

COLOR CODE	
*Course	
*Crosscutting issues	
*Syllabus	

BA ENGLISH

METHODOLOGY OF LITERARY STUDIES (EN1CRT01)

(GENDER ISSUES)

Module 4

Part A: Lois Tyson: -Feminist Criticism

Part B: Sara Joseph: -Inside Every Woman Writer

ISSUES THAT MATTER (EN2CCT03)

ENVIRONMENT ISSUE

Module 4

Does it Matter? – Richard Leakey

On Killing a Tree– Gieve Patel

Hagar: A Story of a Woman and Water – Sarah Joseph

INDIAN CONSTITUTION-SOCIAL ISSUES IN INDIA(PS2CMT03)

HUMAN RIGHTS

Module-1

THE CONSTITUTION OF INDIA

Constituent Assembly |

Salient features of the Indian Constitution The Preamble - Lessay

Fundamental Rights

Fundamental Duties

Directive Principles of the State Policy

The Evolution of Literary Movements: The Cross Currents of Change (EN4CM04)

GENDER ISSUES

Module 3

Literature and Liberation

Literature and feminism b.

Dalit writing

ENVIRONMENTAL SCIENCE AND HUMAN RIGHTS (EN5CREN01)

ENVIRONMENTAL ISSUES

Module 4: Environmental Science

Erach Bharucha – Global Warming

Erach Bharucha – Environmental Values

Aloka Debi – Ecology: Types of Ecosystems

Aloka Debi - Waste Management

WOMEN WRITING (EN6CRT11)

GENDER ISSUES

Module 1

Simone de Beauvoir: The Point of View of Historical Materialism

Betty Friedan: The Problem that has No Name

Laura Mulvey: The Spectacle is Vulnerable-Miss World,1970

Module 2

Anna Akhmatova: Lot's Wife

Sutapa Bhattacharya: Draupadi

Julia Alvarez: Women's Work

Kristine Batey: Lot's Wife

Meena Alexander: She Speaks-A School teacher from South India

Mamta Kalia: After Eight Years of Marriage

Vijayalakshmi: Bhagavatha

Module 3

Alice Munro: Boys and Girls

Isabel Allende: And of the Clay We Created

Sharifa al Shamlan: Fragments from a Life

Sara Joseph: The Passion of Mary

BACHELOR OF FASHION TECHNOLOGY

INTRODUCTION TO FASHION ART (FT1CRP01)

PROFESSIONAL ETHICS

Module III

- Basic 8 head Croqui.
- Basic 10 head Croqui.
- $\frac{3}{4}$ pose, side pose & back poses.

Module IV

- Face block – Front, Side and 3/4 view
- Fashion face-eyes, ears, nose, mouth & head.

Module V

- Croqui analysis-analyzing figures from fashion magazines & life.

FT1CRP02- SEWING FUNDAMENTALS [P]

PROFESSIONAL ETHICS

Module I

- Introduction to Industrial Sewing machine – machine parts, terminology, safety rules, care and maintenance.
- Survey on different sewing machines.
- Industrial Machine practice – stitching on executive bond paper – parallel lines, broken lines, cornered lines and waves.
- Pressing Equipment – application, machine parts and terminology, safety rules, care and maintenance.
- Over lock Machine –its application.

FT1CRP03 - SURFACE ORNAMENTATION [P]

PROFESSIONAL ETHICS

Module I

- Embroidery-Embroidery tools and techniques, embroidery threads and their classification, selection of threads, needle and cloth, tracing techniques, ironing and finishing of embroidered articles.

Module II

- Basic Hand Embroidery - Basic and four variations of running stitch, back stitch, stem stitch, chain stitch, lazy daisy stitch, buttonhole stitch, feather stitch, herringbone stitch, knot stitch, satin stitch and cross stitch.

Module III

- Traditional Embroidery and its origin, application & colours - Kantha, Chikan, Kasuti, Zardosi (Four variations), Kutch and Mirror work (Two variations), Applique and Reverse Applique.

Module V

- Batik – splash & t-janting and crackled, Tie and Dye – lehariya, bandhini, sunray and marbling,
- Block Printing – vegetable block and wooden block

FT1CMT04- TEXTILE SCIENCE [T]

PROFESSIONAL ETHICS

Module I

- Introduction to Textiles and classification of fibers according to source – Natural and Man-made.
- Identification and properties of textile fibers: Cotton, Linen, Jute, Silk, Wool, Rayon (regenerated), Acetate, Polyester, Nylon, Acrylic and Spandex.

Module II

- **Process of yarn formation:** Hand spinning and Mechanical Spinning (Ring spinning and open end spinning).
- Yarn classification, characteristics, properties and uses – Blends & Mixtures (fabric) and Simple & Novelty yarns.

Module III

Method of fabric construction:

- **Weaving** - Basic weaves and their variations - Plain, Twill and Satin. Fancy weaves- Pile, Dobby , Jacquard, Extra warp and weft figure, Leno, Crepe and Double cloth.
- **Knitting** – Terminologies, types of knits, basic stitches and types of needles.
- Braiding, Lace, Felts and Non-wovens.

Module IV

- Finishes- definition, importance, classification according to durability and function.
- Preparatory Finishes: Sizing, Singeing, De-sizing, Scouring, Bleaching, Mercerization, Calendaring, Tendering.
- **Aesthetic Finishes: Brushing, Crabbing, Fulling, Heat Setting, Shearing, Napping and Emerizing.**
- **Functional Finishes: Water repellent and Water proof finishes, Antistatic finish, Anti-slip finish, Flame retardant finishes, Crease resistant finishes, Durable press and Shrink resistant finishes**

Module V

- **Dyeing- Stages of dyeing- fiber stage, yarn dyeing, fabric, cross, union dyeing and product stage. Method of dyeing- batch dyeing, reel dyeing, jig dyeing and package dyeing.**
- **Printing- Direct roller printing, block printing, duplex printing, discharge printing, screen printing- flat and rotary, resist, batik and tie-dye.**

FT1CMT05 - INTRODUCTION TO FASHION BUSINESS [T]

PROFESSIONAL AND BUSINESS ETHICS

Module III 18 Hrs

- Fashion Forecasting.
- Seasons of Fashion.
- Fashion services and resources.
- Design Sources.
- International Fashion centers.
- Fashion Markets.

Module IV 10 Hrs

- Fashion Advertising - Kinds & Medias of Advertising.
- Special events-fashion shows, exhibitions, trade fairs.
- World Trade Organizations
- Eco Standards
- Consumer buying behavior.

FT2CRT09. ELEMENTS OF DESIGN AND ITS

APPLICATION [T]

PROFESSIONAL ETHICS

Module I 15 Hrs

- Types of Design-structural and decorative.
- Design elements-form, shape, space, line, color and texture.
- Principles of design-balance-formal, informal and radial, proportion, emphasis, rhythm and harmony.

