water; concepts - Invasive species and control

### Unit -V

Practical and Field Experiments using standard methods; Estimation of density and relative abundance of species using quadrants and plot less methods. Estimation of species diversity: introduction to indices. Estimation of primary productivity - Ecological adaptations of the Plant and animal species in the hydrophytes, mesophytes and xerophytes

## Reference books:

1. Chapman, J.L. & M.J. Reiss. 1998. Ecology: Principles and Applications. Cambridge Univ. press. 2<sup>nd</sup> edition.
2. Krebs, C.J. 2008. Ecology: The experimental Analysis of Distribution and Abundance (6<sup>th</sup> Edition), Benjamin Cummings Publ
3. Miller. G.T. 2004. Environmental Science. Thomson, California.
4. Singh, J.S., Singh, S.P & Gupta, S.R. 2006. Ecology, Environment and Resource conservation. Anamaya Publ., New Delhi

## **SKILL BASED SUBJECT ACCOMODATION OPERATIONS (CREDITS – 3)**

### **Objectives:**

- To provide the knowledge backdrop required of a person working in housekeeping.
- To acquire knowledge of cleaning and laundry procedure and floor operations.

### **Unit - I**

The hotel industry – an overview: classification of hotel, star rating of hotels, hotel departments, types of hotel and their categorization, hotel guest rooms, importance of the guest rooms to a guest, types of guest rooms, guest room status, guest floor rule.

### **Unit - II**

The Housekeeping department: Importance of housekeeping, responsibilities of housekeeping department, organizational structure, housekeeping personnel, personal attributes of housekeeping staff, layout of the department, coordination with other departments, the professional housekeeper.

### **Unit - III**

Cleaning- Knowledge and practice: Cleaning equipment, Cleaning methods, Cleaning agents, and Cleaning guest rooms: Types of soil, Nature of soil, standard of Cleaning, the cleaning process ;cleaning public area:entrances,lobbies, front desk, elevators, staircases,guest corridors, public rest rooms , banquet halls, dining rooms, leisure areas.

### **Unit - IV**

Housekeeping control desk: forms, records and registers, handling telephone calls, handling difficult situations, handling room transfers, housekeeping inventories, daily routines and systems, the housekeeping day, leave application procedure,gate pass procedures.

### **Unit - V**

Planning housekeeping operation: the planning Process, composition, care, and cleaning of different Surfaces: Metals,Glass,Ceramics,Wood,Satin, Leather, and rubber, polishing hard surfaces,marble,granite,sun mica,terrazzo.

## Reference Books:

1. HOUSEKEEPING SUPERVISION volume 1&2-Jane Fellows.
2. Professional management of housekeeping operations-Rebert J. Marti.
3. Hotel house- keeping training manual-Suthir Andrews
4. Accommodation and cleaning services-David M.Allen.
- 5.

### PART-IV

#### VALUE EDUCATION (CREDITS-2)

Common Syllabus as per Madurai Kamaraj University

### Semester –II

#### PART I HOTEL FRENCH – II (CREDITS-3)

<b>Prescribed Text Book:</b>	<b>L’Hôtellerie et le tourisme</b>
Author :	N.C.Mirakamal,R.Venguttaramane
Publishers :	Samhitha Publications (2015), Chennai.
Lessons :	6-10

Unit 1	Leçon 6	À l’agence de voyages
Unit 2	Leçon 7	Visite de Madurai
Unit 3	Leçon 8	À Mahabalipuram
Unit 4	Leçon 9	À Agra
Unit 5	Leçon 10	À Varanasi

### PART II (CREDITS-3)

#### COMMUNICATIVE ENGLISH - II

##### Objectives:

- To impart knowledge in communication in English, preparation of resume and report writing.

##### Unit - I

###### Communication and language skills

Barriers of communication - overcoming barriers, listening barriers, guidelines for effective listening - Listening, speaking, reading and writing

##### Unit - II

###### Effective Speaking

English for restaurant & hotels, polite and effective enquiries and responses addressing a group - Essential qualities of a good speaker - Delivering the speech, pronunciation, importance of speech in hotels

### **Unit - III**

#### **Using the Telephone**

The nature of telephone activity in the hotel industry - the need for developing the telephone skills

### **Unit - IV**

#### **Job search**

Planning the search for career, employment / preparing resume / applying for the job - Interview guidelines and performances.

### **Unit - V**

#### **Report Writing**

Definition - types of reports, writing the reports / specific report, writing tasks relevant to hotels such as (a) Important proposals (Rearrangements, expansions, refreshing etc., (b) Disputes brawls mishaps complaints.

#### **Recommended Books:**

1. Rajendrapal&Korlahalli J.S. Essentials of business - English. Correspondence- Sultan Chand & sons.
2. Rc Publications - Ramesh M.S and Pattenshetty - Effective business - English - Correspondence.
3. Monipally and Bahl - Basic Business Correspondence.
4. Business communication, Juneja and Aarati, Orient Blackswan.

## **PART III CORE SUBJECT MARINE POLLUTION (CREDITS-4)**

### **Objectives:**

- To impart the knowledge sources of marine pollution
- To know the types of ecological effects on marine environment
- Understand the various methods of monitoring

### **Unit - I**

#### **Introduction**

Marine pollution - GESAMP definition and its role - major marine pollutants and types

Classification - Nature, Sources and Transportation pathways. - Conservative and non Conservative Pollutants.

### **Unit - II**

#### **Major Marine Pollutants**

Types, sources and ecological effects on marine environment – Sewage, heavy metal, pesticide, oil, nuclear, thermal and plastic pollution- Ecological impact of pollutants on marine organisms - Effect of mining and dredging operation on marine environment

### **Unit -III**

### **Marine Pollution Monitoring**

Methods for monitoring marine pollution - biological indicators and accumulators - Conservation and management of the living resources in the high sea - Coastal issues – climate change and sea level rise.

### **Unit -IV**

#### **Ocean Management**

National and international agencies for Ocean management - - MOE, MOES and COMAPS - Principles of remote sensing and GIS for Ocean management, Coastal and ocean resource management- Endangered coastal biota, marine biosphere reserves and marine parks.

### **Unit -V**

**Pollution Abatement Programs** :Pollution abatement programs in developed countries - Case studies - Assessing pollution damage - Law pertaining to marine pollution - State of some seas - Biodegradation and bioremediation.

### **Reference Books:**

1. Marine Pollution, 1st Edition, Sources, Fate And Effects Of Pollutants In Coastal Ecosystems, Ricardo Beiras , Elsevier Publication
2. Chemical Oceanography Volume 9 J.P.Riley Ed. Marine Pollution Chapter 50 By M.R.Preston Academic Press, 1989

## **PART- III CORE SUBJECT**

### **FOOD PRODUCTION AND PATISSERIE PRACTICAL (CREDITS-4)**

#### **Objectives:**

- To gain knowledge on food commodities and basics of food production.
- To develop skills in the preparing of menus of continental cuisine.

#### Identification of

1. Cooking Equipment
2. Cereals and Pulses
3. Fats and Oils
4. Vegetables and Fruits
5. Spices and Condiments
6. Herbs

#### **Demonstration:**

1. Stocks
2. Basic Sauces, Derivative Sauces, Miscellaneous Sauces
3. Breakfast Egg Preparations - Boiled, Poached, Scrambled, Fired.
4. Cuts Of Vegetables
5. Cuts of Fish and Poultry

#### **Continental Cuisine (5 Course Menu)**

1. Consommé / Cream soup
2. Pasta / Fish
3. Chicken / Meat / Beef
4. Potato
5. Pudding / Soufflé / Mousse
6. Basic Yeast Dough Products
7. Cookies
8. Basic Pastries
9. Tarts
10. Pies
11. Basic Syrups

**Reference Book:**

1. Thangam. E. Philip. Modern Cookery for Teaching and Trade (Volume I) New Delhi. Orient Longman Publishers 5th Edition 2003.
2. Ronald Kinton, Victor Ceserani and David Fosket. Practical Cookery: London. Hodder and Staughton. ELST Publishers 9th Edition 2000.
3. Wayne Gisslen Professional Baking: New Jersey. John Wiley and Sons Publishers 4th Edition 2005.
4. AravindSaraswat Professional Chef: New Delhi USB Publishers and Distributors 2nd Edition 2004.

