



SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

(An Autonomous Institution)

TVR NAGAR, ARUPPUKOTTAI ROAD, MADURAI – 625 022



ANNUAL QUALITY ASSURANCE REPORT

2020 - 21

Teaching Plan

**B.Sc., Marine Catering & Hotel
Management**

2020 - 21

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
DEPARTMENT OF MARINE CATERING AND HOTEL MANAGEMENT
FACULTY INCHARGE OF COURSE HANDLING
ACADEMIC YEAR 2020-2021

SEMESTER - I

s/no	SUB CODE	SUBJECT TITLE	NAME OF THE STAFF INCHARGE
1.	20UT101	Tamil I	Miss. Sai lakshmi
2.	20UH101	Hindi I	Mrs. Neela
3.	20UGE102	General English I	Mr. Senthil kumar
4.	20HS103	Basic Food Production	Mr. E. Jacob Jebaraj
5.	20HS105	Basic Food Production Practical I	Mr. E. Jacob Jebaraj
6.	20HS104	Basic Food and Beverage Service	Mr. N.Ramesh
7.	20HS106	Basic Food and Beverage Service Practical	Mr. N.Ramesh
8.	20HS107	Foundation Course in Front Office Operation	Mr. R.Ganesh
9.	20HS108	Foundation Course in Front Office Operation practical	Mr. R.Ganesh
10.	20VE109	Value Education	Mr. Perumal Kannan
11.	20PE110	Physical Education	Mr.P.Thangamuthu

HOD  30/09/20

PRINCIPAL  30/9/2020

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme :

All First Year (Except F&IS)

Title of the Course :

TAMIL

Course

Code: 20UT101

Year / Semester:

2020-2021/1

Section:

Total No. of Students:

No.Of Credits:

3

Total no. of Contact

hours:50

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
		T 12 / R 04		L	T	P	
Unit I							
1	□□□□□□□□ - □□□□□□□□□□□□ □□□□□□□□□□ - □□□□□□□ □□□□□.	R1-1,2/R2- 154/R3-74	BB	2	2		4
2	□□□□□□□□ □□□□□□ - □□□□□□ □□□□□. □□□□□□□ □□□□□ □□□□□□□□ □□□□□□ - □□□□□□□□□.	R1- 5,6/ R3-50 /R4- 68	BB	2	2		4
3	□□□□□□□□□ - □□□□□□□□ □□□□□□ □□□□□□□□.	R1-6/ R5 - 1	BB	1	1		1
Unit II							

4	□□□□ - □□□□□□□ □□□□□, □□□□□.	R1-7/R6 - 13/48		1	1		2
5	□□□□□□□ □□□□□□□ - □□□□□□□□□□ □□□□□□□□(□□□□□ □□□□□□□□□;).	R1-8/ R7-26	BB	1	1		2
6	□□.□□□□□□□- □□□□□□□□□□□□ □□□□□ (□□□□□□□□□ □□□□□□□).	R1-10/ R8- 99	BB	1	1		2
7	□□□□□□□□□□-□□□□□ □□□□□□□□□□□ (□□□□□□□ □□□□□□□ □□□□□□□□□□□□).	R1-8/ R9-121	BB	1	1		2
8	□□□□□□ □□□□□□□□□- □□□□□□□□□□□□□□□□ □□□□□ 10 □□□□□□ □□□□□□□□□.	R1-20/ R10- 38	BB	1	1		1
Unit III							
9	□□□□□□□□□□□□□□□□- □□□□□□□□□□□□□□□□□ .	R1-22/R11- 29	BB	1	1		2
10	□□□□□□□□□□□- □□□□□□□□□□.	R1-41/R12- 61	BB	1	1		2
11	 □□□□□□-□□□□□□□□	R1-22/ R 13- 47	BB	1	1		2

12	□□□.□□□.□□□□□□□- □□□□□□□□□□□□□□ □□□□□□□□□□.	R1-29/R12- 92	BB	1	1		2
13	□□□□□□.□□□□□□□□ - □□□□□□□□.	R1-66/ R12 - 60	BB / PPT	1	1		1
Unit IV							
14	ஒரு-ஒரு □□□□□□□□□□, ஒன்று □□□□□□□□□□□, ர-ற □□□□□□□□□□.;	R1-76/R14- 236	BB	2	2		4
15	□□□□□□□□□□ □□□□□□□□□□ - □□□□□□□□ □□□□□□ □□□□□□□, □□□□□□□□ □□□□ □□□□□□□□.	R1-79/ R14 - 264	BB	2	2		4
16	□□□□□□□□□□ □□□□□□□□ - □□□□□□□□□□, □□□□□□□□□□□□, □□□□□□□□□□□□□□, □□□□□□□, □□□□□□ □□ □□□□□□□ □□□□□□□□ □□□□□□□□, □□□□□□□□□□ □□□□□□□□	R1-84/R14 - 403	BB	1	1		1
Unit -V							
17	□□□□□□□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□	R1-91/R15- 258	BB	1	1		2

18	□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□	R1-95/ R16-423	BB	1	1		2
19	□□□□□□□□□□□□□□ (□□□□□□□□□□□□ □□□□□□□□).	gil;ghw;wy;	BB	3	3		5

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SI.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	□□□□□□□□□□□□ □□ □□□□□□□□			
2		Lecture2	□□□□□□□ □□□□□□□□			
3	2	Lecture1	□□□□□□□□ □□□□□□□□□;			

Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	□□□□□□ □□□□□□□□	Assignment		3
2	□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□	Seminar	3	
3	□□□□□□□ □□□□□□□□□□ □□□□□□□□□□□□□□	Peer teaching	2	

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

Reference Books

R1	□□□□□□ □□□□□ -1 – □□□□□□□ □□□□□□□□ – □□□□□□□□ □□□□□□□□□□ □□□□□□□□.					
R2	□□□□□□□□□. □□□□□□□□□ □□□□□□□□. □□□□□□: □□□□□□□□□ □□□□□□□□□, 1920. Print.					
R3	□□□□□□□□□□. □□□□□□□□□□ □□□□□□□□. □□□□□□□: □□□□ □□□□□□□□□□□□□□, □□□□□□□□ □□□□□□□□, 1993. Print.					
R4	□□□□□□□□ □□□□□□. □□□□□□□□ □□□□□□ □□□□□□□□. □□□□□□□: □□□□□□□□ □□□□□□□□□, 1995 Print.					
R5	□□□□□□ □□□□□ □□□□□□□□ □□□□□□. □□□□□□□□□. □□□□□□□: □□□□□□□□□□□ □□□□□□□□, 1995 Print.					
R6	□□□□□□□□□□. □+ □□□□□□ □□□□□□□□□□. □□□□□□□: □□□□□□□□ □□□□□□□□□□, 1997 Print.					

R7	□□□□. □□□□□□. □□□□□□□□: □□□□□ □□□□□□□□, 1996. Print.		
R8	□□□□□□□□□□□□□□. □□□□□□□□□□□□□□. □□□□□□: □□□□□□ □□□□□□□□□□, 2002. Print.		
R9	□□.□□□□□□□□. □□□□□□□□□+□□□□□□. □□□□□□: □□□□□□ □□□□□□□□□□, 2009. Print.		
R10	□□□□□□□□□□. □□□□□□ □□□□□□ □□□□□□□□□□□□□□□□. □□□□□□: □□□□□□□□ □□□□□□□□, 2007. Print.		
R11	□□□□□□□□□□□□□□ □□□□□□□□ □□□□□□□□□□□□. □□□□□□: □□□□□□□□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□□□□□□□. 2002Print.		
R12	□□□□□□□□□□□□. □□□□.□□□□□□□□. □□□□□□□□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□. □□□□□□: □□□□□□□□ □□□□□□ □□□□□□□□, 2012Print.		
R13	□□□□□□ □□□□□□□□□□□□ □□□□□□□□□□□□. □□□□□□: □□□□□□□□□□□□□□ □□□□□□□□ □□□□□□□□□□□□□□, 2002Print.		
R14	□□.□□□□□□□□□□. □□□□□□ □□□□□□□□□□□□ □□□□□□□□. □□□□□□: □□□□□□□□ □□□□□□ □□□□□□□□, 2007. Print.		
R15	□□□□.□□□□□□□□□□□□□□. □□□□□ □□□□□ □□□□ □□□□□□□□□□? □□□□□□: □□□□□□□□□□□□□□, 1999. Print.		
R16	□□□□□□□□□□□□□□□□. □□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□□□□□□□□□□□. □□□□□□□□□□□□: □□□□□□ □□□□□□□□□□□□, 1999. Print.		
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E – Books /Library INFLIBNET RESOURCES

E1	
E2	
E3	
E4	

Topics beyond Syllabus

Module 1	
M2	NA
M3	NA
M4	NA

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
	SLIP / CLASS TEST	Unit/Portion to be decided by the Course Teacher and the HoD	15%
	I INTERNAL	UNIT - I, II, V	50%
	II INTERNAL	UNIT - III, IV, V	50%
	Summative Examination	ALL FIVE UNITS	100%

ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes
Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

n					
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Assessment Indirect

	Yes/No	Yes/No	Yes/No
Assessment of Course Outcome by Student Feedback	Yes		
Feedback from Alumni	Yes		
Feedback from Educational Experts	Yes		
Feedback from Parents	Yes		

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs.H.Geetha		
Course Coordinator / In-charge	Ms.R.Sailakshmi		

Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	Mrs.N.Selvi		
-------------------------------------------------------------------------------------------------------	--------------------	--	--

Approved by				
	Name	Signature	Seal	Date
HoD	Mrs.N.Selvi			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : Animation,CS,MHS,Food Science,Fire and Safety, BBA and B.Com (Banking & Insurance& ACCA), Viscom and Networking

Title of the Course

: Hindi I

Course Code: 20UH101

Year / Semester: I YEAR/ I SEMESTER
No.Of
Credits: 3

Section: Total No. of Students:

Total no. of Contact hours: 45

S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
				L	T	P	
Unit I							
1	□□□□□□ – peshevar.	R 1-4 / T1-79&80	BB	2	1		9
2	□□□□ □□ □□□□□□□ - dakoo say mahatma	R 1-7 / T1 -87	BB	2	1		
3	□□□□□ □□□□ - hmara bharath	R 1-9 / T1-93	BB	2	1		
Unit II							
1	□□□□□□ और□□□□ – sowdagar aur baloo.	R 1-11 / T2-104	BB	2	1		9
2	□□□□□ □□□□□□ - Laalachi kutha.	R 1-12/ T2-105	BB	2	1		
3	□□□□□ और□□□□ - Dharji aur haathi	R 1-13/ T2-116&117	BB	2	1		
Unit III							
1	सरल □□□□□□ □□□□□□ - □□□□□□ -1 – pages 1 to 10. .	R 1-14 to 30 / T3-5 to 32	BB	2	1		9
2	□□□□ □□□□	R1-31	BB	2	1		
3	वचन□□□□.	R1-32	BB	2	1		
Unit IV							
1	□□□□□□ और□□□□□□ - Doctor and a patient.	R 1-33 / T4-222	BB	2	1		9
2	□□□□□□□□ और□□□□□□□ - Shopkeeper and buyer. □□□□□□□□ और □□□□□□□□ - Traveller and Auto man.	R 1-34 / T4-223	BB	2	1		

3	□□□□□□□□□□ □□ □□□□□□ और□□□□ हक- Customer or Fruit seller and vegetable seller.	R 1-35 / T4-224	BB	2	1		
Unit V							
1	फलऔर□□□□□□□□□□ □□ □□□□□□ - Names of fruits and vegetables.	R 1-35&36	BB	2	1		9
2	□□□□ - Names of condiments.	R 1-37	BB	2	1		
3	□□□□□□ – Numbers - 1 to 50.	R 1-37 & 38	BB	2	1		

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Framing words			
2	2	Lecture2	Framing simple sentences			
3	3	Lecture3	Asking questions			
4	4	Lecture 4	Simple phrases			

Gaps in the Syllabus –To meet Industrial Requirements	
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SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	Framing words and sentences	Assignment		3
2		Seminar		
3		Peer teaching		
4	NA	Industrial Visit	NA	NA

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

[illegible]

E – Books /Library INFLIBNET RESOURCES

E1	
E2	
E3	
E4	

**Topics
beyond
Syllabus**

M1	NA
M2	NA
M3	NA

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
1	SLIP / CLASS TEST	UNIT - I	15%
2	I INTERNAL	UNIT - I, II, V	50%
3	II INTERNAL	UNIT - III, IV, V	50%
4	Summative Examination	ALL 5 UNITS	100%

ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes

Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

Assessment Indirect			
	Yes/No	Yes/No	Yes/No
Assessment of Course Outcome by Student Feedback	Yes		
Feedback from Alumni	No		
Feedback from Educational Experts	Yes		
Feedback from Parents	No		

Prepared by

Designation	Name	Signature	Date
Course Coordinator / In-charges	Mrs.S.Neela		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)			

Approved by				
	Name	Signature	Seal	Date
HoD	Mrs.S.Neela			
Dean Academic s	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc. (MCHM, CS, NW, Viscom, Animation, Fire & Industrial Safety, Food Science &Processing Management)			
Title of the Course : General English- I			Course Code: 20UGE102
Year / Semester: I YEAR/ I SEMESTER		Section:	Total No. of Students:
No. of Credits: 3			Total no. of Contact hours: 45
Course Teacher (s) Name : Mrs.R.Suganthi Hepzibha, Dr.S.priya, Ms.T.S.Sridevi, Mr.C.Senthilkumar and Mr.V.V.Sundaram			

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
		T 1 / R 04		L	T	P	
Unit I							
1	Kinds of Sentences	R1-1 / R 06, 03	BB	2	1		9
2	Parts of Speech	R1-3 / R 06, 03	BB/PPT/V	2	1		

3	Tenses, Verbs and Modals	R1-6 / R 06, 03	BB	2	1		
Unit II							
1	My Financial Career - Stephen Leacock	R1-12	BB/V	3			9
2	Tattered Blanket - Kamala Das	R1-20	BB/V	3			
3	The Antidote - R.K. Narayan	R1-25	BB/V	3			
Unit III							
1	Etymology	R1-31	PPT	2	1		9
2	Synonyms& Antonyms	R1-33	PPT	2	1		
3	Homophones & Homonyms	R1-35	PPT	2	1		
Unit IV							
1	Sonnet 18	R1-38 / R 04	BB/PPT	3			9
2	Sonnet 55	R1-42 / R 04	BB/PPT	3			
3	Sonnet 116	R1-45 / R 04	BB/PPT	3			
Unit V							
1	Letter Writing (Formal and Informal)	R1-47 / R 06, 05	BB/WS	2	1		9
2	E-mail Writing (Formal and Informal)	R1-51 / R 06, 05	BB/WS	2	1		
3	Reading Comprehension	R1-54 / R 06, 05	BB/WS	2	1		

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical
<p>* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]</p>

Text Books	
T1	General English-I, A Complied book, covering all the topics of the syllabus prepared by the Department of English.
Reference Books	
R1	Dr.K.Alex. Soft Skills . New Delhi: S.Chand& Company Ltd, 1997. Print.
R2	Dr. Gupta C.B. Business Correspondence & Reporting -Business Law, Business Correspondence & Reporting (CA-Foundation) . New Delhi: Taxmann, 2018. Print.
R3	G.Radhakrishna Pillai. Emerald English Grammar and Composition . Bangalore: Emerald Publisher, 1998. Print.
R4	Paul Joseph Margaret. Bequest of Wings . USA: Macmillan India Limited, 1994. Print.
R5	Srivasan Hema. Communication Skills . Bangalore: Frank Brothers & Co. Ltd, 2004. Print.
R6	Wren & Martin. High School English Grammar & Composition . India: S.Chand & Company Ltd, 1995. Print.
Web Resources	
W1	https://www.enotes.com/topics/my-financial-career
W2	http://tatteredblanket.blogspot.com/
W3	https://www.poetryfoundation.org/poems/45087/sonnet-18-shall-i-compare-thee-to-a-summers-day
W4	https://www.poetryfoundation.org/poems/46455/sonnet-55-not-marble-nor-the-gilded-monuments
W5	https://www.sparknotes.com/nofear/shakespeare/sonnets/sonnet_116/
E – Books /Library INFLIBNET RESOURCES	
E1	https://nlist.inflibnet.ac.in/search/Record/EBC483375
E2	https://nlist.inflibnet.ac.in/search/Record/EBC481114
E3	https://nlist.inflibnet.ac.in/search/Record/EBC1864716

Gaps in the Syllabus				
SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	Essay Writing on Subjective Topics	Assignment		3
2	Extempore	Seminar	3	
3	On Any Modules	Peer teaching	2	
4	NA	Industrial Visit	NA	NA

Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SL.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture 1	Newspaper/Article reading			
2	2	Lecture 2	Collecting & Reporting News			
3	3	Lecture 3	Learning a New Word Everyday			

4	4	Lecture 4	Public Speaking			

PORTION FOR EXAMINATION			
Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
1	SLIP / CLASS TEST	UNIT - I	15%
2	I INTERNAL	UNIT - I, II, V	50%
3	II INTERNAL	UNIT - III, IV, V	50%
4	Summative Examination	ALL 5 UNITS	100%

Prepared by

Designation	Name	Signature	Date
Course Coordinator / In-charges	Mr.C.Senthilkumar		
Course Coordinator / In-charges	Mr.V.V.Sundaram		
Module Coordinator	Mrs.R.Suganthi Hepzibha		

Approved by

	Name	Signature	Date
HoD	Mrs.R.Suganthi Hepzibha		

Dean Acad emics	Dr.S.Priya		
Princ ipal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSEPLAN- 2020 - 21 (ODD SEMESTER)

Name of the Programme: MARINE CATERING &HOTEL MANAGEMRNT

Title of the Course: BASIC FOOD PRODUCTION -I

Course Code : 20HS103

Year / Semester : 1ST Section: A

Total No. of Students: 32

No of Credits : 4

Total No. of Contact Hours: 60hrs Teacher (s) Name

: E. JACOB, JEBA RAJ

Corresponding lab : Yes

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT– I							
1.	Introduction to cookery	T 1-1	BB	1	1		11
2.	Classes of professional cookery	T 1-1,2	BB	1			
3.	Aims and objectives of cooking food	T 1-20	BB	2			
4.	Personal Hygiene & grooming standards	W1	V	1	1		
5.	Attributes of a culinary Professional	T 1-2,3	BB	1	1		
6.	Interaction between Production and F& B Service	W1	BB	1	1		
UNIT – II							

7.	HIERARCHY & LAYOUT OF KITCHEN	T1-268-283	PP T	3			11
8.	Organization of Classical and Modern Kitchen	T1-276,277	PP T	2			
9.	Responsibilities of Executive chef	T1-278	PP T	1			
10.	Duties and responsibilities of various chefs	T1-278-281	BB	2			
11.	General layout of kitchen	T1-282	PP T	1			
12.	Layout of Receiving area	T1-283	PP T	1			
13.	Layout of storage area	T1-283	PP T	1			
UNIT – III							
14.	Salt and its uses	T1-22,23	BF	1	1		14
15.	Secondary seasoning Agents	T1-32	BF	1			
16.	Liquids	T1-23	BF	1			
17.	Shortenings (Fats & Oils)	T1-25-27	BF	1	1		
18.	Raising or leavening Agents	T1-27-	BF	1	1		

		31					
19.	Thickening and binding Agents	T1-31-32	BF	2	1		
20.	Flavoring& Seasonings	T1-32-33	BF	1			
21.	Sweetening agent	T1-24,25	BB	1	1		
UNIT – IV							
22.	Mise-en-place	T1-48-	V	2			11
23.	Sub –division & fractionalization	T1-48-51	V	1			
24.	Combining & mixing in the preparation of food	T1-51-52	V	1			
25.	Bouquet garni	T1-77	BB	1			
26.	Mire poix	W1	V	1			
27.	Texture	T1-52-54	BB	1			
28.	Various texture	T1-52-54	V	1			
29.	Roux	T1-82	BB	1			
30.	Convenience foods	T1-35	BB	1			
31.	uses of Convenience foods	T1-35	BB	1			

UNIT – V							
32.	The importance of tools and equipment	W1	PP T	1			13
33.	Types of Kitchen Equipment	T1-285- 293	PP T	2			
34.	Types of large equipment	T1-285- 293	PP T	2			
35.	Types of mechanical equipment	T1-285- 293	PP T	1			
36.	Utensils and small equipments	T1-300- 304	PP T	1			
37.	Safety precaution	T1-294- 300	V	1			
38.	Fire precautions	T1-297- 298	PP T	1			
39.	Classes of fire & fire Extinguishers	T1-299- 300	PP T	2			
40.	Energy saving	T1-294	BB	1	2		
Total							60

* L- Lecture T- Tutorial (Problems / Example Programs /Revision Classes) P- Practical

* LCD/PPT/Black Board (BB)/Worksheet(WS)/Video (V) / Group Discussion (GD)/Blended & Flipped (BF) /Open educational resources (OER) media that are freely accessible, Google tools like Drive(GRV) ,Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SL.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	VARIOUS CONVENIENCE FOOD			2
2		Lecture2	RECHAUFFE			2

Gaps in the Syllabus –To meet Industrial Requirements

SL.NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	OPERATION OF VARIOUS DEPT IN KITCHEN	Assignment	2hrs	HB
2.	SPICES ,HERBS ,MASALA USED IN VARIOUS INDIAN REGIONAL CUISINE	Seminar	4hrs	HT
3.	CULINARY TERMS	Peer teaching	2hrs	HT
4.	MODERN EQUIPMENTS IN KITCHEN	Industrial Visit	4hrs	HT

Resources[Citation style differs for each Programme, Kindly use the citation style (APA,MLA etc)applicable for your domain. This hasbeen advised by the University Nominees and Experts lasttime]

Text Books

T1	Krishna Arora, “Theory of cookery”, Frank Bros& Co(India) Private Limited, Revised 6 th Edition,2011.
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Reference Books

R1	Krishna Arora, “Theory of cookery”, Frank Bros& Co(India) Private Limited, Revised 6 th Edition,2011.
R2	Thangam E Philip,” Modern cookery volume 1 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.
R3	Thangam E Philip,” Modern cookery volume 2 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.

Web Resources

W1	www.ihmnotessite.net
W2	www.foodnetwork.com

E – Books /Library INFLIBNET RESOURCES

E1	https://india.oup.com/product/theory-of-cookery-9780199474448
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Topics beyond Syllabus

Module 1	T1-4-19
M2	T289-90
M3	T1-35,46,47& T291,92
M4	W1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage(to be decided by the Department)
1.	SLIP / CLASS TEST	Unit-1	20
2.	I INTERNAL	UNIT - I,II,III(Topic 1-4)	50
3.	II INTERNAL	UNIT – III(Topic 5-8),IV ,V	50
4.	Summative Examination	ALL FIVE UNITS	100

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	E JACOB JEBA RAJ		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	P.ANAND		

Approved by			
	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	DR. S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc., MC&HM

Title of the Course : Basic Food & Beverage Service - I **Course Code : 20HS104**

Year / Semester : I YEAR- I SEMESTER **Section: A** **Total No. of Students : 32**

No of Credits : 4 **Total No. of Contact Hours : 60**

Course Teacher (s) Name :N.RAMESH **Corresponding lab Paper : Yes**

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1.	Introduction to the Hotel Industry and Growth of the hotel Industry in India.	W1	BB	2			13
2.	Role of Catering establishment in the travel/tourism industry	W1	PPT	2			
3.	Types of F&B operations.	W1	PPT	2			
4.	Variables in foodservice operations	R1- 8-9	PPT	2			
5.	Classification of Commercial, Residential/Non-residential.	W1	BB	3			
6.	Welfare Catering - Industrial/Institutional/Transport such as air, road, rail, sea, etc.	W1	PPT	1			

7.	Introduction to a Restaurant –Layout of Restaurant-other consideration	R1-10-11	PPT	1			
UNIT – II							
8.	<u>DEPARTMENTAL ORGANISATION & STAFFING</u> Hierarchical Structure of Food and Beverage service Department	T1- 9-23	BB	3			12
9.	Job profile and Duties & responsibilities of F&B staffs	T1- 9-23	PPT	3			
10.	Attributes of a waiter	T1-9-23	BB	2			
11.	Importance of Hygiene in Food and Beverage Service	T1- 9-23	PPT	2			
12.	Inter-departmental relationships (Within F&B and other department)	W2	BB	2			
UNIT – III							
13.	<u>FOOD SERVICE AREAS (F&B OUTLETS)</u> Specialty Restaurants ,Coffee Shop , Cafeteria Fast Food (Quick Service Restaurants) ,Grill Room ,Banquets	T1- 39-45	BB	3			12
14.	Bar, Vending Machines ,Discotheque	T1-39-45	BB	3			
15.	<u>ANCILLARY DEPARTMENT of FOOD & BEVRAGE</u> Pantry ,Food pick-up area, Store	W4	PPT	3			
16.	Linen room, Kitchen stewarding	W4	PPT	3			
UNIT – IV							
17.	F & B SERVICE EQUIPMENT Familiarization & Selection factors of: Cutlery	T1-49-59	PPT	2			10
18.	Crockery, Glassware	T1-49-59	PPT	2			
19.	Flatware, Hollowware, service Trolley All other equipment used in F&B Service	T1- 49-59	PPT	3			

20.	French terms related to the above	T1- 49-59	BB	3			
UNIT – V							
21.	NON-ALCOHOLIC BEVERAGES Classification (Nourishing, Stimulating and Refreshing Beverages)	T1 239-244	BB	2			13
22.	A. Tea Origin & Manufacture	T1 239-244	V	2			
23.	Types & Brands	T1 239-244	PPT	2			
24.	B. Coffee Origin & Manufacture Types & Brands	T1 239-244	V	3			
25.	C. Juices and Soft Drinks	T1 239-244	PPT	2			
26.	D. Cocoa & Malted Beverages	T1 239-244	PPT	2			
Total							60

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Silver cleaning methods i) Burnishing ii) Polivit iii) Silver dip iv) Plate powder			2 hrs

Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	The Menu	Assignment	1	HT
2.	Communication in the Hotel Management	Seminar	1	HT
3	Safety and Sanitation in the F&B Service Department	Peer teaching	1	HT
4	Food and Beverage Department Operation	Industrial Visit	6	HB

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

Text Books

T1	Andrews ,Sudhir. (2013). <i>Food and beverage service: Training manual</i> (2 nd ed.). Tata mcgraw hill publishing limited.
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Reference Books

R1	Dennis ,R Lillicrap ., & John A ,Cousins.(2006) <i>Food and beverage service</i> (9 th ed.).Hodder education .
R2	Dhawan ,Vijay.(2008). <i>Food and beverage service</i> (1 st ed.).India frank bros & co.
R3	Verghese, Brian.(2009). <i>Professional food and beverage management</i> (1 st ed.).Macmillan India limited

Web Resources

W1	http://yshivtshs.blogspot.com/2016/12/the-hotel-catering-industry.html
W2	http://ihmkolkatafoodandbeveragenotes.blogspot.com/2017/06/attributes-of-good-waiter.html
W3	ewatirchaubey.tumblr.com/post/177970866502/f-b-service-department-coordination-within
W4	http://ihmkolkata.blogspot.com/2013/05/ancillary-department-of-food-beverage.html

E – Books /Library INFLIBNET RESOURCES

E1	https://drive.google.com/file/d/0B5tbjJNT_dSVV29EUkZzU0pKVmM/view
E2	https://books.google.co.in/books?id=9GV5ABUzViIC&printsec=frontcover#v=onepage&q&f=false
E3	https://www.hoddereducation.co.uk/media/Documents/City%20and%20Guilds/Food-and-Beverage-Service-9781510436213.pdf

Topics beyond Syllabus

Module 1	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-practicals.html
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PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
1	SLIP / CLASS TEST	Unit-I	20%
2	I INTERNAL	UNIT - I, II ,III(TOPIC 1,2)	50%
3	II INTERNAL	UNIT – III(TOPIC 3,4) , IV,V	50%
	Summative Examination	ALL FIVE UNITS	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	N.RAMESH		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	P.ANANAD		

	Name	Signature	Date
HoD	Mr.C.SURESH KUMAR		

Dean Academics	Dr.S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : Marine catering & Hotel Management

Title of the Course : BASIC FOOD PRODUCTION PRACTICAL Course Code :20HS105

Year / Semester : 1ST Section: A

Total No. of Students : 32

No of Credits : 2

Total No. of Contact Hours: 46hrs

Course Teacher (s) Name :E .JACOB JEBA RAJ

Corresponding lab Paper : Yes / No

Sl. No.	Unit	Week No.	Name of the Experiment	Page No in the Lab Manual	Gap in the Syllabus if any	Content beyond Syllabus,if any	No. of Hours	Cumulative Hours
1	1	1	Equipments - Identification, Description, Uses & handling	W1	-	-	2	2
2		1	Hygiene - Kitchen etiquettes, Practices & knife handling	W1			2	4
3		2	Safety and security in kitchen	W1			2	6
4	2	3	Vegetables – classification , Cuts of Vegetables , Preparation of salad Dressing	T3-196-197	-	-	4	10
5		4	Basic methods of cooking	T55-71	-	-	4	14
6	3	5	Cucumber Salad , Chappathi, Dal Tadka, Plain Rice ,Chicken gravy Aloo Gobi dry,Rice Kheer	T1-407,279,299,536,241,W2,	-	-	4	18
7		6	Plain Butter milk,Aloo Chat,Pulkha,Dal Makhani,Jeera Pulao,Mutton Rogan Josh,Carrot	W2,T1-540,302	-	-	4	22

			Halwa.					
8	4	7	Sweet Lassi,Fish Amritsari,Plain Paratha,Veg jalfraize ,Peas Pulao, Butter chicken,Shahi Tukra.	W2,T1- 280,252,579	-	-	4	26
9		8	Tandoori Chicken Salad,Bhaturas,Channa masala,Kismis pulao, mutton do pyaz,gulab jamun.	W2,T1- 503,584	-	-	4	30
10	5	9	Green Salad, Mutton Biryani,Cucumber Onion Tomato Raita,Mutton Dhalcha,Bhadusha.	T1-762,R2- 371,T1- 261,407,R2- 743	-	-	4	34
11		10	Silky chicken kebab,Mutton Nilgiri Khurma,,Kashmiri pulao,, Veg Khorma,Kulfi.	W2,	-	-	4	38
12		11	,Aloo paratha,Samba sadam,Chicken chettinad, ,Maida Burfi.	T1-329,R2- 407,401,	-	-	4	42
13		12	Panchamrut salad Mulligatawny Soup, Naan, Shrimp fry	T1-330,408			4	46

Include Lab manual details and mode of assessment direct and indirect

Text Books

T1	Thangam E Philip,” Modern cookery volume 1 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.
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Reference Books

R1	Thangam E Philip,” Modern cookery volume 1 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.
R2	Thangam E Philip,” Modern cookery volume 2 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.
R3	Krishna Arora, “Theory of cookery”, Frank Bros& Co(India) Private Limited, Revised 6 th Edition,2011.