Module II 20 Hrs

- Silhouettes – Definition and Types.
- Texture – Components, Selection and Combination

FT2CMT10- TRADITIONAL INDIAN TEXTILES AND COSTUMES [T]

CULTURAL ASPECTS OF INDIAN HISTORY

Module I

- History of Indian textile production.

Module II

- Textiles of Western region:** Brocade weave, embroidery styles, Mochi, Kutch work, appliqué, bead work, block Printing, Screen Printing, Tie & Die- bandini and Laharia, Patola, Himrus, Amrus, Pithani, Pitabar.
- Textiles of Southern region:** Pochampalli, Kalamkari, Banjara Embroidery Kancheepuram silk, Erezha Thorthu, Balaramapuram Sarees, Chendamangalam Sarees, Kuthampully Sarees, Kannur Handloom Home Furnishings, Kasuti, Mysore silk and Kunbi Sarees.

Module III

- Textiles of Eastern region-** Dacca sarees and its types, Baluchar buttedar, and Kantha and its types.
- Textiles of Northern region-** Brocades of Varanasi & its types, phulkari & its types, Kashmiri Embroidery-carpet & shawl weaving, Kullu Shawls, Chamba Roomals, Chikan work & its types and Block Printing of Uttar Pradesh.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

FIRST SEMESTER

BA1CRT01 PRINCIPLES AND METHODOLOGY OF MANAGEMENT

PROFESSIONAL ETHICS

MODULE I:

Nature and scope of management process, definition of management-management: a science, an art or profession?, scientific management, administrative management, human relations management. Contributions of Taylor, Fayol, Max Webber, Gilberth,

BA2CRT07 BUSINESS COMMUNICATION

PROFESSIONAL ETHICS

MODULE- I Basis of communication

Meaning, importance & process, Need & objectives of communication,

7c's of communication, Barriers of communication, How to overcome communication Barrier. (Practical exercises in communication)

MODULE - IV Groups

Business Letter Writing: - Need, Functions and kinds, Letters, Request Letters, Sales

Letters, Complaints and adjustments, Departmental Communication: Meaning, Need and Types, Interview Letters, Promotion Letters, Resignation Letters, News Letters, Circulars, Agenda, Notice, Office Memorandums, Office Orders.

BA3CRT11 HUMAN RESOURCE MANAGEMENT

PROFESSIONAL ETHICS

MODULE- I

Definition, Nature, scope, role, objective of Personnel management, level of management, Organisation of Personnel Dept. its functions, Ergonounics, Challenger and relevance of HRM. Manpower planning.

MODULE- III

Performance Appraisal, techniques Promotion, Career Planning.

MODULE- IV

Job analysis, Job Design, Job Evaluation Wage. Definition, Factors affecting wage policy, Wage Boards Fringe Benefits, Prerequisites, Incentives, Bonus, Profit sharing, VRS, Maintenance of service files pension.

MODULE- V

Drafting charge sheets, Model standing orders, code of conduct, Bond of service, wage & salary records, E.S.I, P.F. Gratuity, pension and bonus records.

BA3CRT12 MARKETING MANAGEMENT

PROFESSIONAL ETHICS

MODULE I

Introduction

Meaning and definition of different marketing concepts functions of marketing - environmental factors - market segmentation - buying motive and process consumer and customer - factors affecting consumer behaviour - marketing plan

MODULE IV

Promotion

Advertising objectives and functions - types of advertising - personal selling and direct marketing - sales promotion

BA3CRT13 RESEARCH METHODOLOGY

PROFESSIONAL ETHICS

MODULE I

Research methodology- meaning. Research, meaning, objectives, significance. Research process- different steps, criteria for good research. Types of research descriptive, analytical, applied, fundamental, quantitative, qualitative, empirical and conceptual.

BA3CMT14 BUSINESS LAWS

PROFESSIONAL ETHICS

MODULE III: Contract of bailment and pledge

Definition –essential elements- rights and duties of bailor and bailee-termination of bailment- finder of goods-Pledge-definition-rights and duties of pawnor and pawnee.

MODULE V: Contract of sale of goods

Sale of goods Act; Contract of sale and agreement to sell-conditions and warranties- transfer of property title of goods-rights and duties of seller and buyer- rights of an unpaid seller.

BA4CRT17 MANAGERIAL ECONOMICS
PROFESSIONAL ETHICS

MODULE -I

Introduction, Definition, Scope and uses of Managerial Economics. Role of a managerial economist. Difference between managerial economics and pure economics.

BA4CRT18 ENTREPRENEURSHIP
GENDER

MODULE I

To make the students understand about entrepreneurs and different classifications.

Entrepreneur and entrepreneurship - Definition; traits and features; classification; Entrepreneurs; Women entrepreneurs; Role of entrepreneur in Entrepreneurs in India.

BA4CMT20 CORPORATE LAWS

PROFESSIONAL ETHICS
&
ENVIRONMENT AND SUSTAINABILITY

MODULE I: Formation and incorporation of a company (The Companies Act, 2013)

Formation and incorporation of a company; characteristics and types of companies;

Promoters; corporate veil; pre-incorporation and preliminary contracts. Memorandum of association – articles of association- doctrine of ultra vires doctrine of constructive notice- indoor management- prospectus and statement in lieu of prospectus- deemed prospectus- shelf prospectus- abridged prospectus- redherring prospectus and information memorandum- liability for misstatement of prospectus.

MODULE II: Management of companies and Company meetings

Qualification and appointment of directors; powers, duties and liabilities of directors; kinds of company meetings; requisites of a valid meeting; Chairman- agenda- minutes- quorum; Motions and resolutions – proxy-ascertaining the sense of a meeting.

MODULE V: Pollution control Act

Definitions- Air- water and sound pollution- pollution control measures.

BA5CRT21 ORGANISATIONAL BEHAVIOUR

HUMAN VALUES

MODULE- I:

Introduction to Organisational Behaviour- Various discipline contributing to OB- Hawthorne experiment- foundation of individual behaviour- need and importance of organisational behaviour- nature and scope- framework of organisational behaviour

MODULE-V:

Organisational structure and design-organisational climate- factors affecting organisational climate- organisational development-organisational culture- organisational change- current trend in OB

BA5CRT23 ENVIRONMENT SCIENCE AND HUMAN RIGHTS

HUMAN VALUES & ENVIRONMENT AND SUSTAINABILITY

MODULE I

Multidisciplinary nature of environmental studies
Definition, scope and importance Need for public awareness.

Natural Resources : Renewable and non-renewable resources : Natural resources and associated problems.

- a) Forest resources : Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people. b) Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- c) Mineral resources : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- d) Food resources : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, Case studies.
- f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification
 - Role of individual in conservation of natural resources.
 - Equitable use of resources for sustainable life styles.

Ecosystems

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers

- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the given ecosystem:-
Forest ecosystem

MODULE II

Biodiversity and its conservation

Introduction, Biogeographical classification of India, Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values. India as a mega-diversity nation, Hotspots of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, Endangered and endemic species of India

Environmental Pollution

Definition, Causes, effects and control measures of: - a.