**PARTIII ALLIED –I**  
**FOOD AND BEVERAGE SERVICE PRACTICAL(CREDITS-3)**

**Objectives:**

- To gain practical knowledge on food and beverage service equipment and basic cover laying
  - To compile five French Classical Menu and service procedures of courses
1. Appraising and drawing of cutlery, crockery, glassware and miscellaneous equipment.
  2. Serviette folding
  3. Laying and relaying of table cloth
  4. Cleaning, wiping and polishing of cutlery, crockery and glassware
  5. Carrying glasses
  6. Manipulation of cutlery and crockery; service spoon and fork
  7. Arrangement of sideboard
  8. Cover laying for Table d hote Menu
  9. Cover laying for A la carte Menu
  10. Receiving the guest, presenting the menu, taking orders
  11. French classical menu - courses with examples
  12. Menu compilation (five course French classical menu)
  13. Service of courses of French classical menu

**Reference Books:**

1. Dennis .R. Lillicarp and John.A. Cousins. Food and Beverage Service: Great Britain ELBS publishers. 6th Edition 2002.

2. Sudhir Andrews. Food and Beverage Service Training Manual: New Delhi. Tata Mcgraw Hill Publishers 4th Edition 2002.

## **PARTIII ALLIED –I COST MANAGEMENT(CREDITS-3)**

### **Objective:**

On completion of this module- the trainee shall be able to -

- Calculate profits; describe fixed, semi-variable and variable costs.
- List the means of preventing costs.
- Tabulate ABC analysis, purchase requisition & purchase orders.
- List objectives and importance of storekeeping
- Analyze a menu as per menu engineering principles
- Tabulate and analyze daily material consumption

### **Unit - I**

#### **Management & Elements of Costs Management**

Management objectives - Importance of financial control in catering establishments - Preparation of Cost Sheet

### **Unit -II**

#### **Elements of Costs**

Cost analysis – food cost - labor cost - Overheard cost elements - Control of labor cost and over head cost

### **Unit -III**

#### **Controls- Purchase, Stores and Production**

Duties of purchase manager - Objectives of purchasing - Purchasing procedures - Methods of purchasing - Essentials of a good supplier - ABC analysis - Yield testing, yield calculations & yield percentages - Centralized & decentralized purchasing - Formats of: Purchase requisition & purchase order

### **Unit - IV**

#### **Stores Control**

Objectives of store keeping, Location, size & layout - Methods of store keeping classification of material, minimum - stock, maximum stock & reorder level - Method of receiving : delivery Challans, cross checking with P.O - & its documentation - Computerized records - Methods of stock valuation - Continuous / perpetual stock taking - Annual stock taking - Causes of difference in book stock & physical stock - Avoidable & unavoidable causes of food spoilage - Stores issues procedure - Opening balances of raw material / Left over & material in process - Production planning - Pricing menu card - Menu changes, menu engineering - Daily material consumption record

### **Unit - V**

### **Costing, Cost Dynamics & Cost Control**

Daily food cost / gross profit with percentage & control - Standard portion size - Food cost percentage - Seat turnover ratio, REVPASH - Average check - Sales per menu - Gross profit method of pricing - Importance of pricing - Methods of pricing concept - Calculating kitchen profit

### **Reference Books:**

1. Cost & Management Accounting, S.K.Aggarwai, Abha Aggrawal, Reliance Publications
2. Strategic Cost Management: The New Tool for Competitive Advantage, John Shank And Vijay Govindarajan, Simon & Schuster Publications

## **SKILL BASED SUBJECT ACCOMMODATION OPERATIONS PRACTICAL (CREDITS – 2)**

### **Objective:**

To impart skill is in basic housekeeping operations

1. Lay-out of housekeeping department
2. Identification of cleaning equipment and cleaning agents
3. Thorough cleaning of various surfaces/finishes
4. Polishing-metal and wood
5. Methods of stain removal
6. Guest room lay -out drawing
7. Cleaning a guest room-vacant room, occupied room, departure room
8. Bed making-day and evening service
9. Preparation of room report and room checklist

### **Reference Books:**

1. John C. Branson, Margaret Lennox, Hotel and hospital housekeeping: London. ELST publications. 5<sup>th</sup> edition. 1996.
2. Madelin Schneider, Georgina tucker, Mary Scoviac. The professional housekeeper: New York. John Wiley and Sons, Inc. 4<sup>th</sup> edition. 1999.
3. David M. Allen. Accommodation and cleaning services: Cheltenham. Stanley Thrones publishers. 8<sup>th</sup> edition. 1995.
4. Youvonne Johns. Hospitality and catering GNVQ: New York. Butter Worth and Heinmann publishers. 2<sup>nd</sup> edition. 1995.
5. Amrit Singh Sudan. Housekeeping management: New Delhi. Anmol publication Pvt. Ltd 1<sup>st</sup> edition. 2002.

**PART-IV MANDATORY SUBJECT**  
**ENVIRONMENTAL STUDIES (CREDITS- 2)**  
Common Syllabus as per Madurai Kamaraj University

**SECOND YEAR- Semester-III**  
**PART III CORE SUBJECT (CREDITS-4)**  
**MARINE SAFETY AND PREVENTION**

**Objective:**

- To impart knowledge on the Life Saving Appliances
- Resources amongst competing uses.
- To gain knowledge on firefighting Appliances

**Unit – I: Life Saving Appliances**

Classification of ships for Life Saving Appliances - LSA requirements for cargo ships - Life Boat - Description of lifeboat - Construction and parts of lifeboat - Buoyancy tank - Means of propulsion - Different classes of lifeboats used- Determining the carrying capacity of a lifeboat - Equipment, rations and distress signals - Types of boat davits and their method of operation- Life raft: - Inflatable and rigid - Construction and parts of life raft. Life raft equipment, ration and distress signals - Repairing leaks and punctures - Getting into a life raft - Inflatable chute - Life Buoy - Description of a life jacket - Buoyant material used - The correct method of putting on a life jacket and jumping into water

**Unit – II**

**Fire Fighting Appliances**

Fire hydrants and hoses- Types of connections - International shore connection - Types of nozzles- Description of portable fire extinguishers, various types and their suitability for different types of fires - Operation and refilling of fire extinguishers - Principle of fire extinguishing used each type.

**Unit –III**

**Safety devices:**

Fireman's outfit- Smoke helmet and Self Contained Breathing Apparatus- Safety lamps and their arrangement for prevention of sparks- Fire axe- Asbestos suit - Fixed smothering systems - Brief description of steam smothering system, carbon dioxide smothering system, Insert gas system, Flue gas system, Halon system, Foam smothering system for liquid fires, High expansion foam system- Safety, care and maintenance of all firefighting appliances

**Unit - IV**

**Survival at sea**

Boat drills and musters - Action prior to, and after abandoning ship- Managing the craft and personnel in the craft - Handling of the craft. Landing signals -An Outline Knowledge of SOLAS requirements of Life Saving Appliances.

**Unit – V**

**Fire prevention and Firefighting:**

Causes of fire- The fire triangle- Principles of firefighting- Types of fire and methods of extinguishing each type- Various methods of detection and fighting of fire- Causes of fires in tankers during various operations carried out by tankers and its prevention methods. Outline knowledge of SOLAS requirements on FFA

### **ReferenceBooks**

1. PRABHAKARAN PALERI (2009) *Marine Environment: Management and People's Participation*. KW Publishers Pvt. Ltd. and National Maritime Foundation: New Delhi.
2. JOHNSON, THOMAS.E. (1994) *ExportImportProceduresand Documentation*. Amacom.
3. PATRICK M.ALDERTON. 2008, *Port Management and Operations*. Informa Law Category, U.K.

## **PART III CORE SUBJECT SHIPPING ECONOMICS(CREDITS-5)**

### **Objective:**

- To impart knowledge on how the economics of Sea Transport and allocation of scarce
- Resources amongst competing uses.
- Cost and Revenues of shipping companies

### **Unit - I**

#### **Introduction to Shipping Economics**

Introduction to Shipping Economics - Sea Transport and the Global Economy - The role of sea trade in economic development - History of maritime development - The organization of the Shipping Market.

### **Unit - II**

#### **Shipping Market Cycles**

Meaning and Characteristics of Shipping Market Cycle - Shipping cycles and shippingrisk - Overview of shipping cycles - Sailing shipping cycles - Tramp market cycles - Bulk shipping market cycles- Lessons from two centuries of Cycles - Prediction of shipping cycles.

### **Unit - III**

#### **Supply, Demand, Freight Rates and Shipping Markets**

Supply, demand and Freight rates - The shipping Market Model-Key influences on - supply and demand, the demand for sea Transport - The freight rate mechanism - The decisions facing ship owners - The Four shipping markets - The freight market -The freight derivatives market - The sale and purchase market - The new building market - The demolition market.

### **Unit – IV**

#### **Costs, Revenue and Cash Flow of Shipping Companies**

Cash flow and the art of survival of shipping company - The impact of financial Pressures on ship owners' decisions-Financial performance and investment strategy, -

Classification of costs - cost of running ships- capital cost of the ship - Classification of revenue - Shipping accounts - methods of computing cash flow - valuing merchant ships

## **Unit – V**

### **Financing Ships, Shipping Companies –Risk and Returns**

Financing Ships and Shipping Companies - Shipping Finance and Shipping Economics - Ship Finance in the pre-steam era - The World Financial system and types of finance - Financing ships with private funds-Financing ships with bank loans - Financing ships and shipping companies in the capital market - Financing ships with special purpose companies - Analyzing risk in ship finance - Dealing with default - Risk, Return and Shipping Company Economics.

