

Kanya Mahavidyalaya Kharkhoda

Lesson Plan for the session-2020-2021 (odd semester)

October 2020 to Feb 2021

Name of the Assistant/Associate Professor: Mr. Parveen Chand		
Class and Section: CTHM 1st Semester		
Subject: FOOD PRODUCTION FOUNDATION – 1		
Paper: BVCTHM- 103		
Year/Semester: 1st Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Cooking: - Introduction, Definition, and its importance. Hygiene: introduction, importance and types. Qualities of F & B production employees Handling kitchen accidents e.g. burn cuts, fractures and Heart attack. Fire: Introduction, Types and how to extinguish different types of fire.
2.	November	Ingredients used in cooking- I: Cereals and Grains, Fruits and Vegetables, and Sweeteners'- Types, Purchasing and Storing considerations. Ingredients used in cooking- II: Egg, Milk and Milk Products, Salt and Oil & Fat- Introduction, Types, Purchasing and Storing considerations.
3.	December	Methods of Cooking: - Introduction, Definition, and its importance; Types- Baking, Broiling, Grilling, Frying, Steaming, Stewing, Poaching, Peeling, Roasting, Frying, Sautéing, Braising Cooking with Microwave, Ovens, Gas, Induction Plates and other such media. HACCP Standards and Professional Kitchens
4.	January	Commodities and their usage in Indian Kitchens: Introduction, Souring Agents, Colouring Agents, Thickening Agents, Tendering Agents, Flavouring and Aromatic Agents, Spicing Agents in Indian Kitchens
5.	February	Revision Class Test House Examination Semester Examination
6.	March	Semester Examination

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Name of the Assistant/Associate Professor: Mr. Amit Kumar		
Class and Section: CTHM 1st Semester		
Subject: Food & Beverage Service-I		
Paper: BVCTHM104		
Year/Semester: 1st Semester		
Sr. No.	Month	Topics to be Covered
1.	October	F & B Services: - Introduction, Importance, Functions, Sections Classification of Catering Establishment- commercial and non commercial
2.	November	Departmental Organization & Staffing – Organization Structure of F & B Services in Different types of Hotels. Job Descriptions and job specifications of different F & B service Positions, attributes of F & B personnel
3.	December	Food & Beverage Service equipments: Introduction, Classification and features.
4.	January	Food & Beverage Service Methods: Introduction, Classification and features.
5.	February	Revision Class Test House Examination
6.	March	Semester Examination

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Lesson Plan for the session-2020-2021 (odd semester)

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Name of the Assistant/Associate Professor: Mr. Rajbir		
Class and Section: CTHM 1st Semester		
Subject: Environmental Sciences		
Paper: BVCTHM 101		
Year/Semester: 1st Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Environmental studies – Nature, scope and importance, need for public awareness; natural resources – renewable and non-renewable resources, use and over- exploitation/over-utilization of various resources and consequences; role of an individual in conservation of natural resources; equitable use of resources for sustainable lifestyles
2.	November	Ecosystems – concept, structure and function of an ecosystem; energy flow in the ecosystem; ecological succession; food chains, food webs and ecological pyramids; types of ecosystem – forest ecosystem, grassland ecosystem, desert ecosystem, aquatic ecosystems Environmental Pollution – Definition, cause, effects and control measures of different types of pollutions – air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear hazards; solid waste management – causes, effects and control measures of urban and industrial wastes; role of an individual in prevention of pollution
3.	December	Social issues and the environment – Sustainable development, urban problems related to energy, water conservation, rain water harvesting, watershed management; resettlement and rehabilitation of people, its problems and concerns; climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust; Wasteland reclamation, consumerism and waste products
4.	January	Environmental legislation – Environment Protection Act. Air (prevention and control of pollution) Act. Water (prevention and control of pollution) Act, Wildlife Protection Act, Forest Conservation Act
5.	February	Revision Class Test House Examination
6.	March	Semester Examination

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Lesson Plan for the session-2020-2021 (odd semester)

October 2020 to Feb 2021

Name of the Assistant/Associate Professor: Mr. Sumit Kumar		
Class and Section: CTHM 1st Semester		
Subject: English-I		
Paper: BVCTHM102		
Year/Semester: 1st Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Communication and its types: Introduction, definitions, Process of communication, types of Communication, upward, downward, horizontal, Vertical and diagonal, verbal, nonverbal and oral and written Interpersonal communication – one way/ two way, Mediums of communication
2.	November	Communication: Seven C's of effective communication, ethical context of communication. Aids and Barriers to Communication, Reading skills, listening skills: Need and importance, types of listening.
3.	December	Oral Communication Skills: Advantages and disadvantages, suitability (when and where to use), Articulation and delivery, drafting a speech, presentations, Personal grooming, Introducing yourself, telephone etiquettes, persuasive speaking, communication in hospitality field.
4.	January	Pronunciation & Body language: pronunciation, stress, invocation, rhythm, greeting, handshakes, some polite expressions, apologies, remarks, etiquette and manners, gestures.
5.	February	Revision Class Test House Examination
6.	March	Semester Examination

Kanya Mahavidyalaya, Kharkhoda (Sonapat)

Catering Technology & Hotel Management

Lesson Plan Session 2020-21

Class –CTHM 2nd sem

Name of the Assistant/Associate Professor: Mr. Rajbir Singh
Class and Section: CTHM 2nd
Subject: Disaster management

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Lesson Plan for the session-2020-2021 (odd semester)

October 2020 to Feb 2021

Paper: BVCTHM201
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Introduction to Disasters: Concepts and definitions (Disaster, Hazard, Vulnerability, Resilience, Risks)
March(Week-4)	Disasters: Classification, Causes, Impacts (including social, economic, political, Environmental, health, psychosocial, etc.)
April (Week-1)	Differential impacts- in terms of caste, class, gender, Age, location, disability, Global trends in disasters
April (Week-2)	Pandemics, complex Emergencies, Climate change.