Web Resources

W1	www.ihmnotessite.net
W2	www.foodnetwork.com

E – Books /Library INFLIBNET RESOURCES

E1	https://india.oup.com/product/theory-of-cookery-9780199474448
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Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / Incharge	E JACOB JEBA RAJ		
Module Coordinator (one person who would coordinate all Courses in a Programme according to OBE)	P. ANAND		

Approved by			
	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	DR. S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc., MC&HM

Title of the Course : Basic Food & Beverage Service Practical Course Code : 20HS106

Year / Semester : I YEAR- I SEMESTER Section: A Total No. of Students : 32

No of Credits : 3 Total No. of Contact Hours : 45

Course Teacher (s) Name :N.RAMESH

Corresponding lab Paper : Yes

No.	Unit	Week No.	Name of the Experiment	Page No in the Lab Manual	Gap in the Syllabus if any	Content beyond Syllabus, if any	No. of Hours	Cumulative Hours
1	1	1	Food Service areas – Induction & Profile of the areas	W1			2	8
2		2	Ancillary F&B Service areas –Induction & Profile of the areas	W2			2	
3		3	Familiarization of F&B Service equipment	W3			2	
4		4	Care & Maintenance of F&B Service equipment	W4			2	
5	2	5	Basic Technical Skills Task-1: Holding Service Spoon & Fork	W5			2	10
6		6	Task-2: Carrying a Tray / Salver	W5			2	
7		7	Task-3: Laying a Table Cloth	W5			2	
8		8	Task-4: Changing a Table Cloth during service	W5			2	
9		9	Task-5: Placing meal plates & Clearing soiled plates	W5			2	
10	3	10	Task-6: Stocking Sideboard	W5			2	10
11		11	Task-7: Service of Water	W5			2	
12		12	Task-8: Using Service Plate & Crumbing Down	W5			2	
13		13	Task-9: Napkin Folds	W5			2	
14		14	Task-10: Changing dirty ashtray	W5			1	
15		15	Task-11: Cleaning & polishing glassware	W5			1	
16	4	16	Tea – Preparation & Service	W6			4	8
17		17	Coffee - Preparation & Service	W7			4	
18	5	18	Juices & Soft Drinks - Preparation & Service • Mock tails	W8			3	9

19		19	• Juices, Soft drinks, Mineral water, Tonic water	W8			3	
20		20	Cocoa & Malted Beverages – Preparation & Service	W9			3	
TOTAL								45

Include Lab manual details and mode of assessment direct and indirect

Text Books

T1	Andrews ,Sudhir. (2013). <i>Food and beverage service: Training manual</i> (2 nd ed.). Tata mcgraw hill publishing limited.
----	----------------------------------------------------------------------------------------------------------------------------------------

Reference Books

R1	Dennis ,R Lillicrap ., & John A ,Cousins.(2006) <i>Food and beverage service</i> (9 th ed.).Hodder education .
R2	Verghese, Brian.(2009). <i>Professional food and beverage management</i> (1 st ed.).Macmillan India limited

Web Resources

W1	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-practicals-food-service.html
W2	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-ancillary-f-service.html
W3	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-familiarization-of-f.html
W4	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-practicals-care.html
W5	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-practicals-correct.html
W6	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-practicals-preparation.html
W7	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-practicals-juices-and.html
W8	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-practicals-preparation_2.html
W9	http://vivekvermanotes.blogspot.com/2016/08/1st-sem-f-notes-practicals-task-cocoa.html

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	N.RAMESH		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	P.ANAND		

	Name	Signature	Date
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HoD	Mr.C.SURESH KUMAR		
Dean Academics	Dr.S. PRIYA		
Principal	DR.R.SUJATHA		

COURSEPLAN– 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc Marine Catering and Hotel Management

Programme Code :MH1001

Title of the Course : Foundation course in Front office Operation-I

Course Code :20HS107

Year / Semester : I/I

Section: A

Total No. of Students :32

No of Credits : 2

Total No. of Contact Hours : 36

Course Teacher (s) Name : R.GANESH

Corresponding lab Paper :Yes

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	INTRODUCTION TO HOSPITALITY	T1/75	BB	1	1		7
2.	Hotel Classification : Location, Size of Property, Length of stay, Target Market, Level of Service, Theme.	T1/76	BB	1			
3.	Classification of Guests: Domestic & International	T1/121	BB	1	1		
4.	Significance of Rooms	T1/155	BB	1			
5.	Types of Rooms	W3	PPT	1			
UNIT – II							
6.	HOTEL ENTRANCE, LOBBY AND FRONT OFFICE: Basic functions of the front office	T1/133	BB	1			

7.	Layout of Front office	T1/226	BB	1			7
8.	Front office Hierarchy	T1/134	BB	1			
9.	Duties and Responsibilities	T1/135	BB	1			
10.	Competencies of a Front office Professional	T1/300	BB	1			
11.	Liaison with other Departments	W1	GRV	1			
12.	Front office Equipments	W1	GRV	1			
UNIT – III							
13.	FRONT OFFICE AND GUEST HANDLING : <u>Introduction to guest cycle: -Pre arrival- Arrival- Occupancy - Departure</u>	W2	GRV	1			8
14.	Types of room rates.	T1/156	BB	1			
15.	RESERVATION- Importance of reservation	W1	GRV	1			
16.	Sources of Reservation	T1/162	BB	1			
17.	Modes of Reservation	T1/170	BB	1			
18.	Types of Reservation : Confirmed , Non confirmed Reservation, Group Reservations	T1/170	BB	1			
19.	Modes of payment	T1/197	BB	1			
20.	Cancellation, amendments and overbooking	T1/154	B	1			
UNIT – IV							
21.	Registration process	W1	GRV	1			7
22.	Types of registration	W1	GRV	1	1		
23.	Flow of registration process and document generated in Registration process Registration and operation modes	W1	GRV	1	1		
24.	Group arrival, VIP procedures, Night Shift Reception Procedures.	T1/204	BB	1	1		

UNIT – V							
25.	BELL DESK: Lobby Organization, Duties and Responsibilities Functions of bell desk	W4	PPT	1			7
26.	Procedures and records	T1/243	BB	1			
27.	During The Stay Activities: Information Services	T1/309	BB	1	1		
28.	Message and Mail handing	T1/217	BB	1			
29.	Room Selling Technique	T1/214	BB	1			
30.	Complaints Handling	T1/326	GRV	1			
Total							36

* L- Lecture T- Tutorial (Problems / Example Programs /Revision Classes) P- Practical

* LCD/PPT/Black Board (BB)/Worksheet(WS)/Video (V) / Group Discussion (GD)/Blended &Flipped (BF) /Open educational resources (OER) media that are freely accessible, Google tools like Drive(GRV) ,Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Role ICT in front office Operation			2

Gaps in the Syllabus –To meet Industrial Requirements

SL.NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Recent changes in Hospitality Industry	Assignment	2	HT
2	Role Hospitality Industry in Tourism	Seminar	2	HT
3	Night shift procedures	Peer teaching	2	HT
4	Front office operation	Industrial Visit	4	HT

Resources [Citation style differs for each Programme, Kindly use the citation style (APA,MLA etc)applicable for your domain. This hasbeen advised by the University Nominees and Experts lasttime]

Text Books

T1	Andrews ,Sudhir. (2013). <i>Hotel Front office :Training Manual</i> (3rd ed.). Tata mcgraw hill publishing limited.
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Reference Books

R1	Andrews,Sudhir. (2008). <i>Hotel Front Office :Training Manual</i> (2 nd ed.). Tata mcgraw hill publishing limited.
R2	Sushil Kumar ,Bhatnagar. (2005). <i>Front Office Management</i> (2 nd ed.).Frank bros.&co(publishers) ltd.
R3	Ram Prasad Tewari ,Jatashankar . (2016). <i>Hotel Front Office Operations And Management</i> (2 nd ed.) . Oxford university press

Web Resources

W1	https://drive.google.com/file/d/12ctjXOd5UVoh8vCYy-SHNHJUxFmdztMR/view?usp=drivesdk
W2	https://drive.google.com/file/d/12fAPmWHZn-YLYm_oIsVKM_5wYPPoi0GX/view?usp=drivesdk

W3	https://www.slideshare.net/JohnEdwardEstayo/types-of-hotel-rooms
W4	https://www.slideshare.net/Praveen11771/hotel-bell-desk

E – Books /Library INFLIBNET RESOURCES

E1	http://uru.ac.in/uruonlinelibrary/Hospitality_Management/Hotel%20Front%20Office%20Management%203rd%20Edition%20-%20John%20Wiley%20and%20S.pdf
E2	https://www.ihmbbs.org/upload/5)%20Front%20Office%20organisation.pdf

Topics beyond Syllabus

Module 1	https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjOvdbuwfHpAhUL7nMBHTcrB10QFjAFegQIAhAB&url=https%3A%2F%2Fhmmhub.me%2Frole-of-information-technology-in-the-hospitality-industry%2F&usg=AOvVaw0C_oRDh5RI2aBrrp1vo_Rn
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PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage(to be decided by the Department)
1	SLIP / CLASS TEST	Unit/Portion to be decided by the Course Teacher and the HoD	20%
2	I INTERNAL	UNIT - I,II,III(up to 3.4)	50%
3	II INTERNAL	UNIT – III(from 3.5),IV,V	50%
4	Summative Examination	ALL FIVE UNITS	100%

Prepared by

Designation	Name	Signature	Date
Course Coordinator / In-charge	Mr.R.GANESH		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	Mr.P.ANAND		

Approved by			
Designation	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	DR. S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc Marine Catering and Hotel Management **Programme Code** : MH1001
Title of the Course : Foundation course in Front office Operation Practical **Course Code** : 20HS108
Year / Semester : I/I **Section: A** **Total No. of Students** : 32
No of Credits : 2 **Total No. of Contact Hours** : 36
Course Teacher (s) Name: R.GANESH **Corresponding lab Paper** : Yes

Sl. No.	Unit	Week No.	Name of the Experiment	Page No in the Lab Manual	Gap in the Syllabus if any	Content beyond Syllabus,if any	No. of Hours	Cumulative Hours
1	1	1	Appraisal of Front Office Equipments, Manual Equipments ,	W1			4	7
	1	2	Mechanical Equipments	W1			3	
2	2	3	Forms ,Records and Welcoming of Guest , Registration card,	W2			4	7
3	2	4	Reservation form, Arrival Errand Card, Welcoming of Guest	W3			3	
4	3	5	Technical skills , Telephone Handling techniques , Role Play: Check In and Check Out	W4& W5			3	9
5	3	6	Role Play: Processing a Reservation & Guest Arrival procedures	W6			3	
6	3	7	Role Play: Luggage Handling & Message and Mail Handling, Paging	W7 & W8			3	

8	4	8	Handling of Guest Complaints	W9			4	8
9	4	9	Role Play: Handling of Guest Complaints	W10			4	
10	5	10	Front desk grooming and other essentials – body language,	W11			3	5
11	5	11	Speech modulation which includes articulation, variation control of pitch and tonal quality.	W11			2	
TOTAL								36

Include Lab manual details and mode of assessment direct and indirect

Text Books

T1	Andrews ,Sudhir. (2013). <i>Hotel Front office :Training Manual</i> (3rd ed.). Tata mcgraw hill publishing limited.
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Reference Books

R1	Andrews,Sudhir. (2008). <i>Hotel Front Office :Training Manual</i> (2 nd ed.). Tata mcgraw hill publishing limited.
R2	Sushil Kumar ,Bhatnagar. (2005). <i>Front Office Management</i> (2 nd ed.).Frank bros.&co(publishers) ltd.
R3	Ram Prasad Tewari ,Jatashankar . (2016). <i>Hotel Front Office Operations And Management</i> (2 nd ed.) . Oxford university press

Web Resources

W1	http://elearning.nokomis.in/uploaddocuments/Front%20office%20operations/chp%207%20Front%20Office%20Equipments/PPT/Chapter%207%20-Front%20Office%20Equipments.pdf
W2	https://www.slideshare.net/Praveen11771/forms-documents-used-in-hotel-front-office
W3	https://www.hospitality-school.com/hotel-front-office-dialogues/
W4	https://www.slideshare.net/pranjaljoshi2/telephone-etiquettes-in-front-office-operations
W5	https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=video&cd=&cad=rja&uact=8&ved=2ahUKEwiP-6K9sefpAhVizDgGHQO0Cv8QtwIwBnoECAkQAQ&url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DdHh9_y5jEOE&usg=AOvVaw05iDK0t7zS6YuYQILezadl
W6	https://www.slideshare.net/indianchefrecipe/check-in-and-check-out-procedures-in-hotel
W7	http://ihmshimla.org/wp-content/uploads/2020/03/DURING_THE_STAY_ACTIVITIES-FO-Notes-By-Priya-Sharma-March-2020.pdf
W8	https://www.slideshare.net/bhavyakhamesra/hotel-front-office-practicals
W9	https://setupmyhotel.com/train-my-hotel-staff/front-office-training/94-how-to-handle-guest-complaints-in-hotels.html
W10	https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=video&cd=&cad=rja&uact=8&ved=2ahUKEwj_sO2FuOfpAhVgzTgGHVVNBdgQtwIwBHoECAQQAQ&url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3Db3x9RJ-kRDg&usg=AOvVaw2_a_e5tU45TeT7A-ATwBOd
W10	https://www.slideshare.net/j4g2r/business-etiquette-presentation-893140?qid=99ac2756-e4df-434e-bbf5-fcfd465f0ef0&v=&b=&from_search=2

E – Books /Library INFLIBNET RESOURCES

E1	http://uru.ac.in/uruonlinelibrary/Hospitality_Management/Hotel%20Front%20Office%20Management%203rd%20Edition%20-%20John%20Wiley%20and%20S.pdf
E2	https://www.ihmbbs.org/upload/5)%20Front%20Office%20organisation.pdf

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage(to be decided by the Department)
1	SLIP / CLASS TEST	Unit/Portion to be decided by the Course Teacher and the HoD	20%
2	I INTERNAL	UNIT - I,II,III(up to 3.4)	50%
3	II INTERNAL	UNIT – III(from 3.5),IV,V	50%
4	Summative Examination	ALL FIVE UNITS	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / Incharge	Mr.R.GANESH		
Module Coordinator (one person who would coordinate all Courses in a Programme according to OBE)	Mr. P.ANAND		

Approved by				
	Name	Signature	Seal	Date
HoD	Mr.C.SURESH KUMAR			
Dean Academics	Dr. S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme: MH1001

Title of the Course : VALUE EDUCATION

Course Code : 20VE109

Year / Semester : I

Total No. of Students : 32

No of Credits : 2

Total No. of Contact Hours : 30

Course Teacher (s) Name : MR.PERUMAL KANNAN.K

Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT I: INTRODUCTION TO VALUE EDUCATION							
1.	Objectives and components of value education — Human Values –	(C-02-07)		1			1
2.	Need for value education	(C-07-08)		1			2
3.	Significance and importance of value education	(C-08-11)		1			3
4.	Human Values	(C-24-27)		1			4
5.	Relation between moral values and religion	(C-27-28)		1			5

UNIT – II VALUE EDUCATION FOR NATION BUILDING

6.	National and constitutional values	(C-33-35)		1			6
7.	Categorization of values	(C-34-39)		1			7
8.	Environmental ethical values	(C-39-40)		2			9
9.	National integration	(C-40-42)		1			10
10.	Value seeds	(C-42-45)		1			11

UNIT III: HUMAN RIGHTS WITH INDIAN CONSTITUTION

11.	The concept of human rights – Universal declaration of human rights – Classification of human rights – social practice – Growth of fundamental rights in India – Human rights of Women and children – standard	(C-63-67)	W	1			12
12.	Universal declaration of human rights	(C-46-51)		1			13
13.	Classification of human rights	(C-51-52)		2			15
14.	social practice	(C-53-55)		1			16
15.	Growth of fundamental rights in India	(C-55-57)		2			18
16.	Human rights of Women and children	(C-57-62)		1			19

UNIT IV: MORAL VALUES, ETHICS AND GOOD MANNERS

17.	Moral values and Ethics – Social values – Spiritual values – Good manners –	(C-68-80)		1			20
18.	Social values	(C-70-71)		2			22

19.	Spiritual values	(C-72-73)		1			23
20.	Good manners	(C-78-80)		1			24
21.	Character Building	(C-81-82)		2			26
UNIT – V : <u>EIGHT LIMBS OF YOGA</u>							
22.	<u>Yamas</u> <u>Niyama</u> <u>Āsana</u> <u>Prānāyāma</u> <u>Pratyāhāra</u> <u>Dhāraṇā</u> <u>Dhyāna</u> <u>Samādhi</u>	<u>(C-83-94)</u>		4			30

Course material/Text book

C1	Value education- Theory course material
T2	Ramachandra Dr. K, et.al, “VALUE EDUCATION”, Himalaya Publishing house,2017.
T3	Isaiarasu Dr.L,, “THOUGHTS ON VALUE EDUCATION,HUMAN RIGHTS AN WOMEN STUDIES”,Curriculum Development Cell, Ayya Nadar Janaki Ammal College, Sivakasi-2014.
C4	https://en.wikipedia.org/wiki/Ashtanga_(eight_limbs_of_yoga)

Reference Books

R1	Ramachandra Dr. K, et.al, “VALUE EDUCATION”, Himalaya Publishing house,2017.
R2	Isaiarasu Dr.L,, “THOUGHTS ON VALUE EDUCATION,HUMAN RIGHTS AN WOMEN STUDIES”,Curriculum Development Cell, Ayya Nadar Janaki Ammal College, Sivakasi-2014.

Web Resources

W1	https://www.pdfdrive.com/value-education-e34880254.html
W2	https://www.researchgate.net/publication/293755836_VALUE_EDUCATION_NEED_OF_THE_HOUR
W3	https://www.kmti.in/value-education/

E – Books /Library INFLIBNET RESOURCES

E1	https://cbseportal.com/e-books/download-free-ncert-e-book-education-for-values-in-school-a-framework
E2	https://ncammt17.files.wordpress.com/2017/02/value-education-book.pdf
E3	https://books.google.co.in/books?id=xDkWN8uEt4C&printsec=frontcover&source=gbs_ge_summary_r&cad=0#v=onepage&q&f=false
E4	https://books.google.co.in/books?id=826KxMDZ6cQC&source=gbs_similarbooks
E5	https://www.google.co.in/books/edition/Value_education_and_human_rights/uUQkF8Lrc6IC?hl=en&gbpv=1&dq=value+education+text+books&printsec=frontcover

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Swamy Vivekananda-Spiritual Speeches		2	HT
2.	Dr.APJ Abdul Kalam-Motivational speeches		2	HT
3	Elan Musk-Innovation story		2	HT

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SI.NO	Module	Mode of delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1		Seminar	PPT	National leaders	3
2		Seminar	PPT	Social responsiplty for students	3
3		Seminar	PPT	Foreign country visa, Migration, Rules & Regulation Procedure	3

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
	I INTERNAL	UNIT - I, II, III	50
	II INTERNAL	UNIT - III, IV, V	50
	Summative Examination	ALL FIVE UNITS	100

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge			
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)			

Approved by			
	Name	Signature	Date
HoD			
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SEMESTER – II

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

DEPARTMENT OF MARINE CATERING AND HOTEL MANAGEMENT

FACULTY INCHARGE OF COURSE HANDLING

ACADEMIC YEAR 2020-2021

SEMESTER - II

S/NO	SUB CODE	SUBJECT TITLE	NAME OF THE STAFF INCHARGE
1.	20UT201	General Tamil II	Mrs . Geetha
2.	20UH201	Hindi II	Mrs. Neela
3.	20UGE202	General English II	Mr. Senthil kumar
4.	20HS203	Culinary Arts	Mr. E. Jacob Jebaraj
5.	20HS204	Food and Beverage Service	Mr. N.Ramesh
6.	20HS205	Foundation Course in Accommodation Operation	Mr. R.Ganesh
7.	20HS206	Basic Food Production Practical II	Mr. P.Anand
8.	20HS207	Food and Beverage Service Practical	Mr. N.Ramesh
9.	20HS208	Foundation Course in Accommodation Operation Practical	Mr. R.Ganesh
10.	20HS209	Hotel French	Mr . Manikandan (visiting faculty)
11.	20ES209	Environmental studies	Mr. E. Jacob Jebaraj



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SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	ANI/VIS/CS/Net/MCHM/FSPM/B.Com B&I/HONS&ACCA/BBA		
Course Name :	General Tamil II	Course Code :	20UT201
Year / Semester	I/II	Section	
Total No. of Students		No. of Credits	3
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	3
Course Teacher Name			

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	திருஞானசம்பந்தர்- (திருஆலவாய்	CM/2	BB	2			2
2	திருநாவுக்கரசர் - (நமச்சிவாய திருப்பதிகம்)	CM/3	BB	2			2
3	சுந்தரர் – (திருப்புவணம் திருத்தலம்)	CM/4	BB	2			2
4	ஹெ.ஆ.கிருஷ்ணப்பிள்ளை(இரட்சணிய மனோகரம்)	CM/5	BB	3			3
UNIT – II							
5	பொய்கையாழ்வார் - (முதல் திருவந்தாதி)	CM/6	BB	2			2
6	நம்மாழ்வார்- (திருவாய்மொழியில்)	CM/7	BB	2			2
7	ஆண்டாள் -(திருப்பாவை)	CM/8	BB	2			2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours	Cumulative Hours
8	குணங்குடி மஸ்தான் சாகிபு (பராபரக்கண்ணி)	CM/9	BB	3	3
UNIT – III					
9	பலவீனத்தை பந்தாடுவோம் - வெ.இறையன்பு	CM/10	BB	2	2
10	தமிழ்நாட்டு காளை விளையாட்டும் மேல்நாட்டு காளைப்போரும்-முனைவர் ஆ.முத்தையா-	CM/15	BB	2	2
11	இன்றியமையா இதழியல் கலை - முனைவர்.மா.பா.குருசாமி	CM/24	BB	2	2
12	தமிழில் அறிவியல் -மணவை. முஸ்தபா -	CM/28	BB	2	2
13	கறுப்பு- முனைவர் தொ. பரமசிவன்	CM/34	BB	1	1
UNIT – IV					
14	சொல்வகைகள்	CM/39	BB	3	3
15	அணிஇலக்கணம்	CM/42	BB	3	3
16	வினாவும் – விடையும்,	CM/44	BB	3	3
UNIT – V					
17	பக்தி இலக்கியத்தின் தோற்றமும் வளர்ச்சியும்	CM/48	BB	3	3
18	உரைநடையின் தோற்றமும் வளர்ச்சியும்	CM/50	BB	3	3
19	கட்டுரைப்பயிற்சி.	-	BB	3	3
TOTAL HOURS					45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

1. பொதுத்தமிழ்II – பாடநூல் தொகுப்பு கல்லூரித் -தமிழ்த்துறை வெளியீடு

Reference Books

1. தேவாரம்.சைவசித்தாந்த நூற்பதிப்புக்கழக வெளியீடு, சும்பகோணம்: 1990. Print.
2. நாலாயிரதிவ்வியப்பிரபந்தம்.சைவசித்தாந்த நூற்பதிப்புக்கழக வெளியீடு,1992 .Print.
3. சங்க இலக்கியமும் உரைநடையும்.மதுரை காமராசர் வெளியீடு, சென்னை: 1982. Print.
4. இதழியல்கலை.முனைவர்.மா.பா.குருசாமி.தமிழ்ப்புத்தக்காலயம், சென்னை: 1975. Print.
5. பயன்பாட்டுத்தமிழ் இலக்கணம்.மணிவாசகர் பதிப்பகம், மதுரை: 1995.Print.
6. தண்டியலங்காரம்.சைவ சித்தாந்த நூற் பதிப்புக் கழக வெளியீடு,சென்னை: 1976.Print.
7. தமிழ் இலக்கிய வரலாறு-1 .மது.ச.விமலானந்தம். முல்லை நிலையம், சென்னை: 1976.Print.

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	செய்தித்தாள்கள் வாசித்தல்		2	(HB)
2.	புத்தகம் வாசித்தல்		2	(HB)

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1.1	Assignment	2	கட்டுரை எழுதுதல்	2
1	1.1.1	Seminar	2	புத்தகம் வாசித்து விமர்சனம் செய்தல்	2
2	2.1	Peer teaching	2	நடைமுறை நிகழ்வுகளை கலந்தாலோசித்தல்	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to -----)	40%
3.	II INTERNAL	Unit – III (from -----) , IV, V	40%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by
Name	Signature Date
Course Coordinator / In-charge	Mrs . N . SELVI

Approved by		
Name	Signature	Date
HoD	Mrs . N . SELVI	
Dean Academics	Dr.S.PRIYA	
Principal	Dr.R.SUJATHA	

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc Animation, Viscom, CS, Networking, Food Science & Processing, Fire & Industrial Safety and Marine Catering Hotel Management, B.Com B&I, Honors and ACCA		
Course Name :	Hindi II	Course Code :	20UH201
Year / Semester	I / II	Section	
Total No. of Students		No. of Credits	3
Corresponding lab Paper	No	Total No. of Contact Hours	45
Course Teacher Name	Mrs.S.Neela		

Sl. No.	TOPIC	Course Material Page No	*Teach ing Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I - गद्य(Prose)							
1	8. अलीस करोड़ कुरते कहाँ से.....- Chaleeskaroodkurthea khan say	CM-02	BB / PPT	2	1		3
2	दक्षणि भारत हन्दी प्रचार सभा – Dhakshin Bharath Hindi pracharsabha	CM-3	BB / PPT	2	1		3
3	हृदी दविस – Hindi divas	CM-6	BB /	2	1		3

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
			PPT				
4	ओलंपिक में भारतीय महिलाओं ने झंडे गाड़ दिए – Olympic Meinbharatheeya mahilaon ney jande gadhdiyea	CM-4	BB / PPT	2	1		3
UNIT – II - आधुनिक कविता (Adhoonikkavitha)							
5	सीखो - Seeko	CM-7	BB / PPT	1	1		2
6	बड़ा कौन है ?- badakounhai	CM-8	BB / PPT	1	1		2
7	पुष्प की अभिलाषा – pushpakeeabhilasha	CM-11	BB / PPT	1	1		2
8	एक बूँद - Eakhboondh	CM-9	BB / PPT	1	1		2
UNIT – III - सामान्य व्याकरण (Applied grammar)							
9	हिन्दी प्रचार वाहनी I – Hindi pracharvahinee (11 to 20)	CM-14 to 33	BB / PPT	2	1		3
10	सुबोध हिन्दी रचना 1 – Subodh Hindi rachna(5 to 11)	CM-34 to 54	BB / PPT	2	1		3
11	विलोम शब्द – opposites - Selected 25	CM-13	BB / PPT	2	1		3
UNIT – IV - राष्ट्रीय ज्ञान (National knowledge)							

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
12	राष्ट्रगान - जन-गण-मन -National Anthem-Jana-Gana-Mana	CM-56	BB / PPT	3	1		4
13	वन्देमातरम् – vandematharam (First two paragraphs)	CM-57 to 59	BB / PPT	2	1		3
UNIT – V – पत्र लेखन (Letter Writing)							
14	निजी पत्र - Personal Letter (Asking permission to father for tour, Letter to friend to study Hindi)	CM-60	BB / PPT	2	1		3
15	कार्यालय पत्र - Official Letter (Asking for loan, Opening a bank account)	CM-61	BB / PPT	2	1		3
16	वाणिज्यिक पत्र - Commercial letter (Ordering books to the book company, Letter to the company regarding missing parcel)	CM-62	BB / PPT	2	1		3
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

Hindi II. A Compiled book, covering all the topics of the syllabus prepared by the Department of Hindi.

Reference Books

- 1) प्रश्नोत्तर सहति मध्यमा पाठ्य सामग्री | दक्षिण भारत हिन्दी प्रचार सभा, मद्रास : पहला संस्करण – जून, 2018 चौथा पुनर्मुद्रण – जून , 2019 :मुद्रक | Page nos.22, 24, 40 and 45, 9 and 11
- 2) प्रश्नोत्तर सहति प्राथमिक पाठ्य सामग्री | दक्षिण भारत हिन्दी प्रचार सभा, मद्रास : पहला संस्करण - सितम्बर, 2010 तेरहवाँ पुनर्मुद्रण – जून, 2016 :मुद्रक | Page nos. 57 and 73, 33 to 51,129 to 150
- 3) Dr.K.M.Chandra Mohan. Hindi Vatayan. Viswavidyalaya Prakasan Chowk, Varanasi-221001:Print.