Air pollution

- b. Water pollution
- c. Soil pollution
- d. Marine pollution
- e. Noise pollution
- f. Thermal pollution
- g. Nuclear hazards

Solid waste Management: Causes, effects and control measures of urban and industrial wastes, Role of an individual in prevention of pollution, Pollution case studies, Disaster management: floods, earthquake, cyclone and landslides

Social Issues and the Environment- Urban problems related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people: its problems and concerns, Case studies, Environmental ethics: Issues and possible solutions, Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies, Consumerism and waste products, Environment Protection Act, Air (Prevention and Control of Pollution) Act,

Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation

MODULE V

Human Rights– An Introduction to Human Rights, Meaning, concept and development, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights).

Human Rights and United Nations – contributions, main human rights related organs - UNESCO, UNICEF, WHO, ILO, Declarations for women and children, Universal Declaration of Human Rights.

Human Rights in India – Fundamental rights and Indian Constitution, Rights for children and women, Scheduled Castes, Scheduled Tribes, Other Backward Castes and Minorities
Environment and Human Rights - Right to Clean Environment and Public Safety:

Issues of Industrial Pollution, Prevention, Rehabilitation and Safety Aspect of New Technologies such as Chemical and Nuclear Technologies, Issues of Waste Disposal, Protection of Environment

Conservation of natural resources and human rights: Reports, Case studies and policy formulation. Conservation issues of western ghats- mention Gadgil committee report, Kasthuriengan report. Over exploitation of ground water resources, marine fisheries, sand mining etc.

BA5CMT24 INTELLECTUAL PROPERTY RIGHTS AND INDUSTRIAL LAWS

PROFESSIONAL ETHICS

Objective of the course :

On completion of the course, student should be able

To appreciate the concepts of patent and trademark protection.

To specify the various legal provisions in the Factories Act and Industrial Disputes Act. To identify the benefits offered by ESI Act.

MODULE - I Introduction to Intellectual property Rights

Concept; patents; term and registration of patents; Rights of patent holder; infringement of patents; Trademark: Meaning; procedure for registration; infringement of registered

trademark; Collective marks - certification trademarks-well known trade mark.

MODULE - II: Law relating to factories

Approval, licensing and registration of factories; provisions regarding health, safety and welfare of workers; working hours; employment of women and young persons. Annual leave with wages.

MODULE -III: Law relating to Industrial Disputes

Meaning of industry; machinery for the prevention and settlement of industrial disputes. Provisions relating to strikes, lay off, retrenchment, lock out, closure and transfer of undertakings.

MODULE - IV: Law relating to employees' state insurance

Applicability of the Act- administration of the scheme- ESI corporation-standing committee and medical benefit council- inspectors- contributions-benefits under the Act – adjudication of disputes.

MODULE -V: Consumer Protection Act

Definitions- Consumer Protection Councils- central and state consumer protection councils- objects-consumer disputes redressal agencies-composition of the District ForumJurisdiction of the District Forum-procedure for filing complaints- composition and jurisdiction of State Commission-composition, jurisdiction and powers of the National Commission-procedure applicable to state and national commission-Appeal-Dismissal of frivolous or vexatious complaints-penalties.

BA5CRT26 INDUSTRIAL RELATIONS

PROFESSIONAL ETHICS AND HUMAN VALUES

To make an awareness about relations between labour and management in an industry.

Objectives of the course:

Is to enable the student

- To have a basic idea regarding industrial relations.
- To understand various prospect of workers and employers
- To understand more about the employees performance and their carrier planning.
- To know how theare made in industries between workers and management.
- To know how the workers are participating in daws making programmes.
- To understand various welfare facilities of education programmes provided by employers to their employees.

MODULE I : Introduction

Nature of Industrial relations- meaning and importance- Industrial labour in India,an overview of industrial growth- Private and Public Sector Employment trends- Industrial Labour force.

MODULE II: Bargaining agents

Workers Organization: Role of Trade Union in Industries- Multiplicity of trade unions- inside and outside leadership. Employers Organization-Role of Employers Organization in maintaining industrial relations, Recognition of trade Unions.

BA6OCT27 (a) HEALTH CARE MANAGEMENT

HUMAN VALUES

MODULE I

Role of Hospitals in Health Care

Role of Hospitals in development of society

Types of Hospital Ownership (Private, Government), Specialization (Nursing Homes,

Diabetic clinic, General Hospital) and Service (Homeopathy, Ayurveda)

MODULE III

Rights of Health Workers. In patient and out patient

A study on Private and Government health care units Role of Government in health care sectors

BA6OCT28. ADVERTISING AND SALESMANSHIP

PROFESSIONAL ETHICS

MODULE III

Element of Advertisement Copy Writing. Advertisement lay out, Proof reading, Typography, Lithography. Use of Symbols, Slogans Caption Catch Phrase.

MODULE IV

Salesmanship Importance of Salesman, Steps in selling. Direct Marketing. Different Salesman retailer, wholesaler etc. Negotiation

MODULE V

Knowledge, Skills and Qualities required in salesmanship. Training and supervising the salesman. Motivating the salesman perks, commission, incentives, remuneration, awards and rewards

BCA

COMPUTER FUNDAMENTALS AND DIGITAL PRINCIPLES(CA1CRT01)

PROFESSIONAL ETHICS

Unit 3

Number Systems: Base or radix ,Positional number system, Popular number systems(Decimal, Binary, Octal and Hexadecimal), Conversion-From one number system to another, Concept of binary addition and subtraction, Complements in binary number systems,1s Complement, 2s Complement and their applications, Signed magnitude form, BCD numbers- concept and addition.

DATA BASE MANAGEMENT SYSTEMS(CA2CRT03)

PROFESSIONAL ETHICS

MODULE 4: Normalization and Indexing Structures for Files

Normalization: Informal Design Guidelines for Relational Schemas –Functional Dependencies – Normal forms: First Normal Form, Second Normal Form, Third Normal Form – General Definitions of Second and Third Normal Forms –BCNF. Indexing Structures for files: -Types of Single-Level Ordered Indexes: Primary Indexes, Clustering Indexes, and Secondary Indexes.

COMPUTER GRAPHICS (CA3CRT06)

PROFESSIONAL ETHICS

MODULE 3

Clipping operations- Point clipping, Line clipping:- Cohen Sutherland line clipping, Polygon clipping:- Sutherland- Hodgeman polygon clipping, Text Clipping.

MODULE 5

Computer Animation: Design of animation sequences,

DESIGN AND ANALYSIS OF ALGORITHMS (CA4CRT10)

PROFESSIONAL ETHICS

MODULE 2

Divide and Conquer General method, Binary search, finding the maximum and minimum, merge sort, quick sort, performance measurement of quick sort, Selection, Strassen's matrix multiplication.

SYSTEM ANALYSIS & SOFTWARE ENGINEERING (CA4CRT11)

PROFESSIONAL ETHICS

Unit 5: (14 hrs.)