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Approaches to Disaster Risk reduction: Disaster cycle - its analysis
April (Week-4)	Disasters Phases, Culture of safety, prevention, mitigation and preparedness community based DRR, Structural
May(Week-1)	Nonstructural measures, roles and responsibilities of- community, Panchayati Raj Institutions
May (Week-2)	Urban Local Bodies (PRIs/ULBs), states, Centre, and other stakeholders.

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Inter-relationship between Disasters and Development: Factors affecting Vulnerabilities,

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October 2020 to Feb 2021

May (Week-4)	Differential impacts, impact of Development projects such as dams, embankments
June (Week-1)	Changes in Land-use etc. Climate Change Adaptation.
June (Week-2)	Relevance of indigenous knowledge, appropriate technology and local resources

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	Disaster Risk Management in India Hazard and Vulnerability profile of India
June (Week-4)	Components of Disaster Relief: Water, Food, Sanitation, Shelter, and Health Waste Management Institutional arrangements
July (Week-1)	(Mitigation, Response and Preparedness, DM Act and Policy, Other related policies, plans, programmes and legislation)

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Lesson Plan for the session-2020-2021 (odd semester)

October 2020 to Feb 2021

Class –CTHM 2nd sem

Name of the Assistant/Associate Professor: Mr. Sumit Kumar
Class and Section: CTHM 2nd
Subject: English-II
Paper: BVCTHM202
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Written communication Skills: Advantages and disadvantages, suitability(when and where to use)
March(Week-4)	Letter writing- component, layout and process
April (Week-1)	formal letter, drafting effective letter formats
April (Week-2)	Style of writing, Use of jargons.

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Written communication Skills:
April (Week-4)	Writing a log book, Note making,
May(Week-1)	comprehension and Précis writing
May (Week-2)	Memos, notice, agenda and minutes of meeting.

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October 2020 to Feb 2021

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Business report: Report Writing
May (Week-4)	Types of business reports, structure of reports
June (Week-1)	short reports, long reports
June (Week-2)	Abstracts and summaries, proposals.

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	Right to Information Act Introduction, Right to Information and obligations of Public Authorities
June (Week-4)	Central and State Information, Commissions- powers and functions
July (Week-1)	Writing an RTI Application, Submitting and R T I Application, Appeal and penalties

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October 2020 to Feb 2021

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Lesson Plan Session 2020-21

Class –CTHM 2nd sem

Name of the Assistant/Associate Professor: Mr. Parveen Chand
Class and Section: CTHM 2nd
Subject: Front Office-I
Paper: BVCTHM203
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Tourism Industry: Introduction, 5A's of tourism
March(Week-4)	Hospitality Industry: Introduction, origin and its nature
April (Week-1)	Development and growth in India
April (Week-2)	(ITD, ITDC, Taj, Oberoi and Jaypee Hotels)

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Accommodation Industry
April (Week-4)	Types & Classification of Hotels on different basis
May(Week-1)	Types & Classification of Hotels on different basis

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October 2020 to Feb 2021

May (Week-2)	Heritage Hotels and others.
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16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Organization structure of hotels
May (Week-4)	various departments
June (Week-1)	sub-departments in a hotel
June (Week-2)	Their profile and activities.

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	Front Office: Functions and its importance, Different sections of the front office department
June (Week-4)	their importance – Reservation, Reception, Concierge, Bell desk
July (Week-1)	Lobby, Telephones, Cashier, Inter and Intradepartmental coordination

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Catering Technology & Hotel Management

Lesson Plan Session 2020-21

Class –CTHM 2nd sem

Name of the Assistant/Associate Professor: Mr. Amit Kumar
Class and Section: CTHM 2nd
Subject: Housekeeping-I
Paper: BVCTHM204
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Introduction: Meaning and definition Importance of Housekeeping, Responsibility of the Housekeeping Department, a career in the Housekeeping department
March(Week-4)	Housekeeping Department: Organizational framework of the Department (Large/Medium/Small Hotel), Role' of Key Personnel in Housekeeping
April (Week-1)	Job Description and Job Specification of staff in the department, Attributes and Qualities of the Housekeeping staff
April (Week-2)	Skills of a good Housekeeper, Inter departmental Coordination with more emphasis on Front office and the Maintenance department.

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October 2020 to Feb 2021

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Housekeeping Procedures: Briefing, Debriefing, Gate pass, indenting from stores, Inventory of Housekeeping Items
April (Week-4)	Housekeeping control desk, Importance, Role, Co-ordination, check list, key control
May(Week-1)	Handling Lost and Found, Forms, Forms and registers used in the Control Desk, Paging systems and methods
May (Week-2)	Handling of Guest queries, problem, request, General operations of control desk.

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	The Hotel Guest Room: Layout of guest room
May (Week-4)	Layout of corridor and floor pantry
June (Week-1)	Types of guest rooms
June (Week-2)	Guest Room Features – Housekeeping Perspective.

16 June 2021 to 06 July 2021

Month/Week	Topic
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June (Week-3)	Cleaning Science: Characteristics of a good cleaning agent, PH scale and cleaning agent with their application, Types of cleaning agent
June (Week-4)	cleaning products (Domestic and Industrial), Cleaning Equipment: Types of Equipment, Operating Principles of Equipment, Characteristics of Good equipment (Mechanical/Manual)
July (Week-1)	Storage, Upkeep, and Maintenance of equipment, Care and Cleaning of Different Surfaces: Metal, Glass, Leather, Rexene, Ceramic, Wood, Wall and floor covering stain removal