Webliography

- 4) https://en.wikipedia.org/wiki/Jana_Gana_Mana
https://en.wikipedia.org/wiki/Vande_Mataram

Gaps in the Syllabus

SL. NO	Name of the Topic	Proposed Action	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Speaking Skill – Self Introduction		2	HT
2.	Reading Skill – Reading Activity		2	HT
3.	Speaking Skill – Assignment		1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, and Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SL.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – IV	20%
2.	I INTERNAL	Unit – II, I(Chapter 1 & 2)	50%
3.	II INTERNAL	Unit – I (Chapter 3 & 4) , III,V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	S.Neela		

Approved by			
	Name	Signature	Date
HoD	S.Neela		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc Animation, Viscom, CS, Networking, Food Science & Processing, Fire & Industrial Safety and Marine Catering Hotel Management		
Course Name :	General English II	Course Code :	20UGE202
Year / Semester	I / II	Section	
Total No. of Students		No. of Credits	3
Corresponding lab Paper	No	Total No. of Contact Hours	45
Course Teacher Name	Mrs.R.Suganthi Hepzibha		

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I - GRAMMAR							
1	Sentence Pattern: Introduction- Types of Sentence Pattern - Subject – Verb – Object – Direct Object – Indirect Object - Complement – Adjunct	CM-01	BB / PPT	2	1		3
2	Direct-Indirect Speech: Introduction - Procedure for converting Direct speech into Indirect speech - Rules for converting Direct speech into Indirect speech - Change in pronouns - Change in tenses - Change in modals - Changes for Assertive Sentences – Changes for Imperative sentences - Changes for Exclamatory sentences - Changes for Interrogative sentences - Punctuation in Direct speech - Rules for converting Indirect speech into Direct speech.	CM-10	BB / PPT	2	1		3
3	Active Voice – Passive Voice: Introduction – Usage: Active Voice. Passive voice – Reasons for using Passive	CM-18	BB /	2	1		3

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	voice - Changing Active voice to Passive voice - Changing Passive voice to Active voice (Changes for nine tenses) - Suggestions for using Active and passive voice.		PPT				
UNIT – II - PROSE							
4	The Necklace – Guy De Maupassant: Introduction – Theme – Summary – Critical Appreciation.	CM-22	VIDEO	3			3
5	Little Girls Wiser than Men – Leo Tolstoy: Introduction – Theme – Summary – Critical Appreciation.	CM-34	VIDEO	3			3
6	An Astrologer’s Day – R.K.Narayan: Introduction – Theme – Summary – Critical Appreciation.	CM-37	VIDEO	3			3
UNIT – III - VOCABULARY							
7	Idioms & Phrases: Importance (Selected 50)	CM-43	BB	2	1		3
8	Synonyms & Antonyms: Importance of learning words (Selected 50)	CM-52	BB	2	1		3
9	One Word Substitution: Importance – Usage in the Sentence (Selected 50)	CM-54	BB	2	1		3
UNIT – IV - POEM							
10	The Lotus - Toru Dutt: Introduction to Sonnet – Literary Devices – Summary.	CM-57	VIDEO	3			3
11	If – Rudyard Kipling: Introduction – Literary Devices – Summary.	CM-59	VIDEO	3			3
12	The Road Not Taken – Robert Frost: Introduction – Literary Devices – Summary.	CM-64	VIDEO	3			3
UNIT – V – SENTENCE CORRECTION							

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
13	Correct Usage: Nouns – Definition – Rules.	CM-67	BB / PPT	2	1		3
14	Correct Usage: Pronoun – Definition – Rules. Correct Usage: Adjectives – Definition – Rules.	CM-69	BB / PPT	2	1		3
15	Spotting Grammatical Error: Nouns – Pronouns – Adjectives – Exercises.	CM-71	BB / PPT	2	1		3
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

General English II. A Compiled book, covering all the topics of the syllabus prepared by the Department of English.

Reference Books

1. SrivasanHema. **Communication Skills**. Bangalore: Frank Brothers & Co. Ltd, 2004. Print.

Wren & Martin. **High School English Grammar & Composition**. India: S.Chand& Company Ltd, 1995. Print.

G.RadhakrishnaPillai. **Emerald English Grammar and Composition**. Bangalore: Emerald Publisher, 1998. Print.

Dr.K.Alex. **Soft Skills**. New Delhi: S.Chand& Company Ltd, 1997. Print.

Dr. Gupta C.B. Business Correspondence & Reporting -Business Law, Business Correspondence & Reporting (CA-Foundation). New Delhi: Taxmann, 2018. Print.

A.P.Bhardwaj. **General English for Competitive Examinations**. New Delhi: Dorling Kindersley (India) Pvt. Ltd, 2013. Print.

Michael Swan. **Practical English Usage**. New Delhi: Oxford University Press,2008.Print

Randolph Quirck, Sidney Greenbaum, Geoffrey Leech, Jan Svartvik. **A Comprehensive Grammar of the English Language**. New Delhi: Dorling Kindersley (India) Pvt. Ltd, 2010. Print.

John Adair. **The Effective Communicator**. Noida: Anubha Printers. 2005. Print.

E – Books /Library INFLIBNET RESOURCES

2. <https://nlist.inflibnet.ac.in/search/Record/EBC483375>

<https://nlist.inflibnet.ac.in/search/Record/EBC481114>

<https://nlist.inflibnet.ac.in/search/Record/EBC1864716>

Gaps in the Syllabus

SL. NO	Name of the Topic	Proposed Action	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
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1.	Speaking Skill – Self Introduction		3	HT
2.	Reading Skill – Reading Activity		2	HT
3.	Speaking Skill – Assignment		1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Reading Skill	Newspaper	Newspaper Reading	1
2	2	Reading Skill	Magazine	Article / Magazine Reading	1
3	3	Speaking Skill	Oral	Debate / Group Discussion	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (Chapter 1 & 2)	50%
3.	II INTERNAL	Unit – III (Chapter 2 & 3) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	R.Suganthi Hepzibha		

Approved by			
	Name	Signature	Date
HoD	R.Suganthi Hepzibha		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	B.Sc., MC&HM	Programme Code :	MH1001
Course Name :	Culinary Arts	Course Code :	20HS203
Year / Semester	I /II	Section	A
Total No. of Students	33	No. of Credits	4
Corresponding lab Paper	No.	Total No. of Contact Hours	60
Course Teacher Name	Mr.E Jacob Jeba Raj		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teach ing Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
23.	Different Types of Breakfas	T 1-245	BB	1			1
24.	English Breakfast	W1	BB	1			1
25.	American Breakfast	W1	BB	1			1
26.	Continental Break fast	W1	BB	1			1
27.	Indian Breakfast	W1	BB	1			1
28.	Breakfast Preparation	W1	V	1			1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
29.	Egg	T 1-144	V	1			1
30.	Potatoes	T 1-200-203	V	1			1
31.	Fruits	W1	V	1			1
32.	Breads	W1	V	1			1
33.	Pancakes	W1	V	1			1
34.	Waffles	W1	V	1			1
35.	Crepes	W1	V	1			1
36.	Beverages	W1	V	1			1
UNIT – II							
37.	Vegetable & Egg cookery	T1-186-190	PPT	1			1
38.	Classification Of vegetables	T1-186	PPT	1			1
39.	Selection of vegetables	T1-187	PPT	1			1
40.	Vegetable preparation	T1-188	V	2			2
41.	Effects of cooking on vegetables	T1-188,189	PPT	1			1
42.	Methods of cooking	T1-190	V	1			1
43.	Introduction on egg cookery	T1-140	PPT	2			2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
44.	Food value	T1-140	PPT	1			1
45.	Uses-storage	T1-140,141,142	PPT	1			1
46.	Various courses of egg	T1-143,144	PPT	1			1
47.	Methods of cooking	T1-144	V	1			1
UNIT – III							
48.	Meat cookery	T1-148	BB	1			1
49.	Factors that give meat a good quality	T1-148,149	BB	2	1		3
50.	How to judge the quality of beef	T1-151,152	BB	1			1
51.	How to judge the quality of Lamb	T1-152	BB	1			1
52.	How to judge the quality of Pork	T1-152	BB	1			1
53.	Cuts of lamb	T1-155-158	V	1			1
54.	Cuts of beef	T1-161-165	V	3	1		4
55.	Cuts of pork	T1-159-161	V	1			1
56.	Methods of cooking	T1-150	V	1			1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – IV							
57.	Poultry cookery	T1-171	BB	2	1		3
58.	Criteria for choosing bird.	T1-172	BB	1			1
59.	Trussing Poultry	T1-175	V	1			1
60.	Popular Cuts of Poultry	T1-174	V	1			1
61.	Preparation of chicken – Maryland ,chicken galantine	T1-176	V	1			1
62.	Chicken Florentine , chicken chaudfroid	T1-178	V	1			1
UNIT – V							
63.	Fish cookery	T1-123	PPT	1			1
64.	Common classification of Fish	T1-123-124	PPT	1			1
65.	How to choose fish White Fish	T1-124	PPT	2			2
66.	How to choose fish Lean Fish	T1-124-125	PPT	1			1
67.	How to choose fish Oily Fish	T1-124	PPT	1			1
68.	How to choose fish Shell Fish	T1-124-12128	PPT	1			1
69.	Common Cuts of Fish 1.Fillet 2.Paupiette 3.Supreme 4.Meuniere 5.Darne	T1-	PPT	2			2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	steak	1133-135					
70.	Methods of cooking	T1-136-138	V	2			2
TOTAL HOURS							60

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

- Arora,Krishna.(2011).*Theory of cookery* (6th ed).Frank bros & Co(India) Private limited.

Reference Books

Philip,Thangam.(2010).*Modern cookery volume 1:For teaching and the trade*(6th ed).Orient Blackswan.

Philip,Thangam.(2010).*Modern cookery volume 2:For teaching and the trade*(6th ed).Orient Blackswan.

Web Resources

- www.ihmnotessite.net
- www.foodnetwork.com

E – Books /Library INFLIBNET RESOURCES

- <https://india.oup.com/product/theory-of-cookery-9780199474448>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Various Cereals	Assignment	2hrs	HB
2.	Types of rice	Seminar	4hrs	HT

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	Pulse & Rice Cookery	2
2	1	Lecture	PPT	Cereal Cookery	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit-1	20%
2.	I INTERNAL	Unit - I,II,III(Topic 1-4)	50%
3.	II INTERNAL	Unit – III(Topic 5-9),IV ,V	50%
4.	End Semester Examination	All Five Units	100%

Designation	Prepared by		
	Name	Signature	Date

Course Coordinator / In-charge	Mr.E Jacob Jeba Raj		
Programme Coordinator	Mr.P.Anand		

Approved by			
	Name	Signature	Date
HoD	Mr.C.Sureshkumar		
Dean Academics	Mrs.S.Priya		
Principal	Mrs.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc.,MC&HM	Programme Code :	MH1001
Course Name :	Food and Beverage Service	Course Code :	20HS204
Year / Semester	I/II	Section	-
Total No. of Students	33	No. of Credits	4
Corresponding lab Paper	Yes	Total No. of Contact Hours	60
Course Teacher Name	N.RAMESH		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
71.	Origin of Menu	T1-73	BB	3			12
72.	Objectives of Menu Planning	T1-74	PPT	3			
73.	Types of Menu	T1-76	PPT	3			
74.	Courses of French Classical Menu (Sequence, Examples from each course, Cover of each course Accompaniments)	T1- 74-75	PPT	3			
UNIT – II							
75.	Organizing Mise-en-scene	T1- 86-87	BB	2			12
76.	Organizing Mise en place	T1- 86-87	PPT	2			

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
77.	Types of Food Service- Silver service, Pre-plated service	T1-65-71	BB	3			
78.	Cafeteria service, Room service, Buffet service, Guerdon service	T1-65-71	PPT	3			
79.	Lounge service, English service, Grill room service -Other service	T1-65-71	BB	2			
UNIT – III							
80.	Checking system in food service operation	R1 282-283	BB	3			12
81.	Method of taking food order (Check and bill system, service with order,	R1 -284	BB	3			
82.	Triplicate Checking System, Duplicate Checking System	R1 -286	PPT	2			
83.	Circumstantial KOTS- Computer order system	R1 -289	PPT	2			
84.	Alcoholic Beverage order- Bill as a check- Separate Bill- Control Department.	R1 -291	PPT	2			
UNIT – IV							
85.	Introduction Function Catering-Types of function	T1-145-161	PPT	3			12
86.	Organization of Banquet Department- Duties &responsibilities-Function menu-	T1-145-161	PPT	3			
87.	Booking procedure for function – Buffets	T1-145-161	PPT	2			
88.	Types of Buffet- Equipments Used	T1-145-161	BB	2			
89.	Factors of Buffet- Buffet Presentation- Menu Planning- Staff Requirement			2			

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – V							
90.	History-Processing for cigarettes-pipe tobacco &cigars-Cigarettes	T1 120-125	BB	3			12
91.	Types and Brand names-Cigars –	T1 120-125	V	3			
92.	shapes, sizes, colors and Brand names	T1 120-125	PPT	3			
93.	Care and Storage of cigarettes &cigar	T1 120-125	V	3			
TOTAL HOURS							60

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]Text Book

Textbook 1

Andrews, S. (2013). Food and Beverage Service Training Manual 2nd ed. Tata McGraw Hill Publishing Limited.

Reference Books

- Singaravelavan, R. (2011), *Food and Beverage Service*: Oxford University Press, New Delhi. Reference Book 2
- Verghese, B. (2009). *Professional food and beverage management* (1st ed.). Macmillan India Limited.
- Dennis, Lilliecrab, R. (2006). *Food and beverage service* (9th ed.). Hodder Education.

Web Resources

5. [https://www.ihmbbs.org/upload/CHAPTER-1%20\(MEALS%20&%20MENU%20PLANNING\).pdf](https://www.ihmbbs.org/upload/CHAPTER-1%20(MEALS%20&%20MENU%20PLANNING).pdf) Web Resource 2
6. https://www.tutorialspoint.com/food_and_beverage_services/food_and_beverage_services_types_of_service.htm
7. [https://www.ihmbbs.org/upload/CHAPTER-3%20\(SALE%20CONTROL%20SYSTEM\).pdf](https://www.ihmbbs.org/upload/CHAPTER-3%20(SALE%20CONTROL%20SYSTEM).pdf)
8. <https://ihmkolkatafoodandbeveragenotes.blogspot.com/2019/03/tobacco.html>

E – Books /Library INFLIBNET RESOURCES

9. https://www.tutorialspoint.com/food_and_beverage_services/food_and_beverage_services_tutorial.pdf
10. https://drive.google.com/file/d/0B5tbjJNT_dSVV29EUKZzU0pKVmM/vieweBook_2
11. <https://www.hoddereducation.co.uk/media/Documents/City%20and%20Guilds/Food-and-Beverage-Service-9781510436213.pdf>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Preparing service Trolley	Assignment	1	HT
2.	How do people choose a restaurant	Seminar	1	HT

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SL.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Assignment	PPT	Restaurant Briefing	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
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1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to 1,2)	50%
3.	II INTERNAL	Unit – III (from 3,4,5) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	N.RAMESH		
Programme Coordinator	P.ANANAD		

Approved by			
	Name	Signature	Date
HoD	Mr.C.SURESH KUMAR		
Dean Academics	Dr.S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	B.ScMC&HM	Programme Code :	MH1001
Course Name :	Foundation course in Accommodation Operation	Course Code :	20HS205
Year / Semester	I/II	Section	A&B
Total No. of Students	32	No. of Credits	4
Corresponding lab Paper	Yes .	Total No. of Contact Hours	60
Course Teacher Name	R.GANESH		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teachi ng Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	HOUSEKEEPING IN HOTELS: Define Housekeeping	T1(16)	BB	1			1
2	Importance of Housekeeping-Responsibilities of Housekeeping	T1(17)	BB	2			2
3	Organization of a Housekeeping Department: Large & Medium	T1(20,23)	BB	1			1
4	Layout of the Housekeeping department of a large hotel	T1(36-39)	BB	1			1
5	Layout of floor pantry	T1(40)	BB	1			1
6	Duties and Responsibilities of Housekeeping Personnel:- Executive Housekeeper	T1(21)	BB	2	1		3

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
7	Assistant Executive Housekeeper	T1(24-25)	BB	1			1
8	Floor Supervisor-Public Area supervisor	T1(25-26)	BB	2			2
9	Night supervisor	T1(26)	BB	1			1
10	Control Desk supervisor- Head House person	T1(28-29)	BB	2			2
UNIT – II							
11	DAILY ROUTINES & SYSTEMS Opening the house	T1(138-140)	BB	1			1
12	Morning shift	T1(142-146)	BB	1			1
13	Afternoon/evening shift	T1(146)	BB	2			2
14	Night shift	T1(147)	BB	1			1
15	Personal qualities of Housekeeping Personnel	T1(34-36)	BB	1	1		2
16	Interdepartmental Relationship - with front office- with Maintenance	T1(40-46)	BB	2			2
17	With Security- with Stores- with Accounts- with personnel	T1(46-47)	BB	3			3
UNIT – III							
18	CLEANING EQUIPMENTS&AGENTS: Classification :Manual & Mechanical	W1	PPT	2			2
19	Storage of cleaning equipments	T1(176)	BB	1			1
20	Selection of cleaning equipments	T1(177)	BB	1			1
21	Classification of Cleaning Agents – Water- Detergent- Abrasives	T1(177,178,180,184,	BB	2			2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
		186)					
22	Storage of cleaning agents	T1(199,201,202)	BB	1			1
23	Selection Criteria of cleaning agents	T1(199)	BB	1			1
24	Common cleaning agents	T1(198)	BB	2			2
UNIT – IV							
25	LINEN ROOM &LAUNDRY: Types of linen Room	T1(431-432)	BB	2			2
26	Layout of a Linen Room	T1(432-435)	BB	1			1
27	Linen used in Hotel- Sizes of Linen	T1(446-448)	BB	1			1
28	Activities of Linen Room	T1(432)	BB	1			1
29	Linen room Equipments-Selection of Linen	T1(442)	BB	1			1
30	Inspecting and Receiving Linen	T1(434)	BB	2			2
31	Laundry: Equipments for Laundry operations	T1(453)	BB	2			2
32	Layout of Laundry -OPL-Laundry process	T1(452-453)	BB	2			2
33	Valet service and Handling Guest Laundry	T1(480-481)	BB	2			2
UNIT – V							
34	KEY &PEST CONTROL: Types of Keys	T1(535-536)	BB	1			1
35	Computerized key card- Keys control	T1(537-	BB	1			1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
		539)					
36	Pest control	T1(563-564)	BB	1			1
37	Types of pests and Control of Pests	W2	PPT	2			2
38	Waste Disposal-Methods of waste Disposal	T1(577-580)	BB	1			1
39	Integrated pest management	T1(574-576)	BB	1			1
40	Dealing with emergency situations-scanty baggage- lost and found articles	T1(539-541)	BB	2			2
TOTAL HOURS							60

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

1. G.Raghubalan &Smirtee Raghubalan.(2015). *Hotel housekeeping operations and management*(3rd ed).

Oxford university press.

Reference Books

2. Andrews, S. (2017). *Hotel housekeeping: training manual* (3rd ed.). Tata mcgraw hill publishing limited.
3. Andrews, S. (2017). *Hotel housekeeping management and operations* (1st ed.). Tata mcgraw hill publishing limited.

Web Resources

- 1.<https://www.slideshare.net/SunilKumar148/61-cleaning-equipments>

2.<https://www.slideshare.net/DigvijaySingh405/pest-and-pest-control-in-hotel>

E – Books /Library INFLIBNET RESOURCES

1.<http://www.uou.ac.in/sites/default/files/slm/HM-103.pdf>eBook 2eBook 2

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Fire prevention and Fire Fighting	Assignment	1	HT

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	Analysis of risk factors in housekeeping	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to 3.3)	50%
3.	II INTERNAL	Unit – III (from 3.4) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.R.GANESH		
Programme Coordinator	Mr.P.ANAND		

Approved by			
	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	Dr. S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	Marine Catering and Hotel Management	Programme Code :	MH1001
Course Name :	Basic Food Production Practical-II	Course Code :	20HS206
Year / Semester	I/II	Section	A
Total No. of Students	33	No. of Credits	2
Corresponding lab Paper	Yes	Total No. of Contact Hours	48
Course Teacher Name	P.Anand		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
	Stocks, White Stock, Brown Stock,-Mother Sauces- Béchalme Sauce, Espagnol sauce, Volute Sauce, Tomato Sauce, Hollandaise Sauce, Mayonnaise sauce	W1/W2	P			8	8
UNIT – II							
	Mixed veg salad served with orange vinaigrette, Cream of Mushroom soup, Chicken Maryland, Potato Au gratin, Bread & Butter Puddings, - Vanilla Milk Shake, Omelets,	W1/W2	P			8	8

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	Different Types Fried Eggs , Different Types Potato Cake, Hash brown potato, Scrambled Egg, Pan Cake, Mousilee,						
UNIT – III							
	Vegetable cheese salad, Cream of Carrots, Seafood Skewers, Sauté Chicken Breast Served with Creamy Mushroom Sauce, Fruit Salad - Vegetable Sandwich, Cream of Tomato ,Fish Mornay, Lamb Rolls, Date Pudding - Vegetable Spring Roll, Hot & our soup, Chilly Chicken, Schezwan Vegetable, Diamond Cuts,	W1/W2	P			12	12
UNIT – IV							
	Veg Samosa, Sweet Corn Soup, Chicken Manchurian, Paneer chilly, Fruit Compote - German Potato Salad - Cream of Pumpkin, Grilled fish served with supreme Sauce,Beef Stroganoff, Mini Chocolate Cups - Mushroom Salad, Minestrone, Seafood Skewers, Penne Served With char grilled chicken Sauce, French Toasts	W1/W2	P			12	12
UNIT – V							
	Three bean salad, carrot and ginger soup, mushroom fried rice , garlic chicken , banana smoothie - Mushroom & Tomato Salad, Vegetable Clear Soup, Herb Marinated	W1/W2	P			8	8

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	chicken breast served with Herb sauce, Pasta Au Gratin, Honey Glazed Fruits						
TOTAL HOURS							48

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

- 6) A Compiled book, covering all the topics of the syllabus prepared by the Department of MC & HM

Reference Books

- 1) Philip, Thangam.(2010). Modern cookery volume 1: for teaching and the trade(6th ed). Orient Blackswan
- 2) Philip, Thangam.(2010). Modern cookery volume 2: for teaching and the trade(6th ed). Orient Blackswan

Web Resources

- 1) www.ihmnotessite.net
- 2) www.foodnetwork.com

E – Books /Library INFLIBNET RESOURCES

<https://india.oup.com/product/theory-of-cookery-9780199474448>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Grill cookery	Practical	2	HB
2.	Basic Vegetable Carving	Practical	2	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	M1	Practical	ppt	Tandoori cooking	2
2	M1	Practical	ppt	Basic Plate Presentation	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to Fruit Salad -)	50%
3.	II INTERNAL	Unit – III (from Vegetable Sandwich) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	P.Anand		
Programme Coordinator	P.Anand		

Approved by			
	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	DR. S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN - 2020 - 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc.,MC&HM	Programme Code :	MH1001
Course Name :	Food and Beverage Service Practical	Course Code :	20HS207
Year / Semester	I/II	Section	-
Total No. of Students	33	No. of Credits	2
Corresponding lab Paper	Yes	Total No. of Contact Hours	45
Course Teacher Name	N.RAMESH		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	A La Carte Cover-Table d'Hote Cover	W1	V	3			9
2	English Breakfast Cover-Continental Breakfast Cover-American Breakfast Cover- Indian Breakfast Cover	W2	V	3			
3	Afternoon Tea Cover-High Tea Cover- Room Service Tray Setup -Room Service Trolley Setup	W2	V	3			
UNIT – II							
4	Organizing Mise-en-scene-	W3	V	3			9
5	Organizing Mise-en-Place	W3	V	3			
6	Operating & Closing duties	W3	V	3			
UNIT – III							

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
7	Taking Guest Reservations-Receiving & Seating of Guests-Order taking & Recording	W4	V	3			9
8	Order processing(passing orders to the kitchen)-Sequence of service	W4	V	3			
9	Presentation & Encasing the Bill-Presenting& collecting Guest comment cards-Seeing off the Guests	W4	V	3			
UNIT – IV							
10	Handling Guest Complaints	W5	V	5			8
11	Telephone manners-Dining & Service etiquettes	W5,W6	V	4			
UNIT – V							
12	Classical Hors d' oeuvre-Cheese	T1-103-105	V	3			9
13	Dessert (Fresh Fruit & Nuts)	T1-103-105	V	3			
14	Service of Tobacco (Cigarettes &Cigars)	T1-103-105	V	3			
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

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Textbook

1. Andrews, S. (2013). Food and Beverage Service Training Manual 2nd ed. Tata McGraw Hill publishing limited.

Reference Books

2. Singaravelavan,R (2011), *Food and Beverage Service*: Oxford university Press, New Delhi. Reference Book 2

3. Verghese, B. (2009). *Professional food and beverage management*(1st ed.). Macmillan India limited.
4. Dennis,Lillicrab,R.(2006).*Food and beverage service*(9th ed.).Hodder education.

Web Resources

5. <http://baekpunyeservice.blogspot.com/2013/09/table-setting.html>
6. <https://www.slideshare.net/AshokSanjel/types-of-meals-and-cover-slide>
7. <https://hmhub.me/preparation-of-service-mise-en-scene-mise-en-place/>
8. <https://www.slideshare.net/SunilKumar148/04-sequence-of-service>
9. <https://setupmyhotel.com/train-my-hotel-staff/f-and-b/359-guest-cmplnt-fb.html>
10. <https://www.webstaurantstore.com/article/90/fine-dining-etiquette-for-servers.html>

E – Books /Library INFLIBNET RESOURCES

11. https://www.tutorialspoint.com/food_and_beverage_services/food_and_beverage_services_tutorial.pdf
12. https://drive.google.com/file/d/0B5tbjJNT_dSVV29EUKZzU0pKVmM/vieweBook_2
13. <https://www.hoddereducation.co.uk/media/Documents/City%20and%20Guilds/Food-and-Beverage-Service-9781510436213.pdf>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Buffet Arrangement	Seminar	2	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Practical	video	Restaurant Setting	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to 1,)	50%
3.	II INTERNAL	Unit – III (from 2,3) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	N.RAMESH		
Programme Coordinator	P.ANANAD		

Approved by			
	Name	Signature	Date
HoD	Mr.C.SURESH KUMAR		
Dean Academics	Dr.S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc MC&HM	Programme Code :	MH1001
Course Name :	Foundation course in Accommodation Operation Practical	Course Code :	20HS208
Year / Semester	I/II	Section	A&B
Total No. of Students	32	No. of Credits	4
Corresponding lab Paper	Yes	Total No. of Contact Hours	60
Course Teacher Name	R.GANESH		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	Room Layout and Standard Supplies - Assignment/ Demo/Practice	T1(244-246&167)	P			4	4
2	Personal Protective Equipments used in Housekeeping Department	W1	V			4	4
3	Arrangements of Caddy Baskets - Demo	W2	V			4	4
UNIT – II							
4	Filling of various forms- Key control register- Log book- Key history register	T1(345-346)	P			4	4
5	Maintenance register-Memo book-SOP’s book- Departure register- Guest message register	T1(346-347)	P			4	4
6	Carpet shampoo register-Babysitting register- Register for	T1(347-	P			4	4

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	missing guest items- stores indent book	348)					
7	Accident book- Room status reports files- Room inspection checklists file.	T1(347-348)	P			4	4
UNIT – III							
8	Cleaning Agents – Demo/Practice	W3	V			2	2
9	Cleaning Equipments – Demo/Practice	W3	V			2	2
UNIT – IV							
10	Cleaning of Different Surfaces- Daily -Periodic - & Special tasks – Demo/practice	W4	V			4	4
11	Maid’s Trolley – Setting up a Trolley – Demo/Practice	W5	V			4	4
12	Bed making – Demo/Practice	T1(304-35)	V			6	6
UNIT – V							
13	Daily cleaning of Guest rooms & Bathrooms- Demo/Practice	W6	V			6	6
14	Public Area Cleaning – Demo/Practice	W7	V			4	4
15	Guest Room Inspection – Demo/Inspection	W8	V			4	4
TOTAL HOURS							60

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

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Text Book

G.Raghubalan & Smirtee Raghubalan.(2015). Hotel housekeeping operations and management(3rd ed) .Oxford university press.

Reference Books

Andrews, S. (2017). *Hotel housekeeping: training manual* (3rd ed.). Tata mcgraw hill publishing limited.

Andrews, S. (2017). *Hotel housekeeping management and operations* (1st ed.). Tata mcgraw hill publishing limited.