Software Testing : What is testing?, Test, Test case and Test Suit, Verification and Validation, Alpha, beta and acceptance testing, functional testing, techniques to design test cases, boundary value analysis, Equivalence class testing, decision table based testing, cause effect graphing technique, Structural testing path testing, Graph matrices, Data flow testing; Levels of testing Unit testing, integration testing, system testing, validation testing.

IT AND ENVIRONMENT(CA5CRT16)

Environment and sustainability

Unit 5: (8 hrs.)

Human Rights– An Introduction to Human Rights, Meaning, concept and development, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights). Human Rights and United Nations – contributions.

BSC CYBER FORENSIC

FUNDAMENTALS OF DIGITAL SYSTEMS (ELICMT06)

PROFESSIONAL ETHICS

MODULE II

Logic Gates, Logic Levels and Waveforms, Logic Levels and Digital waveforms, Logic Gates: AND, OR, NOT, XOR, XNOR, NAND (Definition, Symbols, Truth Tables and Operation). Universal Property of NAND and NOR gates. Logic gate operations with pulse waveforms.

INTRODUCTION TO CYBER FORENSICS & CYBER LAWS(CF2CRT03)

PROFESSIONAL ETHICS

MODULE 5

Cyber Crimes – Types of cyber crimes –against individuals institution, and states-various offenses and punishments, digital signature-concepts of public key and private key, certification authorities and their role, creation and authentication of digital signature. E-contracting –salient features of E-contracts, formation of E-contracts and types, E-governance, E-governance models, E-commerce- salient features and advantages.

SOFTWARE ENGINEERING (CF4CRT11)

PROFESSIONAL ETHICS

Module III

Software Requirement Analysis and Specification Requirements Engineering type of requirements, Feasibility Studies, Requirement Elicitation, Various steps for requirement analysis, Requirement documentation, Requirement validation. Project planning-Size estimation, cost estimation, the constructive cost model (COCOMO)

APPLIED CRYPTOGRAPHY (CF4CRT12)

PROFESSIONAL ETHICS

Module II

Basic Protocols-Key Exchange, Authentication, Authentication and Key Exchange, Formal Analysis of Authentication and Key Exchange Protocols-Multiple Key Public Key Cryptography,

Secret Splitting-Secret Sharing, Intermediate Protocols, Timestamp Services- Subliminal Channel, Undeniable Digital Signature- Proxy Signature, Group Signature

ENVIRONMENTAL STUDIES (CF5CRT156)

ENVIRONMENT AND SUSTAINABILITY

Module I

Natural Resources - Renewable and non-renewable resources, Natural resources and associated problems. Forest resources. Water resources. Mineral resources. Food resources. Energy resources. Land resources, Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles. Ecosystems - Concept of an ecosystem. Structure and function of an ecosystem. Producers, consumers and decomposers. Energy flow in the ecosystem. Ecological succession. Food chains, food webs and ecological pyramids. Introduction, types, characteristic features, structure and function of the following ecosystem: - Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems.

MOBILE AND WIRELESS SECURITY (CF6CRT18)

PROFESSIONAL ETHICS

Module I

Wireless Fundamentals: Wireless Hardware, Wireless Network Protocols, Wireless Programming WEP Security. Wireless Cellular Technologies, concepts, Wireless reality, Security essentials, Information classification standards, Wireless Threats: Cracking WEP, Hacking Techniques, Wireless Attacks, Airborne Viruses.

Module II

Standards and Policy Solutions, Network Solutions, Software Solutions, Physical Hardware Security, Wireless Security, Securing WLAN, Virtual Private Networks, Intrusion Detection System, Wireless Public Key infrastructure. Tools, Auditing tools, Pocket PC hacking, wireless hack walkthrough.

- Introduction
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts
- Endangered and endemic species of India

(8 hrs)

Unit 2: Environmental Pollution

Definition

Causes, effects and control measures of:-

- 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
 - Pollution case studies
 - Disaster management: floods, earthquake, cyclone and landslides.

(8hrs)

Unit 3: Social Issues and the Environment

- Urban problems related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people: its problems and concerns, Case studies
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies
- Consumerism and waste products
- Environment Protection Act
- Air (Prevention and Control of Pollution) Act
- Water (Prevention and control of Pollution) Act
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

(10 hrs)

Module V: Human rights

Unit1-Human Rights— An Introduction to Human Rights, Meaning, concept and development, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights).

Unit-2 Human Rights and United Nations – contributions, main human rights related organs - UNESCO, UNICEF, WHO, ILO, Declarations for women and children, Universal Declaration of Human Rights.

Human Rights in India – Fundamental rights and Indian Constitution, Rights for children and women, Scheduled Castes, Scheduled Tribes, Other Backward Castes and Minorities

Unit-3 Environment and Human Rights - Right to Clean Environment and Public Safety: Issues of Industrial Pollution, Prevention, Rehabilitation and Safety Aspect of New Technologies such as Chemical and Nuclear Technologies, Issues of Waste Disposal, Protection of Environment

Conservation of natural resources and human rights: Reports, Case studies and policy formulation, Conservation issues of western ghats- mention Gadgil committee report, Kasthuriangan report. Over exploitation of ground water resources, marine fisheries, sand mining etc.

(8 Hrs)

SYLLABUS

Human Values, Environment and Sustainability

Text Book :

1. Thomas Koshy : Fibonacci and Lucas numbers with applications, John Wiley & Sons, Inc (2001).

Unit 1 :Multidisciplinary nature of environmental studies

Definition, scope and importance
Need for public awareness.

(2 hrs)

Unit 2 : Natural Resources :

Renewable and non-renewable resources : Natural resources and associated problems.

a) **Forest resources** : Use and over-exploitation, deforestation, case studies.

Timber extraction, mining, dams and their effects on forest and tribal people.

b) **Water resources** : Use and over-utilization of surface and ground water,

floods, drought, conflicts over water, dams-benefits and problems.

c) **Mineral resources** : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) **Food resources** : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

e) **Energy resources**: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources, Case studies.

f) **Land resources**: Land as a resource, land degradation, man induced landslides, soil erosion and desertification

- Role of individual in conservation of natural resources.

- Equitable use of resources for sustainable lifestyles.

(10 hrs)

Unit 3: Ecosystems

- Concept of an ecosystem

- Structure and function of an ecosystem

- Producers, consumers and decomposers

- Energy flow in the ecosystem

- Ecological succession

- Food chains, food webs and ecological pyramids.

