

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

Name of the Assistant/Associate Professor: Mr. Amit Kumar		
Class and Section: CTHM 5th Semester		
Subject: BAISC OF TOURISM		
Paper: BVCTHM501		
Year/Semester: 5th Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Meaning, definition, characteristics and types of Tourism, components of Tourism, tourism as an industry.
2.	November	History of Tourism through ages, linkages of tourism with other subjects like History, sociology, geography, management and economics, Economic impacts of tourism
3.	December	Tourism Organizations: Origin, Organization and Function of WTO, IATA as International Organizations while TAAI, IATO and ITDC as Domestic Organizations
4.	January	Explaining of the terms- Tours, Tourist, and Visitor, traveller, Excursionist, Resource, Attraction, W.T.O. classification of Tourists and its significance. Problem and Prospects of Tourism.
5.	February	Revision Class Test House Examination
6.	March	Semester Examination

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

Class and Section: CTHM 5th Semester		
Name of the Assistant/Associate Professor: Mr. Parveen Chand		
Subject: REGIONAL CUISINES		
Paper: BVCTHM -502		
Year/Semester: 5th Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Concept of cuisine, Indian Cuisine Cuisines of Kashmir, Himachal & Uttarakhand: Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine, Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Cuisines of Punjab, Haryana & Delhi: Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine, Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialties during Festivals and Other Occasions, Community Foods.
2.	November	Cuisines of Rajasthan & Gujarat: Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine, Key Ingredients, and Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, and Specialties during Festivals and Other Occasions, Community Foods. Cuisines of Maharashtra & Goa: Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine , Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialties during Festivals and Other Occasions, Community Foods.
3.	December	Cuisines of Andhra Pradesh, Tamil Nadu & Kerala: Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine, Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialties during Festivals and Other Occasions, Community Foods. Cuisines of Awadh, Bengal & Odisha: Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine, Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialties during Festivals and Other Occasions, Community Foods.
4.	January	Indian Sweets & Desserts: Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features, Key Ingredients, Popular Sweets, Seasonal Sweets, Special Equipments, Specialties during Festivals and Other Occasions. Food of India: Jain Food, Parsi Food, Home Style Cooking, Tandoori Foods, Dum Style of Cooking, Traditional Cooking Delights, North Eastern Indian Foods, Food of Madhya Pradesh

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

5.	February	Revision , Class Test, House Examination Semester Examination
6.	March	Semester Examination

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

Name of the Assistant/Associate Professor: Mr. Amit Kumar		
Class and Section: CTHM 5th Semester		
Subject: HOUSEKEEPING MANAGEMENT		
Paper: BVCTHM 503		
Year/Semester: 5th Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Housekeeping Budgeting: Concept & Importance, The Budget Process, Operational and capital budget, Housekeeping Room cost, Housekeeping Expenses
2.	November	Laundry Management: In- house Laundry vis contract Laundry: merits & demerits, Layout, Laundry, Laundry Flow process, Equipment (Washing machine, Hydro extractor, Tumbler, Calendar/ Flat work Iron, Hot head/Steam press, Cooler press, Pressing tables), Stains and Stain removal, Laundry detergents.
3.	December	Planning Trends in Housekeeping: Planning Guest rooms, Bathrooms, Suites, Lounges, landscaping, Planning for the provision of Leisure facilities for the guest, Boutique hotel concept. Planning and Organizing in the House Keeping: Area Inventory list, Frequency schedules, Performance standards, Productivity Standards, Inventory Levels, Standard Operating Procedures & Manuals, Job Allocation, Manpower Planning, Planning duty roster.
4.	January	Special Provisions for Handicapped Guests: Guest room – added features and modifications, Public Areas: Wash – rooms, restaurants, main entrance etc. added features and modifications. Situation Handling/ Service Design, for typical Market Segment (Safety, security & Comfort); Airlines crew guest rooms, single lady guests, Children, Typical house-keeping complaints, situations handling, Interdepartmental coordination specially with Room- service, Maintenance, Telephone, security and front desk.
5.	February	Revision Class Test House Examination
6.	March	Semester Examination

