

BSc IN INTERNATIONAL HOTEL AND TOURISM ADMINISTRATION (IHT)

Year 1

THEORY

SEMESTER 1

IHT1:- FUNDAMENTALS OF FOOD PRODUCTION AND PATISSERIE 1

- Introduction to cookery
- Culinary history
- Hierarchy in organisation
- Kitchen organisation and layout
- Equipment and fuel
- Aims and objectives in cooking
- Methods of cooking
- Basic principles of food production _ stocks , soups and sauces
- Basic menu planning
- Sandwich

IHT2:- FUNDAMENTALS OF FOOD AND BEVERAGE SERVICE 1

- Introduction to the food and beverage service
- Food and beverage service areas in hotels , restaurants and their sub – divisions
- Food and beverage equipment's
- Food and beverage service personnel
- Menus and covers
- Types of meals

IHT3:- FUNDAMENTALS OF FRONT OFFICE 1

- Hospitality industry
- Classification of hotels
- Types of guest supplementary accommodation
- Organizational structure
- Front office strategies and goals
- Classifying functional areas of hotels
- Work shifts in hotels
- Historical background of hotel industry
- Heritage hotels
- Guest cycle

- Front office equipment
- Basis of charging room rates
- Tariff card
- Inter departmental relationship in hotel
- Special guest procedure

IHT4:- FUNDAMENTALS OF HOUSEKEEPING 1

- Introduction to housekeeping
- Layout and organisational structure
- Staffing in housekeeping department
- Planning work of the house keeping department
- Hotel guest rooms
- Cleaning agents
- Cleaning equipment's
- Care and cleaning of different services

IHT5:- PRINCIPLES AND PRACTICES OF MANAGEMENT

- Introduction to management
- Evaluation of management thought
- Planning
- Organising
- Motivation
- Leadership
- Teams and team building
- Staffing

IHT6:- FUNDAMENTALS OF TOURISM

- What is tourism
- Purpose and types of tourism
- Components of tourism
- History of tourism
- Tourism products
- History of hospitality
- Tourism and Hospitality in India
- Global tourism and hospitality

PRACTICAL

IHT7:- FOOD PRODUCTION AND PATISSERIE PRACTICAL 1

- Knife skills
- Frying
- Mother sauces and derivatives
- Emulsification
- Boiling
- Blanching
- Direct and indirect steaming
- Cuts of chicken
- Gravies
- Cuts of fish
- Concepts of plating
- Roux / béchamel sauce stocks
- Veloute absorption method , double boiling method
- Broth
- Kadhai gravy
- Shallow frying
- Purée soups
- Hors d'oeuvres
- Brown sauce and derivatives
- Introduction to eggs with accompaniments
- Basics of bakery
- Dough making
- Lamination layering
- Breakfast evaluation

IHT8:- FOOD AND BEVERAGE SERVICE PRACTICAL 1

- Food and beverage service equipment
- Restaurants misc. en place and misc. on scene
- Table layout – table d'hôte menu
- Table d'hôte menu to single guest
- Table d'hôte menu to multiple guest
- A la carte menu single and multiple guest

IHT9:- FRONT OFFICE PRACTICAL 1

- Introduction to practical sessions of front office
- Front office products and services
- Telephone handling and telephone etiquette
- Use of standard phrases
- Usage and application of property management system–OPERA
- Hospitality abbreviations , airline codes, countries , capitals and currencies

IHT10:- HOUSEKEEPING PRACTICAL 1

- Hotel visit (5 star hotels)
- Room layouts
- Cleaning agents
- Cleaning equipment's
- Cleaning different surfaces
- Chamber made trolley
- Bed making – day bed and night bed

IHT11:- COMPUTER APPLICATION and HOSPITALITY TECHNOLOGY 1

- Introduction to computers
- Microsoft word
- Microsoft excel
 - Introduction to social media
 - Website optimization for media
 - Introduction to content marketing tools and techniques
 - Google plus optimization
 - Facebook optimization
 - YouTube management and optimizations
 - Blogging and social media promotion
 - Google analytics and third party tools

SEMESTER 2 **THEORY**

IHT12:- FOOD PRODUCTION AND PATISSERIE 2

- Basic principles of food production – egg cookery
- Basic principles of food production - fish cookery
- Basic principles of food production - meat cookery
- Basic principles of food production - vegetables
- Fruits
- Salad and salad dressing
- Commodities- rice , cereals and pulses
- Fats and oils
- Sugar
- Raising agents
- Cocoa/chocolates
- Milk
- Butter
- Cream
- Cheese
- Herbs and spices
- Pastry

IHT13:- FOOD AND BEVERAGE SERVICE 2

- Room service
- Food and beverage service methods
- Control methods
- Tea
- Coffee
- Cocoa
- Tobacco history
- Beer
- Non-alcoholic beverage

IHT14:- FRONT OFFICE 2

- Importance of reservation
- Sources and types of reservation
- Amendment and cancellation
- Group reservation
- Reservation reports

- Front office procedures
- Free arrival procedures of FIT, VIP and GROUPS
- On arrival procedures of FIT, VIP and groups
- Post arrivals procedures of FIT, VIP and groups
- Handling scanty baggage
- Departure procedures
- Upselling techniques