- Introduction, types, characteristic features, structure and function of the given ecosystem:-

Forest ecosystem

(6 hrs)

ModuleII**Unit 1: Biodiversity and its conservation**

BACHELOR OF COMMERCE

(for all programmes)

DIMENSIONS AND METHODOLOGY OF BUSINESS(COICRT01)

(Environment & Sustainability Business Ethics ,social responsibility)

MODULE: 4

Business Ethics – Importance - Principles of business ethics - Factors influencing Business Ethics - Arguments in favour and against business ethics - **Social responsibility** of business – objectives and principles - Arguments in favour and against social responsibility. **Corporate Governance**

FINANCIAL ACCOUNTING I COICRT02

(Professional Ethics)

MODULE : 1

Preparation of Financial Statements –Conceptual framework- Accounting Principles - Accounting Concepts - Accounting Conventions- - Capital and Revenue Expenditure - Capital and Revenue Receipts
- Capital and Revenue Losses - Deferred Revenue Expenditure–Accounting Standards- Objectives -Final Accounts of Sole Trader - Trading Account - Manufacturing Account - Profit and Loss Account - Balance Sheet - Adjusting entries - Closing Entries- Practical Problems with all Adjustments.

CORPORATE REGULATIONS AND ADMINISTRATION COICRT03

(Corporate social Responsibility)

MODULE : 4

Membership in company and meetings- modes of acquiring membership-rights and liabilities of members- cessation of membership- Register of Members - Company meetings – Annual General Meeting - Extraordinary General Meeting- Notice Of Meeting - Quorum - Chairman - Proxies - Voting - Show of Hands – E-Voting - Poll- Postal Ballot- Motions - Resolutions - Types - Minutes - Books of accounts - Annual Return- Directors - Types - legal position – Appointment - Duties - Disqualifications - DIN - Vacation of Office - Resignation - Removal - Meetings of Board - Resolutions and Proceedings - Powers of Board - Key Managerial Personnel- CEO- CFO - Audit and Audit Committee - related party- transactions - **Corporate Social Responsibility.**

BUSINESS REGULATORY FRAMEWORK CO2CRT05

(Human Rights)

MODULE :5

Sale of Goods Act, 1930 -Essentials of Contract of Sale Goods - Classification of Goods - Condition and Warranties - Transfer of Property in Goods - **Right of Unpaid Seller - Buyer's Right Against Seller**

BUSINESS MANAGEMENT CO2CRT21

(Professional ethics,social political and cultural aspects of business)

MODULE:1

Introduction to Management - Meaning , Nature, Scope and Functional Areas of Management - Management as a **Science, Art and Profession** - Management & Administration - Principles of Management- Managerial roles: Mintzberg Model - Functions of Management - Contributions of F.W.Taylor and Henry Fayol.

MODULE: 4

Direction and Control – Principles of direction- Leadership: Concept and Styles; Trait and Situational **Theory of Leadership**,Managerial Grid by Blake and Mouton , Likert's Four System Model - Motivation: Concept and Importance; Maslow's Need Hierarchy Theory; Herzberg's Two Factors Theory. Control: Concept and Process-Control Techniques.

FINANCIAL MARKET AND OPERATIONS CO3CRT09

(Social Political and Cultural aspects of financial markets)

MODULE:4

Mutual Funds -Meaning- Objectives- Advantages - Classification of Mutual Funds-Exchange Traded Fund- Constitution and Management of Mutual Funds in India- AMFI- Concept of Net Asset Value – Advantages and limitations of Mutual Funds

CORPORATE ACCOUNTING II CO4CRT11 (Legal Aspects)

MODULE II

Accounts of Banking Companies – Meaning – Important Provisions of Banking Companies Act, 1949 – Preparation of Final Accounts of Banking Companies – Profit and Loss Account, Balance Sheet – Transactions of Special Type – rebate on bills discounted- Asset Classification and Provisions – Non Performing Assets- Capital Adequacy

ENTREPRENEURSHIP DEVELOPMENT AND PROJECT MANAGEMENT CO4CRT13

(Professional, Social , Political, and Cultural Aspects)

MODULE 2

Classification of entrepreneurs- Dimensions of Entrepreneurship- Intrapreneurship-Technopreneurship-Cultural Entrepreneurship- International Entrepreneurship-Ecopreneurship- Social Entrepreneurship and Women Entrepreneurship- Problems faced by Women Entrepreneurs-Entrepreneurship in Agriculture sector and service sectors- New avenues- Dealership, Networking and Franchising- Entrepreneurship in MSME- Micro Small Medium Enterprises-Definition- Role of MSME- Steps to establish an enterprise.

(Legal Aspects)

MODULE 3

Project Identification-Project- Meaning- Types- Project Management- Project life Cycle- Project identification- Sources of Project idea- Constraints in a project- Sources of Business idea-Protecting the Idea-Legal Protection in India-Trademarks- Copyright- Patent- Geographical Indication- Designs-Plant and Farmer Rights-

ENVIRONMENT AND HUMAN RIGHTS COURSE

(Environment & sustainability, Human rights)

MODULE 3

Environmental Pollution

Definition, Causes, effects and control measures of: - 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, Pollution case studies, Disaster management: floods, earthquake, cyclone and landslides.

Social Issues and the Environment

Urban problems related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people: its problems and concerns, Case studies, Environmental ethics: Issues and possible solutions, - Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies - Consumerism and waste products - Environment Protection Act - Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation, Public awareness

MASTER OF COMMERCE

(FOR ALL PROGRAMMES)

SPECIALISED ACCOUNTING CM010101

(Legal Aspects)

Module : 1

Meaning and definition of Accounting Standards – Need for standards – Process of development of standards - its Applicability- Advantages of AS – Accounting Standard Board and its role - AS 1 – Disclosure of Accounting Policies.

ORGANISATIONAL BEHAVIOUR COM010102

(Social, Cultural and Behaviour Aspects)

MODULE :1

1.2 Role of organisation behaviour – Determinants — Challenges and opportunities of OB – Contributing disciplines – Difference between organisational behaviour and organisation theory

Module 2-

Individual Behaviour and Motivation- Motivation – Concept - Theories or models of motivation- Need hierarchy, Theory X and Theory Y - Two factor theory.

Module 3

3.6 Leadership- features – concepts – qualities of good leaders – Leadership styles.

Theories of Leadership - Behavioural approach - Situational approach – Transactional and transformational Leadership.

MARKETING MANAGEMENT

(Social Responsibility)

Module 2

2.4 Value Proposition – Proposition Strategies; More for More, More for the Same, the Same for Less, Less for Much Less – More for Less.

Module : 5

5.3 Service quality dimensions - Factors affecting service quality – Growth of service sector in India

HUMAN RESOURCE MANAGEMENT CM010202

(Human Rights, Behavioural aspects and Legal aspects)

Module 2

2.3 Employee Counselling-Need , Concepts, Forms and Steps Human Capital, Emotional Quotient, Mentoring.

Module: 4

4.5 Importance of Grievance handling - procedure of grievance handling - Hot stove rule-code of discipline

Module :5

5.1HR outsourcing:-legal requirements contractor's liabilities- liabilities of the company towards contractor's labourers.