Web Resources

1. <https://www.youtube.com/watch?v=-Z-VYt-Cn7M>
2. <https://www.youtube.com/watch?v=6kSr5-PyRyA>
3. <https://www.youtube.com/watch?v=U--MQHBxD8>
4. <https://www.youtube.com/watch?v=IJL3IXxcEis>
5. https://www.youtube.com/watch?v=A4_MBrdCEYA
6. <https://www.youtube.com/watch?v=NwYIe3BjJUI>
7. <https://www.youtube.com/watch?v=q1IJ5xoAB8>
8. <https://www.youtube.com/watch?v=ChMvuzu6iKA>

E – Books /Library INFLIBNET RESOURCES

1. <http://www.uou.ac.in/sites/default/files/slm/HM-103.pdf> Book 2

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Safety Awareness and Accident Prevention	Assignment	1	HT

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	First Aid	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to 3.1)	50%
3.	II INTERNAL	Unit – III (from 3.2) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.R.GANESH		
Programme Coordinator	Mr.P.ANAND		

Approved by			
	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	Dr. S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	Marine Catering and Hotel Management	Programme Code :	MH1001
Course Name :	Hotel French	Course Code :	20HS209
Year / Semester	I / II	Section	A
Total No. of Students	33	No. of Credits	3
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	30
Course Teacher Name	S.Manikandan		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I Here you are , Hello / Good Morning							
1	Introduction of French language		BB	4			4
2	Situations :Reception / Coach	T-1	BB	2			2
3	Grammar : possessive adjectives, construisez des phrases	T-2 T-4	BB	2			2
4	Situations : Hello / Good morning	T-8	BB	2			2
5	Grammar : Present tense	T-10	BB	2			2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teachi ng Aids	Mode of Delivery No of Hours	Cumulative Hours
UNIT – II I have a ...					
6	Situations : Reception / Travels Agency / Travel Exchange / Tourist spots	T-18	BB	2	2
7	Grammar :Present tense / Alphabets	T-20	BB	1	1
8	Know- how : Receiving / Communicating	T- 21	BB	1	1
9	Cultural Information : Hotels in France	T-28	BB	1	1
UNIT – III A room for ...					
10	Situations : Reception / Bar / Travel Agency	T-30	BB	1	1
11	Grammar: Conditional present tense	T-31	BB	1	1
12	Know how : Receiving / Allotting a room	T-32	BB	1	1
13	Cultural information : Air conditioning / Noise / Swimming pool	T-39	BB	1	1
UNIT – IV There' s only ...					
14	Situations : Reception / Travel Agency/ Travel Exchange/ shop	T-41	BB	1	1
15	Grammar : How much?/ How many etc ?	T- 48	BB	1	1
19	Know - how: Receiving / Giving Rates	T-49	BB	1	1
20	Cultural information : Tariffs of hotel rooms in France	T-52	BB	1	1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours	Cumulative Hours
UNIT – V Can you ... ?					
21	Situations : Reception / Travel Exchange / Bar / Restaurant	T-53	BB	1	1
22	Grammar: Number / Gender & number of possessive adjectives	T-55	BB	1	1
23	Know –how : Helping with formalities	T- 62	BB	1	1
24	Cultural information : Formalities for checking in / Foreign currency	T- 64	BB	1	1
25	BILAN -1	T-66	BB	1	1
TOTAL HOURS					30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

9. Textbook 1 : À VOTRE SERVICE -1

Reference Books

10. S, B. *FRENCH FOR HOTEL MANAGEMENT AND TOURISM.*

11. MIRAKAMAL, V. *L'HÔTELLERIE ET LE TOURISME .*

Web Resources

12. Web Resource 1 : [WWW.FRANCE](http://WWW.FRANCE.COM) .COM

13. Web Resource 2: WWW.FRENCHPOD101.COM

E – Books /Library INFLIBNET RESOURCES

14. LEARN FRENCH FOR BEGINNERS

15. HÔTELLERIE – RESTAURATION.COM [CLE INTERNATIONAL]

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	TOURISM FRENCH		2	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1		LECTURE	BB, VIDEO	SPOKEN FRENCH	10

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to Grammar: Conditional present tense	50%
3.	II INTERNAL	Unit – III (from Know how : Receiving / Allotting a room) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation		Prepared by	
	Name	Signature	Date
Course Coordinator / In-charge	S.MANIKANDAN		
Programme Coordinator	P.ANAND		

Approved by			
	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	DR. S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	B.Sc., MC&HM	Programme Code :	MH1001
Course Name :	Environmental Studies	Course Code :	20HS209
Year / Semester	I /II	Section	A
Total No. of Students	33	No. of Credits	2
Corresponding lab Paper	No.	Total No. of Contact Hours	30
Course Teacher Name	Mr.E Jacob Jeba Raj		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
94.	Introduction to environmental studies Multidisciplinary nature of environmental studies	T1-3	<u>PPT</u>	2			2
95.	Scope and importance; Concept of sustainability and sustainable development	T1-3-5	<u>PPT</u>	1			1
UNIT – II							
96.	Ecosystems –Self Study (Assessment in terms of Assignment only)-What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession	T1-54-56	v	1			1
97.	Case studies of the following ecosystems: a) Forest ecosystem b) Grassland ecosystem	T1-65-75	v	1			1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	c) Desert ecosystem d) Aquatic ecosystems (ponds/ streams/ lakes/ rivers/ oceans/estuaries)						
UNIT – III							
98.	Natural Resources : Renewable and Non-renewable Resources -Land resources and land use change; Land degradation, soil erosion and desertification	T1-20-22	<u>PPT</u>	2			2
99.	Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations	T1-23	<u>PPT</u>	1			1
100.	Water : Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).	T1-26	<u>PPT</u>	1			1
101.	Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs.	T1-35	<u>PPT</u>	1			1
UNIT – IV							
102.	Biodiversity and Conservation Self Study (Assessment in terms of Assignment only)-Levels of biological diversity: genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots	T1-82-83	BB	1			1
103.	India as a mega-biodiversity nation; Endangered and endemic species of India -Threats to biodiversity : Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity	T1-89	BB	1			1
104.	Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational	T1-84-88	BB	1			1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	value.						
UNIT – V							
105	Environmental Pollution	T1-112	V	1			1
106	Environmental pollution: types, causes, effects and controls; Air, water, soil and noise pollution	T1-113-140	V	2			2
107	Nuclear hazards and human health risks	T1-143	V	1			1
108	Solid waste management : Control measures of urban and industrial waste. • Pollution case studies.	T1-145	V	1			1
UNIT – VI							
109	Environmental Policies & Practices-Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture	T1-182-186	BB	2			2
110	Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).	T1-193-199	BB	2			2
111	Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.	T1-23	BB	2			2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – VII							
112.	Human Communities and the Environment • Human population growth: Impacts on environment, human health and welfare. • Resettlement and rehabilitation of project affected persons; case studies. • Disaster management : floods, earthquake, cyclones and landslides.	T1-214,156,172	BB	2			2
113.	Environmental movements : Chipko, Silent valley, Bishnois of Rajasthan	W2	PPT	1			1
114.	Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.	T1-237	BB	1			1
115.	Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).	T1-122-123	BB	2			2
TOTAL HOURS							30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

16. Bharucha, E. (2004). *Environmental Studies For Undergraduate Courses of all Branches of Higher Education*. New Delhi: University Grants Commission.

Reference Books

Agarwal KC, 2001. *Environmental Biology*, Nidi Publishers Ltd. Bikaner.

Web Resources

1. <https://www.ugc.ac.in/oldpdf/modelcurriculum/env.pdf>
2. <https://www.clearias.com/environmental-movements-in-india/>

E – Books /Library INFLIBNET RESOURCES

1. <https://www.ugc.ac.in/oldpdf/modelcurriculum/env.pdf>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Forest products	Assignment	2hrs	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SL.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	Rainwater Harvesting	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
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1.	SLIP / CLASS TEST	Unit-1	20 %
2.	I INTERNAL	Unit - I,II,III,IV(Topic 1-2)	50 %
3.	II INTERNAL	Unit – IV(Topic3),V,VI,VII	50 %
4.	End Semester Examination	All Seven Units	100 %

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.E Jacob Jeba Raj		
Programme Coordinator	Mr.P.Anand		

Approved by			
	Name	Signature	Date
HoD	Mr.C.Sureshkumar		
Dean Academics	Mrs.S.Priya		
Principal	Mrs.Sujatha		

SEMESTER – III

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
DEPARTMENT OF MARINE CATERING AND HOTEL MANAGEMENT

FACULTY INCHARGE OF COURSE HANDLING

ACADEMIC YEAR 2020-2021

SEMESTER - III

s/no	SUB CODE	SUBJECT TITLE	NAME OF THE STAFF INCHARGE
1.	19UT301	Tamil – III	Mrs. Selvi
2.	19UH301	Hindi - III	Mrs. Neela
3.	19UGE302	English: Communicative English III	Ms. Suganthi kebsiba
4.	19HS303	Quantity Food Production	Mr. Anand
5.	19HS304	Advanced Food & Beverage Service Operation	Mr. V.Ganga dharan
6.	19HS305	Quantity Food Production Practical	Mr. Anand
7.	19HS306	Advanced food & Beverage Service Operation Practical	Mr. V.Ganga dharan
8.	19HS307	Advanced Front office Operation Practical	Mr. R.Ganesh
9.	19HS308	Hotel French II	Mr . Manikandan (visiting faculty)
10.	19HS309	Cost & Financial Mgmt	Mrs. Gurupriya
11.	19HS310	NME: Introduction to Hospitality Studies	Mr. Perumal Kannan
12.	19UT309	Basic Tamil	Mrs. Selvi
13.	19UT310	Advanced Tamil	Mrs . Geetha
14.	19HS311	Computer Application Practical	Mr. Joe arun raja

15
16.

19FS307
19CS307

NME - Basics of Fire Safety
NME - Banking Practice

HOD 22/09/20

Mr. V. Dharmarajan.

Mr. R. Dharmarajan.

30/9/2020
PRINCIPAL

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme

All First Year (Except F&IS)

Title of the Course :

TAMIL

Course

Code: 19UT301

Year / Semester:

2020-

2021/III

Section:

Total No. of Students:

Total no. of Contact

No.Of Credits:

3

hours:45

S. No	Topic	Referen ce / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
		T R12 / R 04		L	T	P	
Unit I							
1	□ □ □ □ □ □ □ □ □ □ □ □ □	R1- 1/R1 - 335	BB	2	2		4
2	□ □ □ □ □ □ □ □	R1-4 /R2- 171	BB	2	2		4

3	□□□□ □□□□□□□□	R1-9 /R3 -70	BB	1	1		1
Unit II							
4	□□□□□□□□□□ □□	R1-14/1/ R4- 654		1	1		3
5	□□□□□ □□□□□□□	R1-35/ R5-59	BB	1	1		3
6	□□□□□□ □□□ □□□□□□□	R1-30/ R6-35	BB	1	1		3
Unit III							
9	□□□□□□□□□□ □□	R1-40/ R7-103	BB	1	1		9
Unit IV							
13	□□□□□□□	R1-81/R8-60	BB				2
14	□□□□□□□□□ □□	R1-82/ R8-92	BB	2	2		2
15	□□□□□□□□□□	R1-84/1R8-104	BB	2	2		3
16	□□□□□□□□□ □□□□ — □□□□□□□□□	R1-86/ R8-4508	BB	1	1		2
Unit V							

17	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	R1- 92/R9- 109	BB	1	1		2
18	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	R1- 89/R 9- 362	BB	1	1		2
19	□ □ □ □ □ □ □ □ □ □ □ □ □	gilg;gh w;wy;	BB	3	3		5

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SI.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2		Lecture 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
3	2	Lecture 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ;			

Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Assignment		3
2	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Seminar	3	
3	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Peer teaching	2	

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the

University Nominees and Experts last time]

Text Book	
T1	<div>□□□□□□ □□□□□□ -III – □□□□□□□ □□□□□□□□ –</div> <div>□□□□□□□□□ □□□□□□□□□□□□ □□□□□□□□□□.</div>

Reference Books

R1	□□□□□□ □□□□□ -III – □□□□□□□ □□□□□□□□ – □□□□□□□□□ □□□□□□□□□□□ □□□□□□□□.
R2	□□.□□□□□□□□□□□□.; □□□□□□□□□□□□□. □□□□□□: □□□ □□□□□□□□□.1995. Print.
R3	□□□□□+□□□□□□□□□□□. □□□□□□□□. □□□□□□: □□□□ □□□□□□ □□□□□□□, □□□□□□□□□□ 2007. Print.
R4	□□□□□□□□□□□□ . □□□□□□□□□□□□□□.; □□□□□□: □□□□□□ □□□□□□□, □□□□□□□□□□□□□ 2001. Print.
R5	□□□□□□□□□□□□□.□□□□□□: □□□□□ □□□□□□□□ □□□□□□□□□□, 2003.PPrint.
R6	□□□□□□□□□□. □□□□□□□□□□□□□. □□□□□□□□□□□□□□□□□□ : □□□ □□□□□□ □□□□□□□□ □□□□□□□□□□, 1982. Print.
R7	□□□□□□ □□□ □□□□□□□□. □□□□□□: □□□□□ □□□□□□□□ □□□□□□□□□□, 2003. P Print.
R8	□□□□□□□□.□□.□□□□□□□□□□; □□□□□□□□□□ □□□□□□□.□□□□□□□: □□□□□□ □□□□□□□□□: 2008Print
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R10	<div style="border: 1px solid black; padding: 5px;"><div>□□.□□□□□□□□.□□□□□ □□□□□□□ □□□□□□.□□□□□□:</div><div>□□□□□□□□□ □□□□□□□. 2015Print.</div></div>
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E – Books /Library INFLIBNET RESOURCES

E1	
E2	
E3	
E4	

Topics beyond Syllabus

Module 1	
M2	NA
M3	NA
M4	NA

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
	SLIP / CLASS TEST	Unit/Portion to be decided by the Course Teacher and the HoD	15%
	I INTERNAL	UNIT - I, II, V	50%
	II INTERNAL	UNIT - III, IV, V	50%
	Summative Examination	ALL FIVE UNITS	100%

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ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes
Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

Assessment Indirect

	Yes/No	Yes/No	Yes/No
Assessment of Course Outcome by Student Feedback	Yes		

Feedback from Alumni	Yes		
Feedback from Educational Experts	Yes		
Feedback from Parents	Yes		

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mrs.H.Geetha		
Course Coordinator / In-charge	Ms.R.Sailakshmi		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	Mrs.N.Selvi		

Approved by				
	Name	Signature	Seal	Date
HoD	Mrs.N.Selvi			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

<u>COURSE PLAN – 2020 – 21 (ODD SEMESTER)</u>	
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Name of the Programme : Animation,CS,MHS,Food Science,Fire and Safety,Viscom and Networking

Title of the

Course

Hindi III

Year / Semester: II YEAR/ III SEMESTER**No.Of Credits: 3**

Course Code: 19UH301

Section: Total No. of Students:

Total no. of Contact hours: 45

S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
				L	T	P	
Unit I							
1	बहुत बड़ा बूँदों की वीडा (bahoo ki vida)	R 1-3 to 9 / T1-38 to 43	BB	2	1		9
2	आँध्र नगरी (andhear nagaree)	R 1-9 to 18 / T1 -43 to 50	BB	2	1		
Unit II							

1	काबेर के दोहे (kabeer ke dohe)	R 1-18,19 / T2-16	BB	2	1		9
2	तुलसी के दोहे (tulsi ke dohe)	R 1-19,20 / T2-17	BB	2	1		
3	रहम के दोहे (rahim ke dohe)	R 1-21,22/ T1-18	BB	2	1		
3	धारजी और हाथी - Dharji aur haathi	R 1-13/ T1-116&117	BB	2	1		
Unit III							
1	संग्या-प्रीभशा और बीड (sangya-pribhasha aur beadh)	R 1-22,23 / T1-9	BB	2	1		9
2	सर्वनाम-प्रीभशा और बीड (sarvanaam-pribhasha aur beadh)	R 1-23,24 / T3-17 & 18	BB	2	1		
3	विशेशान-प्रीभशा और बीड (visheshan-pribhasha aur beadh)	R 1-24,25/ T3-19 & 20	BB	2	1		
Unit IV							
1	इन्वॉयस (Invoice)	R 1-26 to 28 / T4-67 & 68	BB	2	1		9

2	□□□□□ □□□□ – Self introduction(□□□□ □□□□□ □□□□, □□□□ □□□□□ और □□□□ शहर □□ □□□□ □□□ □□□□□ □□□□)	R 1-28 to 33 / T4-223	BB	2	1		
3	□□□□□□ □□□ □□□□□□ – Telephone conversation (Ordering food, medicine and some things over phone for home delivery, □□□□ □□ □□□□ और □□□ □□□□□□, □□□□ □□□□□□□ □□ □□□□)	R 1-33 ,34 / T4-224	BB	2	1		
Unit V							
1	□□□□□□□ □□ □□□□□ □□□□□ Hints developing	R 1- 34 to 37	BB	2	1		9
2	□□□□ □□□□□ – slogan writing	R 1- 37 to 40	BB	2	1		

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(Ws) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Translation			
2	2	Lecture2				
3	3	Lecture3				
4	4	Lecture 4				

Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	Framing words and sentences	Assignment		3
2		Seminar		
3		Peer teaching		
4	NA	Industrial Visit	NA	NA

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

Reference Book	
R1	A Complied book, covering all the topics of the syllabus prepared by the Department of Hindi.
Text Books	
T1	□□□□□□□□□□ □□□□ □□□□□□□□□□ □□□□ □□□□□□□□ □□□□□□ □□□□ □□□□□□ □□□□□□ □□□□, □□□□□□ □□□□□□ □□□□□□ □□□□□□, □□□□□□□□□□ नगर, □□□□□□:17, □□□□ □□□□□□□□ - मई,2016: □□□□□□ □□□□□□□□ - □□□□□□,2017: □□□□□□
T2	□□□□□□□□□□ □□□□ □□□□□□□□□□ □□□□ □□□□□□□□ □□□□□□ □□□□ □□□□□□ □□□□□□ □□□□, □□□□□□ □□□□□□ □□□□□□ □□□□□□ □□□□□□□□□□ नगर, □□□□□□:17, □□□□ □□□□□□□□ - मई,2016: □□□□□□ □□□□□□□□ - □□□□□□,2017: □□□□□□
T3	□□□□□□ □□□□□□□□ □□□□□□□□□□ -1 □□□□□□ □□□□ □□□□□□ □□□□□□ □□□□, □□□□□□ □□□□□□ □□□□□□ □□□□□□, □□□□□□:17, □□□□ □□□□□□□□ - □□□□□□□□,2011: □□□□□□ □□□□□□□□ - □□□□□□□□,2017: □□□□□□
T4	Dr.K.M.Chandra Mohan. Hindi Vatayan. Viswavidhalaya Prakasan Chowk, Varanasi-221001:Print. 67 &68
Web Resources	

W1	http://hindi.swiftutors.com/hindi-self-introduction.html
W2	http://www.linguanaut.com/english_hindi.htm#ixzz6JaMa5AJR
E – Books /Library INFLIBNET RESOURCES	
E1	
E2	
E3	
E4	

Topics beyond Syllabus

M1	NA
M2	NA
M3	NA

PORTION FOR EXAMINATION			
Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
1	SLIP / CLASS TEST	UNIT - I	15%
2	I INTERNAL	UNIT - I, II, V	50%
3	II INTERNAL	UNIT - III, IV, V	50%
4	Summative Examination	ALL 5 UNITS	100%

ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes
Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes

Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

Assessment Indirect			
	Yes/No	Yes/No	Yes/No
Assessment of Course Outcome by Student Feedback	Yes		
Feedback from Alumni	No		
Feedback from Educational Experts	Yes		
Feedback from Parents	No		

Prepared by

Designation	Name	Signature	Date
Course Coordinator / In-charges	Mrs.S.Neela		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)			

Approved by				
	Name	Signature	Seal	Date
HoD	Mrs.S.Neela			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

<u>COURSE PLAN – 2020 – 21 (ODD SEMESTER)</u>	
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Name of the Programme : B.Sc (MC&HM)				
Title of the Course : Communicative English III			Course Code: 19UGE302	
Year / Semester: II YEAR / III SEMESTER		Section:	Total No. of Students:	
No.Of Credits: 3			Total no. of Contact hours: 45	
Course Teacher (s) Name : Mrs.R.Suganthi Hepzibha, Ms.T.S.Sridevi, Mr.C.Senthilkumar and Mr.V.V.Sundaram				

Course Teacher (s) Name

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours		
		T 1 / R 04		L	T	P
Unit I						
1	SWOC - Introduction	R1-1 / R 06, 03	BB	3		
2	Strength, Weaknesses	R1-3 / R 06, 03	BB/PPT/V	3		
3	Opportunities, Threats	R1-6 / R 06, 03	BB	3		
Unit II						
1	Of Ambition	R1-12	BB/V	3		
2	Of Studies	R1-20	BB/V	3		
3	Of Truth	R1-25	BB/V	3		
Unit III						

1	Word Formation (Compound Words and Affixes)	R1-31	PPT	2	1	
2	Direct and Indirect Speech	R1-33	PPT	2	1	
3	Question Tags	R1-35	PPT	2	1	

Unit IV

1	Synonyms and Antonyms (25 + 25)	R1-36 / R04	BB	2	1	
2	Idioms and Phrases (50)	R1-42 / R04	BB	2	1	
3	One Word Substitution (50)	R1-46 / R04	BB	2	1	

Unit V

1	Correct usage of Preposition	R1	BB/PPT	2	1	
2	Correct usage of Conjunction	R1	BB/PPT	2	1	
3	Spotting the errors (Preposition & Conjunction)	R1	BB/PPT	2	1	

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB), Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Books

T1	Communicative English-III, A Compiled book, covering all the topics of the syllabus prepared by the Department of English.
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Reference Books

R1	Bacon Francis. Complete Essays . Dover Publications: Dover Ed edition, 2008. Print.
R2	Srivasan Hema. Communication Skills . Bangalore: Frank Brothers & Co. Ltd, 2004. Print.
R3	Wren & Martin. High School English Grammar & Composition . India: S.Chand & Company Ltd, 1995. Print.
R4	G.Radhakrishna Pillai. Emerald English Grammar and Composition . Bangalore: Emerald Publisher, 1998. Print.
R5	Dr.K.Alex. Soft Skills . New Delhi: S.Chand& Company Ltd, 1997. Print.
R6	Dr. Gupta C.B. Business Correspondence & Reporting -Business Law, Business Correspondence & Reporting (CA-Foundation) . New Delhi: Taxmann, 2018. Print.

R7	A.P.Bhardwaj. General English for Competitive Examinations . New Delhi: Dorling Kindersley (India) Pvt. Ltd, 2013. Print.					
E – Books /Library INFLIBNET RESOURCES						
E1	https://nlist.inflibnet.ac.in/search/Record/EBC483375					
E2	https://nlist.inflibnet.ac.in/search/Record/EBC481114					
E3	https://nlist.inflibnet.ac.in/search/Record/EBC1864716					
Gaps in the Syllabus						

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	Self Introduction	Assignment		3
2	Extempore	Seminar	3	
3	On Any Modules	Peer teaching	2	
4	NA	Industrial Visit	NA	NA

Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

SL.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Lecture 1	Newspaper/Article reading		
2	2	Lecture2	Lecture 2	Collecting & Reporting News		
3	3	Lecture3	Lecture 3	Learning a New Word Everyday		
4	4	Lecture 4	Lecture 4	Public Speaking		

PORTION FOR EXAMINATION			
Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
1	SLIP / CLASS TEST	UNIT - I	15%
2	I INTERNAL	UNIT - I, II, V	50%
3	II INTERNAL	UNIT - III, IV, V	50%
4	Summative Examination	ALL 5 UNITS	100%

Prepared by

Designation	Name	Signature
Course Coordinator / In-charges	Mr.C.Senthilkumar	
Module Coordinator	Mrs.R.Suganthi Hepzibha	

Approved by

	Name	Signature	Date
HoD	Mrs.R.Suganthi Hepzibha		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme	: B. Sc Marine Catering and Hotel Management	Programme Code	: MH1001
Title of the Course	: Quantity Food Production	Course Code	: 19HS303
Year / Semester	: II / III	Section: A & B	Total No. of Students : 54
No of Credits	: 3	Total No. of Contact Hours	: 32
Course Teacher (s) Name	: P. ANAND	Corresponding lab Paper:	No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Raw material management, Menus &Recipes	W- 1&2	BB	1			8
2.	Points to considered when planning menu	T- 245	BB	1			
3.	balancing of menu	T- 249	BB	1			
4.	Menu merchandising	T- 251	BB	1			

5.	Principles of indenting	W - 2	BB	1			
6.	Standardized recipes	R 1-131	BB	1			
7.	standard purchase specification	R 1-136	BB	1			
8.	Determine food cost	R1- 135	BB	1			
UNIT - II							
9.	Stocks, - Types of stocks	T- 77	P			1	5
10.	Stock making technique	T- 76	PPT	1			
11.	sauce - Importance of sauce in food preparation	T- 81	PPT	1			
12.	Basic Mother sauces and recipe	T- 82	P			2	
UNIT – III							
13.	Soups - Classification Of Soup	T- 115	V/ PPT	1			8
14.	General guidelines for preparing soup,	T- 114	PPT	1			
15.	Common Garnishes Used For Soups	T- 115	V/ PPT	1			
16.	Salads - Types of Salads	T- 103	PPT	1			
17.	Simple Salad	T- 104	PPT	1			
18.	Compound Salad	T- 105	PPT	1			
19.	basic salad dressing	T- 106	PPT	1			

20.	Other way of serving salad	T- 104	PPT	1			
UNIT - IV							
21.	Sandwiches - What is sandwich	T- 224	PPT	1			5
22.	Basic Elements of Sandwich	T- 225	PPT	1			
23.	Types of Sandwich	T- 227	P/V			2	
24.	Cutting Of Sandwiches	T- 225	V	1			
UNIT - V							
25.	Vegetables cookery - The importance of vegetables cookery	T- 186	PPT	1			6
26.	Selection of vegetables	T- 187	PPT	1			
27.	Importance of vegetable preparation	T- 188	BB	1			
28.	Effect of cooking on vegetables	T- 188	PPT	1			
29.	Basic cooking methods	T- 190	V/ PPT/P			2	
TOTAL HOURS							32

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Krishna Arora, "Theory of cookery", Frank Bros& Co(India) Private Limited, Revised 6 th Edition,2011.
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Reference Books

R1	Krishna Arora, "Theory of cookery", Frank Bros& Co(India) Private Limited, Revised 6 th Edition,2011.
R2	Thangam E Philip," Modern cookery volume 1 For teaching and the trade", Orient Blackswan, 6 th Edition,2010.
R3	Thangam E Philip," Modern cookery volume 2 For teaching and the trade", Orient Blackswan, 6 th Edition,2010.

Web Resources

W1	www.ihmnotessite.net
W2	www.foodnetwork.com
W3	https://www.slideshare.net/mimieazhar/menu-and-menu-planning-206167369
W4	https://www.slideshare.net/zizou27300/how-to-write-a-recipe-ppt
W5	https://www.slideshare.net/indianchefrecipe/principles-for-volume-indenting

E – Books /Library INFLIBNET RESOURCES

E1	https://www.tutorialspoint.com/food_production_operations/food_production_operations_tutorial.pdf
E2	https://books.google.co.in/books?id=losH_M9MQX4C&printsec=frontcover&hl=en#v=onepage&q&f=false
E2	https://india.oup.com/product/theory-of-cookery-9780199474448

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Basic Carving Techniques	Practical/Theory	2	HB

** Proposed Actions can be Assignments, Seminars, Peer teaching, and Industrial Visit, Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Practical	Hands on training	Basic Carving Techniques	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (upto -2.5)	50%
3.	II INTERNAL	Unit – III (from – 2.6) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	P.ANAND		
Programme Coordinator	P.ANAND		

Approved by			
	Name	Signature	Date
HoD	C. Suresh kumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme	: B. Sc Marine Catering and Hotel Management	Programme Code	: MH1001
Title of the Course	: Advanced Food & Beverage Service Operation	Course Code	: 19HS304
Year / Semester	: II / III	Section:	A&B
Credits	: 03	Total No. of Students	: 54
Course Teacher (s) Name	: V.Gangadharan	Total No. of Contact Hours	: 34
		Corresponding lab Paper	: Yes

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Alcoholic beverage-introduction and definition	T-1 P-328	BB	1			04
2.	Production of alcohol-fermentation process	T-1 P-328	BB	1			
3.	Distillation process	T-1 P-330	BB	1			
4.	Classification with examples	T-1 P-334	BB	1			
UNIT - II							

5.	Wines-definition & history	T-1 P-339	BB	1			08
6.	Classification with examples- table/still/natural ,sparkling- fortified, aromatized	T-1 P-339	PPT	1			
7.	Production of each classification	TB-1 P-354	PPT	2			
8.	Wines of other country(France ,Portugal, Spain) principal wine regions, wine laws, grape varieties, production and brand names)	T-1 P-334	BB	1			
9.	Food & wine harmony	T-1 P-433	BB	1			
10.	Storage of wines	T-1 P-334	BB	1			
11.	Wine terminology (English & French)	T-1 P-349	BB	1			
UNIT - III							
12.	Beer- introduction & definition	T-1 P-447	BB	1			04
13.	Production of beer ,	T-1 P-449	PPT	1			
14.	Types of beer	T-1 P-454	BB	1			
15.	Storage of beer	T-1 P-456	BB	1			
UNIT – IV							
16.	Spirits-introduction & definition	T-1 P-463	BB	1			10
17.	Production of spirit, pot-still method, patent still method	T-1 P-330	BB	1			

18.	Introduction , type & production methods of various sprits - whisky, rum, gin, brandy ,vodka ,tequila	T-1 P-463,472,479,483,487	PPT				08
19.	Other sprit- aperitifs- introduction and definition	T-1 P-499	BB	1			
20.	Types of aperitifs	T-1 P-499	BB	2			
21.	Vermouth, bitters (definition, types & brand names)	T-1 P-500	BB	1			
22.	Liqueurs- definition & history	T-1 P-500	BB	1			
23.	Production of liqueurs	T-1 P-501	PPT	1			
24.	Broad categories of liqueurs (herb, citrus, fruit/egg, bean & kernel)	T-1 P-504	BB	1			
25.	Popular liqueurs (name, color, predominant flavor & country of origin)	T-1 P-505	BB	1			
UNIT - V							
26.	Bar operations- types of bar ,cocktail , dispense	T-1 P-578	BB	2			08
27.	Area of bar, front bar, back bar, under bar (speed rack, garnish container, ice well etc.)	T-1 P-578	PPT	2			
28.	Bar stock , bar control ,bar staffing, opening and closing duties	T-1 P-594	BB	1			
29.	Cocktails & mixed drinks- definition and history	T-1 P-524	BB	1			
30.	Classification- recipe, preparation and service of popular cocktails five for each	T-1	BB	2			

	sprit based	P-525					
TOTAL HOURS							34

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	R. Singaravaelavam – (2011) Food& Beverage Service. Oxford University Press , New Delhi
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Reference Books

R1	Sudhir Andrews – (2009) Food& Beverage Service Tata McGraw –Hill , New Delhi
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Web Resources

W1	www.ihm notes .com
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E – Books /Library INFLIBNET RESOURCES

E1	https://www.kobo.com/us/en/ebook/food-and-beverage-service-for-levels-1-and-2-1
E2	https://books.google.co.in/books/about/Food_and_Beverage_Service.html?id=lnzglTerRC8C

Gaps in the Syllabus

SL.	Name of the Topic	PROPOSED	No of Hours	Hours with in the Time Table (HT) /
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NO		ACTION	Allotted	Hours beyond the Time Table (HB)
1.	Wine Laws of Italy , Spain	Assignment	1	HB

* *Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	Wine Laws of Italy , Spain	2 hrs

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (up to 2 nd Topic)	50%
3.	II INTERNAL	Unit – III (from 3 rd topic), IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	V.Gangadharan		
Programme Coordinator	P.Anand		

Approved by			
	Name	Signature	Date
HoD	C. Suresh kumar		

Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme	: B. Sc Marine Catering and Hotel Management	Programme Code	: MH1001
Title of the Course	: Quantity Food Production Practical	Course Code	: 19HS305
Year / Semester	: II / III	Section: A & B	Total No. of Students : 54
No of Credits	: 3		Total No. of Contact Hours : 48
Course Teacher (s) Name	: P. Anand		Corresponding lab Paper : Yes

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
116.	Cuts of Meat- Trimming Tender loin, Cutting boneless steaks, Leg of Lamb Pork Loin	W3/ W17 / W18				2	4
117.	Cuts of Poultry- Poultry Cuts- Trussing Poultry	W4/ W17 / W18				1	

118.	Cuts of fish- fish, Shrimp, Lobster, Crab	W5/ W17 / W18				1	
UNIT - II							
119.	1. Veg. Spring roll, 2. Sweet Corn Soup (Veg), 3. Chilly Chicken, 4. Stir Fry Vegetables 5. Hakka Noodles (Beef), 6. Szechwan Fried Rice, 7. Dates Pan Cake	W6/ W17 / W18				4	12
120.	1. Barquettes de-Vollaile, 2. Consomme ala Julienne, 3. Poulet Maryland, 4. Pommes Duchess, 5. Zucchini Roast	W7/ W17 / W18				4	
121.	1. Minestrone Ala Milanese 2. Insalata Caprese 3. Polo Alla Cacciatore 4. Lasagna Al forne Con Funghi Pomodori 5. Risotto Con Funghi 6. Creamed Corn	W8/ W17 / W18				4	
UNIT - III							
122.	1. Black Bean Soup 2. Polo Affumicato 3. Spaghetti Pescatore 4. Peach & Cherry Parfait	W9/ W17 / W18				4	12
123.	1. Tomato, Avocado, Fresh Mozzarella log, 2. Seafood Broth 3. Linguni Pasta served with salsiece 4. Lasagna Verdi 5. Pineapple & Walnut Fudge	W10/ W17 / W18				4	
124.	1. Tomato Brochettes 2. Spaghetti with Bolognaise 3. Skewered Cameron’s 4. Potato Donpepe 5. Beef Fajitas	W11/ W17 / W18				4	

	6. Mexican Banana cake						
UNIT - IV							
125.	1. Roasted Beef Salad 2. Potato & Leek Soup 3. Margarita Pizza 4. Hawaiian Pizza 5. Triangle Potatoes 6. Chocolate Covered Strawberries	W12/ W17 / W18				4	12
126.	1. Veg. Tortilla Wrap 2. French Onion Soup 3. Beef Wellington 4. Egg Plant Mozzarella Tower 5. Scallop Potato 6. Chocolate Soufflé	W13/ W17 / W18				4	
127.	1. Chickpeas Salad 2. Shrimp Bisque 3. Stir fried Chicken Pasta 4. Creamed Spinach 5. Saffron Rice 6. Chocolate Mousse	W14/ W17 / W18				4	
UNIT - V							
128.	1. Watermelon Gazpacho 2. Fish Meuniere with lemon butter sauce 3. Fish Tempura with Tartar Sauce 4. Ratatouille 5. French Fries 6. Hot Bread Pudding	W15/ W17 / W18				4	8
129.	1. Kuchumber Salad 2. Mulligatawny Soup 3. Paneer Paratha 4. Murgh Shahi Kurma 5. Banana Fritters	W16/ W17 / W18				4	
TOTAL HOURS							48

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical
 * LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
 [Mark the abbreviation in the teaching aids column]

Text Book

T1	Krishna Arora, “Theory of cookery”, Frank Bros& Co(India) Private Limited, Revised 6 th Edition,2011.
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Reference Books

R1	Thangam E Philip,” Modern cookery volume 1 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.
R2	Thangam E Philip,” Modern cookery volume 2 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.