### **ReferenceBooks**

1. STOPFORD, M. (2009) Maritime Economics. New York.
2. KEVIN CULLINANE(2011) International Handbook of Maritime Economics, Edward Elgar Publishing.
3. WAYNE K. TALLEY (2012)The Blackwell Companion to Maritime Economics, Wiley-Blackwell: U.K.

## **PART III ALLIED –I FRONT OFFICE OPERATIONS (CREDITS-4)**

### **Objectives:**

- To educate on the procedures and practices adopted for the co-ordination between guests and hotel service.
- To impart knowledge on sales promotion activities and credit control measures adopted in hotels.

### **Unit -I**

Introduction to the hospitality industry: The hospitality industry origin and growth ,evolution and growth of the hotel industry in the world, ancient era, grand tour, modern era, evolution and growth of the hotel industry in India.The need for classification ,classification of hotel and the other types of lodging; standard classification, heritage hotels, classification on the basis of size, location , clientele, duration of guest stay, service , ownership, alternative accommodation, hotel tariff plans, types of guest rooms.

### **Unit-II**

Hotel organization: The need for organization, vision, mission-mission statement, objectives, goals and strategy - Hotel organization – organization charts - Major department of a hotel- Front office, Housekeeping, Food and beverage service, Kitchen, engineering and Maintenance, Accounts, Human resource, Security, Sales and marketing, Purchase, Night auditor duties and responsibilities

### **Unit - III**

Front office organization: Function area, Section and Layout of front office, reservation, reception, Information desk, cash and bills, travel desk, communication section, uniformed services, organization of front office staff, duties and responsibilities of some front office personnel, front office manager, reservation assistant, receptionist, information assistant, cashier, telephone operator, bell boy, door assistant, Qualification of front office personnel.

#### **Unit - IV**

Tariff Structures- Tariff , basis of charging tariff, tariff fixation card rates- Front office operation- The guest cycle - pre-arrival, arrival, occupancy, departure; Front office system – Non-automated, Semi-automated, Fully automated, Front office forms - pre-arrival, arrival, occupancy, Departure; the front desk – Function organization, design alternatives, Front office equipment- function rack, mail, message and key rack, reservation racks, information rack, folio trays, account posting machine, voucher rack, cash register, support devices; telecommunications – tele communication equipment

#### **Unit - V**

Front office responsibility – front office communications, log book ; information directory, mail and package handling, telephone service, interdepartmental communications – housekeeping, engineering and maintenance, revenue centers, marketing and public relations, guest relations- complaints, handling complaints, follow up procedures, Front office security function – The role of the front office, key control, surveillance and access control, safe deposits boxes, lost and found, emergency procedures.

#### **Reference Books:**

1. SuthirAndrews, hotel front office training manual, new delhi. Tata Mcgraw Hill Publishing Company Ltd.,32<sup>nd</sup> reprint.2004.
2. Sue baker, Pam Bradley and Jeremy Huyton Principles of Hotel front office operations:London. Cassell publishers.2<sup>nd</sup> edition 2004.
3. Ahmed Ismail. Front office operations and management: Delmar.Thomson publishers.1<sup>st</sup> reprint.2002.
4. James A. Bardi. Hotel front office management: New York. Thomson publishers inc.,2<sup>nd</sup> edition.1996.
5. S.K.Bhatnager .front office management: New Delhi.FrankBros.and co-publiishers Ltd.,1<sup>st</sup> edition 2002.

### **PART III ALLIED –I MARINE FOOD TECHNOLOGY(CREDITS-4)**

#### **Objectives:**

- To educate on the procedures and practices adopted in Food Processing technology.
- To impart knowledge classification, handling and storing of various food products.

#### **Unit – I**

##### **Food Process Technology**

Cereals, fruits and vegetables, beverages–  
Storageofcereals,Infestationcontrol;Dryingofgrains,Processingofriceandriceproducts -  
Millingofwheat,corn,barley,oat;

Production of wheat products, including flour and semolina. Puffed cereals from broken rice – Storage and handling of fresh fruits and vegetables, Production of fruits and vegetable juices, Preparation of jam, jelly, marmalade, and tomato products (sauce and ketchup), Production of pectin, vitamins from apple; Production of citrus oil from peels of citrus fruits, candied peel

## **Unit – II**

### **Food Process Technology**

Non-alcoholic beverages, Processing of tea, coffee and cocoa, Tea-waste utilization as feed for livestock and poultry; Coloring agents, Humectants, anti-caking agents, Low calorie sweeteners, pH control agents, thickeners

## **Unit – III**

Fish

Classification of freshwater fish and marine fish; Commercial handling, storage and transport of fish; Average composition of fish; Freshness criteria and quality assessment of fish; Spoilage of fish; Methods of Preservation of fish: Canning, Freezing, Drying, Salting, smoking, curing, fermentation (fish sauce) – Fish by products- production of fish meal, fish protein concentrate, fish protein hydrolyzate, fish liver oil and fish silage; Production of chitin, chitosan; Production of non-food items from fish processing wastes.

## **Unit – IV**

Meat,

Slaughtering of animals; Meat cuts and portions of meat, muscle; Classification, composition and nutritional value of poultry meat; Color of meat; Postmortem changes of meat; Meat processing- curing and smoking; Fermented meat products (sausages and sauces); Frozen meat & meat storage; By-products from meat industries and their utilization.

## **Unit – V**

Egg - Structure, composition and nutritional values of eggs; Egg processing, Byproduct - Utilization – commercial processing of lecithin and other egg solids, Utilization of egg-derived products as food ingredients; Fertilizer from shells

### **Reference Books:**

1. Fruit and Vegetable Preservation by Srivastava and Sanjeev Kumar
2. Principles of Food Science, Vol-I by Fennema Karrel
3. Preservation of Fruits & Vegetables by Girdhari Lal, Sidhapa and Tandon
4. Postharvest Technology of cereal pulse and oil seeds by Chakraborty, AC
5. Developments in Meat Science – I & II, Lawrie R; Applied Science Pub.Ltd.
6. Egg Science & Technology; Stadelman WJ & Cotterill OJ; 1973, AVIPub.
7. Fish as Food; Vol 1 & 2; Bremner HA; 2002, CRC Press.

## **PART III ALLIED –II**

## **STRATEGIC MANAGEMENT(CREDITS-3)**

### **Objective:**

This subject is designed: -

- To impart knowledge amongst students on different internal and external aspects of setting strategies within an organization,
- To know how mission statement are made
- To know how strategies are formulated to accomplish mission statement.

### **Unit – I**

#### **Organizational strategy**

Mission Statement elements & its importance Objectives - Necessity of formal objectives Objective Vs Goal Strategy – Developing strategies – Adaptive search – Intuition search – Strategic factors – Picking niches – Entrepreneurial approach

### **Unit –II**

#### **Environmental and Internal Resource Analysis**

Need for environmental analysis - Key environmental variable factors - Opportunities & threats - Internal resource analysis - Functional areas resource development matrix Strengths & weaknesses - Marketing - Personnel – Finance – Organization – Production

### **Unit – III**

#### **Strategy formulation**

Strategy (General) alternatives – Stability strategies – Expansion strategies – Retrenchment strategies – Combination strategies - Forward Integration Backward integration - Horizontal integration – Market penetration - Market development – Concentric diversification – Conglomerate diversification – Horizontal diversification – Joint venture – Retrenchment – Divestiture – Liquidation - Combination

### **Unit – IV**

#### **Strategic Analysis and Choice (Allocation of Resources)**

Factors influencing choice - Strategy Formulation Input stage - Internal factor evaluation matrix - External factor evaluation matrix - Competitive profile matrix Matching stage - Strength matrix – weaknesses- opportunities- Threats(TOWS) - Strategic position & action evaluation matrix(SPACE) - Boston consulting group matrix(BCGM) - Internal – External matrix - Grand strategy matrix – Decision Stage – Quantitative strategic planning matrix (QSPM)

### **Unit – V**

#### **Policies in functional Areas**

Product policies Personnel policies – Financial Policies-Marketing policies- Public relation policies - Strategic Implementation Review and Evaluation-McKinney 7-S framework - Leadership & management Style- Strategy review and evaluation-Review underlying bases of strategy- Measure organizational performance -Take corrective actions.

### **Reference Book:**

1. Albrecht, K.1980. Brain Power: Learning to improve your thinking skills. New York: Simon and Schuster
2. Allarie, Y., and M. E. Firsirotu, organizational studies, Theories of organizational culture, 1984.
3. Andrews and Kenneth, Ethics in practice, Harvard, 1989.
4. Bennis, W. and Nannus, B. Leaders: The strategies for Taking Charge, New York, 1985.