INDIRECT TAX LAWS CM800301

(Legal Aspects)

Module 3

Registration, Tax Invoice, Credit and Debit Notes , Accounts and Records , Return , Payment of Tax and Refund , Assess

PERSONAL INVESTMENT AND BEHAVIOURAL FINANCE CM800402

(Legal Aspects)

Module 2

2.4 Personal loans- Insurance , Financial Advisory Service -need and scope

Core -THEORY

Credit - 4

PROFESSIONAL ETHICS

Module 1 : Introduction to Cookery: (18 hours)

- Introduction to Kitchen equipment.-1
- Levels of Basic Knife skills.-2
- Safety procedure & precautions in handling different kitchen equipment.-3
- Attitudes and Behavior in the kitchen-4
- Personal hygiene & its importance in kitchen-5
- Uniforms & protective clothing.-6

REFERENCE :

- 1) Theory of cookery by Krishna arora (281)
- 2) The art and science of culinary preparation by Jerald W Chesser (24)
- 3) Theory of cookery by David Foskett,victor ceserani and Ronald kinton(480)
- 4) Theory of cookery by Krishna arora(2)
- 5) Theory of cookery by David Foskett,victor ceserani and Ronald kinton(510)
- 6) Theory of cookery by David Foskett,victor ceserani and Ronald kinton(515)

Module 2 CULINARY HISTORY AND CULINARY TERMS: (18 hours)

- Origin of modern cookery.-1
- Classes of professional cookery.-2
- List of culinary(Indian and western) terms.-3
- Explanation with examples.-4
- List of basic commodities (herbs,spices,vegetables, nuts, cereals).-5

REFERENCE :

- 1) Theory of cookery by Krishna arora(4)
- 2) Theory of cookery by Krishna arora(1)
- 3) Modern cookery by Thangam E Philip (VOL1) (156)
- 4) Modern cookery by Thangam E Philip(VOL1) (197)

Module 3 HIERARCHY AREA OF DEPARTMENT AND KITCHEN: (15 hours)

- Classical Kitchen Brigade for Large, Medium & Small Hotel-1
- General layout of kitchen.-2
- Roles of Executive chef in regard to Kitchen Operations-3
- Duties and responsibilities of various chefs-4
- Co-operation of kitchen Department with other departments.-5

REFERENCE :

FOUNDATION IN FOOD & BEVERAGE SERVICE METHODOLOGY – I
Core - THEORY

90- hours

Credit- 4

PROFESSIONAL ETHICS

Module 1 : Introduction of Food Service & Catering Industry- (14 hours)

- Introduction to Hotel & Food service Industry -1
- Growth of the hotel Industry in India & Role of hotel industry in Tourism-2
- Sectors of Food Service Industry, Commercial sector-3
Non-commercial sector (or) Welfare sector-4
- Sanitation & safety-5
- Transport catering brief description of each type and career opportunity there in.-6
- Career Prospectus in the Catering Industry

REFERENCE :

1-food and beverage service by vijaydhawan-chapter one(3-20) & Food and beverage service training manual by sudhir Andrews-(Contents –XIII)
2-Planning and control for food and beverage operations by Jack D Ninemeier(3-7)
3,4,5,6,7-food and beverage service by vijaydhawan -chapter two(21-31)& Food & Beverage by Vara Prasad

Module 2 : Food & Beverage Organisation (18 hours)

- Organizational Hierarchy in the F&B service department-1
- Food & Beverage Service personnel (In French & English)-2
- Duties & responsibilities of F&B staff-3
- Attributes of a Waiter
- Co-ordination of Food & Beverage with other departments in Hotel-5

Types of F & B Outlets :

- Restaurant, specialty restaurant ,coffee shop, banquets, room service, discotheque, night club, bar -6
- Ancillary departments of a hotel – Pantry, food pickup area, store, linen room, kitchen stewarding-7

REFERENCE :

1,2,3-food and beverage service by vijaydhawan-chapter 4 (44-55)
4,5-food and beverage service by vijaydhawan-chapter 5 (76-80)
6--food and beverage service training service by sudhirandrews-(7-8)

Module 3: Food & Beverage Equipments (18 hours)

- Classification and familiarization of equipment-1
- Points to be considered while purchasing Equipment's
- Furniture,tableware,chinaware/crockery,glassware,linen,Dispsibles

Credit- 4

PROFESSIONAL ETHICS

Module 1 : Front Office Department and Its Functions (20 hours)

- Sections and layout of Front Office 1
- Duties and responsibilities of various staff.2
- Attributes of front office personnel 2
- Co-ordination of front office with other departments of the hotel 3
- Equipment used 4
- Key control 5
-
- Bell Desk and concierge 6

REFERENCE :

FRONT-OFFICE OPERATIONS & MANAGEMENT

AUTHOR: RAKESH PURI

1. P:NO:114

2. P:NO:96-100,103-104

3.P.NO:248-251

4.P.NO:117,119

5.P.NO:233-234

6.P.NO:128-130

Module 2 : Reservations, Registration and Guest Checkouts (25 hours)

- Modes and sources of reservation 1
- Procedure for taking reservations 2
- Computerized system (CRS, Instant reservations) 3
- Types of reservation (guaranteed, confirmed, groups, FIT) 4
- Procedure for amendments, cancellation and overbooking.5.
- Pre arrival activities (Preparing an arrival list, notification etc)6
- Procedure for VIP arrival.7
- Procedure for group arrival(special arrangements, meal coupons, etc)8
- Types of registration. (Register, Loose Leaf, Registration Cards)9
- Receiving guests.10
- Arrival procedure for various categories of guests (Foreigners along with C-forms, FITs-walk in , with Confirmed reservation)11
- Departure notification 12
- Activities at bell desk, cashier /reception.13 P,NO:128 103,126
- Express check out –procedures 14
- Late check outs and charges 15

REFERENCE :

: FRONT-OFFICE OPERATIONS & MANAGEMENT

AUTHOR: RAKESH PURI

1.P.NO:161 2.P.NO:193 3.P,NO:171 4.P.NO:173 5,P.NO:180,181,179,176

6.P.NO:156 7.P,NO:224 8.P.NO:111 9.P.NO:203-212 10,P,NO: 201 11.P.NO:219-220,174-177

12.P.NO:223 13.P.NO:128,103,126 14.P.NO:337 15.P.NO:338-339

ENVIRONMENT AND SUSTINABILITY

Module 1 - Importance of Hygiene in the Catering Industry (18 hours)

- Introduction Definitions - hygiene & sanitation-1
- Significance of hygiene & sanitation in the food industry-2
- Personal hygiene, Do's and Don'ts in the kitchen hygiene-3
- Food contamination Introduction- types of food contamination – food contamination in meat poultry, game, raw vegetables & fruits, cereals, dairy products, fish- shellfishes-4
- Destroying micro- organisms in food-5.