Web Resources

W1	https://www.google.co.in/books/edition/Modern_Cookery_Volume_2/iibMD6OuZ1IC?hl=en&gbpv=1&dq=modern+cookery+vol+2&printsec=frontcover	
W2	https://www.google.co.in/books/edition/Practical_Cookery_13th_Edition_for_Level/vAGrCQAAQBAJ?hl=en&gbpv=1&dq=practical+cookery+14th+edition&printsec=frontcover	
W3	1.1	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MjA1MDAwNTc1MjYw/details
W4	1.2	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MjA1MDAzMjE1NDk4/details
W5	1.3	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MjA1MDAzMjE1NTI1/details
W6	2.1	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MTY3MjYxMjYyOTY2/details
W7	2.2	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MjA1MDAxNjMxMDk1/details
W8	2.3	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MjA1MDAyNjMzMDcz/details
W9	3.1	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MjA1MDAzMjE1MzY3/details
W10	3.2	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MTQ1NDM4NDQ3NTYw/details
W11	3.3	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MTY5NDQ0MzAxOTEz/details
W12	4.1	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MTc3MjYwNzg5OTUx/details
W13	4.2	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MTQ2OTIzNzA4NTY2/details
W14	4.3	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MTkzMjI3MDkyODAw/details
W15	5.1	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MTg4MjY2NjU4ODgy/details
W16	5.2	https://classroom.google.com/c/MTA5ODg2MzQ1NDMy/m/MTkwODY3NjY1MzEz/details

W17		www.fooodnetwork.com
W18		www.ihmnotes.com

E – Books /Library INFLIBNET RESOURCES

E1	https://www.google.co.in/books/edition/Modern_Cookery_Volume_2/iibMD6OuZ1IC?hl=en&gbpv=1&dq=modern+cookery+vol+2&printsec=frontcover
E2	https://www.google.co.in/books/edition/Practical_Cookery_13th_Edition_for_Level/vAGrCQAAQBAJ?hl=en&gbpv=1&dq=practical+cookery+14th+edition&printsec=frontcover
E3	https://india.oup.com/product/theory-of-cookery-9780199474448

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Grill cookery	Practical	4	HB
2.	Indian sweets	Practical	4	HB

* *Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SLNO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Practical	Practical	Grill cookery	4
2	2	Practical	Practical	Indian sweets	4

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	-	-
2.	I INTERNAL	-	-
3.	II INTERNAL	-	-
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	P.Anand		
Programme Coordinator	P.Anand		

Approved by			
	Name	Signature	Date
HoD	C. Suresh kumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B. Sc Marine Catering and Hotel Management **Programme Code** : MH1001
Title of the Course : Advanced Food& Beverage Service Operation practical
Course Code : 19HS306
Year / Semester : II / III **Section:** A&B **Total No. of Students** : 54
Credits : 03 **Total No. of Contact Hours** : 30
Course Teacher (s) Name : V.Gangadharan **Corresponding lab Paper** : Yes

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Dispense bar – organizing Mise-en-Place- task-1 wine service equipment	T1-P-339	BB			1	7
2.	Task-2 beer service equipment	T1-P-447	v			1	
3.	Task-3 cocktail bar equipment	T1-P-528	v			1	
4.	Task-4 liqueur / wine trolley	T1-P-510	v			1	

5.	Task-5 bar stock - alcoholic & non-alcoholic beverages	T1- P-583	V			1	
6.	Task-6 bar accompaniments & garnishes	T1- P-579	V			1	
7.	Task-7 bar accessories & disposables	T1- P-580	V			1	

UNIT - II

8.	Service of wines- task-1 service of red wine	T1- P-511	BB			1	6
9.	Task-2 service of white/rose wine	T1- P-511	V			1	
10.	Task-3 service of sparkling wines	T1- P-516	V			1	
11.	Task-4 service of fortified wines	T1- P-513	V			1	
12.	Task-5 service of aromatized wines	T1- P-513	V			1	
13.	Task-6 service of cider, perry & sake	T1- P-460	V			1	

UNIT - III

14.	Service of aperitifs- task-1 service of bitters - task-2 service of vermouths	T1- P-499	BB			1	12
15.	Service of beer- task-1 service of bottled & canned beers	T1- P-517	V			1	
16.	Task-2 service of draught beers	T1- P-517	V			1	
17.	Service of spirits- task-1 service styles	T1- P-519	BB			1	

18.	Task-2 service of whisky	T1- P-521	V			1	03
19.	Task-3 service of vodka	T1- P-521	V			1	
20.	Task-4 service of rum	T1- P-521	V			1	
21.	Task-5 service of gin - task-6 service of brandy	T1- P-521	V			1	
22.	Task-7 service of tequila	T1- P-521	V			1	
23.	Service of liqueurs- task-1 service styles	T1- P-499	BB			1	
24.	Task-2 service from the bar	T1- P-579	V			1	
25.	Task-3 service from liqueur trolley	T1- P-579	V			1	
UNIT - IV							
26.	Wine & drinks list- task-1 wine bar	T1- P-580	BB			1	03
27.	Task-2 beer bar	T1- P-580	V			1	
28.	Task-3 cocktail bar	T1- P-579	V			1	
UNIT - V							
29.	Matching wines with food- task-1 menu planning with accompanying wines - continental cuisine- Indian regional cuisine	T1- P-433	BB			1	02
30.	Task-2 table laying & service of menu with accompanying wines-	T1-	BB			1	

	continental cuisine- Indian regional cuisine	P-511					
TOTAL HOURS							30

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	R. Singaravelvam – (2011) Food& Beverage Service. Oxford University Press , New Delhi
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Reference Books

R1	Sudhir Andrews – (2009) Food& Beverage Service Tata McGraw –Hill , New Delhi
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Web Resources

W1	www.ihm notes .com
W2	www. food& beverage service .com

E – Books /Library INFLIBNET RESOURCES

E1	https://www.kobo.com/us/en/ebook/food-and-beverage-service-for-levels-1-and-2-1
E2	https://books.google.co.in/books/about/Food_and_Beverage_Service.html?id=lnzglTerRC8C

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	-----	---
2.	I INTERNAL	-----	----
3.	II INTERNAL	-----	----
4.	END SEMESTER EXAMINATION	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	V.Gangadharan		
Programme Coordinator	P. Anand		

Approved by			
	Name	Signature	Date
HoD	C. Suresh kumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc Marine Catering and Hotel Management Programme Code :MH1001

Title of the Course : Advanced Front Office Operation Practicals Course Code : 19HS307

Year / Semester : II / III Section: A&B Total No. of Students : 54

No of Credits : 4 Total No. of Contact Hours : 30

Course Teacher (s) Name : R.Ganesh Corresponding lab Paper :No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Handling of room keys (issuing, receiving missing key)	W1& 2	PPT			3	9
2.	Role play: Check in of FIT, Walk-in , VIP & Group	W3	v			3	
3.	Role play: Check in of Foreigners using C-form	W4 &5	v			3	
UNIT – II							
4.	Role play : Dealing with Overbooking Situations	W6 & W7	V			3	6

5.	Mock Guest Complaints & Handling – Demo	W8 &W9	V			3	
UNIT – III							
6.	General awareness Country, capital and currencies	W10	PPT			3	3
UNIT – IV							
7.	Rooming a guest Dealing with change of room requests	W11	V			3	6
8.	Handling guest enquiries	W12, 13& 14	V			3	
UNIT – V							
9.	Role play : Dealing with Emergency Situations	W 15& 16	V			3	6
10.	Mock Telephonic Drill – Demo/Practice	W17 & 18	V			3	
TOTAL HOURS							30

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open

Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and

Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Books

T1	Andrews,Sudhir. (2013). <i>Hotel Front Office :Training Manual</i> (3 rd ed.). Tata mcgraw hill publishing limited.
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Reference Books

R1	Andrews,Sudhir. (2008). <i>Hotel Front Office :Training Manual</i> (2 nd ed.). Tata mcgraw hill publishing limited.
R2	Sushil Kumar ,Bhatnagar. (2005). <i>Front Office Management</i> (2 nd ed.).Frank bros.&co(publishers) ltd.
R3	Ram Prasad Tewari ,Jatashankar . (2016). <i>Hotel Front Office Operations And Management</i> (2 nd ed.) . Oxford university press

Web Resources

W1	https://setupmyhotel.com/train-my-hotel-staff/how-to-define-sop-in-hotels/front-office-sop/195-control-guest-keys.html
W2	https://www.youtube.com/watch?v=5u4THFxqtbk
W3	https://www.youtube.com/watch?v=dHh9_y5jEOE
W4	https://www.youtube.com/watch?v=YikSqkh_BdQ
W5	https://www.youtube.com/watch?v=EGGDct6nP0k
W6	https://www.youtube.com/watch?v=7yYs4GwESHg
W7	https://setupmyhotel.com/train-my-hotel-staff/front-office-training/439-overbooking.html
W8	https://setupmyhotel.com/train-my-hotel-staff/front-office-training/94-how-to-handle-guest-complaints-in-hotels.html
W9	https://www.youtube.com/watch?v=KlGodrW9Kj4
W10	https://hmhub.me/handling-of-foreign-currency-in-front-office/
W11	https://www.youtube.com/watch?v=wGJ5FSa0vjg
W12	https://www.hospitality-school.com/hotel-front-office-dialogues/
W13	https://www.youtube.com/watch?v=5HRr5p7n9h4

W14	https://www.youtube.com/watch?v=SpiM7h6XwAQ
W15	https://setupmyhotel.com/train-my-hotel-staff/securityandloss/770-types-of-emergency-situations-in-hotels.html
W16	https://www.youtube.com/watch?v=gBuc-SRGiKw
W17	https://www.youtube.com/watch?v=SgFRqS5fx_g
W18	https://setupmyhotel.com/train-my-hotel-staff/how-to-define-sop-in-hotels/front-office-sop/186-sop-telephone-etiquette-in-hotels.html

E – Books /Library INFLIBNET RESOURCES

E1	http://uru.ac.in/uruonlinelibrary/Hospitality_Management/Hotel%20Front%20Office%20Management%203rd%20Edition%20-%20John%20Wiley%20and%20S.pdf
E2	https://www.ihmbbs.org/upload/5)%20Front%20Office%20organisation.pdf

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Property management system	Assignment	01	HB
2.	Yield management	Assignment	01	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	M1	Lecture	PPT	Forecasting in Front office	HB
2	M2	Lecture	PPT	Tourism and Hospitality Industry	HB

Topics beyond Syllabus

M1	https://www.slideshare.net/gurusairamatmuri/forecasting-66266429
M2	https://www.slideshare.net/Praveen11771/introduction-to-tourism-hospitality-travel-industry-hotel-industry

Prepared by			
Designation	Name	Signature	Date
Course Coordinator / In-charge	Mr.R.Ganesh		
Programme Coordinator	Mr. P.Anand		

Approved by			
Designation	Name	Signature	Date
HoD	Mr.C. Suresh kumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B. Sc Marine Catering and Hotel Management **Programme Code :** MH1001

Title of the Course : Hotel French- II **Course Code :** 19HS308

Year / Semester : II / III **Section:** A & B **Total No. of Students :** 54

No of Credits : 3 **Total No. of Contact Hours :** 32

Course Teacher (s) Name : S.Manikandan **Corresponding lab Paper :** No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I <u>Title: I am sorry / This way pleased</u>							
1.	Situations: Reception /Travel Exchange / Bar/ Restaurant / Room / Tourist spot	T-69	BB	2			6
2.	Know how: Solving a problem / to excuse oneself placing / taking an order.	T-70	BB	1			
3.	Grammar: negative forms/ near future tense.	T-72	BB	2			
4.	Cultural information: problems / hygiene habits / TV /Restaurant Timings. /Break fast /Appetizers.	T-90	BB	1			

UNIT – II Title: Have you made your choice?

5.	Situations: Restaurant /Travel Agency.	T-92	BB	1			6
6.	Know how: Taking an order / Describing dishes / suggesting dishes.	T-93	BB	1			
7.	Grammar: simple past tense.	T-94	BB	2			
8.	Dialogue play	T-102	BB	1			
9.	Cultural information : Non Européen cuisine / Indian cuisine	T-103	BB	1			

UNIT – III Title: How would you like it cook?

10.	Situations: Restaurant/ Tourist spot.	T-105	BB	2			6
11.	Know how : Taking an order	T-106	BB	1			
12.	Grammar: Future tense.	T-107	BB	1			
13.	Write the Dialogue	T-114	BB	1			
14.	Cultural information : Food & The French people	T-115	BB	1			

UNIT – IV Title: The Red wine is

15.	Situations: Restaurant /Travel agency /Shop.	T-118	BB	2			7
16.	Know how: Describing Wines /Comparing.	T-119	BB	1			
17.	Grammar: Degrees of comparison.	T-120	BB	1			
18.	Construct The phrases.	T-125	BB	1			
19.	Write the Dialogue.	T-127	BB	1			
20.	Cultural information: Wine & France / vineyards / French people.	T-128	PPT	1			

UNIT – V Title: That will be

21.	Situations: Restaurant / Reception /shop/ Travel agency/ Tourist spot.	T-132	BB	2			7
22.	Know how: settling a bill.	T-133	BB	1			
23.	Grammar : pronouns	T-137	BB	2			
24.	Cultural information: means of payment / Tips.	T-142	BB	1			
25.	Bilan - 2	T-144	BB	1			
TOTAL HOURS							32

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	A VOTRE SERVICE 1 [RAJESWARI CHANDRASEKAR]
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Reference Books

R1	FRENCH FOR HOTEL MANAGEMENT AND TOURISM [BHATTACHARYA S]
----	-----------------------------------------------------------

R2	L'HOTELLERIE ET LE TOURISME [MIRAKAMAL, VENGUTTARAMANE]
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Web Resources

W1	WWW.FRANCE.COM
W2	www.frenchpod101.com
W3	www.francaisfacile.com
W4	www.bonjourdefrance.com

E – Books /Library INFLIBNET RESOURCES

E1	LEARN FRENCH For Beginners
E2	French made easy
E3	En cuisine! Francais profeessionnel [cle international]
E4	Hôtellerie –Restauration,com [cle international]

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Tourism French		2	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1		LECTURE	BB,VIDEO	SPOKEN FRENCH	10

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (upto - 2.5)	50%
3.	II INTERNAL	Unit – III (from 2.6) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by
-------------	-------------

	Name	Signature	Date
Course Coordinator / In-charge	S.MANIKANDAN		
Programme Coordinator	P.ANAND		

Approved by			
	Name	Signature	Date
HoD	Mr.C. Suresh kumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : Marine Catering and Hospitality Management

Title of the Course	: Cost and Financial Management	Course Code	: 19HS309
Year / Semester	: I/ I	Section :	A&B
No of Credits	: 3	Total No. of Contact Hours	: 30
Course Teacher's Name	: Dr. D. SELVARAJ	Corresponding lab Paper	: Yes / No

S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cumulative Hours
				L	T	P	
	UNIT I - NATURE OF COST ACCOUNTING						
1	Introduction – Cost Accounting – Objectives – Costing – Cost – Cost Centre - Types	R 1-19	PPT	1	0	0	1
2	Classification of Cost- Types of Costing	R 20-31	PPT	1	0	0	2
3	Elements of Cost - Types of Costing	R 32-35	PPT	1	0	0	3
4	Advantages and Limitations of Cost Accounting	R 36-40	PPT	1	0	0	4
5	Preparation of Cost Sheet with simple Problems	R 41-66	PPT	2	0	0	6

S. No	Topic	Reference / Text Book Page No.	Teachin g Aids	Mode of Delivery No. of Hours			Cumulative Hours
				L	T	P	
	UNIT II - MATERIALS						
1	Materials Control – Objectives – Advantages - Purchase Procedure	R 67-79	PPT	1	0	0	7
2	FIFO – Advantages – Disadvantages, (In FIFO, simple problems only)	R 80-107	PPT	1	0	0	8

3	LIFO - Advantages – Disadvantages (In LIFO simple problems only)	R 108-142	PPT	1	0	0	9
4	Piece Rate System– Advantages - Disadvantages	R 146-162	PPT	1	0	0	10
5	Time Rate System– Advantages - Disadvantages	R 163-208	PPT	2	0	0	12

S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cumulative Hours
				L	T	P	
	UNIT III - BREAK EVEN ANALYSIS						
1	Introduction to Marginal Costing	R 570-582	PPT	1	0	0	13
2	Advantages and Limitations of Marginal Costing	R 583-595	PPT	1	0	0	14
3	Importance of Marginal Costing	R 596-620	PPT	1	0	0	15
4	Break Even Analysis Advantages	R 622-640	PPT	2	0	0	17
5	Break Even Analysis Limitations	R 641-664	PPT	1	0	0	18
S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cumulative Hours
				L	T	P	
	UNIT IV - NATURE OF FINANCIAL MANAGEMENT						
1	Objectives – Profit Maximization – Wealth Maximization	R 1.01-1.10	PPT	1	0	0	19
2	Financial Decisions	R 2.01-2.12	PPT	1	0	0	20
3	Approaches to Financial Management	R 3.01-3.12	PPT	1	0	0	21
4	Finance Function	R 4.01-4.38	PPT	1	0	0	22
5	Relationship between Finance Function and other Functions of the Business	R 5.01-5.54	PPT	2	0	0	24

S. No	Topic	Reference / Text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cumulative Hours
				L	T	P	
	UNIT V - BUDGETARYCONTROL						
1	Budget – Meaning – Definition. Budgeting – Meaning – Definition.	R 6.01-6.28	PPT	1	0	0	25
2	Budgetary Control – meaning – Definition – objectives –Advantages – Disadvantages	R 7.01-7.24	PPT	1	0	0	26
3	Elements of a successful Budgeting	R 8.01-8.20	PPT	1	0	0	27
4	Types of Budget	R 9.01-9.27	PPT	1	0	0	28
5	Cash budget (Problems in cash Budget only)	R 10.01-10.46	PPT	2	0	0	30

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS* (Topics will be covered along with the Regular Time table)

S. No	Module	Lecture	Planned Topics	Date	Time	Total No. of Hours Allotted
1	1	1	Budgeting and Budgetary Control	*	*	*
2	2	1	Standard Costing and Variance Analysis	*	*	*
3	3	1	Decision Making Tools	*	*	*
4	4	1	Capital Budgeting - Investment Decisions	*	*	*
5	5	1	Working Capital Management	*	*	*

Gaps in the Syllabus – To Meet Industrial Requirements

S. No	Name of the Topic	Proposed Action	No. of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the
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				Time Table (HB)
1	Treasury Management	Assignment	1	HB
2	--	Seminar	---	---
3	---	Peer teaching	---	---
4	---	Industrial Visit	---	---

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

Text Books

T1	1. Cost Accounting (2009 Edition) - Dr. T. Ramasamy, Gold Books Publishing
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Reference Books

R1	1. Cost and Financial Management - CA B. Saravana Prasath, Wolters kluwer, Pune.
R2	2. Financial Management - Dr. R. Ramachandran and Dr. R. Srinivasan Sriram, Publications.
R3	3. Advanced Cost Accounting, Jain, S/ Narang, K., Kalyani Publication .
R4	4. Financial Management: Kishore, R. M. Taxman Allied Service
R5	5. Financial Management: Kuchhal, S. C. Chaitanya

Web source

W1	Finance and Investing - http://www.12manage.com/i_fi.html
W2	American Institute of Certified Public Accountants (AICPA) - http://www.aicpa.org/

W3	The Pros and Cons of Current Cost Accounting Slide - http://www.slideshare.net/sp45432/the-pros-and-cons-of-current-cost-accounting-slide-5368333
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E – Books /Library INFLIBNET RESOURCES

T1	Cost and Managerial Accounting - Author(s): Guru Jambheshwar University, Hisar
T2	Cost Accounting Study Material - Author(s): CBSE Research and Development Unit
T3	Financial Management - Bangalore University - Author(s): Dr.S.Hariharaputhrian

Topics beyond Syllabus

Module 1	Budgeting and Budgetary Control
Module 2	Standard Costing and Variance Analysis
Module 3	Decision Making Tools
Module 4	Capital Budgeting - Investment Decisions
Module 5	Working Capital Management

Portion for Examinations

S. No	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Dept)
1	Slip Test / Class Test	Every Unit	25
2	I Internal	Unit 1 to Unit 2.5	50
3	II Internal	Unit 2.6 to Unit 5	50
4	Summative Examination	Unit 1 to Unit 5	100

Assessment Methodology – Direct

Modules	I	II	III	IV	V
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Internal Examination	Yes	Yes	Yes	Yes	Yes
Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	-	-	-	-	-
Summative Examination	Yes	Yes	Yes	Yes	Yes

Assessment Indirect

	Yes/No	Yes/No	Yes/No
Assessment of Course Outcome by Student Feedback			
Feedback from Alumni			
Feedback from Educational Experts			
Feedback from Parents			

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Dr. D. SELVARAJ		

Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	P.ANAND		
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	Approved by			
	Name	Signature	Seal	Date
Head of the Department	Mr. C. SURESH KUMAR			
Dean Academics	Dr. S. PRIYA			
Principal	Dr. R. SUJATHA			

Name of the Programme :

F&IS,CS, ANI,NET,VIS,MCHM,B.COM,BBA,HONS&ACCA

Title of the Course :

**BASIC
TAMIL**

Course

Code: 19UAT310

Year / Semester:

2020-2021/1 Section:

Total No. of Students:

No.Of Credits:

3

Total no. of Contact hours: 30

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
		T 12 / R 04		L	T	P	
Unit I							
1	□□□□□□□□□□	R1-1	BB	2	2		6
Unit II							
2	□□□□□□	R1-2		1	1		2
5	□□□□□□□□□□	R1-3	BB	1	1		2
6	□□□□□□	R1-4	BB	1	1		1
7	□□□□□□□□□□□□□□□□	R1-4	BB	1	1		1
Unit III							
9	□□□□□□ □□□□□□□ □□□□□□□□	R1-05	BB	1	1		6
Unit IV							
15	□□□□□□□□□□□□□□ □□□□□□□□□□□□□□	R1-7	BB	2	2		3

16	□□□□□□□□□□ □□□□ □□□□□□□□□□ □□□□□□□□ □□□□□ □□□□□□□ □□□□□	R1-8	BB	1	1		3
Unit V							
19	□□□□□□□□□□ □□□□□□□□□□ □□□□□ □□□□□□□□□□	R1-8	BB	3	3		6

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	□□□□□□□□□□□□□□ □□□□□□□□			

Reference Books	
R1	□□□□□□ □□□□□ -1 – □□□□□□□□ □□□□□□□□ – □□□□□□□□□ □□□□□□□□□□ □□□□□□□□.

E – Books /Library INFLIBNET RESOURCES

E1	
E2	
E3	
E4	

Topics beyond Syllabus

Module 1	
M2	NA
M3	NA
M4	NA

PORION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
	I INTERNAL	UNIT - I, II, V	50%
	II INTERNAL	UNIT - III, IV, V	50%
	Summative Examination	ALL FIVE UNITS	100%

ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes
Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

Assessment Indirect

	Yes/No	Yes/No	Yes/No
Assessment of Course Outcome by Student Feedback	Yes		
Feedback from Alumni	Yes		

Feedback from Educational Experts	Yes		
Feedback from Parents	Yes		

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Ms.R.Sailakshmi		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	Mrs.N.Selvi		

Approved by

	Name	Signature	Seal	Date
HoD	Mrs.N.Selvi			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme :	F&IS,CS	Course Code:	19UAT310
Title of the Course :	ADVANCED TAMIL	Total No. of Students:	
Year / Semester:	2020-2021/1	Section:	
No.Of Credits:	3	Total no. of Contact hours:	30

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours			Cummulative Hours
		T 12 / R 04		L	T	P	
Unit I							
1	பெரிய செய்தி - பெரிய செய்தி பெரிய செய்தி பெரிய செய்தி - பெரிய செய்தி பெரிய செய்தி.	R1-1-4/ R1,2- 154 / 74	BB	2	2		6
Unit II							
2	பெரிய செய்தி - பெரிய செய்தி பெரிய செய்தி.	R1-6,7/R3- 13/48		1	1		2
5	பெரிய செய்தி பெரிய செய்தி - பெரிய செய்தி பெரிய செய்தி(பெரிய செய்தி பெரிய செய்தி;).பெரிய செய்தி. பெரிய செய்தி பெரிய செய்தி பெரிய செய்தி	R1-7,9/ R4- 26/52	BB	1	1		2

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7	□□□□□□□□-□□□□□ □□□□□□□□□□□□ (□□□□□□ □□□□□□ □□□□□□□□□□□□). □□□□□ □□□□□□□- □□□□□□□□□□□□□□ □□□□□ 10 □□□□□ □□□□□□□□..	R1-15,19/ R6-121	BB	1	1		1
Unit III							
9	□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□ □□□□□□□□□□□□	R1-37,38/ R8-23/ 40	BB	1	1		6
Unit IV							
15	□□□□□□□□□□ □□□□□□□□□□ - □□□□□□□□ □□□□□□ □□□□□□□, □□□□□□□□ □□□□ □□□□□□□□.	R1-22/ R7 - 264	BB	2	2		3

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Unit V

19	□□□□□□□□□□□□□□ (□□□□□□□□□□□□ □□□□□□□).	gilg;ghw;wy;	BB	3	3		6
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L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
Mark the abbreviation in the teaching aids column]

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	□□□□□□□□□□□□□□ □□□□□□□□□			
2		Lecture2	□□□□□□□□ □□□□□□□□			
3	2	Lecture1	□□□□□□□□□			

			□□□□□□□□□□;			
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Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	□□□□□□□ □□□□□□□□	Assignment		3
2	□□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□	Seminar	1	
3	□□□□□□□□ □□□□□□□□□□□□ □□□□□□□□□□□□□□□□	Peer teaching	2	

Resources [Citation style differs for each Programme, Kindly use the citation style (APA, MLA etc) applicable for your domain. This has been advised by the University Nominees and Experts last time]

Reference Books

R1	□□□□□□ □□□□□ -1 – □□□□□□□□ □□□□□□□□ – □□□□□□□□□□ □□□□□□□□□□.					
R2	□□□□□□□□□□. □□□□□□□□□ □□□□□□□□□□. □□□□□□: □□□□□□□□□□ □□□□□□□□□□, 1920. Print.					
R3	□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□. □□□□□□□□: □□□□ □□□□□□□□□□□□□□□□□□□□, □□□□□□□□□□ □□□□□□□□□□,1993.Print.					
R4	□□□□□. □□□□□□□□□□. □□□□□□□□□□□□: □□□□□□ □□□□□□□□□□□□□□□□, 1996.					