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 5th Semester		
Subject: FOUNDATION COURSE IN MANAGEMENT		
Paper: BVCTHM 504		
Year/Semester: 5th Semester		
Sr. No.	Month	Topics to be Covered
1.	October	Concept and Nature of Management: Concept & Definitions, Features of Management, Management as Science, Art & Profession, Levels of Management, Nature of Management Process, Classification of Managerial Functions, Evolution of Management Thought Approaches to Management (Classical, Behavioral, Quantitative Contingency), Contribution of Leading Thinkers, Recent Trends In management Thought.
2.	November	Planning – Process and Types, Decision Making Process, Management by Objectives (MBO), Forecasting
3.	December	Organizing: Nature & Principles of Organization, Span of Management, Authority & Responsibility, Delegation and Decentralization, Forms of Organization Structure, Line & Staff Authority Relationships
4.	January	Motivation – Concept and concept and content theories, Communication – Process, Barriers and types, Leadership – concept, styles and skills, Coordination, Controlling: Nature & Process of Controlling.
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 6th sem

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

Name of the Assistant/Associate Professor: Rajbir Singh
Class and Section: CTHM 6th
Subject: - FOOD & BEVERAGE SERVICE MANAGEMENT
Paper: BVCTHM601
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Restaurant Planning: Introduction, Planning & Operating various F & B Outlets and support
March(Week-4)	Ancillary areas, Factors- Concept, Menu, Space & Lighting, Colours and Market
April (Week-1)	Restaurant Design team. Restaurant Problems and Guest Situation Handling – (thumb rules)
April (Week-2)	Buffet: Introduction, Types, Buffet Sectors, Equipments Used, Factors, Space requirements & Checklist, Buffet Presentation, menu planning, staff requirement, Buffet Management

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Function Catering: Introduction, Types of Function, Function Administration & Organization- Booking Procedure, Menus, Function contracts, Seating Arrangements. Other Catering Operations: Off-Premises Catering, Hospital Catering
April (Week-4)	Industrial & Institutional Catering, Airline & Railway catering, Home Delivery, Take away, Afternoon & High Teas:Introduction, Menu, Cover & Service
May(Week-1)	F & B Control- Overview: Introduction, Objectives of F & B Control, Problems in F & B Control, Methodology of F & B Control, Personnel Management in F & B Control.
May (Week-2)	Cost & Sales Concepts: Definition of Cost, Elements of Cost, Classification of Cost

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Sale defined, Ways of expressing sales concepts. Cost Volume/ Profit Relationships (Bread- even analysis)
May (Week-4)	Budgetary Control: Introduction, Objectives, Kinds of Budget, Budgetary Control Process, Stages in the preparation of Budgets.
June (Week-1)	Budgeting for F & B Operations 1. Food & Beverage Control: Purchasing Control
June (Week-2)	Receiving Control, Storing and Issuing Control, Food Production Control, Food/ Bev Cost Control, Food/ Bev Sales Control.

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	Standard Yield, Standard Portion Sizes, Standard Recipes.
June (Week-4)	Menu Management: Introduction, Types of Menu Planning Considerations & Constraints, Menu Costing and Pricing.
July (Week-1)	Menu Merchandising, Menu Engineering, Menu Fatigue, Menu as a In-House Marketing, Tool.