## **PART III ALLIED –II FINANCIAL ACCOUNTING(CREDITS-3)**

### **Objective:**

- To impart basic understanding of financial transactions of a business entity
- To help the students develop skill to understand and analyze financial problems and data to make good financial decisions.

### **Unit - I**

#### **Fundamentals of Financial Accounting**

Introduction-objectives, scope of Financial Accounting-Accounting Terms-Concepts & Conventions- International and Indian Accounting Standards, Generally Accepted Accounting Principles (GAAP) - Double entry system - Journal - Ledger –Subsidiary books - Trial Balance.

### **Unit -II**

#### **Preparation of Final Accounts**

Preparation of Final Accounts: Trading, Profit & Loss Account and Balance Sheet - Income statement and Balance sheet in vertical form as per the Companies Act 2013 with adjustments. Depreciation Accounting: Meaning, objects, causes and factors affecting depreciation- Accounting treatment - Methods – Fixed and written-down- value (WDV) methods.

### **Unit - III**

#### **Financial Decision**

Sources of long term-finance, analysis of leverage, capital structure- planning and policy – determinants of capital structure and theories of capital structure- Net Income– Net Operating Income-Traditional Approach, cost of capital–concept and computation of different costs of capital- Cost of Debt- Cost of Preference Capital - Cost of Equity capital- Weight Average Cost of Capital(WACC)

### **Unit - IV**

#### **Investment Decision**

Investment Decision – nature, concepts, importance and types of investment decision- Investment evaluation criteria - Payback period method, Accounting Rate Return (ARR), Discounted cash flow methods- Net Present Value (NPV), Profitability Index (PI), Discounted Payback method and Internal Rate Return (IRR)- - Project appraisal under Risk and Uncertainty - Conservative methods and modern methods of Risk analysis.

## **Unit - V**

### **Dividend Decision and Working Capital Management**

Dividend Decision – nature and concept of dividend decision, types of dividend, Dividend theories – Walter’s Model, Gordon’s Model, The Miller- Modigliani (MM) Hypothesis, relevance of Dividend policy under market imperfections-objectives of Dividend Policy – forms of dividend – bonus shares- stock split- buyback of shares - Working Capital Management: Concepts of working capital- operating and cash conversion cycle- Permanent and variable working capital – determinants of working capital-issues in working capital management- estimating working capital needs- sources of working capital.

### **Reference Books:**

1. TULSIAN, P. C., *Financial Accounting*. Tata McGraw Hill, New Delhi
2. REDDY, T.S., & HARI, P.R., *Financial and Management Accounting*. Margham publications
3. GUPTA, R.L., & RADHASAMY, *Financial Accounting Intermediate ICWA*. Sultan Chand and Sons: New Delhi
4. GOYAL, B.K., *Financial Accounting*. Modern Publications: New Delhi
5. JAIN, S. P., & K. L. NARANG, *Advanced Accounting*, Kalyani Publishers: New Delhi

## **SKILL BASED SUBJECT PRINCIPLES OF MANAGEMENT (CREDITS-2)**

### **Objectives:**

- To make the students understand the need and scope of management
- To acquire knowledge in functions of the management, job description and specification for various staff working in a hotel.

### **Unit – I**

Management: Definition, Scope and Importance with Relevance to Hotel Industry - Management by Objectives - Decision Making Process with Reference to Hospitality Industry.

### **Unit – II**

Functions of a Manager - Duties and Responsibilities of General Manager in a Five Star Deluxe Hotel- Job Description and Job Specification of General Manager, Departmental Head and Supervisors with Reference to Hospitality Industry.

### **Unit – III**

Planning: Definition, Types Nature and Steps in Planning - Organizing: Functions, Departmentation, Authority, and Span of Control with Reference to Hospitality Industry.

### **Unit – IV**

Staffing: Definition, Process - Recruitment - Selection - Training - Industry - Career Planning. Leading: Definition, Qualities of a Good Leader with reference to the Hospitality Industry

## **Unit – V**

Controlling: Definition, Method and Techniques, Budget and types of Budget with Reference to Hospitality Industry

### **REFERENCE BOOKS:**

1. Management Principles - G Gupta
2. Basic of Management - Urarshala Jones

## **SKILL BASED SUBJECT PUBLIC RELATION MANAGEMENT (CREDITS – 2)**

### **Objectives:**

- To study the evolution of Public Relations as discipline
- To know the principles of Public Relations
- To study the Process of Public Relations with a thrust on corporate
- To understand the different Publics and establish effective Public Relations.

### **Unit – I**

Public Relations - Working definitions - Nature and scope of public relations – Four elements of Public Relations: Public Relations as a Social Philosophy of Management - Public Relations as Policy Decisions – Public Relations as Action - Public Relations as communication - Common misconceptions about Public Relations: Public Relations as "free advertising"

### **Unit – II**

Evolution of Public Relations: The rise of mass production - foundations of Professional Status - Pioneers in Public Relations - Professional Associations - International Associations and Foundations - Development of Public Relations in India: Early stages of conscious Public Relations - Post Independence Public Relations - Professional Public Relations – Present Status.

### **Unit – III**

Organization for Public Relations: Public Relations Officer - Traits of Public Relations Officer - Organization of a Public Relations Office - Public Relations and Publics: Internal and External Publics - Employees - shareholders - Government - Customers - Dealers – Suppliers - Press - Community around - Public Relations for specific groups and institutions: Hospital - Educational Institutions - Transport Corporations etc., - Status of Public Relations in India: some case studies.

### **Unit – IV**

Future of Public Relations: Globalization - Modernization, Liberalization, and Emphasis on International communication - Public Relations as Communication: Internal and external communication - the communication process - the informal and formal – the role of listening in communication - verbal and non-verbal communication - employees' role in

communication - improving communication skills - programmes of communication with the publics.

### **Unit - V**

Public Opinion: The meaning of Public and the meaning of Opinion, attitudes in opinion formation - changing existing attitudes, formation of public opinion, rational basis of public opinion – propaganda- Techniques of propaganda: Issue management, an advanced approach to public affairs, basic elements - Life cycle of public issue Dimensions of the issue - Building an issue management system, the effects of rumor in Public Relations.

### **Reference Book:**

1. Shel Holtz: PR on the Net (Publishers – Amacom Publisher, New York - Year – 1999)
2. Newsom, Turk, Kruckeberg: This is PR (Publishers Wadsworth Thomson Learning, Singapore - Year –2000 -7<sup>th</sup> Edition)
3. Paul Winner: Effective PR Management (A Guide to corporate Survival (Publishers –Jaico Publishing House, Bangalore, Year – 2001)

## **SEMESTER IV INDUSTRIAL EXPOSURE TRAINING REPORT AND VIVA – VOCE (CREDITS-16)**

Students of B.Sc.Marine Hospitality Science have to undergo Industrial Exposure Training at various Star Category Hotels for one semester (90 days) and have to submit a detailed report on training and viva-voice will be conducted for the same.

### **EXTENSION ACTIVITIES (CREDITS- 1)** Common syllabus in Madurai Kamaraj University

## **THIRD YEAR - SEMESTER V PART III CORE SUBJECT (CREDITS-4) FOOD AND BEVERAGE MANAGEMENT**

### **Objectives:**

- To understand concepts of Menu engineering and Menu Merchandising.
- To formalize and update knowledge in order to improve the profitability and productivity of food and beverage service.

### **Unit – I**

Menu - Origin of Menu, Menu Engineering, Menu Writing, Menu Merchandising, Menu Pricing, Menu Analysis, Handling Situation

**Unit – II:** Controls- Receiving, storage, Issuing.

**Unit - III**

Production Control - Planning, Setting Standards, Standard Recipe, Standard Yield, Standard Portion size.

**Unit – IV**

Kitchen Stewarding, Waste Control, Cost Reducing Methods, Break-Even Concept, Variance Analysis.

**Unit – V**

Sales Promotion of Food and Beverage Facilities - Introduction: Advertising- Direct Mail, Press Advertisement, Guides, External Signs and Posters, Trade Advertising, Broadcasting, Expect Advice; Merchandising - Floor Stands, Posters Clips-on Children's Menu, Other Sales Tools, Special Promotions; Public Relations, Budgeting- Method of Budget- Types of Budget- Budgetary Control.

**Reference Books:**

1. Bernard Davis, Andrew Look wood and Sally Stone. Food and Beverage Management: Great Britain. Butterworth - Heinemann Publishers. 3rd Edition 2005.
2. JagmohanNegi. Food and Beverage Management and Cost Control: New Delhi. Kanishka Publishers. 1st Edition 1999.
3. MohiniSethi. Institutional Food Management: New Delhi. New Age International Publishers. 1st Edition 2004.
4. Amrik Singh Sudan, Food and Beverage Management: New Delhi. Anmol Publications Pvt.Ltd.1st Edition 2002.