	Print.		
R5	□□. □□□□□□□□ □□□□- □□□□□□□□□□ /□□□□□□□□□□□□. □□□□□□□□□□□□. □□□□□□: □□□□□□ □□□□□□□□□□, 2002. Print.		
R6	□□.□□□□□□. □□□□□□□□+□□□□□□. □□□□□□: □□□□□□ □□□□□□□□□□, 2009. Print.		
R7	□□□□□□ □□□□□□□□- □□□□□□□□□□. □□□□□□ □□□□□□ □□□□□□□□□□□□□□. □□□□□□: □□□□□□□□□□ □□□□□□□□, 2007. Print.		
R8	와 □□.□□□□□□□□□□□□. □□□□ □□□□□□ □□□□ □□□□□□□□□□? □□□□□□: □□□□□□□□□□□□, 1999. Print.		
R9	□□.□□□□□□□□□□. □□□□□□ □□□□□□□□ □□□□□□. □□□□□□: □□□□□□□□□□ □□□□□□□□. 2015 Print.		

Topics beyond Syllabus

Module 1	
M2	NA
M3	NA
M4	NA

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage (to be decided by the Department)
	I INTERNAL	UNIT - I, II, V	50%
	II INTERNAL	UNIT - III, IV, V	50%
	Summative Examination	ALL FIVE UNITS	100%

ASSESSMENT METHODOLOGY – DIRECT

	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Internal Examination	Yes	Yes	Yes	Yes	Yes
Assignment	Yes	Yes	Yes	Yes	Yes
Slip Test / Class Test	Yes	Yes	Yes	Yes	Yes
Project	No	No	No	No	No
Summative Examination	No	No	No	No	No

Assessment Indirect

	Yes/No	Yes/No	Yes/No
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Assessment of Course Outcome by Student Feedback	Yes		
Feedback from Alumni	Yes		
Feedback from Educational Experts	Yes		
Feedback from Parents	Yes		

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / in-charge	Mrs.H.Geetha		

Module Coordinator (One person who would coordinate all Courses in a Programme according to DBE)	Mrs.N.Selvi		
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Approved by				
	Name	Signature	Seal	Date
HoD	Mrs.N.Selvi			
Dean Academics	Dr.S.Priya			
Principal	Dr.R.Sujatha			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme: B.Sc Marine Catering and Hotel management **Programme Code** : MH1001

Title of the Course : Computer Application Lab **Course Code** : 19HS311

Year / Semester : II / III **Section:** A & B **Total No. of Students** : 54

No of Credits : 2 **Total No. of Contact Hours** : 30

Course Teacher (s) Name : Dr.P.Joe Arun Raja **Corresponding lab Paper** : Yes

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
130	To create an advertisement in MS Word.	NA	MS-office	0	0	2	2
131	To create a table with student details & calculate total.	NA	MS-office	0	0	2	2
132	Prepare a Resume.	NA	MS-office	0	0	2	2
133	Manipulation with pictures.	NA	MS-office	0	0	2	2
134	Usage of bullets & numbering, Borders & shading, Drop cap.	NA	MS-office	0	0	2	2
135	Prepare newspaper column, footer and header	NA	MS-office	0	0	2	2

136	To create a template	NA	MS-office	0	0	2	2
137	To illustrate the concept of mail merging in MS word.	NA	MS-office	0	0	2	2
138	Usage of formulas and built in functions	NA	MS-office	0	0	2	2
139	Prepare a spread sheet for result analysis of students in various Courses.	NA	MS-office	0	0	2	2
140	Pay slip preparation.	NA	MS-office	0	0	2	2
141	Electric bill preparation.	NA	MS-office	0	0	2	2
142	Drawing graphs & Charts	NA	MS-office	0	0	2	2
143	Create presentation with slide navigation.	NA	MS-office	0	0	2	2
144	Create a presentation to include custom Animation	NA	MS-office	0	0	2	2
TOTAL							30

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) , Java Development Kit (JDK), Notepad (NP) any other tools may also be included

[Mark the abbreviation in the teaching aids column]

Text Book

T1	NA
----	----

Reference Books

R1	NA
R2	NA

Web Resources

W1	NA
W2	NA
W3	NA
W4	NA

E – Books /Library INFLIBNET RESOURCES

E1	NA
E2	NA
E3	NA
E4	NA

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.				

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	-	-	-	-	-

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	1 - 7 practical exercise	50%
2.	II INTERNAL	8 - 15 practical exercise	50%
3.	End Semester Examination	1-15 practical exercise	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Dr.P.Joe arun raja		
Programme Coordinator	P.Anand		

Approved by			
	Name	Signature	Date
HoD	C.SURESHKUMAR		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SEMESTER – IV

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

DEPARTMENT OF MARINE CATERING AND HOTEL MANAGEMENT

FACULTY INCHARGE OF COURSE HANDLING

ACADEMIC YEAR 2020-2021

SEMESTER - IV

S/NO	SUB CODE	SUBJECT TITLE	NAME OF THE STAFF INCHARGE
1.	19UT401	Tamil – IV	Mrs . Geetha
2.	19UH401	Hindi - IV	Mrs. Neela
3.	19UGE402	English: Communicative English IV	Ms. Suganthi <i>kepibha</i>
4.	19HS403	Bakery and Confectionary	Mr. K.Perumal Kannan
5.	19HS404	Advanced Food Production Practical	Mr. C.Sureshkumar
6.	19HS405	Advanced Food and Beverage Management Practical	Mr. V.Ganga dharan
7.	19HS406	Bakery and Confectionary Practical	Mr. K.Perumal Kannan
8.	19HS407	Advanced Accommodation Operation practical	Mr. Anand
9.	19HS408	NME: Indian Fundamental Cookery	Mr. Anand
10.	19HS409	Human Resource Management	Mr. V.Ganga dharan
11.	19UBT410	Basic Tamil II	Mrs. Sai Lakshmi
12.	19UAT411	Advanced Tamil II	Mrs . Geetha

13. 19VC409

14. 19FS409

NME - News Analysis
NME - Basics of Industrial safety.



Mr. Baby Shajan Kevin
Mr. Sathesh Prapin



SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	ANI/VIS/CS/NET/MCHM/FSPM		
Course Name :	Tamil IV	Course Code :	19UT401
Year / Semester	II / II	Section	
Total No. of Students		No. of Credits	3
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	45
Course Teacher Name			

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	நற்றிணை-விளையாடு ஆயமொடு	1	BB	2			2
2	குறுந்தொகை- நிலத்தினும் பெரிதே,அகவன் மகளே	3	BB	2			2
3	புறநானூறு- உண்டால் அம்ம,உற்றுழிஉதவியும்	4	BB	2			2
	சிறுபாணாற்றுப்படை -திறவாக் கண்ண	7	BB	3			3
UNIT – II							
	திருக்குறள்-அன்புடைமை (பத்து குறட்பாக்கள்)	CM/10	BB	2			3
	நாலடியார் -கல்வி – முதல் ஐந்து பாடல்கள்	CM/13	BB	2			3
	மூதுரை-முதல் ஐந்து பாடல்கள் மட்டும்	CM/15	BB	2			3

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – III							
	புதின இலக்கியம் -சப்பரம்	CM/16	BB	2			9
UNIT – IV							
	வழுஉச் சொற்களை நீக்குதல்	CM/65	BB	3			3
	பிறமொழிச் சொற்களை நீக்குதல்	CM/67	BB	3			3
	சொற்பிரிப்புப் பிழைகளை நீக்குதல்	CM/69	BB	3			3
UNIT – V							
	சங்க இலக்கியம் ஓர் அறிமுகம்	CM/72	BB	3			3
	புதினங்களின் தோற்றமும் வளர்ச்சியும்	CM/75	BB	3			3
	கடித வகைகள் எழுதுதல்	-	BB	3			3
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

2. பொதுத்தமிழ்-IV– பாடநூல் தொகுப்பு கல்லூரித் -தமிழ்த்துறை வெளியீடு

Reference Books

1. சங்க இலக்கியம்,எட்டுத்தொகை,நியூசெஞ்சுரி புக் ஹவுஸ்,சென்னை. டிசம்பர் 2010
2. பதினெண் கீழ்க்கணக்கு நூல்கள்,சாரதா பதிப்பகம்,கௌரா ஏஜன்சீஸ்,சென்னை. டிசம்பர் 2012

3. சப்பரம்,சுப்பாரதிமணியன், நியூ செஞ்சுரி புக் ஹவுஸ்,சென்னை. ஜூலை 2015
4. தமிழ் நடைக் கையேடு,தமிழ்ப் பல்கலைக்கழகம்,தஞ்சாவூர்-அடையாளம் பதிப்பகம்,புத்தானத்தம்.டிசம்பர் 2015
5. தமிழ் இலக்கிய வரலாறு, மு.வரதராசன், சாகித்திய அகாடெமி, சென்னை. டிசம்பர் 2015 தண்டியலங்காரம்.சைவ சித்தாந்த நூற் பதிப்புக் கழக வெளியீடு,சென்னை: 1976.Print.
6. தமிழ் இலக்கிய வரலாறு-1 .மது.ச.விமலானந்தம். முல்லை நிலையம், சென்னை: 1976.Print.

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	செய்தித்தாள்கள் வாசித்தல்		2	(HB)
2.	புத்தகம் வாசித்தல்		2	(HB)

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Assignment	2	கட்டுரை எழுதுதல்	2
2		Seminar	2	புத்தகம் வாசித்து விமர்சனம் செய்தல்	2
3	2	Peer teaching	2	நடைமுறை நிகழ்வுகளை கலந்தாலோசித்தல்	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to -----)	40%
3.	II INTERNAL	Unit – III (from -----) , IV, V	40%

4.	End Semester Examination	Unit I to V	100%
-----------	---------------------------------	--------------------	-------------

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	N . SELVI		

Approved by			
	Name	Signature	Date
HoD	Mrs . N . SELVI		
Dean Academics	Dr.S.PRIYA		
Principal	Dr.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc Animation, Viscom, CS, Networking, Food Science & Processing, Fire & Industrial Safety and Marine Catering Hotel Management,B.Com B&I,Honors and ACCA		
Course Name :	Hindi IV	Course Code :	19UH401
Year / Semester	II / IV	Section	
Total No. of Students		No. of Credits	3
Corresponding lab Paper	No	Total No. of Contact Hours	45
Course Teacher Name	Mrs.S.Neela		

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I हिन्दीसाहित्यका इतिहास History of Ancient and medieval Hindi literature							
1	17. आदकाल Adhikaal - Prithviraj raso.	CM-02	BB / PPT	3	2		5
2	भक्तकाल Bhakthikaal – Nirgun Bakthi and Sagun Bakthi	CM-7	BB / PPT	2	2		4
UNIT – II - नैतिक कविताएं (Ethical poem)							

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
3	कठ-पुतली है या जीवन है (kttputhlee hai ya jeevan hai)	CM-9	BB / PPT	1	1		2
4	माँ (Maa)	CM-10	BB / PPT	1	1		2
5	एक आशीर्वाद (Eakhaasheervadh)	CM-11	BB / PPT	1	1		2
UNIT – III - व्याकरण (Grammar)							
9	क्रिया verb	CM-13	BB / PPT	3	1		4
10	संबंध बोधक sambandhbodhak	CM-14	BB / PPT	3	1		4
11	समुच्चय बोधक samuchayabodhak	CM-15	BB / PPT	2	1		3
UNIT – IV - पर्यटन - Tourism							
12	रामेश्वरम - Rameshwaram	CM-16	BB / PPT	1	1		2
13	ताजमहल - The Taj Mahal	CM-17	BB / PPT	1	1		2
14	मदुरै - Madurai	CM-17	BB / PPT	1	1		2
15	श्रीनगर – Shri Nagar	CM-18	BB / PPT	1	1		2
16	कन्याकुमारी - Kanyakumari	CM-19	BB / PPT	1	1		2

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – V – अनुवाद - Translation							
17	हन्दिदी से अंग्रेज़ी में अनुवाद	CM-15	BB / PPT	8	1		9
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

Hindi IV. A Compiled book, covering all the topics of the syllabus prepared by the Department of Hindi.

Reference Books

7. Webliography

http://archive.mu.ac.in/myweb_test/TYBA%20study%20material/Hindi%20Sahitya%20Ka%20Etahas.pdf

8. हन्दिदी प्रचार वाहनी-3 दक्षणि भारत हन्दिदी प्रचार सभा, मद्रास हन्दिदी प्रचार प्रेस त्यागराय नगर, चेन्नै:17पहला संस्करण- अक्तूबर,2018 दूसरा संस्करणजुलाई,2019: मुद्रक |Page nos. 14, 15, 18
9. R.Janakaja, Shabari Hindi vyakaran, Shabari Book House,37-First agrahaaram,Salem, First edition -2005:Print
10. Dr.K.M.Chandra Mohan. Hindi Vatayan. Viswavidhalaya Prakasan Chowk, Varanasi-221001:Print
11. प्रश्नोत्तर सहति मध्यमा पाठ्य सामग्री, दक्षणि भारत हन्दिदी प्रचार सभा, हन्दिदी प्रचार प्रेस ,चेन्नै:17,पहला संस्करण- जून, 2018नौवाँ पुनर्मुद्रण – जून , 2019: मुद्रक | Pages no. 177 and 178 (1 to 6)

Gaps in the Syllabus

SL.	Name of the Topic	Proposed Action	No of Hours	Hours with in the Time Table (HT) /
-----	-------------------	-----------------	-------------	-------------------------------------

NO			Allotted	Hours beyond the Time Table (HB)
1.	Speaking Skill – Self Introduction		2	HT
2.	Reading Skill – Reading Activity		2	HT
3.	Speaking Skill – Assignment		1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, and Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – IV	20%
2.	I INTERNAL	Unit – I(Chapter 1), IV, V	50%
3.	II INTERNAL	Unit – I (Chapter 2) , II, III	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	S.Neela		

Approved by			
	Name	Signature	Date
HoD	S.Neela		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme:	B.ScMarine Catering and Hotel Management		
Course Name:	Communicative English IV	Course Code:	19UCE402
Year / Semester	IV	Section	A&B
Total No. of Students		No. of Credits	3
Corresponding lab Paper	No	Total No. of Contact Hours	45
Course Teacher Name	Mr. C. Senthil Kumar		

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I-INTRODUCTION TO COMMUNICATION							
1	Introduction	1 to 3	BB / PPT	1	1		2
2	Barriers & Types	3 to 5	BB / PPT	2	1		3
3	7C's of Communication	5 to 7	BB / PPT	2	2		4
UNIT – II - WRITING							
4	Resume Writing	8 to 9	BB	3			3
5	Report Writing	9 to 10	BB	3			3
6	Comprehensive Writing	10 to 14	BB	3			3
UNIT – III - BODY LANGUAGE							

Sl. No.	TOPIC	Course Material Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
7	Introduction: Body Language	15 to 16	VIDEO	2	1		2
8	Importance of Body Language in a Professional Atmosphere	16 to 18	VIDEO	2	1		3
9	Do's & Don'ts: Body Language	19 to 40	VIDEO	2	2		4
UNIT – IV - PRESENTATION							
10	Presentation & Its Types	41 to 43	VIDEO	3			3
11	Do's & Don'ts: Presentation Skills	43 to 46	VIDEO	3			3
12	Exercises on Presentation	47 to 49	VIDEO	3			3
UNIT – V – SENTENCE CORRECTION							
13	Correct Usage of Verbs– Definition – Rules.	50 to 52	BB / WS	2	1		3
14	Correct Usage of Adverbs: Definition – Rules.	53 to 57	BB / WS	2	1		3
15	Spotting Grammatical Errors on Verbs and Adverbs: Exercises.	57 to 61	BB / WS	2	1		3
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

Communicative English IV. A Compiled book, covering all the topics of the syllabus prepared by the Department of English.

Reference Books

1. SrivasanHema. **Communication Skills**. Bangalore: Frank Brothers & Co. Ltd, 2004. Print.

Wren & Martin. **High School English Grammar & Composition**. India: S.Chand& Company Ltd, 1995. Print.

G.RadhakrishnaPillai. **Emerald English Grammar and Composition**. Bangalore: Emerald Publisher, 1998. Print.

Dr.K.Alex. **Soft Skills**. New Delhi: S.Chand& Company Ltd, 1997. Print.

Dr. Gupta C.B. Business Correspondence & Reporting -Business Law, Business Correspondence & Reporting (CA-Foundation). New Delhi: Taxmann, 2018. Print.

A.P.Bhardwaj. **General English for Competitive Examinations**. New Delhi: Dorling Kindersley (India) Pvt. Ltd, 2013. Print.

Michael Swan. **Practical English Usage**. New Delhi: Oxford University Press,2008.Print

Randolph Quirck, Sidney Greenbaum, Geoffrey Leech, Jan Svartvik. **A Comprehensive Grammar of the English Language**. New Delhi: Dorling Kindersley (India) Pvt. Ltd, 2010. Print.

John Adair. **The Effective Communicator**. Noida: Anubha Printers. 2005. Print.

E – Books /Library INFLIBNET RESOURCES

2. <https://nlist.inflibnet.ac.in/search/Record/EBC483375>

<https://nlist.inflibnet.ac.in/search/Record/EBC481114>

<https://nlist.inflibnet.ac.in/search/Record/EBC1864716>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
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1.	Speaking Skill – Self Introduction		3	HT
2.	Reading Skill – Reading Activity		2	HT
3.	Speaking Skill – Assignment		1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1		Newspaper	Report writing Skills – Newspaper	1
2	2		Video Presentation	Professional Skills – Body language	1
3	3		Video Presentation	Professional Presentation Skills	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	Unit – I, II	40 %
2.	II INTERNAL	Unit – III, IV	40 %
3.	SLIP / CLASS TEST	Unit – V	20 %
4.	End Semester Examination	Unit I to V	100 %

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	C. Senthil Kumar		

Approved by			
	Name	Signature	Date
HoD	R.SuganthiHepzibha		

Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc –Marine Catering & Hotel Management	Programme Code :	MH1001
Course Name :	Bakery & Confectionery Theory	Course Code :	19HS403
Year / Semester	II / III	Section	A&B
Total No. of Students	54	No. of Credits	3
Corresponding lab Paper	Yes	Total No. of Contact Hours	45
Course Teacher Name	Mr.K.Perumal Kannan		

3. Sl. No.	4. TOPIC	5. Reference / Text Book Page No	6. *Teaching Aids	7. Mode of Delivery			9. Cumulative Hours
				8. No of Hours			
				10. L	11. T	12. P	
13. UNIT – I							
145.	Introduction-Essential & Optional ingredients used for bakery products.	(T1- 1-13)	BB	1	0	0	1
146.	Bakery Raw materials-Flour-Structure of wheat & Types of wheat, Types of Flour, Milling procedure - wheat-flour, Uses of flour in Bakery production/selection.	(T1-14-25)	BB	1	0	0	1
147.	Sugar- Importance of sugar, Uses of sugar, Various stages of heating –sugar.	(T1-26-30)	BB	1	0	0	1
148.	Yeast- Diagram of yeast cell, Types of yeast, Function of yeast in	(T1-37-41)	BB	3	0	0	3

3. Sl. No.	4. TOPIC	5. Reference / Text Book Page No	6. *Teaching Aids	7. Mode of Delivery 8. No of Hours			9. Cumulative Hours
	bakery production						
149.	Salt- Uses of salt in bakery, Function of salt in bread making process	(T1-42-43)	BB	3	0	0	3
150.	Fat and Oils - Important uses of fat & oils, Types of fat ,Storing procedure	(T1-31-33)	BB	3	0	0	3
151.	Water- Resources of water, Different types of water, Importance point of water used in bakery products	(T1-47-49)	BB	3	0	0	3
14. UNIT – II							
1.	Leavening agents- Function of leavening agents, Types of leavening agents ,Storage procedure for leavening agents	(T1-44-46)	BB	3	0	0	3
2.	Mixing-Importance of mixing, Mixing timing & Resting	(T1-61-67)	BB	3	0	0	3
3.	Bread Making methods - Types of bread making s methods Bread making stages	(T1-55-67)	BB	3	0	0	3
15. UNIT – III							
1	Cakes &Cookies - Quality of Ingredients uses, Types of Icing, Principles of cake making, Important of cake decorations	(T1-77-98) (T1-111-117) (T1-161-164)	BB	3	0	0	3
2	Cocoa & Chocolates- History of chocolate, Types of chocolate, Storing procedure	(T1-08-10)	BB	3	0	0	3
16. UNIT – IV							
1	Meringues- Types & Uses of Meringues, Meringue based product, Baking temperature & procedure	(T1-168-169)	BB	3	0	0	3

3. Sl. No.	4. TOPIC	5. Reference / Text Book Page No	6. *Teaching Aids	7. Mode of Delivery 8. No of Hours			9. Cumulative Hours
2	Setting materials -Gelatin, Agar-Agar, Pectin, Isinglass, Jam, Jelly, and Frozen Desserts.	(T1-10-11)	BB	3	0	0	3
3	Patisseries- Types of patisserie & Based products	(T1-118-127)& (170-182)	BB	3	0	0	3
17. UNIT – V							
1	Bakery Equipments- Bakery Major Equipments & Optional Equipments uses. Baking Temperature & Importance, Glossary of baking terms	(T1-133-135)	BB	3	0	0	3
2	Food cost- Calculate the food cost, Fixed selling materials.	(T1-133-135)	BB	3	0	0	3
18. TOTAL HOURS							19.45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

Sivalingam, Y. (2005). *Theory of Bakery & Confectionery*. Visaga Publication.

Reference Books

1. .K.ARORA. (2011). *BASICS OF BAKING*. 4435-36/7,Ansari Road,DaryaGanj,New Delhi-110002: S.B.Nanjia-A P H Publishing Corporation

.S.Bali, P. (2018). *Theory of Bakery and Patisserie*. Oxford university press.

Web Resources

2. https://www.google.com/search?q=Wheat&rlz=1C1CHBD_enIN912IN912&oq=Wheat+&aqs=chrome..69i57j0i67i457j0i67l6.11023j0j15&sourceid=chrome&ie=UTF-8
3. https://www.google.com/search?q=Types+of+sugar&rlz=1C1CHBD_enIN912IN912&oq=Types+of+sugar&aqs=chrome..69i57j0i457j0i6.16355j0j15&sourceid=chrome&ie=UTF-8
4. https://www.google.com/search?rlz=1C1CHBD_enIN912IN912&sxsrf=ALeKk00QQGp-QzB47AgBKxSNYAWENa3QCQ%3A1604912055145&ei=twOpX6q0CKCO4-EP3feBsAU&q=yeast

E – Books /Library INFLIBNET RESOURCES

5. https://www.google.com/search?q=E-book+2.+Role+of+wheat+flour+in+bakery+products&rlz=1C1CHBD_enIN912IN912&oq=E-Book+2.%09Role+of+wheat+flour+in+bakery+products&aqs=chrome..69i57.15407j0j15&sourceid=chrome&ie=UTF-8
6. https://www.google.com/search?q=leavening+agents+in+baking&rlz=1C1CHBD_enIN912IN912&oq=leavening+agents+in+&aqs=chrome.0.0i457j0j69i57j0i15.20095j0j15&sourceid=chrome&ie=UTF-8
7. https://www.google.com/search?q=flavor%26+color+uses+in+bakery&rlz=1C1CHBD_enIN912IN912&oq=flavor%26+color+uses+in+bakery&aqs=chrome..69i57.22648j0j15&sourceid=chrome&ie=UTF-8
8. https://www.google.com/search?rlz=1C1CHBD_enIN912IN912&ei=Qcy4X4mmLYPb9QP9j5iABA&q=cake+cookies+chocolate&oq=Cakes+%26+Cookies%2C+Cho&gs&sclient=psy-ab

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Wheat milling Process	<i>Assignments</i>	2	HB
9.	Sugar Technology	<i>Assignments</i>	2	HB
10.	Types of Bread & Bread Rolls	<i>Assignments</i>	2	HB

11.	Bakery & Confectionery Training	<i>Seminars</i>	2	HT
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* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1.	1	PPT	Lecture	Millet Cookies	3
2.	2	PPT	Seminar	Mirror Icings	3
3.	3	PPT	Lecture	Chocolate uses in the desserts	3

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	I,II units,III (upto 3.3)	50%
2.	II INTERNAL	III(from 3.4) IV,V units .	50%
3.	End Semester Examination	All five units	100%
.	I INTERNAL	I,II units,III (upto 3.3)	50%

4. Designation		Prepared by	
	Name	Signature	Date
Course Coordinator / In-charge	Mr.K.Perumal Kannan		
Programme Coordinator	Mr.P.Anand		

Approved by			
	Name	Signature	Date
HoD	Mr.C.Sureshkumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	MC&HM	Programme Code :	MH1001
Course Name :	Advanced Food Production Practical	Course Code :	19HS404
Year / Semester	II / IV	Section	A & B
Total No. of Students	54	No. of Credits	3
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	48
Course Teacher Name	C.Sureshkumar		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	English Cheddar Cheese Sticks, shrimp Bisque, Grilled veg Brochette, Chicken Piccata, Diamond Cut					4	8
2.	Caesar Salad, Corn Chowder , Cornmeal Dusted Flounder fish served with Wasabi Aioli, Penne Tarantina, Ivory chocolate fondue					4	
UNIT – II							
1	Orange Carpaccio, Roasted Pumpkin & Apple soup, Thai BBQ Chicken breast, Asian Fried Tofu, Brownie					4	

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	Madness						8
2	Shrimp Cocktail, Cream of Asparagus, Chicken Adobo, Beef Satay, Asparagus brie tart, Cream Caramel.					4	
UNIT – III							
1	Foccasia Salad, Golden Delicious Apple Soup, Barbeque Chicken, Bansi Jerong, Banana Cakes					4	12
2	Buffalo Chicken wings, Strawberry Bisque, Shrimp Thermidor, Grilled sundried tomato Polenta, Risotto Primavera, Mango flan					4	
3	Vegetable Samosa, Cream of cauliflower, Hariyali Chicken, Butter Naan, Shrimp Masala, Jilabi.					4	
UNIT – IV							
1	German Greek Salad, Tuscan Tomato Soup, Beef Stroganoff, Mushroom & Onion Quiche, Apple Pie					4	12
2	Chicken Tikka Salad, Consommé Celestine, Mousakka ala Grecque, Veg Paella, Honey Puffs-Breaded Shrimp, Sopa de Tortilla, Surf & Turf, Garlic Mashed Potatoes, Mango Truffle.					8	
UNIT – V							

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
1	Black Olives Tapenade, Seafood Laksa, Shepherd's Pie, Penne Served Creamy Mushroom sauce, Baklava-					4	8
2	Insalata Mista, Chilled Pineapple & Berries soup, Cajun seasoned fish with vera cruze sauce, Steak Fries beef wellington, Warm cherry custard crepes.					4	
TOTAL HOURS							48

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

A Compiled book, covering all the topics of the syllabus prepared by the Department of MC &HM

Reference Books

- 3) Philip, Thangam.(2010). Modern cookery volume 1: for teaching and the trade(6th ed). Orient Blackswan
- 4) Philip, Thangam.(2010). *Modern cookery volume 2: for teaching and the trade*(6thed). Orient Blackswan

Web Resources

- 5) www.ihmnotessite.net
- 6) www.foodnetwork.com

E – Books /Library INFLIBNET RESOURCES

<https://india.oup.com/product/theory-of-cookery-9780199474448>

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	NIL			
2.	NIL			

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	NIL				
2	NIL				
3	NIL				
4					

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to -----)	50%
3.	II INTERNAL	Unit – III (from -----) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	C.SURESHKUMAR		
Programme Coordinator	P.ANAND		

Approved by			
	Name	Signature	Date
HoD	C.SURESHKUMAR		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	B.Sc.,MC&HM	Programme Code :	MH1001
Course Name :	Advanced Food and Beverage Management Practical	Course Code :	19HS405
Year / Semester	V	Section	A-B
Total No. of Students	54	No. of Credits	3
Corresponding lab Paper	Yes / No. -NO	Total No. of Contact Hours	45
Course Teacher Name	V.Gangadharan		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1.	Beverage order taking Procedures & Service-	T1- 509 - 522	PPT			2	10 Hrs
2.	Non alcoholic beverage - Tea & Coffee	T1 -509	PPT			2	
3.	Alcoholic beverage - Fermented & Distilled Beverage	T1-511- 513	PPT			2	
4.	- (Wines , Beers , Brandy ,Whisky , Rum , Gin , Vodka , Tequila)	T1-514- 522	V			4	
UNIT – II							
5.	Wine and Food Matching- Pairing of Wine & Food (Acidity,	T1-433 –	V			4	8 Hrs

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours	Cumulative Hours
	Tannin. Texture , Flavor Preparation Method) -	438			
6.	Menu planning - Designing of menu card	T1-439-442	PPT	4	
UNIT – III					
7.	Layout of bar & Parts of Bar	T1:- 578-	PPT	2	7 Hrs
8.	Planning the utility Ares	T1-578	V	2	
9.	Planning the service area - Planning of Interior	T1-579	V	3	
UNIT – IV					
10.	Records Maintained in Bar - - Inter bar transaction record - Breakage record	T1: 583 - 585	PPT	4	10 Hrs
11.	Indent or Requisition Book	T1-586-590	PPT	3	
12.	Issuing record - Beverage control report- Par stock or bottle record book- Receiving record	T1-591-596	V	3	
UNIT – V					
13.	Cocktails and Mock tails- Components of cocktail (Base, Modifier , Flavoring , Color and Sweetiness)	T1: 524 - 525	V	6	10 Hrs
14.	Method of cocktails making -3 recipes of cocktail in each base (preparation) -10 mock tails recipes(preparation)	T1- 525-528	V	4	
TOTAL HOURS					45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet (WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides (GS) , Google Forms (GOF) and Whiteboards (WB), Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Textbooks : **F & B Service “Food & Beverage Service”** - Singaravelavan

Reference Books :

1. **F & B Service “Food & Beverage Service”** - Singaravelavan
2. **A Training Manual** – Sudhir Andrews Second Edition – Tata McGraw Hill Education Private Limited – New Delhi.
3. **Professional Food & Beverage Service Management**, Brain Varghese.
4. **Food & Beverage Service**, Dennis Lillicrap, John Cousins Robert Smith, Fifth, 1998, Hodder and Staughton Educational, 338 Euston Road, London.