Reference books:

Food science by Sumati.R.Mudambi,Shalini.M.Rao,M.V.Rajagopal (Page:195)-1

Food science by Sumati.R.Mudambi,Shalini.M.Rao,M.V.Rajagopal (Page:195)-2

Food safety & HACCP manual for Hotels & Reataurants in India (Page:164-171)-3

Food science by Sumati.R.Mudambi,Shalini.M.Rao,M.V.Rajagopal (Page:217,218,219),

Food science by Sumati.R.Mudambi,Shalini.M.Rao,M.V.Rajagopal (Page:279-357)-4

Food science by Sumati.R.Mudambi,Shalini.M.Rao,M.V.Rajagopal (Page:138-277)-5

Module 2 - Introduction to Food Safety. (18 hours)

- Define food, PHF, Danger zone, Thermometer, Calibration-Boiling point method, Ice point method-1
- Selecting and Receiving food-2
- Hygienic Storage of food- Types of storage, FIFO, storage container, storage area-3
- Recommended storage of food-4
- Hazard to health-physical, chemical, biological hazard-5
- Best practices of HACCP-6

Reference Books:

Foods facts and principles by N.Shakuntala Manay,M.Shadaksharaswamy (Page:1,2),Food safety & HACCP manual for Hotels & Restaurants in India (Page:102), Food safety & HACCP manual for Hotels & Restaurants in India (Page:106),Food safety & HACCP manual for hotels & Restaurants in India-(Page-102)-1

Food safety & HACCP manual for Hotels & Restaurants in India (Page:75-92)-2

Food science by Sumati.R.Mudambi,Shalini.M.Rao,M.V.Rajagopal (Page:175 to185)-3

Food safety & HACCP manual for Hotels & Restaurants in India (Page:78-79)-4

Food science by Sumati.R.Mudambi,Shalini.M.Rao,M.V.Rajagopal (Page:204-211)-5

HOUSEKEEPING OPERATIONS

Core - THEORY

PROFESSIONAL ETHICS

90- hours

Credit- 4

Module 1 : Introduction To Housekeeping (20 Hours)

Reference Books:

- Hotel Housekeeping Operations and Management – G. Raghubalan- Oxford Publishers- II Edition
- Importance of Housekeeping, Responsibilities and Functions of Housekeeping¹
- Co-ordination of house keeping with Front Office, Engineering, F & B, Kitchen, Security, Purchase, HRD, Accounts. (All formats related to the topic must be taught)²
- Layout of House Keeping Department -Sections of the housekeeping department, their functions and activities³.
- Organization of Housekeeping Department⁴
- Hierarchy in large, medium & small hotels ⁵
- Knowledge of rooms, Rules on guest Floor, How to enter a guestroom.⁶
- Room cleaning procedures and guests amenities, VIP amenities. Making a bed, Evening or turndown service, Second service.⁷

References: All page numbers are from the same book

1. (Pg 17 & 18)
2. (Pg 39 – 48)
3. (Pg 36 – 39)
4. (Pg 19 – 32)
5. (Pg 19 – 32)
6. (Pg 228, 233)
7. (Pg 267, 285-288, 294-298)

Module 2 : Cleaning Equipments , Cleaning Agents and Control Desk (15 hours)

Reference Books:

- Hotel Housekeeping Operations and Management – G. Raghubalan- Oxford Publishers- II Edition
- Classification, use, care & maintenance of cleaning equipments¹.
- Selection & purchase criteria²
- Classification, use, care and storage of cleaning agents³
- Selection Criteria. Distribution & Control⁴
- Stores indent form and its format⁵
- General principles of cleaning. Different methods of cleaning⁶.
- Daily, Weekly, Monthly / Periodic cleaning – Special cleaning tasks to be carried out. Spring Cleaning procedures⁷.

Core -THEORY **QUANTITY FOOD PRODUCTION**

90 -hours

Credit- 4

Module 1 :Production Planning (18 Hours)

PROFESSIONAL ETHICS

- Principles of planning for quantity food production with regard to 1
- Space allocation ,Equipment selection ,Staffing 2
- **INDENTING 3**
 - Principles of Indenting for volume feeding 4
 - Portion sizes of various items for different types of volume feeding 5
 - Modifying recipes for indenting for large scale catering 6
- Practical difficulties while indenting for volume feeding 7

REFERENCE BOOKS

- 1.Theory of catering – ceserani –p.no: 204
2. Theory of catering – ceserani –p.no: 206-214
3. Theory of catering – ceserani –p.no: 355-360
4. Theory of catering – ceserani –p.no: 357
5. Theory of catering – ceserani –p.no: 349-351
6. Theory of catering – ceserani –p.no: 356
7. Theory of catering – ceserani –p.no: 360

Module 2 : Menu Planning (18 Hours)

- Basic principles of Menu planning 1
- Points to consider in menu planning for various volume feeding outlets such as Industrial, Institutional, Mobile Catering Units 2
- Planning menus for 3
- School/college students-Industrial workers-Hospitals 3
- Outdoor parties-Theme dinners 4
- Transport facilities, Cruise lines, Airlines, Railway 5

REFERENCE BOOKS

- 1.Theory of cookery – Krishna arora-p.no:242
2. Theory of cookery – Krishna arora-p.no:245-251
3. Theory of catering – ceserani –p.no: 319
4. Theory of catering – ceserani –p.no: 332-334
5. Theory of catering – ceserani –p.no: 25-32

Module 3 : Quantity Food Production Equipment (18 Hours)

- Equipment required for mass/volume feeding 1
- Heat and cold generating equipment 2
- Care and maintenance of this equipment 3
- Modern developments in equipment manufacture 4

Credit- 3

Module 1: Training (15 Hours)

References:

- Concept and rationale ¹
- Training process of stake holders in training programme ²
- Organization and management of training function ³
- Training needs assessment ⁴
- Organization analysis ⁵
- Operational analysis ⁶
- Person analysis ⁷
- Competency mapping ⁸

References:

1. R. K Sahu, *Training for Development*, Excel Books, New Delhi, 2005, pp. 1-13
2. *Ibid.*, pp. 29-41
3. www.ddegjust.ac.in/mba/obh-412
4. Blanchard P Nick, James W Thacker, *Effective Training: Systems, Strategies & Practices*, Third Edition, Dorling Kindersley Publishing Inc, Noida, 2007, pp. 101-143
5. *Ibid.*, pp. 108-112
6. *Ibid.*, pp. 113-120
7. *Ibid.*, pp. 125-130
8. *Ibid.*, pp. 121-124

Module 2 : Designing The Training Programme (15 Hours)

- Process of learning in training programme ¹
- Attributed and factors influencing learning process: Learning Styles ²
- Training climate and pedagogy ³
- Developing training modules ⁴
- Training aids ⁵

References:

1. R. K Sahu, *op.cit.*, pp. 50-61
2. Raphael R Kavanaugh, Jack D. Ninemeier, *Supervision in the Hospitality Industry*, Third Edition, Educational Institute of the American Hotel & Lodging Association, Michigan, 2001, pp. 110-112
3. www.ddegjust.ac.in/mba/obh-412
4. Debra F Cannon, Catherine M Gustafson, *Training and Development for the Hospitality Industry*, Educational Institute of the American Hotel & Lodging Association, Michigan, 2002, pp. 146-150
5. *Ibid.*, pp. 181-188