**PART III CORE SUBJECT  
ADVANCED FOOD PRODUCTION(CREDITS-4)**

**Objectives:**

- To gain a comprehensive knowledge on larder and larder preparations.
- To acquire basic knowledge on International cuisine.

**Unit – 1**

Larder – Importance and Functions of Larder in Main Kitchen: Relationship of Larder with other Sections of Main Kitchen: Duties and Responsibilities of Larder Chef; Equipment and Tools used in Larder; Layout of Larder Room. Forcemeat – Meaning, uses, types , recipes; Panada – Meaning, uses, Recipes, Marinades- Types, uses; Brine – Types, uses; Pickles – Vinegar and Salt pickles, Sweet – Sour pickles, Sweet – Raw pickles.

**Unit – II**

Compound Butter – Meaning, uses, types, recipes, Examples; Cold preparation Galantine, Ballotine, Terrine, Pate, Quenelles, Mousse, Mousseline, Soufflé Seasonings – Spices, Herbs, condiments and Sauces. Canapes and sandwiches - meaning and types

### **Unit – III**

Aspic Jelly – Uses, preparation; ChaudFroid- uses, preparations; cold Buffet – Decoration Aids and Designs, Decoration Techniques and Method, Assembling a Cold Buffet , Scandinavian Cold Buffet Kitchen Record and Formats, Kitchen Consumption Registration, Spoilage Register, Goods Received Voucher, Request for Credit Memo, Meat Tags, Formats used in hotel Kitchen.

### **Unit – IV**

Introduction, Characteristics, Preparation and Cooking Techniques, Utensils and Ingredients used – Regional styles of Chinese, Thai, Italian, Mexican, Middle Eastern, Indonesian, Sri Lankan cuisines – Recipes and Preparations.

### **Unit – V**

Icing and toppings – Cookies – Chocolate works – Tempering of Chocolates – Decorating works and Display works.

### **Reference Books:**

1. Saraswat. Professional Chef; New Delhi. USB Publishers and Distributors. 2<sup>nd</sup> Edition 2004.
2. Wayne Gisslen. Professional Cooking; New Jersey. John wiley and Son Publishers. 5<sup>th</sup> Edition 2005.
3. Ronald Kinton, Victor Caserani and David Fosket. Practical Cooker London.Hodder and StaughtonELSTPublishers. 9 th Edition 2000.
4. Krishna Arora. Theory of Cookery; New Delhi. Frank Bros. and Co Publishers. 2<sup>nd</sup> Edition 2001.

## **PART III ALLIED I ROOM DIVISION MANAGEMENT(CREDITS- 3)**

### **Objectives:**

- To provide the knowledge backdrop required of a person working in housekeeping
- To survive knowledge of cleaning and laundry procedure and floor operations

### **Unit –I**

Planning Trends (with special reference to the housekeeping department): Planning in the Hotel, Different Skirting's, the Housekeeping in other the Institution in Hospitals, and Expenses: Types of Budgets, Housekeeping Expenses, Budget-planning process, Income statement of the Rooms Division Controlling Expenses, Inventory control and Stock taking, Purchasing.

### **Unit - II**

Ceilings, walls, Furniture and Fixtures: Selection, Considerations, Types of ceiling surfaces and wall coverings, Types of Furniture and Fixtures, care and considerations. Hard Flooring: Floor Finishes, Types of Flooring, Non-resilient Flooring the Finishes and Required Equipment for total Maintenance, Polymer Finishes and Sealers, Hard Floor care equipment. Carpets and Floors: Carpet construction, carpet problems, Carpet Cleaning methods, Special Carpet Treatment, Care and cleaning.

### **Unit - III**

Interior Designing: Objectives of interior Design, Basic Types of Design, Elements of Design, Principles of Design, Designing for the disabled, planning trends in Hotels color, Floor Covering and Finishes Types, characteristics and cleaning of floor covering, Carpets, Importance of Floor Maintenance, Ceilings and their maintenance, Wall Covering, Windows and Window treatments. Hotel renovation, types of Renovation, Subsidiary Processes in Renovation. Soft Furnishings: Curtains, Pelmet, Valances, Swags and tail, blinds, loose covers, care and cleaning, cushions, Beds and bedding, Mattresses, Pillows, Eiderdowns and quilts, cots, bed boards, foldaway beds, Zed bed, bedspreads, Care and Cleaning.

### **Unit - IV**

Flower Arrangement: Flower Arrangement in Hotel, Flower Arrangement basics, Designing Flower Arrangements Japanese / Oriental Flower Arrangement, Common Flower and Foliage. Horticulture: Essential components of Horticulture, Landscaping, Indoor Plants, Bonsai in Hotel properties.

### **Unit -V**

Eco-Hotels: Eco-Hotel certification, choosing an Eco-friendly site, Hotel Design and Construction, Energy Conservation, Water Conservation, Environment- Friendly housekeeping.

### **Reference Books:**

1. Hotel, Hostel & Hospital Housekeeping - Joan c. Branson & Margaret Lennox.
2. Housekeeping Supervision Volume 1 & 2- Jane Fellows.
3. The Professional Housekeeper - Georgina trucker&Moderleri Schneider.
4. Professional Management of Housekeeping Operations - Rebert J. Marti.
5. Hotel Housekeeping Training Manual - Sudhir Andrews (Tata Mc. Graw Hill Publications)
6. Accommodation and cleaning Service - David M. Allen.

## **PART III ALLIED I ORGANISATIONAL BEHAVIOR(CREDITS-3)**

### **Objectives:**

- To demonstrate knowledge and understanding of organizational behavior
- To familiarize the participants with the behavioral patterns of human beings at individual and group levels in the context of the organization.
- To demonstrate proficiency in linking theories of organizational behavior with a full range of managerial implications

### **Unit – I**

Introduction to Organization, Organization and managers, manager's roles and skills, behavior at work, introduction to organizational behavior, major behavioral science disciplines contributing to OB, challenges and opportunities for managers have in applying OB concepts, OB model (including motivation models) and levels of OB model.

### **Unit – II**

Introduction to individual behavior, values, attitudes, job satisfaction, personality, perception and individual decision making, learning, motivation at work, managing emotions and stress (Meaning-Definition Stress and job performance relationship, Approaches to Stress management- Coping with stress).

### **Unit – III**

Interpersonal Behavior, Johari window, Transactional analysis – ego states, types of transactions, life positions, applications of T.A., managerial styles

### **Unit – IV**

Introduction to group behavior, foundations of group behavior, concept of group and group dynamics, types of groups, formal and informal groups, theories of group formation, group norms, group cohesiveness, group decision making, inter group behavior, concept of team vs. group, types of teams, building and managing effective teams, leadership theories and styles, power and politics, conflict and negotiation.

### **Unit – V**

Foundations of Organization structure, organization design, organization culture, organization changes, managing across cultures, human resource management policies and practices, diversity at work

### **Reference Books:**

1. Robbins, S.P/ Judge, T.A/ Sanghi, S., Organizational Behavior, Pearson Publication
2. Aswathappa, K., Organizational Behavior- Text and Problem, Himalaya Publication
3. Pardeshi, P.C., Organizational Behavior & Principles & Practice of Management, Nirmal Publication

## **PART III ALLIED – II FOOD SAFETY AND NUTRITION(CREDITS-3)**

### **Objectives**

- Develop approaches to identify food safety hazards in Food processing
- Apply preventive measures and control methods to minimize microbiological hazards and maintain quality of foods
- Develop quality control strategies.

### **Unit – I**

Energy: Definition, units of energy, Energy content of foods- Measurement of energy expenditure, BMR, Thermal effect of food, SDA, Methods of measurement, Factorial methods of estimating energy requirement of individuals, Regulation of energy metabolism. Carbohydrates: Types, Classification, functions, absorption, metabolism, digestion and transport - Dietary fiber- Classification and its role - Sweeteners- nutritive and non-nutritive.

### **Unit – II**

Proteins: Classification, digestion, absorption and transport - Protein quality, methods of evaluating protein quality - Protein requirements - Lipids: Classification, digestion, absorption and transport - Functions of fat and EFA - Role of n-3, n-6 fatty acids in health and disease - Requirements of total fats.

### **Unit – III**

Minerals: Functions, metabolism, deficiency and toxicity and food sources - Macro minerals: Calcium, Phosphorous, Magnesium, Sodium and Potassium - Micro minerals: Iron, Copper, Zinc, Iodine, Fluoride, and Selenium. Vitamins: Nomenclature, Food sources, functions, metabolism, deficiency and toxicity - Fat soluble: Vitamin A, D, E and K - Water soluble: Thiamine, Riboflavin, Niacin, Pyridoxine, Folic acid, Cyanocobalamine and Vitamin C - Water: Functions, sources, composition of intra and extracellular fluids - Water balance and its regulation, Acid – base balance, Deficiency and Excess of water.

