

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

Name of the Assistant/Associate Professor: Mr. Rajbir		
Class and Section: CTHM 3rd Semester		
Subject: Applications of Computers-I		
Paper: BVCTHM301		
Year/Semester: 3rd Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Model of a digital computer; Functioning of a digital computer; Types of a digital computer; Advantages of computers. Difference between digital computer and analog computer, Applications of computers: Computers in Commerce, Marketing, Education and Management, Application of Computer in Hotel.
2.	November	Introduction to Computer Hardware's Components of Computers – Hardware: Hardware elements – input devices, storage devices, processing & output devices. Block diagram of computer
3.	December	Software concepts, Types of Software : System Software, Application Software, Utility Software and their role, Different System Software types- Operating systems, Translators, System Utilities; Concept of Application Packages; Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time –sharing O.S., Multi-Programming, Operating System as a resource Manager, concept of GUI and CUI
4.	January	Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel, Installing a printer. User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.
5.	February	Revision Class Test House Examination
6.	March	Semester Examination

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Name of the Assistant/Associate Professor: Mr. Amit Kumar		
Class and Section: CTHM 3rd Semester		
Subject: FOOD PRODUCTION FOUNDATION – II		
Paper: BVCTHM-302		
Year/Semester: 3rd Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Equipments- Introduction, Classifications, use and Selection criterion Fuel- Introduction, Types, characteristics, advantages and disadvantages. LPG And its Commercial prospective. Pre- Preparation techniques: Introduction, types and their detail
2.	November	Hotel Kitchen: Introduction and its sections. Food Production Organizational Hierarchy: Introduction, duties and responsibilities of staff.
3.	December	Larder – Introduction and importance in hotel kitchens Equipments Fish – Introduction, Types, Selection criterion, Nutritional value, and Cuts Poultry – Introduction, Types, selection criterion, Nutritional value, and Cuts
4.	January	Stock – Introduction, Classification, and their recipes Soup – Introduction, Classification, and their recipes Sauce – Introduction, Classification, and their recipes
5.	February	Revision Class Test House Examination
6.	March	Semester Examination

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October 2020 to Feb 2021

Name of the Assistant/Associate Professor: Mr. Parveen Chand		
Class and Section: CTHM 3rd Semester		
Subject: FOOD & BEVERAGE SERVICE- II		
Paper: BVCTHM -303		
Year/Semester: 3rd Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Menu: - Introduction, Importance, and Types (detailed description of each type): A la Carte & TDH, Factors affecting menu item selection. French Classical Menu
2.	November	Non Alcoholic Beverages: Classification & Services, Storage.
3.	December	Breakfast Service: Introduction, types, features, table layouts and service. KOT
4.	January	Room Service: Introduction, Organization, Cycle, Equipments, Types, Menu and various forms
5.	February	Revision Class Test House Examination Semester Examination
6.	March	Semester Examination

Kanya Mahavidyalaya, Kharkhoda (Sonepat)

Catering Technology & Hotel Management

Lesson Plan Session 2020-21

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October 2020 to Feb 2021

Class –CTHM 4th sem

Name of the Assistant/Associate Professor: Miss.Anita Devi
Class and Section: CTHM 4th
Subject: - Accounting Skills for Hospitality
Paper: BVCTHM401
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Accounting: Business Transaction and Basic Terminology Need to Study Accounting,
March(Week-4)	Accounting functions, Purpose of Accounting Records
April (Week-1)	Accounting Principles – Concepts and Conventions
April (Week-2)	Account Records: Principles of Double Entry System

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Journal Entries, Ledger, Subsidiary
April (Week-4)	Books – Cash, Sales & Purchase books,
May(Week-1)	Bank Reconciliation statement
May (Week-2)	Financial Statement: Basic Financial Statements

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October 2020 to Feb 2021

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Trial Balance, Preparation of Final Accounts
May (Week-4)	Basic Adjustments to final Accounts
June (Week-1)	Regularly test and repeated the syllabus
June (Week-2)	Methods of Presenting Final Accounts Practical Problem

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	Depreciation Reserves and Provisions – Meaning
June (Week-4)	Basic Methods, Computer Application of Depreciation Reserves
July (Week-1)	Preparation of Records and Financial Statements

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Catering Technology & Hotel Management

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Class –CTHM 4th sem

Name of the Assistant/Associate Professor: Mr. Parveen Chand
Class and Section: CTHM 4th
Subject: FRONT OFFICE – II
Paper: BVCTHM 402
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

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October 2020 to Feb 2021

Month/Week	Topic
March(Week-3)	Organization structure of front office of different category of hotels
March(Week-4)	Qualities of Front office staff
April (Week-1)	Job description and specification of front office staff
April (Week-2)	Equipments used at front office – Room Rack

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Mail Message, and Key Rack, Reservation Racks, Information Rack,
April (Week-4)	Folio Trays, Account Posting Machine, Voucher Rack, Cash Register Support Devices,
May(Week-1)	Telecommunications Equipments, Knowledge of rooms and plans,
May (Week-2)	Basis of Room charging, Tariff fixation

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Front desk operations
May (Week-4)	functions during different stage of guest cycle
June (Week-1)	Role and functions of lobby manager, handling complaints
June (Week-2)	handling complaints Reservation: Concept, importance,

16 June 2021 to 06 July 2021

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Month/Week	Topic
June (Week-3)	types, channels and systems, Procedure of taking reservation
June (Week-4)	Overbooking, amendments and cancellations,
July (Week-1)	Group Reservation: Sources, issues in handling groups, procedure

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Class –CTHM 4th sem

Name of the Assistant/Associate Professor: Mr. Amit Kumar
Class and Section: CTHM 4th
Subject: – HOUSEKEEPING – II
Paper: BVCTHM 403
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Cleaning of Public Areas: Cleaning Process, Cleaning and upkeep of Public areas
March(Week-4)	(Lobby, Cloak rooms/Restaurant/ bar/ banquet Halls/ Administration offices/ Lifts and Elevators/ Staircase/back areas/ Front areas/ Corridor)
April (Week-1)	Pest Control: Types of pests, Control procedures, Safeguarding Assets: Concerns for safety and security in Housekeeping operations
April (Week-2)	Concept of Safeguarding assets

16 April 2021 to 15 May 2021

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Month/Week	Topic
April (Week-3)	Cleaning of Guest Rooms: Daily cleaning of (Occupied/ Departure vacant Under repair VIP rooms,
April (Week-4)	Weekly cleaning /spring cleaning, Evening service,
May(Week-1)	System & procedures involved. Forms and Formats,
May (Week-2)	Guestroom cleaning – Replenishment of Guest supplies and amenities.

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Housekeeping Supervision: Importance of inspection, Check- list for inspection
May (Week-4)	Typical areas usually neglected where special attention is required,
June (Week-1)	, Self- supervision techniques for cleaning staff, Degree of discretion/ delegation to cleaning staff.
June (Week-2)	Linen/ Uniform Tailor Room: Layout, Types of Linen

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	sizes and Linen exchange procedure, Selection of linen, Storage Facilities and conditions,
June (Week-4)	Par stock: Factors affecting par stock, calculation of par stock, Discard Management,
July (Week-1)	, Linen Inventory system, Uniform designing: Importance, types, characteristics, selection, par stock

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