**Kanya Mahavidyalaya, Kharkhoda (Sonepat)
Catering Technology & Hotel Management**

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

Lesson Plan Session 2020-21

Class –CTHM 6th sem

Name of the Assistant/Associate Professor:
Class and Section: CTHM 6th
Subject: HOSPITALITY MARKETING
Paper: BVCTHM602
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Needs, Wants and Demands; Products and Services; Markets; Marketing;
March(Week-4)	The Production Concept, Product Concept, Selling Concept, The Marketing Concept,
April (Week-1)	The Production Concept, Product Concept, Selling Concept, The Marketing Concept
April (Week-2)	Societal Marketing Concept; Marketing Process, Service Characteristic of Hospitality and Tourism Business

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Marketing Environment, Consumer Markets and Consumer Buyer Behavior : Micro and Micro Environment
April (Week-4)	Characteristics, Factors Affecting Consumer Behaviour,
May(Week-1)	Buying Decision Behaviour, Buying Decision Process.

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

May (Week-2)	Distribution Channels, Product Pricing and Services Strategy: Nature and Importance of Distribution System,
---------------	--

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Marketing Intermediaries, Meaning of Product, Product Classification
May (Week-4)	Individual Product Decisions, Product Life Cycle,
June (Week-1)	Approaches to hospitality service pricing
June (Week-2)	Public Relations, Sales Promotions and Integrated Marketing Communication : The Marketing Communications Mix

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	Changing Face of Marketing Communications, Integrated Marketing Communications,
June (Week-4)	Socially Responsible Marketing Communication, Advertising, Sales Promotion,
July (Week-1)	Public Relations, Public Relation Process, Personnel Selling, Direct Marketing, Technology and its applications in Marketing

Kanya Mahavidyalaya, Kharkhoda (Sonapat)

Catering Technology & Hotel Management

Lesson Plan Session 2020-21

Class –CTHM 6th sem

Name of the Assistant/Associate Professor: Mr. Rajbir Singh
Class and Section: CTHM 6th
Subject: – HOTEL LAWS
Paper: BVCTHM603

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Introduction to Indian Hospitality & Related Laws in India Introduction
March(Week-4)	Legal Perspectives, Key Issues
April (Week-1)	The legal requirements prior and at the time of doing Hotel Business
April (Week-2)	Laws Related to Hotel Operations in India: Doing Hotel Business in India

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Business Contracts, Hotel Licenses and Regulations
April (Week-4)	Hotel Insurance, Patent Laws
May(Week-1)	Trade Marks What is franchising? The Franchise Contract
May (Week-2)	Trade Regulations Hotel Management Contract

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Laws Related to Employees, Guests, Public Health & Safety
May (Week-4)	Introduction and Overview of Labour Laws
June (Week-1)	Hospitality Laws, Public Health and Environmental Laws
June (Week-2)	Laws Related to Food & Beverage Services

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	Food Legislation
June (Week-4)	Prevention of Food Adulteration Act, No Smoking Laws etc.
July (Week-1)	Liquor Licensing

Kanya Mahavidyalaya, Kharkhoda (Sonapat)

Catering Technology & Hotel Management

Lesson Plan Session 2020-21

Class –CTHM 6th sem

Name of the Assistant/Associate Professor: Mr. Parveen Chand
Class and Section: CTHM 6th
Subject: – HUMAN RESOURCE FOR HOTEL
Paper: BVCTHM 604
Year/Semester:2020-2021

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Concept of HRM and HRD; role of HR practitioner
March(Week-4)	Managing the HR function; scope of HRM
April (Week-1)	Contemporary issues in HRM
April (Week-2)	Job, role and competence analysis

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	human resource planning; recruitment and selection
April (Week-4)	induction; Redundancy, outplacement and dismissal
May(Week-1)	Maintenance and welfare activities
May (Week-2)	Employee health and safety, fatigue and welfare activities

16 May 2021 to 15 June. 2021

Month/Week	Topic
May (Week-3)	Training and its methods
May (Week-4)	Executive development and its techniques Career management
June (Week-1)	Transfer and promotion
June (Week-2)	Aims, components, factor influencing employee compensation

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	internal equity, external equity and individual worth;
June (Week-4)	pay structure;incentive payments,
July (Week-1)	performance appraisal ,360 degree feedback

Kanya Mahavidyalaya Kharkhoda

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

October 2020 to Feb 2021