### **Unit – IV**

Food Adulteration – Definition, classification of adulterants, List of foods commonly adulterated, harmful effects of adulterants and methods of detecting adulterants - Introduction to quality control and quality assurance - Food safety measures - Current concepts of quality control - Quality assurance programme: Quality plan, documentation of records, product standards, product and purchase specifications and process control - HACCP – Definition – Principles - Benefits of HACCP.

### **Unit – V**

Food Standards and Regulations - The prevention of Food Adulteration Act, Compulsory National Legislation Act - Essential Commodities Act, SWMA and Export Quality Control and Inspection Act. Voluntary Based Product Certifications - BIS, AGMARK and Consumer Protection Act. International Standards- Codex Alimentarius, WTO, ISO, WHO and FAO, FSSA.

### **Reference Books:**

1. Catodo CB, Sharon RR and Eleanor NW (1988) Understanding Clinical Nutrition, Second edition (Belmont CA: West/ Wadsworth- An International Thomson Publishing Company)
2. Passmore R Eastwood MA (1990) Human Nutrition and Dietetics (Edinburgh: Churchill Livingstone).
3. Robinson Corinne H, Marilyn RL, Wanda La and Ann EG (1990) Normal and Therapeutic Nutrition, Seventeenth edition (Scotland: Macmillan Publishing Company).
4. Early. R. (1995): Guide to Quality Management Systems for the Food Industry,
5. Blackie, Academic and professional, London.
6. Gould, W.A and Gould, R.W. (1998). Total Quality Assurance for the Food Industries, CTI Publications Inc. Baltimore.
7. Pomeranz, Y. and MeLoan, C.E. (1996): Food Analysis: Theory and Practice, CBS Publishers and Distributor, New Delhi.
8. Bryan, F.L. (1992): Hazard Analysis Critical Control Point Evaluations A Guide to Identifying Hazards and Assessing Risks Associated with Food Preparation and Storage. World Health Organisation, Geneva.

## **PART III ALLIED – II**

## **MARKETING MANAGEMENT(CREDITS-2)**

### **Objectives:**

- To orient the students towards the significance of marketing tools and market research in order to sustain in a challenging and competitive business environment.

### **Unit I**

#### **Introduction to Marketing**

An Overview of Marketing-Strategic Planning for Competitive Advantage-Marketing Mix-Ethics and Social Responsibility-The Marketing Environment-Developing - Business Marketing-Segmenting and Targeting Markets-Decision Support System- Marketing Research-Market Decision Support System-The Role of Marketing Research-Steps in Marketing Research-Secondary Data-Market Research Aggregators-Planning the Research design-Specifying the Sampling Procedures- Impact of Internet on Market Research-Scanner Based Research.

### **Unit II**

#### **Product and Promotion Decisions**

Product Concepts-Meaning-Types of Consumer Products-Product Items, Lines and Mixes-Branding-Packaging-Global Issues in Branding and Packaging-Product Warranties-Developing and Managing Products-Importance of New Products-The New Product Development Process-Global Issues in New Product Development-The Spread of New Products-Product Life cycles- The role of Promotion in the Marketing Mix- The Goals and Tasks of Promotion- Advertising and Public Relations-Sales Promotion and Personal Selling.

### **Unit III**

#### **Services Marketing**

The Importance of Services-How Services differ from goods –Intangibility-Inseparability-Heterogeneity-Perish Ability-Service Quality-The Gap Model of Service Quality-Marketing Mixes for services-Services Strategy-Place (Distribution) Strategy–Promotion Strategy-Price Strategy-Relationship Marketing in Services-Internal Marketing in Service Firms-Global Issues in Services Marketing-Non-Profit Organization Marketing.

### **Unit IV**

#### **Distribution Decisions**

Marketing Channels-Channel Intermediaries and their Functions-Channel Structures-Making Channel Strategy Decisions–Types of Channel Relationship-Managing Channel relationships-Channels and Distribution Decisions for Global Markets-Channels and Distribution Decisions for Services –Supply Chain Management-Retailing

### **Unit V**

#### **Pricing Decisions**

Pricing Concepts-The Importance of Price-Pricing Objectives-The Demand Determinant of Price-The Power of Yield Management System-The Cost Determinant of Price-Other Determinants of Price-Setting the Right Price-How to Set a Price on a Product-

The Legality and Ethics of Price Strategy-Tactics for Fine-Tuning the Base Price-Product Line Pricing-Pricing during Difficult Economic Times.

### Reference Books

1. STANTON, ETZEL, & WALKER, *Fundamentals of Marketing*. Tata-McGrawHill: NewDelhi.
2. SAXENA, R., *Marketing Management*. Tata-McGraw Hill: NewDelhi.
3. MCCARTHY, E.J., *Basic Marketing: A managerial approach*. Irwin: NewYork.
4. KOTLER, P., *Marketing Management, Analysis, Planning, Implementations and Control*. 12<sup>th</sup> Edition, Pearson Education.
5. STANTON, W. J., *Fundamentals of Marketing*. Mc-GrawHill
6. KOTLER, P., & ARMSTRONG, G., *Principles of Marketing*. 11<sup>th</sup> Edition, Pearson Education.
7. ETZEL, M.J., WALKER, B.J. & STANTON, W. J., *Marketing Concept & Cases*.
8. Special Indian Edition, 13<sup>th</sup> Edition, Tata Mc-Graw Hill.

## SKILL BASED SUBJECT MARITIME LAW(CREDITS-2)

### Objectives:

- To educate the students about the Legal Proceedings and formalities in Marine Science.

#### Unit- I

Concept of Law-Civil, Criminal Law, Public Law, public and Private International Law - Indian contract Act with reference to following: Agreement, Offer and Acceptance, consideration, consent, capacity to contract, valid void and voidable contracts, quasi contract, breach of contract, remedies for breach, discharge of contract, agency bailment.

#### Unit- II

Scope of Maritime Law-Sources, Subjects and objects - Continental Shelf, Exclusive Economic Zone, Sea Bed, Admiralty Jurisdiction International aspects of Registration Ship building contracts and mortgage - Nationality of ships, flags of convenience & flag discrimination

#### Unit – III

International Maritime Organization- Its Structure, Objects, & Functions - Indian Merchant Shipping Act, 1958 in general with special reference to;

- Definitions. Section 3.
- Registration of Indian Ships. Sections 20 to 74.
- Seamen & Apprentices. Sections 88 to 218.
- Limitation and Liability. Sections 352 to 352F.
- Investigation and Inquiries. Section 357 to 389.

#### Unit-IV

Contract of affreightment:

- General aspects of Carriage of Goods by Sea Act, 1925.

- The Indian Multimodal Transport of Goods Act, 1993.
- Hague Visby Rules; Hamburg Rules.
- Charter Party- Various Clauses and their Interpretations

### **Unit - V**

Marine Insurance Act-Insurable interest in a policy, difference between marine insurance policies and other policies, different types of marine insurance policies, perils of sea, claims - Settlement of claims - Legal remedies maritime liens, at common law, general legal remedies as given in specific relief act. Writs injunction Indian Arbitration and Conciliation Act, 1996

### **Reference Books:**

- Merchant Shipping Act, 1958 : Govt. of India
- The Indian Multimodal Transport of Goods Act, 1993: Govt. of India
- Carriage of Goods by Sea Act, 1925 : Govt. of India
- Marine Insurance Act, 1963 : Govt. of India
- The Arbitration and Conciliation Act, 1996: Govt. of India
- S.T.C.W. Convention, 1978 : I.M.O
- The Indian Contract Act, 1879 : I.M.O
- Relevant Shipping Manuals, conventions & Rules: I.M.O
- Charter Parties : M. Scrutton
- Indian Contract Act: Actar Singh
- Maritime Law of India: Gopalan Nair, Editor
- Shipping Law : Charley & Giles
- Legal Regime of Merchant Shipping : Dr. Nagendra Singh
- Limitation of Liability of Shipowners: Khodie Narmada
- Maritime Liens: Dr. Thomas
- Carriage of Goods by Sea: Mitra
- Business & Law for the Shipmaster: F.N. Hopkins
- Shipping Law : Grime R.
- Law of Carriage of Goods: Avatar Singh

## **SKILL BASED SUBJECT PERSONALITY DEVELOPMENT (CREDITS-2)**

### **Objectives:**

- To surface the student's personality through learning of personality traits, self-confidence, self-management and transactional analysis.

### **Unit - I**

Managerial Personality: Definition of Personality - basics of personality - determinants of personality - development of personality - theories of personality.

### **Unit - II**

Personality Traits: Definition - Nature and importance of perception - Factors influencing the perception, Factors influencing the perception

### **Unit - III**

Self-Development - Self-awareness - Self Confidence - mnemonics - goal setting - time management and effective planning - Human growth and behavior

### **Unit - IV**

Self-Management: Stress management - meditation and concentration techniques - self hypnotism - self acceptance and growth.