Web Resources

W1	http://yshivtishs.blogspot.com/2016/12/the-hotel-catering-industry.html
W2	http://ihmkolkatafoodandbeveragenotes.blogspot.com/2017/06/attributes-of-good-waiter.html
W3	ewatirchaubey.tumblr.com/post/177970866502/f-b-service-department-coordination-within
W4	http://ihmkolkata.blogspot.com/2013/05/ancillary-department-of-food-beverage.html

E – Books /Library INFLIBNET RESOURCES

E1	https://drive.google.com/file/d/0B5tbjJNT_dSVV29EUKZzU0pKVmM/view
E2	https://books.google.co.in/books?id=9GV5ABUzViIC&printsec=frontcover#v=onepage&q&f=false

E3	https://www.hoddereducation.co.uk/media/Documents/City%20and%20Guilds/Food-and-Beverage-Service-9781510436213.pdf
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Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Liquor bottle Label reading	PPT	01	01

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	BB	Wine label reading	1

Designation		Prepared by	
	Name	Signature	Date
Course Coordinator / In-charge	V.Gangadharan		
Programme Coordinator	P.Anand		

Approved by			
	Name	Signature	Date
HoD	Mr. C.Suresh Kumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	B.Sc Marine Catering & Hotel Management	Programme Code :	MH1001
Course Name :	Bakery & Confectionery Practical	Course Code :	19HS406
Year / Semester	II / III	Section	A&B
Total No. of Students	54	No. of Credits	3
Corresponding lab Paper	Yes	Total No. of Contact Hours	48
Course Teacher Name	Mr.K.Perumal Kannan		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	Bread rolls, Dinner rolls ,Croissants, Brioche, Plat if rolls, Danish Pastry.	(P 146-159)	P	1	0	4	4
2	Bun’s, Plain Bun’s, Sweet Bun’s, Milk Bun’s , Doughnuts, Finger roll, Platif rolls.	(P 146-159)	P	1	0	4	4
UNIT – II							
1	Pav Bun’s, Stuff Bun’s, Fruit Bun’s, Sandwich Bread, Cottage Bread.	(P 146-159)	P	1	0	4	4
2	Milk Bread, Sweet Bread, Cottage loaf, Wheat Bread, French Bread.	(P 146-159)	P	1	0	4	4

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – III							
1	Fatless Sponge, Plain Sponge, Genoese Sponge , Gel Sponge, Swiss Rolls, Muffins, Fruit Cakes ,	(P 184-190)	P	0	0	4	4
2	Plum Cakes, Cakes & Walnut Cakes Birth day Cakes, Fancy Cakes ,Vanilla cookies, Butter Cookies	(P 184-190)	P	0	0	4	4
UNIT – IV							
1	Short crust pastry: Jam Tarts, Welsh chesse cake, Chocó tarts, Banana Flans, Apple Flans, Chocolate Flans, Apple Pie.	(P 170-173)	P	0	0	4	4
UNIT – V							
1	Butter Icing, Royal Icing, Fondant Icing, Gum Paste, Caramel Custard, Soufflés, Mousse, Gateau, Chocolate Fudge	(P 099-110)	p	0	0	4	4
2	Puff Pastry: Varieties of Puffs, vol-au-vent, Straws, Mock mince pie	(P 175-176)	p	0	0	4	4
3	Choux Pastry: Éclairs, Swan éclairs, Profit rolls	(P 173-174)	p	0	0	4	4
4	Flaky Pastry: Apple strudel, Mixed fruit strudel	(P 179-180)	p	0	0	4	4
5	Gateaux: Black forest, White forest, Mocha gateaux, Tiramisu.	(P 200-201)	p	0	0	4	4
TOTAL HOURS							45

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet (WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides (GS) , Google Forms (GOF) and Whiteboards (WB), Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

5. Sivalingam, Y. (2005). *Theory of Bakery & Confectionery*. Visaga Publication.

Reference Books

6. .K.ARORA. (2011). *BASICS OF BAKING*. 4435-36/7,Ansari Road,DaryaGanj,New Delhi-110002: S.B.Nanjia-A P H Publishing Corporation
7. .S.Bali, P. (2018). *Theory of Bakery and Patisserie*. Oxford university press.

Web Resources

8. https://www.google.com/search?bih=613&biw=785&rlz=1C1CHBD_enIN912IN912&hl=en&tbm=vid&sxsrf=ALeKk03wisRysKh39DnpgTbjpPBGe8yobA%3A1604914081236&ei=
9. https://www.google.com/search?q=cold+dessert+images&source=lmns&tbm=vid&bih=800&biw=1821&rlz=1C1CHBD_enIN912IN912&hl=en&sa=X&ved=2ahUKEwiriYrKkvXs
10. https://www.google.com/search?rlz=1C1CHBD_enIN912IN912&sxsrf=ALeKk00f4-Jjdm8uQoMTbeRtgT8hThPs-w%3A1604913764144&ei=ZAqpX8ypCKqd4-EPrJeOeA&q=varietie
11. https://www.google.com/search?q=types+of+bread&rlz=1C1CHBD_enIN912IN912&oq=Types+of+bread&aqs=chrome.0.0i433i457j0l7.12879j0j15&sourceid=chrome&ie=UTF
12. https://www.google.com/search?q=varieties+Biscuits+%26+cookies&rlz=1C1CHBD_enIN912IN912&sxsrf=ALeKk01FXN1vOe4T9IRhT7XguLGLdD5OA:1604913934914&source=lnm
13. https://www.google.com/search?q=cold+dessert+images&tbm=isch&ved=2ahUKEwjS0KKskvXsAhXN_TgGHZOTCqEQ2-cCegQIABAA&oq=Cold+dess&gs_lcp=CgNpbWcQARgCMgII

E – Books /Library INFLIBNET RESOURCES

14. https://www.google.com/search?rlz=1C1CHBD_enIN912IN912&ei=Qcy4X4mmLYPb9QP9j5iABA&q=cake+cookies+chocolate&oq=Cakes+%&sclient=psy-ab
15. https://www.google.com/search?rlz=1C1CHBD_enIN912IN912&ei=o8y4X_W7K8H99QP
16. https://www.google.com/search?rlz=1C1CHBD_enIN912IN912&ei=btG4X_XMLs2AyAOT94egCg&q=Cookies+%26+biscuits&oq=Cookies+%26+biscuits&gs
17. https://www.google.com/search?rlz=1C1CHBD_enIN912IN912&ei=wtG4X_7XDLvUrtoP-Iqi2AE&q=Custard+%26+Cold+deserts&oq=Custard+%26+Cold+deserts&gs_lcp

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1	Bakery Major & Small equipments	<i>Assignments</i>	2	HB
2	Types of Bread	<i>Assignments</i>	2	HB
3	Bread faults & Remedies	<i>Assignments</i>	2	HB
4	Essential ingredients	<i>Seminars</i>	2	HT

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	Cold Desserts	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	I,II units,III (upto 3.1)	50%
2.	II INTERNAL	III(from 3.2) IV,V units .	50%
3.	End Semester Examination	All five units	100%
1.	I INTERNAL	I,II units,III (upto 3.3)	50%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	Mr.K.Perumal Kannan		
Programme Coordinator	Mr.P.Anand		

Approved by			
	Name	Signature	Date
HoD	Mr.C.Sureshkumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	Marine Catering and Hotel Management	Programme Code :	MH1001
Course Name :	Advanced Accommodation Operation Practical	Course Code :	19HS407
Year / Semester	II/IV	Section	A & B
Total No. of Students	70	No. of Credits	3
Corresponding lab Paper	Yes	Total No. of Contact Hours	36
Course Teacher Name	P.ANAND		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
	Administrative duties- Attendance procedures and record maintenance, Briefing procedures, Duty allotments and record maintenance, Guest complaints and record maintenance	T-87	P			8	8
UNIT – II							
	Control desk- Role play – telephone handling on Control	T-137	P			8	8

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	desk, Register and file maintenance, Lost and founds, Key and their control.						
UNIT – III							
	Public Area Supervision- Night cleaning schedule and procedure - Day cleaning schedule and procedure - supervisor tasks- Cleaning and maintenance of equipments	T-175	P			8	8
UNIT – IV							
	Rule on Guest Floor- Rule and regulation followed in the guest floor- Maids cards- check list, stock and replacement	T-119	P			4	4
UNIT – V							
	Safety and Security- First aid- Fire prevention - Crime - Sickness and death	T-272	P			8	8
TOTAL HOURS							36

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

7) Andrews,Sudhir. (2017). *Hotel housekeeping :training manual*(2nd ed.). Tata mcgraw hill publishing limited.

Reference Books

- 8) Andrews, Sudhir. (2017). *Hotel housekeeping :training manual* (2nd ed.). Tata mcgraw hill publishing limited.
- 9) S.K. Kaushal & S.N. Gautam. (2008). *Accommodation operations management*. Frank bros & co.

Web Resources

- 10) www.ihmnotessite.net

E – Books /Library INFLIBNET RESOURCES

- 11) https://books.google.co.in/books/about/Hotel_Housekeeping.html?id=5Yn0AQAAQBAJ&redir_esc=y

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Pest Control Management	Practical	1	HB
2.	Laundry Inventory methods	Practical	1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	M1	Practical	PPT	Introduction on basic software used in housekeeping	1
2	M2	Practical	PPT	Post Covet 19 rules and regulation	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	---	
2.	I INTERNAL	---	
3.	II INTERNAL	---	
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	P.Anand		
Programme Coordinator	P.Anand		

Approved by			
	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	DR. S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	Marine Catering and Hotel Management	Programme Code :	MH1001
Course Name :	Indian Fundamental Cookery	Course Code :	19HS408
Year / Semester	IV	Section	
Total No. of Students		No. of Credits	2
Corresponding lab Paper	Yes / No.	Total No. of Contact Hours	30
Course Teacher Name	P.ANAND		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
	ANDRA , BENGALI, KARNATAKA CUISINE - Introduction and History of the cuisine	W1	L	2			6
	Famous, dishes and ingredients	W1	L	2			
	Equipment usages, cooking methods	W1	L	2			
UNIT – II							
	GUJARATI CUISINE , GOAN, HYDRABATI CUISINE- Introduction and History of the cuisine	W1	L	2			6

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	Famous, dishes and ingredients	W1	L	2			
	Equipment usages, cooking methods	W1	L	2			
UNIT – III							
	KASHMIRI, KERALA ,MAHARASTRA CUISINE- Introduction and History of the cuisine	W1	L	2			6
	Famous, dishes and ingredients	W1	L	2			
	Equipment usages	W1	L	2			
UNIT – IV							
	MUGHLAI , PARSII, PUNJABI CUISINE – Introduction and History of the cuisine	W1	L	2			6
	Famous, dishes and ingredients	W1	L	2			
	Equipment usages, cooking methods	W1	L	2			
UNIT – V							
	TAMILNADU ,CHETTINAD CUISINE ,INDIAN SWEETS - Introduction and History of the cuisine	W1	L	2			6
	Famous, dishes and ingredients	W1	L	2			
	Equipment usages , cooking methods	W1	L	1			
	Famous Indian sweets	W1	L	1			
TOTAL HOURS							30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* **LCD** / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Text Book

12) A Compiled book, covering all the topics of the syllabus prepared by the Department of MC &HM

Reference Books

Philip, Thangam.(2010). *Modern cookery volume 1: for teaching and the trade* (6th ed). Orient Blackswan

Web Resources

18. <http://hmctspecial.blogspot.com/2017/06/all-food-production-notes-with-indian-cuisine.html>

E – Books /Library INFLIBNET RESOURCES

19. http://uru.ac.in/uruonlinelibrary/Hospitality_Management/Book%20of%20food%20production.pdfBook 2

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Indian sweet preparation	Practical	1	HB
2.	Indian 5 course menu	Practical	1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, and Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	M1	Practical	ppt	Indian Tandoori cooking	1
2	M2	Practical	ppt	impact on Grill cookery in India	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to Kashmiri, cuisine)	50%
3.	II INTERNAL	Unit – III (from Kerala cuisine) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	P. Anand		
Programme Coordinator	P. Anand		

Approved by			
	Name	Signature	Date

HoD	Mr. C.SURESH KUMAR		
Dean Academics	DR. S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	B.Sc.,MC&HM	Programme Code :	MH1001
Course Name :	Human Resource Management	Course Code :	19HS409
Year / Semester	V	Section	A-B
Total No. of Students	54	No. of Credits	2
Corresponding lab Paper	Yes / No. -NO	Total No. of Contact Hours	30
Course Teacher Name	V.Gangadharan		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1.	HUMAN RESOURCE MANAGEMENT- Introduction and Definition of Management	T1-1.1-1.2	PPT	1			08
2.	Nature	T1-1.7	PPT	1			
3.	Scope	T1-1.1-1.2	PPT	1			
4.	Objective	T1-1.12	BB	1			
5.	Functions of Human resource Department	T1-1.4-1.7	BB	1			
6.	The role of HR manager	T1-1.10	PPT	1			
7.	Organization of HR Department	T1-1.12-	PPT	1			

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
		1.13					
8.	Importance of Human Resource Management	T1-1.9	BB	1			
UNIT – II							
9.	MANPOWER PLANS- Concept	WI	BB	1			05
10.	Organization & Practice	W1	BB	1			
11.	Manpower planning techniques,	W1	PPT	1			
12.	Short term and Long term planning	W1	PPT	2			
UNIT – III							
13.	RECRUITMENT & SELECTION- Job analysis	T1- 2.1	PPT	1			05
14.	Description	T1-2.3	PPT	1			
15.	Job Specification	T1-2.4	PPT	1			
16.	Selection process	T1-7.1 - 7.3	BB	1			
17.	Tests & Interviews – Placement & Induction	T1-7.3 - 7.8	BB	1			
UNIT – IV							
18.	PERFORMANCE APPRAISAL - Job Evaluation & merit rating , Promotion	T1-2.5-2.8	PPT	1			05
19.	Transfer & Demotion , Human relations	T1-10.1-10.5	PPT	1			

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
20.	Approaches to good human relations	T1- 10-10.5	PPT	1			
21.	Job satisfactions , Morale & discipline	W2	PPT	1			
22.	Labor turn over – punishment	W2	PPT	1			
UNIT – V							
26.	WAGES & SALARY ADMINISTRATION- Development sound compensation structure,	W3	BB	1			07
27.	Fringe benefits, CTC (Cost to Company) concepts and implication – regularity.	W4	BB	1			
28.	Provisions – incentive system – Labor welfare & social security, safety,	W4	BB	1			
29.	Health and security.	W4	PPT	1			
30.	Retirement benefits to employees. Industrial relations – trade unionism – Grievance handling – developing Grievance Handling System, Managing conflicts, collective bargaining & workers participation.	T1 27.1-28.9	PPT	2			
31.	WAGES & SALARY ADMINISTRATION- Development sound compensation structure,	W4	BB	1			
TOTAL HOURS							30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column

Text Books

T1	Jayasankar .J. (2004). <i>Human Resource Management</i> . Margham Publication. Chennai.
----	-----------------------------------------------------------------------------------------

Reference Books

R1	Dhar R .(2011) . <i>Fundamentals of Human Resource Management</i> . Laxmi Publications (2011).
R2	Aswathappa.K.(2013). <i>Human Resource Management</i> (7th ed.). Tata Mcgraw Hill Education Private Limited.
R3	Aquinas.P.G.(2006). <i>Human Resource Management Principles and Practice</i> (1st ed.). Vikas Publishing House

Web Resources

W1	https://www.accountingnotes.net/human-resource-management/manpower-planning/manpower-planning/17527
W2	https://www.economicsdiscussion.net/human-resource-management/human-relations/human-relations/32398
W3	https://www.economicsdiscussion.net/human-resource-management/compensation-management/32258
W4	https://corporatefinanceinstitute.com/resources/careers/compensation/fringe-benefits/

E – Books /Library INFLIBNET RESOURCES

E1	https://brauss.in/hrm-basic-notes.pdf
E2	http://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32088.pdf
E3	http://www.universityofcalicut.info/cuonline/exnotif/ex5462.pdf

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
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1.	Meaning of performance appraisal	Assignment	1	HB
2.	Method of performance appraisal	Assignment	1	HB

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	BB	Methods of Training	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit – I	20%
2.	I INTERNAL	Unit – I, II, III (up to 3.3)	50%
3.	II INTERNAL	Unit – III (from 3.4) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	V.Gangadharan		
Programme Coordinator	P.Anand		

Approved by			
	Name	Signature	Date
HoD	Mr. C.Suresh Kumar		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (EVEN SEMESTER)

Name of the Programme :	ANI/VIS/CS/NET/MCHM/FSPM/F&IS/HONS&ACCA/ B.Com B&I/BBA	Programme Code :	MH1001
Course Name :	Basic Tamil IV	Course Code :	19UAT410
Year / Semester	II / II	Section	
Total No. of Students	24	No. of Credits	2
Corresponding lab Paper	No	Total No. of Contact Hours	30
Course Teacher Name	Ms.R.Sailakshmi		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teachi ng Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	பழங்கள்	CM/1	BB	1			1
2	காய்கறிகள்	CM/2	BB	1			1
3	மளிகைப்பொருட்கள்	CM/3	BB	1			1
	அறுசுவை	CM/4	BB	1			1
	சந்தையில் பயன்படுத்தும் சொற்கள்	CM/5	BB	1			1
	உரையாடல்	CM/6	BB	1			1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
UNIT – II							
	மருத்துவத்துறை தொடர்பானவை	CM/7	BB	1			1
	கல்வித்துறை தொடர்பானவை	CM/8	BB	1			1
	விளையாட்டு தொடர்பானவை	CM/9	BB	1			1
	புவியியல்துறை தொடர்பானவை	CM/10	BB	1			1
	வானியல்துறை,வீடு தொடர்பானவை	CM/11	BB	1			1
	பொதுச் சொற்கள்	CM/12	BB	1			1
UNIT – III							
	எழுத்து வேறுபாடுகள்	CM/13	BB	2			2
	பிரித்து எழுதுதல்	CM/14	BB	2			2
	சேர்த்து எழுதுதல்	CM/15	BB	2			2
UNIT – IV							
	சொல்லும் பொருளும்	CM/16	BB	1			2
	எதிர்ச்சொல்	CM/17	BB	1			2
	மரபும் வழுவும்	CM/18	BB	1			1
	மொழிபெயர்ப்பு - தமிழ்-ஆங்கிலம்	CM/19	BB	1			1
	மொழிபெயர்ப்பு - ஆங்கிலம் - தமிழ்	CM/20	BB	2			2
UNIT – V							
	தமிழ் நூல்களும் ஆசிரியர்களும்	CM/21	BB	1			1
	பொன்மொழிகள்	CM/22	BB	1			1

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	சிறப்புத் தொடர்கள்	CM/23	BB	2			2
	உரையாடல்	-	BB	2			2
TOTAL HOURS							30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

1. அடிப்படைத் தமிழ்; - II – பாடநூல் தொகுப்பு வெளியீடு தமிழ்த்துறை கல்லூரித் -

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	உரையாடல்		2	(HB)
2.	புத்தகம் வாசித்தல்		2	(HB)

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Assignment	1	மொழிபெயர்ப்பு	1

2		Seminar	1	புத்தகம் விமர்சனம் செய்தல்	1
3	2	Peer teaching	1	நடைமுறை நிகழ்வுகளை கலந்தாலோசித்தல்	1

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage	
1.	I INTERNAL	Unit – I, II, III (up to -----)	50%	
2.	II INTERNAL	Unit – III (from -----) , IV, V	50%	
3.	End Semester Examination	Unit I to V	100%	
Designation		Prepared by		
		Name	Signature	Date
Course Coordinator / In-charge		Ms .R. Sailakshmi		

Approved by			
	Name	Signature	Date
HoD	Mrs . N . SELVI		
Dean Academics	Dr.S.PRIYA		
Principal	Dr.R.SUJATHA		

COURSE PLAN – 2020 – 21 (ODD/EVEN SEMESTER)

Name of the Programme :	CS/F&IS	Programme Code :	
Course Name :	Advanced Tamil IV	Course Code :	19UAT411
Year / Semester	II / II	Section	
Total No. of Students	23	No. of Credits	2
Corresponding lab Paper	No	Total No. of Contact Hours	30
Course Teacher Name	H.GEETHA		

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1	நாயன்மார் பாடல்கள்	CM/1	BB	2			2
2	ஆழ்வார் பாடல்கள்	CM/2	BB	2			2
3	சிலப்பதிகாரம்	CM/3	BB	2			2
UNIT – II							
	தமிழ் மொழியின் வரலாறு	CM/5	BB	2			3
	செம்மொழிகளும் தமிழும்	CM/7	BB	2			3
UNIT – III							
	திருக்குறள் (ஒழுக்கமுடைமை1-10)	CM/9	BB	2			2
	திருக்குறள் (விருந்தோம்பல் 1-10)	CM/10					2

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
	நாலடியார் (செல்வம் நிலையாமை 1-5)	CM/11					2
UNIT – IV							
	தமிழ்ச் சொற்களும் பிறமொழிச் சொற்களும்	CM/12	BB	3			2
	சொல் வகைகள்	CM/14	BB	3			2
	வினா, விடை – வகைகள்	CM/16	BB	3			2
UNIT – V							
	கட்டுரைப் பயிற்சி	--	BB	3			6
TOTAL HOURS							30

L – Lecture T – Tutorial (Problems / Example Programs / Revision Classes) P – Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included. [Mark the abbreviation in the teaching aids column]

Course Material

2. பொதுத்தமிழ்-IV– பாடநூல் தொகுப்பு கல்லூரித் -தமிழ்த்துறை வெளியீடு

Reference Books

3. தேவாரம்.சைவசித்தாந்த நூற்பதிப்புக்கழக வெளியீடு.கும்பகோணம்: 1990. Print
4. நாலாயிரதிவ்வியப்பிரபந்தம்.சைவசித்தாந்த நூற்பதிப்புக்கழக வெளியீடு. 1992. Print.
5. ஞா.மாணிக்கவாசகன். சிலப்பதிகாரம் ,உமா பதிப்பகம், சென்னை: 1976.Print.
6. மு.வரதராசனார் உரை . திருக்குறள், சைவ சித்தாந்த நூற்பதிப்புக் கழகம்,1996. Print.
7. அ.மாணிக்கம். நாலடியார், மணிவாசகர் பதிப்பகம்,மதுரை :1982. Print.
8. பயன்பாட்டுத்தமிழ் இலக்கணம். மணிவாசகர் பதிப்பகம்> மதுரை: 1995.Print.

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	செய்தித்தாள்கள் வாசித்தல்		2	(HB)
2.	புத்தகம் வாசித்தல்		2	(HB)

* Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit, Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Assignment	2	கட்டுரை எழுதுதல்	2
2		Seminar	2	புத்தகம் வாசித்து விமர்சனம் செய்தல்	2
3	2	Peer teaching	2	நடைமுறை நிகழ்வுகளை கலந்தாலோசித்தல்	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	I INTERNAL	Unit – I, II, III (up to -----)	50%
2.	II INTERNAL	Unit – III (from -----) , IV, V	50%
3.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	N . SELVI		

Approved by			
	Name	Signature	Date
HoD	Mrs . N . SELVI		
Dean Academics	Dr.S.PRIYA		
Principal	Dr.R.SUJATHA		

SEMESTER – V

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

DEPARTMENT OF MARINE CATERING AND HOTEL MANAGEMENT

FACULTY INCHARGE OF COURSE HANDLING

ACADEMIC YEAR 2020-2021

SEMESTER - V

s/no	SUB CODE	SUBJECT TITLE	NAME OF THE STAFF INCHARGE
1.	18HS501	Maritime Studies	Mr. R.Ganesh
2.	18HS502	Galley Operation Management	Mr. C.Sureshkumar
3.	18HS503	Food and Beverage service Management	Mr. V.Gangadharan
4.	18HS504	Principles of Management	Mr. Selvam
5.	18HS505	Human Resource Management	Mr. N.Ramesh
6.	18HS506	Project	Mr. Anand
7.	18HS507	Advanced culinary arts practical	Mr. C.Sureshkumar
8.	18HS508	Advanced Accommodation & Facility Management Practical	Mr. E. Jacob Jebaraj
9.	18CRT509	Campus Recruitment Training English III Practical	Mr. Sivakumar


HOD 30/09/20


30/9/2020
PRINCIPAL

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc Marine Catering and Hotel Management Programme Code : MH1001

Title of the Course : Maritime Studies Course Code : 18HS501

Year / Semester : III / V Section: A&B Total No. of Students : 70

No of Credits : 4 Total No. of Contact Hours: 40

Course Teacher (s) Name : R.Ganesh Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I							
1.	Elementary knowledge of navigation and seamanship.	W1	BB	1			11
2.	Shipboard Organization	W1	BB	1			

	Roles and responsibilities of General steward/cook/other or hospitality personnel onboard/passengers ship						
3.	Merchant ship types (Cargo ,Tankers , Passengers)	W2	BB	1			
4.	Functions of Merchant ships(Cargo ,Tankers , Passengers)	W2	BB	1			
5.	General ship knowledge and layout of ship	W3	BB	1			
6.	Sketch/Mark showing (Forward, Aft, Port side ,starboard side ,Mid ship, central line , Accommodation area, poop deck, Monkey island, E/room)	W3	BB	1			
7.	Plimsol Mark	W4	BB	1			
8.	Draught Markings & Load line (Locations) Jetty ,Berth ,docks, basin	W5	BB	1			
9.	IMO ,SOLAS,STCW,MLC,ISM code ,Flag state inspections, port state control	R1 (16-18)	BB	1			
10.	Seafarer's health onboard	R1 (19-20)	BB	1			
11.	WHO s guidelines for dealing with	R1 (20-21)	BB	1			
UNIT – II							
12.	Function of Shipping, MMD, Port Health, Customs, Immigration: Signing on/off	R1 (23, 27, 28)	BB	1			6
13.	Official Log Book ,Offences against discipline	R1 (25-27)	BB	1			

14.	Articles of Arrangement	R1 (24)	BB	1			
15.	Personal Documents to be Carried on Board-(passport, CDC, Seaman’s profile)	R1 (24)	BB	1			
16.	Documents to be prepared for port health officer	R1 (27)	BB	1			
17.	Documents to be signed by a seafarer for port customs and immigration	W6	BB	1			
UNIT – III							
18.	MARPOL-Environmental pollution control, Garbage separation Emergency Alarms /Signals	R1(29-30)	BB	1			9
19.	Life Boats ,Life Rafts	R1(30)	BB	1			
20.	Equipments in life boat, Life raft	R1(31,32)	BB	1			
21.	Rescue Boats	R1(30)	BB	1			
22.	Life Boat Capacity (Requirements)	W7	BB	1			
23.	Life Raft Capacity(Requirements)	W7	BB	1			
24.	Personal Life saving Appliances	R1(30)	BB	1			
25.	Survival Craft Radio Equipment	W7	BB	1			
26.	Survival Craft Drills	W8	V	1			
UNIT – IV							
27.	Crowd Management Use of life saving appliances and control plans	W9	PPT	1			6

28.	Assist passengers in route to assembly and embarkation station	W9	PPT	1			
29.	Mustering procedures	W9	PPT	1			
30.	Communication in case of emergency	W9	PPT	1			
31.	Instruction for passengers to assemble	W9	PPT	1			
32.	Abandon ship procedures	W10	PPT	1			
UNIT – V							
33.	Personal protective Equipments (PPE) & Means of Access Types of PPE used on board	W11	BB	1			8
34.	Uses of PPE	W11	BB	1			
35.	Face & Eye Protection	W12	BB	1			
36.	Respiratory Protective Equipment	W12	BB	1			
37.	Body Protection	W13	PPT	1			
38.	Importance of Checking/inspection the conditions of PPE Before use	W13	PPT	1			
39.	Protection against drowning	W13	PPT	1			
40.	Safety and security drills	W14	PPT	1			
TOTAL HOURS							40

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Practical knots and rope works, Bland ford, Percy, W. Tab books Inc
----	---------------------------------------------------------------------

Reference Books

R1	Maritime Studies- Manual
R2	Safety and survival at sea, LEE, ECB & Others, New York, W W Norton and co.
R3	Model course crowd management , IMO, London
R4	Solas, 2001, Consolidated edition , Mumbai ,Sterling Book House

Web Resources

W1	https://www.slideshare.net/raseltyh/ship-organization
W2	https://www.marineinsight.com/guidelines/a-guide-to-types-of-ships/

W3	https://www.marineinsight.com/guidelines/parts-of-a-ship/
W4	https://www.marineinsight.com/maritime-law/what-is-plimsoll-line-on-ships/
W5	https://pt.slideshare.net/JAYALAKSHMIATHRAM/classification-of-port-and-amp-harbour-pptpptx
W6	https://www.marineinsight.com/careers-2/a-list-of-important-documents-for-deck-cadets/
W7	https://www.marineinsight.com/guidelines/types-of-life-saving-equipment-onboard-ships/
W8	https://www.youtube.com/watch?v=rZ-JGPUV8a0
W9	https://www.slideshare.net/PatCabangis09/crowd-management-39376474
W10	https://www.marineinsight.com/guidelines/what-is-the-responsibility-of-the-master-after-abandoning-a-ship/
W11	https://www.shponline.co.uk/ppe-personal-protective-equipment/
W12	https://www.marineinsight.com/marine-safety/10-main-personal-protective-equipment-ppe-used-onboard-ship/
W13	https://www.youtube.com/watch?v=GRQ0iDq5UfM
W14	https://www.youtube.com/watch?v=S055haAh518

E – Books /Library INFLIBNET RESOURCES

E1	https://www.pfri.uniri.hr/bopri/documents/14-ME-tal_001.pdf
E2	https://www.britannica.com/technology/ship/Types-of-ships

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Types of Fire	Assignment	01	HB
2	Types of Fire Extinguisher	Assignment	01	HB

** Proposed Actions can be Assignments, Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	M1	Lecture	PPT	Water tight doors	01
2	M2	Lecture	PPT	Fire screen doors	01

Topics beyondSyllabus

Module No	Module
M1	https://www.marineinsight.com/marine-safety/watertight-doors-on-ships-a-general-overview/
M2	https://en.wikipedia.org/wiki/Fire_door

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (up to 3.4)	50%
3.	II INTERNAL	Unit – III (from 3.5) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Prepared by			
Designation	Name	Signature	Date
Course Coordinator / In-charge	Mr. R.Ganesh		
Programme Coordinator	Mr. P.Anand		

Approved by			
Designation	Name	Signature	Date
HoD	Mr. C. Suresh Kumar		
Dean Academics	Dr. S. Priya		
Principal	Dr. R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme: B.Sc, MC&HM

Programme Code

: MH1001

Title of the Course : Galley Operation Management

Course Code : 18HS502

Year / Semester : III / V

Section: A&B

Total No. of Students : 70

No of Credits : 4

Total No. of Contact Hours : 33

Course Teacher (s) Name : C.SURESH KUMAR

Corresponding lab Paper: No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	U.S.P.H(Vessel Sanitation)and HACCP Plan-- Food Contact surface in Galley	Ref-3	PPT	1			7
2.	Blast Chiller,	5	V	1			
3.	Food storage cabinet	6	BB	1			
4.	Walk in fridge	6	V	1			

5.	Buffet Counters,	7	BB	1			
6.	Preparation counter	9	BB	1			
7.	Different types of log (Temperature log , transportation log, Fridge log)	13	V	1			
UNIT - II							
8.	Larder or Garde Manger- Importance and functions of larder in main kitchen	14	PPT	1			9
9.	Duties and responsibilities of larder chef	14	BB	1			
10.	Equipment and tools used in larder	16	BB	1			
11.	Lay out of Larder Room	18	BB	1			
12.	Cold cuts and preparation	19	V	1			
13.	Charcuterie and Sausages ,Definition ,Types and Verities	20	V	1			
14.	Casings and Fillings, Types and Verities	20	V	1			
15.	Fillings, Types and Verities	21	V	1			
16.	Forcemeats, Definition ,Types of forcemeats ,preparation of forcemeats	21	V	1			
UNIT -III							
17.	Galantines ,Ballotines, Pate’s preparation- Galantines, Definition, Types of Galantine, composition and preparation	22	P/V	1			4
18.	Ballotine, Definition ,difference between galantine and ballotine	22	P/V	1			
19.	Pate’s ,Definition, Types of pate de fois gras, Making of Pate’	23	P/V	1			
20.	Chaud froid, Definition. Types and uses, Aspic and Gelee or jelly, uses of aspic and jelly	23	P/V	1			
UNIT-IV							
21.	Quantity Food Production -Planning- Principles of indenting for volume feeding	24	BB	1			

22.	Practical difficulties while indenting for volume feeding	24	BB	1			5
23.	Introduction to purchasing	26	PPT	1			
24.	Purchase Techniques	27	BB	1			
25.	Storage	28	BB	1			
UNIT - V							
26.	Institutional and industrial Catering- 1.Types of institutional and industrial Catering	29	BB	1			8
27.	2.Problems associated with this type of catering	29	BB	1			
28.	3.Scope for development and growth	30	BB	1			
29.	1.Hospital catering	30	PPT	1			
30.	2.Highlights of Hospital Catering for patients Staff and Visitors	32	PPT	1			
31.	Mobile Catering	32	PPT	1			
32.	1.Characteristics of Sea ,Airlines and Rail Catering	34	PPT	1			
33.	2.Branches of mobile Catering	34	BB	1			
TOTAL HOURS				33			33

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	Dr.Mohini Sethi, 2018 Catering Management an Integrated Approach New Age International Private Limited; Third edition
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Reference Books

R1	Chef Leto M.J& W.H.K Bode,1985 The Larder Gastronomique Encyclopedia Paul Hamlyn.Butterworth Heinemann Larousse
R2	Frederic H.Semerschmid and john F.Nicolas ,1992, Professional Chefs-Art of Garde Manger (5 th Edition) Wiley Baking,Wayane Gladson.
R3	American Culinary Institute 2014,Prentice Hall,USA.