Module 3 : Training Methods and Techniques (14 Hours)

- Role playing ¹
- Business games ²
- In basket exercise ³
- Laboratory training ⁴
- Seminars ⁵
- Programmed instruction ⁶
- Brain storming ⁷
- Mind mapping ⁸

Hotel and Catering Industry

Credits- 3

Module- 1 (14 Hours)

INTRODUCTION TO TOURISM, HOSPITALITY & HOTEL INDUSTRY

- Importance of Tourism Industry 1
- Origin of Hotel Industry 2
- Growth of Hotel Industry in India 3
- Brief introduction to hotel core areas 4

REFERENCE

1. RAKESH PURI F.O.MGT P.NO:25
2. SUDHIR ANDREWS P.NO:/3
3. F&B SIMPLIFIED. VARA PRASAD & GOPI KRISHNA P..NO:3
4. RAKESH PURI F.O MGT P.NO:247

Module- 2 (15 Hours)

CLASSIFICATION OF HOTELS

- Depending on Star Category 5
- Location & clientele 6
- Supplementary accommodation 7
- Time shares Properties 8
- Franchise 9
- Contract hotel 10
- Chains 11
- Independent hotels 12

REFERENCE

- REF;/5,6, RAKESH PURI F.O MGT P.NO:35,56-59,63-64,63-64,
 7. RAKESH PURI F.O.MGT P.NO:70-73,
 8,9,10,11,12. RAKESH PURI F.O MGT P.NO:67-70

Module -3 (14 Hours)

TYPES OF ROOMS

- Single ,Double, Twin, Suits 13
- Lanai , Cabana, Pent house , Duplex 14,
 Adjacent room, Inter connected room 15
 Hollywood Room. 16

REFERENCE

13. RAKESH PURI F.O.MGT P//.NO:77-78,79
14. RAKESH PURI F.O.MGT P.NO:78,79,80,
15. RAKESH PURI F.O.MGT P.NO:78,79,
16. RAKESH PURI F.O.MGT P.NO:78

INTRODUCTION TO CATERING INDUSTRY

PROFESSIONAL ETHICS

- Role of Catering establishment in the travel/tourism industry 17
- Classification of Commercial, Residential/Non-residential 18
- Welfare Catering - Industrial/Institutional/Transport such as air, road, rail, sea, etc. 19
- Structure of the catering industry - a brief description of each 20

REFERENCE

17. sasmitasrinibas.blogspot.com

18. F&B SIMPLIFIED VARA PRASAD & GOPI KRISHNA P.NO:6-11,15-22

19. F&B SERVICE 7TH EDITION .DENNIS LILICRAP P.NO:6,7,8

20. www..slideshare.net

Module- 5 (15 Hours)

FOOD SERVICE AREA & STAFF ORGANISATION

- Specialty Restaurants , Coffee Shop, Cafeteria, Fast Food , Grill Room
Banquets & Bar 21
- Vending Machines 22
- Discotheque 23
- Organization of F&B department of hotel 24
 - . Inter-departmental relationships
- (Within F&B and other department) 25

REFERENCE

21. F&B SIMPLIFIED VARA PRASAD & GOPI KRISHNA P.NO:16-20

22. F&B SIMPLIFIED VARA PRASAD & GOPI KRISHNA P.NO:75-77

23. F&B SIMPLIFIED VARA PRASAD & GOPI KRISHNA P.NO:17-18

24. F&B SIMPLIFIED VARA PRASAD & GOPI KRISHNA P.NO:29-30

25. F&B SIMPLIFIED VARA PRASAD & GOPI KRISHNA P.NO:23-27

Credit- 2

Module-1 Night Audit (10 Hours)

PROFESSIONAL ETHICS

- Individual reports of night audit 1
- Deployment of Night Audit department 2
- The hotel performance report 3
- Responsibilities of Manager on Duty 4

**REFERENCE: FRONT-OFFICE OPERATIONS & MANAGEMENT
AUTHOR: RAKESH PURI**

1.P.NO:364,365 2,P.NO:361-363 3.P.NO:360 4.P.NO:126

Module-2 Financial aspects (13 Hours)

- Yield & revenue 1 P.484,492
 - Budgeting of room divisions 2 P.NO:425-432
 - Target fixing of revenue 3 P.NO:146
 - Sales strategy 4 P,NO:142-146
- Room rate structure
- The Hubbart formulae 5 P.NO:148
 - Room rate designation 6
 - Room rate measurement 7 P.NO:487
 - Percentage comparison with other Hotels 8 P.NO:

REFERENCE BOOK

**FRONT-OFFICE OPERATIONS & MANAGEMENT
AUTHOR: RAKESH PURI**

1.P.NO:484,492 2.P.NO:425-432 3.P,NO:146 4.142-146 5.P.NO:148
6. REF:www.chacha.com 7.P,NO:487 8.ref:www.travelclick.com

Module-3 Room Division Management (10 Hours)

- Assignment of rooms to the House Keeping Department 1
- House Keeping standards 2
- Management of supplies & inventories 3
- Integration of Property Management System within other hotel systems 4
- Implementation of Property Management hierarchy 5

REFERENCE :

**:F,O OPERATIONS & MGT AUTHOR: RAKESH PURI
P.NO:456**

1. P.NO: 41 H.K.OPREATIONS &MGT
2. REF:H.K.OPERATIONS & MGT P.NO:18,19

UNIT II

EMERGENCY MEASURES

HUMAN RIGHTS

1. Emergency team in organizations and their responsibilities- review meetings
2. Precautionary methods and emergency kit
3. Emergency drills and demonstrations
4. Liason with Local government and voluntary rescue organizations

UNIT III

ENVIRONMENTAL AWARENESS

1. Public Environmental Awareness
2. Methods to propagate Environmental Awareness
3. Role of NGO in Environmental Awareness

(8 Hours)

Reference Books:

1. *Housekeeping operations – Raghubalan and Smritee Raghubalan.*
2. *Natural Disaster and Indian History – Tirthankar Roy*
3. *Waste water treatment – G L Karia*
4. *Hand book of solid waste management - George Tchobamoglous*

(8 Hours)

Module – V

Unit 1- Human Rights– An Introduction to Human Rights, Meaning, concept and development, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights).

Unit-2 Human Rights and United Nations – contributions, main human rights related organs - UNESCO, UNICEF, WHO, ILO, Declarations for women and children, Universal Declaration of Human Rights.

Human Rights in India – Fundamental rights and Indian Constitution, Rights for children and women, Scheduled Castes, Scheduled Tribes, Other Backward Castes and Minorities

Unit-3 Environment and Human Rights - Right to Clean Environment and Public Safety: Issues of Industrial Pollution, Prevention, Rehabilitation and Safety Aspect of New Technologies such as Chemical and Nuclear Technologies, Issues of Waste Disposal, Protection of Environment