### **Unit - V**

Transactional Analysis: Id - Ego - Super Ego - Transactions - Life position - winners and losers - Interpersonal Relation.

### **Reference Book**

1. S.P. Sharma, A youngster guide to Personality Development, V & S Publishers, F - 2/16, Ansari Road, Daryaganj, New Delhi.
2. B. Elizabeth and Hurluck, Personality Development, McGraw Hill, New Delhi.
3. S.R. Khan, Personality Development, Readers Delight, 12 - H, New Daryaganj Road, Opp. To Kotwali, New Delhi.

## **NON-MAJOR ELECTIVE**

### **MARITIME STUDIES– I(CREDITS- 2)**

#### **Objectives:**

To familiarize students with ship and shipping industry, safety procedures of onboard and interpersonal skills required to sail on ships.

#### **Unit - I**

##### **General Administration and regulation of Shipping Industry**

IMO: role, structure, objectives and main functions – Functions of D.G. Shipping, MMD., SEO, port state control, port health – Customs – Immigration – Dock Safety – Flag State Inspections – ISM, SOLAS – Ballast Water Management.

#### **Unit - II**

##### **Familiarization**

Ship – Shipboard Organization – Merchant Ships types and their functions – Life's on board – Parts of ship – Terms defining position and direction of ship – Terms defining movement of ship – Draught, load line – Jetty, berth, docks, slips, basins - Dry docks – Sea measures – Signing on/off, offences against discipline – official log book – Articles of agreement.

#### **Unit - III**

##### **Orientation and Safety Requirements of Seamen**

Basic Safety sense pertaining to Fire safety in gallery, Personal safety, Stoways – Rough weather precautions – Drugs and alcohol policies – introduction, objectives, features and actions recommended – Orientation to MLC 2006.

## **Unit - IV**

### **Qualities and Attributes of Seamen**

Working in an environment of cultural diversity – Team management – Group formation – Group think & its pitfall – Group dynamics – Communication – Cooperation – Collaboration – Teams & how to make them effective

## **Unit - V**

### **Time and Stress Management**

Time management in group – Time matrix – Urgent vs important jobs – Stress Management in groups – Stresses in work group – How to control emotions – Strategy to overcome stress – Understanding importance of good health to avoid stress.

### **Reference Books:**

1. Anthony F. Molland: Marine rudders and control surfaces.
2. Dominic A. Hudson and Stephen R. Turnock: Ship Resistance and Propulsion.
3. Don Butler: Guide to Ship Repair Estimates in Man- hours.

## **Semester- VI- PART III - CORE SUBJECT**

### **ADVANCED FOOD PRODUCTION PRACTICAL(CREDITS-4)**

#### **Objectives:**

- To learn the preparation of various larder dishes
- To gain the practical knowledge on the preparation and presentation of menus of continental cuisine and international cuisine.

#### **Demonstration:**

- Salads and salad dressings
- Sandwiches
- Compound Butters
- Garnishes
- Marinades and brine
- Aspic Jelly and cold sauces
- Carving

#### **Continental Cuisine (5 course menu)**

- Consommé / cream soup
- Pasta / fish
- Chicken / meat/ beef
- Potato
- Pudding / soufflé / mousse

#### **International Cuisine (5 course menu from the following countries)**

- China
- Thailand
- Mexico
- Italy
- Middle East
- Indonesia
- Sri Lanka

### **Icings**

- Icing work
- Cake decoration
- Chocolate preparation
- Preparation of syrups

### **Reference Books:**

1. AravindSaraswat. Professional Chef: New Delhi. USB Publishers and Distributors. 2<sup>nd</sup> Edition 2004.
2. Rose Mary Moon. Classic French Cuisine; London. Tiger Books International publishers. 1<sup>st</sup> Edition 1999.
3. Wayne Gisslen. Professional Baking: New Jersey. John Wiley and Sons Publishers. 4<sup>th</sup> Edition 2005.
4. Ronald Kinton and Victor Ceserani and David Fosket. Practical Cookery: London. Hodder and StaughtonELST Publishers. 9<sup>th</sup> Edition 2000.
5. Thangam. E. Philip. Modern Cookery for Teaching and Trade (Volume II): New Delhi. Orient Longman Publishers. 5<sup>th</sup> Edition 2003.

## **PART- III CORE SUBJECT FRONT OFFICE OPERATIONS PRACTICAL (CREDITS – 3)**

### **Objectives:**

- To gain a comprehensive knowledge on Front office operations in hotel
- To acquire basic knowledge on Front office organization.

#### **Practical:**

- Industry Knowledge
- Personal Hygiene
- Using the English Languages & Other Customer Related Foreign languages.
- Front Office System
- Preparing for Work
- Effective Communication
- Caring for Customers
- Using telephone
- Using the telex facsimile
- Welcoming guests to the hotel
- Checking in guests& selling rooms
- Issuing and controlling room keys
- Showing the guest to their rooms.

## **Reference Books:**

1. Sudhir Andrews. Hotel Front Office training Manual: New Delhi. Tata McGraw Hill Publishing Company Ltd. 32nd Reprint 2004.
2. Sue Baker, Pam Bradley and Jeremy Huyton Principles of Hotel Front Office Operations: London Cassell Publishers 2nd Edition 2004.
3. Ahmed Ismail Front Office operations and Management: Delmar. Thomson Publisher 1st Reprint 2002.
4. James A Badri Hotel Front Office Management: New York. Thomson Publishing Inc., 2nd 1996.
5. S.K. Bhatnagar Front Office Management: New Delhi Frank Bros and Co - Publishers Ltd., 1st Edition 2002.

## **PART III ALLIED- I HUMAN RESOURCE MANAGEMENT (CREDITS-3)**

### **Objectives:**

- To study the management practices that directly affect human resources who work for the organization.
- To enable to learn the essential concepts of Human Resource Management.

### **Unit - I**

Importance of HRM - Objectives of HRM - Challenges to HR Professionals - Role Responsibilities and Competencies of HR Professionals - HR Department - Scalar Chain Operations - Human Resource Planning - Objectives and Process; Human Resource Information System and HR Audits - Concepts and Functions.

### **Unit - II**

Job analysis, Job Description and Job Evaluation - Concepts and Methods - Meaning of Recruitment and Selection, Methods of Recruitment and Selection- Tests in Selection Process, Steps In Selection Process - Productivity Management - Concepts - TQM - Kaizen - Quality Circles.

### **Unit - III**

Training and Induction - Meaning, Objectives and Purpose of Induction, Need for Training, Benefits of Training, and Identification of Training needs, Methods of Training - Concept of Management Training - Performance Appraisal - Meaning, Objectives of Performance Appraisal, Methods of Performance Appraisal and Limitations

### **Unit - IV**

Promotion and Transfers - Purpose of Promotions, Basis of Promotion, Meaning of Transfer, Reason for Transfer, Types of Transfer, Right size of Work Forces - Need for Right Sizing - Principles and Techniques of Wage Fixation, Compensation - Base and Supplementary. Work Environment - Meaning of Work Environment - Importance of Work Study - Application of Ergonomics in Hotel Industry Regarding Safety.

## **Unit - V**

Employee Welfare and Benefits Measures and types - Grievance and Grievance Handling Procedures - Employee Morale and Ethics- Trade Union Nature and Its Functions - Handling of Collective Bargaining and Its process - Dynamics of Enquiry and Disciplinary Procedures.

### **REFERENCE BOOKS:**

1. Dr C B Gupta. Human Resource Management: New Delhi, Sultan Chand Publications, 2nd Edition 2003.
2. L. M. Prasad. Human Resource Management. New Delhi, Sultan Chand Publication, 3rd Edition 2003.
3. BiswajeetPattanayak. Human Resource Management: New Delhi. Prentice Hall of India Private Limited. 2nd Edition 2003.
4. P. SubbaRao. Essentials of Human Resource Management and Industrial Relations: Mumbai. Himalayan Publishing House.2nd Edition 2006.
5. George. T. Mikovich and John. W. Boundrew. Human Resource Management. USA. Iwin Book Team.8th Edition 1997. Gary Dessler. Human Resource Management: New Delhi. Prentice Hall of India pvt. Ltd. 2nd Edition 2003.

## **PART III ALLIED I CREW MANAGEMENT(CREDITS-4)**

### **Objective:**

- To teach the students about management of ships and impart knowledge on statutory regulations.