Web Resources

W1	file:///C:/Users/office/Downloads/vessel-sanitation-program-2011-operations-manual.pdf
W2	https://hmhub.me/galantine-types-making/
W3	https://hospitalitystudy.wordpress.com/2016/04/14/larder-garde-manger-cold-kitchen/
W4	https://www.academia.edu/38705157/Quantity_Food_Production_and_Inventory_Management
W5	http://chefrajkumar.blogspot.com/2015/09/institutional-and-industrial-catering.html

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Blast Chiller	Peer Teaching	1	HT

2.	Different types of Logs	Peer Teaching	1	HT
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** Proposed Actions can be Assignments, Seminars, Peer teaching, and Industrial Visit, Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

Sl.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	M1	Practical	Hands on Practice	Galantine and Ballotine Preparations	2
2	M2	Practical	Hands on Practice	Pate, Terrine, Roast Chicken Preparation	2

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%

2.	I INTERNAL	Unit - I, II, III (up to 3.18)	50%
3.	II INTERNAL	Unit – III (from 3.19) , IV, V	50%
4.	End Semester Examination	Unit- I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	C.SURESHKUMAR		
Programme Coordinator	P.ANAND		

Approved by			
	Name	Signature	Date
HoD	C.SURESHKUMAR		
Dean Academics	Dr. S.PRIYA		
Principal	Dr. R. SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc., MC&HM	Programme Code : MH1001
Title of the Course : Food& Beverage Service Management	Course Code : 18HS503
Year / Semester : III rd / V th	Section: A&B Total No. of Students : 70
No of Credits : 03	Total No. of Contact Hours : 34
Course Teacher (s) Name: V.Gangadharan	Corresponding lab Paper : No

Sl. No.	TOPIC	Reference / Text Book Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Function catering	T1- P-605	BB	1			08
2.	Introduction	T1- P-605	BB	1			
3.	Banquets	T1-	BB	1			

		P-605					
4.	Types of functions	T1- P-606	PPT	1			
5.	Method of banquet service	T1- P-606	PPT	1			
6.	Buffet	T1- P-605	PPT	1			
7.	Types of buffet	T1- P-605	PPT	1			
8.	Toasting	T1- P-628	V	1			
UNIT - II							
9.	Gueridon service	T1- P-259	BB	1			
10.	Introduction	T1- P-259	BB	1			
11.	Types of trolley	T1- P-620	PPT	1			
12.	Equipments used in gueridon trolley	T1- P-261	PPT	1			
13.	Mise-en-place for gueridon trolley	T1-	BB	1			
07							

		P-264					
14.	Advantages and disadvantages of gueridon service	T1- P-268	BB	1			
15.	Dishes prepared on gueridon trolley	T1- P-269	V	1			

UNIT - III

16.	Bar operations	T1- P-578	BB	1			
17.	Introduction	T1- P-578	PPT	1			
18.	Types of bar	T1- P-578	PPT	1			
19.	Parts of bar	T1- P-580	BB	1			
20.	Pubs	T1- P-579	BB	1			
21.	Lounge bar	T1- P-579	BB	1			
22.	Wine bar	T1- P-579	BB	1			
23.	Cocktail bar	T1- P-579	PPT	1			

24.	Dispense bar	T1- P-579	BB	1			
UNIT - IV							
25.	Cellar management	T1- P-567	BB	1			09
26.	Introduction	T1- P-567	BB	1			
27.	Cellar control and records	T1- P-570	PPT	1			
28.	Purchase orders	T1- P-570	BB	1			
29.	Cellar inward book	T1- P-571	PPT	1			
30.	Bin card	T1- P-571	BB	1			
31.	Beverage requisitions	T1- P-572	BB	1			
32.	Transfer book	T1- P-575	BB	1			
33.	Stock book	T1- P-575	BB	1			

UNIT - V							
34.	Customer relationship management - importance of customer relationship	T1- P-658	PPT	1			03
35.	Regular guests, occasional guests, first time guests	T1- P-659	PPT	1			
36.	Guest satisfaction- menu - consistency the quality of dishes in service -complaint handling - suggestion by guest	T1- P-659	PPT	1			
TOTAL HOURS							36

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	R. Singaravelvam – (2011) Food& Beverage Service. Oxford University Press , New Delhi
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Reference Books

R1	Sudhir Andrews – (2009) Food& Beverage Service Tata McGraw –Hill , New Delhi
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Web Resources

W1	www.ihm notes .com
W2	www.f&b service .com

Gaps in the Syllabus :

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Supervisory function	Assignment	2	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SLNO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	1	Lecture	PPT	Supervisory function	2 hrs

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (up to 2 nd Topic)	50%
3.	II INTERNAL	Unit – III (from 3 rd topic), IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	V.Gangadharn		
Programme Coordinator	Mr. C.Suresh Kumar		

Approved by			
	Name	Signature	Date
HoD	Mr. C.Suresh Kumar		
Dean Academics	Dr.S.Priya		

Principal	Dr.R.Sujatha		
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SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : MCHM

Programme Code : 18HS504

Title of the Course : Principles of Management

Course Code : 18HS504

Year / Semester : 3rd Year / 5th Semester

Section: A & B

Total No. of Students : 70

No of Credits :

Total No. of Contact Hours : 40

Course Teacher (s) Name : Mr. P. Selvam

Corresponding lab Paper : Yes

/ No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	1.1 Management an Introduction	R2 - 1	PPT	L1	-	-	1
2.	1.2 Nature of Management	R2 - 4	PPT	L2	-	-	3
3.	1.3 Henry Foal's Contribution to Management	R2 - 51	PPT	L2	-	-	5
UNIT - II							

4.	2.1 Professional Manager and his tasks	R4 - 2	PPT	L1	-	-	6
5.	2.2 Managerial Skills	R4 - 5	PPT	L2	-	-	8
6.	2.3 Managerial roles	R4 - 8	PPT	L2	-	-	10
7.	2.4 Managerial levels	R2 - 17	PPT	L1	-	-	11
UNIT – III							
8.	3.1 Planning – Definition	R4 - 70	PPT	L1	-	-	12
9.	3.2 Characteristics of planning	R4 - 71	PPT	L1	-	-	13
10.	3.3 Planning process	R4 - 75	PPT	L2	-	-	15
11.	3.4 Event Management and its types	R3 - 4	PPT	L2	-	-	17
12.	3.5 Role of Event Manager	R3 - 7	PPT	L2	-	-	19
UNIT - IV							
13.	4.1 Meaning	R2 - 148	PPT	L1	-	-	20
14.	4.2 Elements	R2 - 149	PPT	L1	-	-	21
15.	4.3 Types of organization	R2 - 161	PPT	L2	-	-	23
16.	4.4 Unity	R4 - 82	PPT	L1	-	-	24
17.	4.5 Span of Control	R4 - 82	PPT	L2	-	-	26
18.	4.6 Centralization and Decentralization	R2 - 218	PPT	L2	-	-	28
19.	4.7 Delegation	R2 - 205	PPT	L2	-	-	30
20.	4.8 Departmentation	R2 - 191	PPT	L2	-	-	32

UNIT - V							
21.	5.1 Definition	R2 - 320	PPT	L1	-	-	33
22.	5.2 Characteristics of Leadership	R2 - 322	PPT	L1	-	-	34
23.	5.3 Qualities of leader	R2 - 323	PPT	L2	-	-	36
24.	5.4 Types of leaders	R2 - 324	PPT	L2	-	-	38
25.	5.5 Leadership style	R2 - 324	PPT	L2	-	-	40
TOTAL HOURS							

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

Text Book

T1	Principles of Management, Agarwal & Banerjee, Pragati Prakashan.
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Reference Books

R1	1. Principles of Management, Agarwal & Banerjee, Pragati Prakashan.
R2	2. Principles of Management, R.N. Gupta, S.Chand & company

R3	3. Principles of Management, Annie Stephen, Hariharan, The Himalaya Publishing House
R4	4. Principles of Management, (Online Source) – Tutorial Point

Web Resources

W1	https://www.classcentral.com/course/independent-principles-of-management-11932
W2	https://open.umn.edu/opentextbooks/textbooks/34
W3	https://www.businessmanagementideas.com/management/principles-of-management-lecture-

E – Books /Library INFLIBNET RESOURCES

E1	https://www.htmlpublish.com/convert-pdf-to-html/success-pdftohtml.aspx?zip=DocStorage/82a1ee30-9707-4a17-b8a8-a218e6d76cf0/output.zip – R4
E2	https://www.htmlpublish.com/convert-pdf-to-html/success-pdftohtml.aspx?zip=DocStorage/2c816b3a-fdf6-4190-bd25-e2031037b075/output.zip – R3
E3	https://www.htmlpublish.com/convert-pdf-to-html/success-pdftohtml.aspx?zip=DocStorage/1fedc9cc-fd10-4452-8b9b-1de356e0d110/output.zip

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.				

** Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SI.NO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1					
2					
3					
4					

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (upto -----)	50%
3.	II INTERNAL	Unit – III (from -----) , IV, V	50%
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge			
Programme Coordinator			

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Approved by			
	Name	Signature	Date
HoD			
Dean Academics			
Principal			

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc., MC&HM

Programme Code

: MH1001

Title of the Course : Human Resource Management

Course Code

: 18HS505

Year / Semester

: III / V

Section: A&B

Total No. of Students

: 70

No of Credits

: 3

Total No. of Conduct Hours

: 34

Course Teacher (s) Name

: N.RAMESH

Corresponding lab Paper: No

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT – I (HUMAN RESOURCE MANAGEMENT)							
1.	Introduction and Definition of Management	T1-1.1-1.2	BB	1			9
2.	Nature	T1-1.7	PPT	1			
3.	Scope	T1-1.1-1.2	PPT	1			
4.	Objective	T1-1.12	PPT	1			
5.	Functions of Human resource Department	T1-1.4-1.7	BB	1			

6.	The role of HR manager	T1-1.10	BB	1			
7.	Organization of HR Department	T1-1.12-1.13	PPT	1			
8.	Importance of Human Resource Management	T1-1.9	PPT	2			
UNIT – II (MANPOWER PLANS)							
9.	Concept	WI	BB	1			4
10.	Organization & Practice	W1	PPT	1			
11.	Manpower planning techniques,	W1	BB	1			
12.	Short term and Long term planning	W1	PPT	1			
UNIT – III (RECRUITMENT & SELECTION)							
13.	Job analysis	T1- 2.1	BB	1			6
14.	Description	T1-2.3	BB	1			
15.	Job Specification	T1-2.4	PPT	1			
16.	Selection process	T1-7.1 -7.3	PPT	1			
17.	Tests & Interviews – Placement & Induction	T1-7.3 -7.8	BB	2			
UNIT – IV (PERFORMANCE APPRAISAL)							
18.	Job Evaluation & merit rating	T1-2.5-2.8	PPT	1			9
19.	Promotion	T1-10.1-10.5	PPT	1			
20.	Transfer & Demotion	T1- 10-10.5	PPT	1			
21.	Human relations	W2	BB	1			
22.	Approaches to good human relations	W2	BB	1			

23.	Job satisfactions	T1-19.10 - 19.13	PPT	1			
24.	Morale & discipline	T1-19.1 - 19.9	PPT	2			
25.	Labor turn over – punishment	T1-20.6- 20.11	PPT	1			
UNIT – V (WAGES & SALARY ADMINISTRATION)							
26.	Development sound compensation structure,	W3	BB	1			6
27.	Fringe benefits, CTC (Cost to Company) concepts and implication – regularity.	W4	PPT	1			
28.	Provisions – incentive system – Labor welfare & social security, safety, health and security.	W4	PPT	1			
29.	Retirement benefits to employees.	W4	PPT	1			
30.	Industrial relations – trade unionism – Grievance handling – developing Grievance Handling System, Managing conflicts, collective bargaining & workers participation.	T1 27.1-28.9	PPT	2			
TOTAL							34

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column

Text Books

T1	Jayasankar .J. (2004). <i>Human Resource Management</i> . Margham Publication. Chennai.
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Reference Books

R1	Dhar R .(2011) . <i>Fundamentals of Human Resource Management</i> . Laxmi Publications (2011).
R2	Aswathappa.K.(2013). <i>Human Resource Management</i> (7th ed.). Tata Mcgraw Hill Education Private Limited.
R3	Aquinas.P.G.(2006). <i>Human Resource Management Principles and Practice</i> (1st ed.). Vikas Publishing House

Web Resources

W1	https://www.accountingnotes.net/human-resource-management/manpower-planning/manpower-planning/17527
W2	https://www.economicsdiscussion.net/human-resource-management/human-relations/human-relations/32398
W3	https://www.economicsdiscussion.net/human-resource-management/compensation-management/32258
W4	https://corporatefinanceinstitute.com/resources/careers/compensation/fringe-benefits/

E – Books /Library INFLIBNET RESOURCES

E1	https://brauss.in/hrm-basic-notes.pdf
E2	http://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32088.pdf
E3	http://www.universityofcalicut.info/cuonline/exnotif/ex5462.pdf

Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
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				Hours beyond the Time Table (HB)
1.	Meaning of performance appraisal	Assignment	1	HB
2	Method of performance appraisal	Assignment	1	HB

** Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Methods of Training			2 hrs

Topics beyond Syllabus

Module 1	https://www.businessmanagementideas.com/employees/training-employees/training-methods-in-hrm/19965
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PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	Unit - 1	20%
2.	I INTERNAL	Unit - I, II, III (up to 2 nd TOPIC)	50%
3.	II INTERNAL	Unit – III (from 3 rd topic) , IV, V	50%

4.	End Semester Examination	Unit I to V	100%
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Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In-charge	N.RAMESH		
Module Coordinator (One person who would coordinate all Courses in a Programme according to OBE)	P.ANANAD		

	Name	Signature	Date
HoD	Mr.C.SURESH KUMAR		
Dean Academics	Dr.S.PRIYA		
Principal	DR.R.SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme	: B.Sc, Marine Catering and Hotel Management	Programme Code	: MH1001
Title of the Course	: Advanced Culinary Arts Practical	Course Code	: 18HS507
Year / Semester	: III / V	Section: A&B	Total No. of Students : 70
No of Credits	: 4	Total No. of Contact Hours	: 48
Course Teacher (s) Name	: C.SURESH KUMA	Corresponding lab Paper	: Yes

Sl. No.	TOPIC	Reference / Text Book_Page No	*Teaching Aids	Mode of Delivery No of Hours			Cumulative Hours
				L	T	P	
UNIT - I							
1.	Potato Lollipop,Tomato Dhaniya Shorba, Dal Palak, plain Roti, Mughal Style Chicken Biryani, Onion Tomato Cucumber Raitha, Kadai Paneer, Cashew Burfi.	W1	V			4	8
2.	Waldorf Salad, Cream Of Carrot Soup, Lachcha Paratta, Dal Buhari, Vegetable Pulao, Kadai Chicken, Palak Kofta Curry, Phirni.	W2	V			4	
	UNIT - II						8
1	Greek Salad, Chicken Shorba, Channa Masala,Phulka, Mughalai Chicken, Peas Pulao,Veg Jalfrezi, Carrot Halwa.	W2	V			4	

2	Cream Of Chicken Soup, Plain Paratha,Dal Fry, Tomato Pulao,Chicken Tikka Masala, Dal Payasam	W1	V			4	
	UNIT - III						
1	Chicken Enchiladas,sweet corn veg soup,chicken Hakka noodles,peppers & paneer chilli,Peanut balls.	W2	V			4	16
2	Galantine, Terrine, Force Meat.	W2	V			4	
3	Russian Salad, Minestrone Soup, Plain Paratha, dal mackani, Fish Biryani, Veg Hyderabad, Shahi Tukda.	W1	V			4	
4	Pate,Ballotine,Roast chicken.	W1	V			4	
	UNIT-IV						8
1	Aloo Tikka, Cream Of Mushroom Soup, corriander and chilli paratha, Jeera Pulao, Hariyali Chicken, Veg Kofta Curry, Saffron Rice Kheer.	W1	V			4	
2	Kuchumber salad, Garden Veg Soup, Tawa Paratha, Palak Paneer, Kepsa, Chicken Changezi, Dahikadhi, Shreekhand.	W1	V			4	
	UNIT-V						8
1	Sprout Salad, Murunghai Malli Soup, Chappathi, Dal Maharani, Saffron Rice, Nilgiri Chicken Korma, Coconut Burfi.	W2	V			4	
2	Coleslaw Salad, Cream Of Cauliflower, chicken ravioli with mushroom tomato sauce, caramel custard.	W2	V			4	
TOTAL HOURS							48

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Book

T1	<u>Victor Ceserani</u> , <u>David Foskett</u> , <u>Ronald Kinton</u> ,2004 ,Practical Cookery, Hodder Arnold,United Kingdom
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Reference Books

R1	Thangam E Philip,” Modern cookery volume 1 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.
R2	Thangam E Philip,” Modern cookery volume 2 For teaching and the trade”, Orient Blackswan, 6 th Edition,2010.
R3	Krishna Arora ,2008 ,Theory of Cookery 2 nd Frank Bros & & CO. Ltd 4675 Darya Gani New Delhi-2

Web Resources

W1	https://www.allrecipes.com/
W2	https://www.foodnetwork.com/

E – Books /Library INFLIBNET RESOURCES

E1	NA
E2	NA

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) /
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				Hours beyond the Time Table (HB)
1.	NA	NA	NA	NA
2.	NA	NA	NA	NA

** Proposed Actions can be Assignments, Seminars, Peer teaching, and Industrial Visit, Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS (TO MEET THE INDUSTRIAL NEEDS)

SLNO	Module	Mode of Delivery	Teaching Aids	Planned Topics	Total No of Hours Allotted
1	NA	NA	NA	NA	NA
2	NA	NA	NA	NA	NA

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	--	--
2.	I INTERNAL	--	--
3.	II INTERNAL	--	--
4.	End Semester Examination	ALL UNITS	100%

Designation	Prepared by		
	Name	Signature	Date

Course Coordinator / In-charge	C.SURESHKUMAR		
Programme Coordinator	P.ANAND		

Approved by			
	Name	Signature	Date
HOD	C.SURESHKUMAR		
DEAN ACADEMICS	Dr. S.PRIYA		
PRINCIPAL	Dr. R. SUJATHA		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc., MC&HM

Programme Code : MH101

Title of the Course: Advanced Accommodation & Facility Management Practical Course Code : 18HS508

Year / Semester : IIIrd Section: A&B

Total No. of Students :70

No of Credits : 2

Total No. of Contact Hours : 28hrs

Course Teacher Name: E .JACOB JEBA RAJ

Corresponding lab Paper : Yes / No

Sl. No	Unit	Week No.	Name of the Experiment	Page No in the Lab Manual	Gap in the Syllabus if any	Content beyond Syllabus, if any	No. of Hours	Cumulative Hours
1	1	1	Preparation of Checklists – Various area Checklists, Log Book or Log Sheet	W1, T1-103-105	-	-	4	4
2	2	2	Duty Rota Preparation for Housekeeping Department	W1			2	2
3	3	3	Preparation of Cleaning Schedule as per Standard Operating Procedure	W1 T1-125-129			4	4
4		4	Stain Removal –Floor & Fabric	T1-253-258	-	-	2	2
5	4	5	Bed Making Procedure	T1-126-129	-	-	4	4
6	5	6	Theme Decoration –Flower Arrangement	W1	-	-	4	4
7		7	Linen Inventory	T1-151-164	-	-	4	4
8		8	TELEPHONE ETIQUETTES AND MANNERS Front desk grooming and other essentials – body	W1	-	-	4	4

			language, speech modulation which includes articulation, variation control of pitch and tonal quality					
Total								28hrs

L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open Educational Resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDO), and Google Slides(GS) , Google Forms (GOF) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.

[Mark the abbreviation in the teaching aids column]

Text Books

T1	Hotel Housekeeping – A Training Manual – Sudhir Andrews Second Edition – Tata McGraw Hill Education Private Limited – New Delhi.
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Reference Books

R1	Hotel Housekeeping – A Training Manual – Sudhir Andrews Second Edition – TataMcGraw Hill Education Private Limited – New Delhi.
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Web Resources

W1	www.ihmnotessite.net
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E – Books /Library INFLIBNET RESOURCES

E1	https://books.google.co.in/books/about/Hotel_Housekeeping.html?id=5Yn0AQAAQBAJ&redir_esc=y
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Gaps in the Syllabus –To meet Industrial Requirements

SL. NO	Name of the Topic	PROPOSED ACTION	No of Hours Allotted	Hours with in the Time Table (HT) / Hours beyond the Time Table (HB)
1.	Lost & Found	Assignment	1	HB
4	Wake up call procedures	Assignment	1	HB

* *Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)*

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hours Allotted
1	1	Lecture1	Pest control			2 hrs

PORTION FOR EXAMINATION

Sl. No.	Mode	Proposed Portions to be Covered	Proportion (Portion) in Percentage
1.	SLIP / CLASS TEST	-	-
2.	I INTERNAL	-	-
3.	II INTERNAL	-	-
4.	End Semester Examination	Unit I to V	100%

Designation	Prepared by		
	Name	Signature	Date
Course Coordinator / In charge	Mr.E JACOB JEBA RAJ		
Module Coordinator (one person who would coordinate all Courses in a Programme according to OBE)	Mr.P. ANAND		

Approved by			
	Name	Signature	Date
HoD	Mr. C.SURESH KUMAR		
Dean Academics	DR. S.PRIYA		
Principal	DR.R.SUJATHA		

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SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

COURSE PLAN – 2020 – 21 (ODD SEMESTER)

Name of the Programme : B.Sc (Animation, Viscom, FIS, FS&PM, MCHM, CS, Networking), BBA, B.Com (B&I, Hons, ACCA)

Title of the Course : CRT English III Practical		Course Code: 18CRT509
Year / Semester: III YEAR / V SEMESTER		Section:
No.Of Credits: 3		Total No. of Students:
		Total no. of Contact hours: 30
Course Teacher (s) Name : Mrs.R.Suganthi Hepzibha, Ms.T.S.Sridevi, Mr.C.Senthilkumar and Mr.V.V.Sundaram		

Course Teacher (s) Name

S. No	Topic	Reference / text Book Page No.	Teaching Aids	Mode of Delivery No. of Hours		
		T 1 / R 04		L	T	P
Unit I						
1	Self Introduction	WL	BB	3		
2	Acquiring Confidence in Speaking English	WL	BB/PPT/V	3		
Unit II						
1	Life Skills – Leadership, Time Management, Team Building and Social Skills	R3-49	BB	3		

2	Resume Writing	R2-113	BB	3		
Unit III						
1	Basics of Personal Interview	WL	BB	2	1	
2	Mock Interview	NA	BB	2	1	
Unit IV						
1	Basics of Group Discussion	WL	BB	2	1	
2	Mock Group Discussion	NA	BB	2	1	
Unit V						
1	Placement Training – Vocabulary, Sentence Correction, Essay Writing	WL	BB	2	1	
2	Communication Practice for Placements	NA	BB	2	1	

* L - Lecture T - Tutorial (Problems / Example Programs / Revision Classes) P - Practical

* LCD / PPT / Black Board (BB) / Worksheet(WS) / Video (V) / Group Discussion (GD) / Blended & Flipped (BF) / Open educational resources (OER) media that are freely accessible, Google tools like Drive (GRV) , Google Docs (GDo), and Google Slides(GS) and Whiteboards(WB),Wikipedia (W) any other tools may also be included.
[Mark the abbreviation in the teaching aids column]

Reference Books

R1	Sanjay Kumar, Pushp Lata. Communication Skills. New Delhi: Oxford University Press, 1999. Print.
R2	Srivasan Hema. Communication Skills . Bangalore: Frank Brothers & Co. Ltd, 2004. Print.
R3	Dr.P.Prasad. The Functional Aspects of Communication Skills . Bangalore: S.K.Kataria and Sons Ltd, 2005. Print.
E – Books /Library INFLIBNET RESOURCES	
E1	https://nlist.inflibnet.ac.in/search/Record/EBC483375
E2	https://nlist.inflibnet.ac.in/search/Record/EBC481114
E3	https://nlist.inflibnet.ac.in/search/Record/EBC1864716

Gaps in the Syllabus

SL. NO	Name of the Topic	PROPOSED	No of	Hours
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		ACTION	Hours Allotted	with in the Time Table (HT) /
				Hours beyond the Time Table (HB)
1	Extempore	Seminar	3	
2	On Any Modules	Peer teaching		
3	NA	Industrial Visit	NA	NA

Proposed Actions can be Assignments , Seminars, Peer Teaching, Industrial Visit , Others (if any)

COURSE PLAN FOR CONTENT BEYOND SYLLABUS

Sl.NO	Module	Lecture	Planned Topics	Date	Time	Total No of Hou rs Allot ted
1	1	Lecture1	Lecture 1	Newspape r/Article reading		
2	2	Lecture2	Lecture 2	Collecting & Reporting News		
3	3	Lecture3	Lecture 3	Learning a New Word Everyday		

PORTION FOR EXAMINATION						
Sl. No.	Mode	Proposed Portions to be Covered		Proportion (Portion) in Percentage (to be decided by the Department)		
1	I INTERNAL	UNIT - I, II, V		50%		
2	II INTERNAL	UNIT - III, IV, V		50%		
3	Summative Examination	ALL 5 UNITS		100%		

Prepared by

Designation	Name	Signature
Course Coordinator / In-charges	Mr.S.Sivakumar	
Module Coordinator	Mrs.R.Suganthi Hepzibha	

Approved by

	Name	Signature	Date
HoD	Mrs.R.Suganthi Hepzibha		
Dean Academics	Dr.S.Priya		
Principal	Dr.R.Sujatha		

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

DEPARTMENT OF MARINE CATERING AND HOTEL MANAGEMENT

FACULTY INCHARGE OF COURSE HANDLING

ACADEMIC YEAR 2020-2021

SEMESTER - VI

S/NO	SUB CODE	SUBJECT TITLE	NAME OF THE STAFF INCHARGE
1.	18HS601	Industrial Training	Mr. E. Jacob Jebaraj