### **Unit -I**

#### **Structure of ShippingCompany**

Structure of a shipping company and functioning of its various departments, ownership of vessels, registration of ships, flags of convenience, IMO identification number - Maritime Declarations of Health and the requirements of the International Health Regulations

### **Unit -II**

#### **Commercial ShippingPractice**

Planning sailing schedules and voyage estimates, liner and tramp shipping services, conference systems, chartering and charter parties, ship's papers for arrival and departure, port procedures, role of agents, theory of freight rates, bills of lading, , cargo surveys and note of protests, International labor organization (ILO) and Maritime Labor Convention,2006,COLREG1972

### **Unit -III**

#### **Marine Insurance**

Underwriting and loss adjusting principles applied to Marine cargo insurance, hull / machinery policy, particular average, general average, P & I Clubs – making claims.

### **Unit IV**

## **Statutory Regulations**

IMO Conventions, legislations, MARPOL acts and conventions, annexes I to VI, SOLAS 1974 and amendments, main objectives, overview of all chapters and articles with an emphasis on ISM and ISPS codes - Maritime security policy, security responsibilities, vessel security assessment, security equipment, threat identification vessel security actions and security administration - Load Lines Convention 1966, Tonnage Convention 1969 - Responsibilities under International Instruments Affecting the Safety of the Ships, Passengers, Crew or Cargo, Ballast Water Management

## **UnitV :STCW**

International convention on STCW for seafarers 1978 with 1995 amendments, an overview of all sections, manning of ships, engagement and discharge of ship's crew, ship's articles, Merchant shipping act, Role of Maritime administration(DGS) and its functions: DGS Rules and MS Notices Port state control, PSC mandatory certificate check list, grounds forPSC

Inspection criteria for detention - Emergency Preparedness, drills and exercises, ERM (engine room resource management)

## **References:**

1. Nilima, M. Chandiramani, "Carriage of goods by Sea and Multimodal Transport", 1<sup>st</sup> Edition, Saptarang Publication, Mumbai, 1996.
2. SOLAS – 1974 - International Maritime Organization Publications.
3. MARPOL – 1973/78 - International Maritime Organization Publications.
4. STCW -1978/95 - International Maritime Organization Publications.
5. G.Raghuram, "Shipping Management", 1st Edition, VasantJ.Sheth Memorial Foundation, Delhi, 1992.

## **PART III ALLIED II PROPERTY MANAGEMENT SYSTEM(CREDITS-3)**

### **Objective: -**

The students should understand the aim, nature and functions of computers in hotel industry.

### **Unit - I**

Introduction to Hospitality Industry – Computer System – Hardware – Software – Operating System – Programming Languages – Application S/W – General Purpose S/W – Word Processor – Spreadsheet – Data Base – DBMS – E-Mail – Web Browser – Virus – Application & the uses of Information Technology in the Hospitality Industry - Hotel and Catering Software Applications – CRS- PMS – EPOS – CIS – Back-Office System.

### **Unit - II**

COMPUTER Networks and Communications – Theory – Networks – Advantages – Network Concepts – Topology – Developing Communication Media – Internet and WWW – Internet Services – E-Commerce.

### **Unit - III**

Hotel Computer Applications – PMS – Ancillary Systems – EDLS – EMS – Catering Computing System – RCS – Operations – S-C Systems Operations – EPOS - Types – Operations – C&BS – Specialist – CCS – AVS – BCS – International CRS – AMAMEUS – APOLLO – GALILEO – SABRE – WORLD SPAN.

#### **Unit - IV**

Back-Office Systems – Payroll – Personnel – Accounting – Marketing Systems – Contact Management System

#### **Unit - V**

Managing Computers in the Hospitality Industry – IT Planning – Usage in the Organization – Purchasing Computing System – Installation – Data Entry – Maintenance Training – Interface with other Systems

#### **REFERENCE BOOKS:**

1. Using Computers in Hospitality Industry – PETER O' CONNER – Second Edition.
2. Computer Fundamentals – BHANU PRATAP – First Edition – Cyber Tech Publications.
3. Tourism Research Policy and Regulations – P.C.SINHA – First Edition – ANMOL Publications.
4. P.C. Software for Office Automation – Karthikeyan and Dr.C.Muthu – Sultan Chand & Company.

### **PART III ALLIED II**

#### **PROPERTY MANAGEMENT SYSTEM PRACTICAL(CREDITS-2)**

#### **Objective: -**

The students should understand the practical functioning and usage of computers in hotel industry.

#### **Topics to be discussed:-**

- Familiarize with a PC and identify the various components of a Computer.
- Identify the various Input and Output Devices.
- Introduction to DOS – Basic DOS commands - DOS continued - File Management Commands- External Utilities eg. CHKDISK, EDIT etc.
- DOS commands -An Introduction to the Wildcard Characters of DOS - Batch File Processing
- Introduction to Windows as an Operating System - Getting familiar to Windows Environment
- Introduction to the various packages of MS-Office
- Introduction to the Word Processor - MS-Word Entering a document, editing a Text - Word continued - Inserting, replacing and deleting characters - Saving a document - Word continued - Opening an Existing Document, and changing Page Layout

#### **Reference Books:**

1. Using Computers in Hospitality Industry – PETER O' CONNER – Second Edition.
2. Computer Fundamentals – BHANU PRATAP – First Edition – Cyber Tech Publications.
3. Tourism Research Policy and Regulations – P.C.SINHA – First Edition – ANMOL Publications.

4. P.C. Software for Office Automation – Karthikeyan and Dr.C.Muthu – Sultan Chand & Company.

## **SKILL BASED SUBJECT MANAGERIAL SKILLS(CREDITS-2)**

### **Objectives:**

- To help students understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

### **Unit - I**

Stress Management - Definitions and manifestations of stress -Stress coping ability and stress inoculation training - Management of various forms of fear (examination fear, stage fear or public speaking - anxiety), depression and anger - Dealing with crisis and disasters.

### **Unit – II**

Social Skills and Conflict Management Skills - Component of Social Skills, effective ways of dealing with people - Types of conflict (intrapersonal, intra group and inter group conflicts) – Basic concepts, cues, signals, symbols and secrets of body language - Significance of body language in communication and assertiveness training - Conflict stimulation and conflict resolution techniques for effective conflict management

### **Unit – III**

Interpersonal Skills- Concept of team in work situation, promotion of team spirit, characteristics of team player - Awareness of one’s own leadership style and performance - Nurturing leadership qualities - Emotional intelligence and leadership effectiveness- self-awareness, self-management, self-motivation, empathy and social skills - Negotiation skills- preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation

### **Unit – IV**

Time Management - Time wasters- Procrastination - Time management personality profile - Time management tips and strategies - Advantages of time management

### **Unit – V**

Towards Empowerment - Stimulating innovation and change- coping with “temporariness” Network culture- Power tactics and power in groups (coalitions) - Managerial empowerment and entrepreneurship - Prevention of moral dwarfism – Moral and social code

of conduct, ethics and other values, social concerns - Altruism (prosocial behavior/ helping behavior) - Spirituality (clarifications with regard to spirituality)- strong sense of purpose-trust and respect- humanistic practices- toleration of fellow human beings expressions.

### **REFERENCE BOOKS:**

1. Swaminathan. V.D &Kaliappan. K.V (2001). Psychology for Effective Living, Chennai,The Madras Psychology Society.
2. Robbins, S.B (2005), Organizational Behavior. New Delhi: Prentice Hall of India.
3. Smith, B (2004), Body Language. Delhi: Rohan Book Company.
4. Hurlock, E.B (2006). Personality Development, 28<sup>th</sup> Reprint. New Delhi: Tata McGraw Hill.

## **NON-MAJOR ELECTIVE MARITIME STUDIES– II(CREDITS-2)**

### **Objectives:**

- To familiarize with Personal Safety, Personal Survival Technique & Social Responsibilities of staffs.
- To know about the Fire Prevention, Fire Fighting operations and Proficiency in Elementary First Aid.

### **Unit –I :Personal Safety**

Emergency safety onboard – Pollution prevention – Safety philosophy and safe working practices – Safe thinking and accident prevention boards – Communication Onboard – Interpersonal Relationship

### **Unit –II :Social Responsibilities**

Introduction, safety and survival – Emergency situations – Evacuation – Survival craft and Rescue boats

### **Unit –III :Personal Survival Technique**

Personal life saving appliances – Demonstration – Survival at Sea – Emergency radio equipment – Helicopter Assistance

### **Unit –IV :Fire Prevention and Fire Safety**

Introduction – Safety principle – theory of fire – Fire prevention – Fire detection – Fire fighting appliances and equipment – fixed firefighting extinguishers – Firefighting methods and procedures – ship Fire Fighting Organization

### **Unit –V :Proficiency in Elementary First Aid**

General Principle – Body structure and functions – Positioning of casualty – the unconscious of casualty – Resuscitation – Bleeding – Management of Shock – Rescue and transports of Casualty

### **Reference Books:**

1. Das K : Principles of Fire Safety Engineering

2. Dominic A. Hudson and Stephen R. Turnock: Ship Resistance and Propulsion.
3. Don Butler: Guide to Ship Repair Estimates in Man- hours.

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