IHT15:- COMMUNICATIONS AND STUDY SKILLS

- Vocabulary enhancement
- Grammar
- Letter and resume writing
- Interview preparation
- Group discussion
- Learning styles
- Study skills
- Paraphrasing
- Formal communication
- Report formats
- Essay formats
- Referencing

IHT16: ACCOUNTS AND COSTING

- Accounts of finance definition , identification and differentiation
- Final accounts of trading organisation
- Classification of department hotel accounts method
- Cost accounting
- Stock valuation

IHT17: HOSPITALITY AND TOURISM MARKETING

- What is marketing
- Services marketing
- Marketing mix elements
- Market segmentation in tourism and hospitality
- Tourism and hospitality marketing features
- Consumer behaviour

- Digital marketing in hospitality and tourism

PRACTICAL

IHT18: FOOD PRODUCTION AND PATISSERIE PRACTICAL 2

- French hors d'oeuvres dessert
- Italian salad, béchamel sauce, traditional chicken preparation
- International soup and traditional stew
- Salad with vinaigrette dressing and grilled fish preparation
- Italian starter , main course and dessert
- Five star breakfast execution
- Pasta and pasta sauces

IHT19:- FOOD AND BEVERAGE SERVICE PRACTICAL 2

- Table layout and service
- Specialised types of tables service
- Tea and coffee service
- Room service
- Service of soft drinks / beer
- 5 star breakfast service

IHT20:- FRONT OFFICE PRACTICAL 2

- Reservations
- Upselling techniques and suggestive selling
- Reservation handling
- Individual – reservation handling groups
- Pre-registration procedures for fit , VIP / walk in / VIP/ group
- Registration – on arrival and post arrivals procedure
- Rooming and room change procedures

IHT21:- HOUSEKEEPING PRACTICAL 2

- Standard supplies
- Periodic cleaning and special cleaning
- Public area cleaning
- Guest room inspection
- Housekeeping records
- Handling telephone calls

Year 2

SEMESTER 3

IHT22:- SUPERVISED WORK EXPERIENCE (20-22 WEEKS) –Training

Manager's Evaluation

- Report, Signed Log Sheets, Viva Voce

SEMESTER 4

THEORY

IHT23:- FOOD PRODUCTION AND PATISSERIE OPERATIONS 3

- History and fundamentals of Indian cuisines
- Masalas and basic gravies
- Indian breads
- Quantity food production
- Food costing and menu planning
- Rechauffe cooking
- ✓ Indian cuisines
- ✓ Jammu and Kashmir
- ✓ Rajasthani
- ✓ Gujarati
- ✓ Maharashtrian
- ✓ Goan
- ✓ Bengali
- ✓ Tamil nadu
- ✓ Keralian
- ✓ Andhra Pradesh
- ✓ Hyderabad
- ✓ Awadhi
- ✓ Indian snacks and street food
- Bakery and confectionary
- Types of pastes
- Cakes and basic mixtures
- Breads and dough
- Icings
- Ingredients pairing techniques

IHT24:- FOOD AND BEVERAGE SERVICE OPERATIONS 3

- Alcoholic beverages
- Basics of spirits
- Proof spirits
- Whiskey
- Scotch whiskey
- American whiskey
- Irish whisky
- Canadian whiskey
- Rum
- Gin
- Vodka
- Brandy
- Cognac
- Armagnac
- Tequila
- Other spirits
- Aperitifs
- Liqueurs
- Wine basics
- Old world wines
- New world wines
- Champagne
- Sherry
- Port
- Madeira
- Marsala
- Food and wine harmony
- Mocktails / speciality coffee
- Bar
- Cocktails

IHT25:- FRONT OFFICE OPERATIONS 3

- Accommodation operation statistic
- Definition of forecasting
- Occupancy ratios and revenue analysis
- Front office accounting
- Checkout and settlement procedures

- Credit control
- Night audit
- Case studies

IHT26:- HOUSEKEEPING 3

- Linen room operation
- Laundry operations
- Pest control
- Stain removal
- Flower arrangements
- Fibres and fabrics

IHT27:- BUSINESS COMMUNICATION 2

- Introduction to reading exercises
- Introduction to listing exercises
- Introduction to writing exercises
- Fluency and coherence
- Lexical resource pronunciation
- Grammatical range and accuracy
- Group discussion
- Extempore
- CV writing

IHT28:- HOSPITALITY AND TOURISM MARKETING

- What is marketing
- Services marketing
- Marketing mix elements
- Market segmentation in tourism and hospitality
- Tourism and hospitality marketing features
- Consumer behaviour
- Digital marketing in hospitality and tourism

PRACTICAL

IHT29: FOOD PRODUCTION AND PATISSERIE PRACTICAL 3

- Basics gravies and dishes
 - Basic masala and paste
 - Awadhi cuisine
 - Tandoor
 - Bengali cuisines
 - Kashmiri cuisines
 - Rajasthani cuisines
 - Goan cuisines
 - Kabab platter
 - Punjabi cuisines
 - Tamil nadu cuisines
 - Hyderabad cuisine
 - Maharastrian cuisines
 - French cuisines
 - Chinese cuisines
 - Thai cuisine
 - Italian cuisine
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- ✓ Bakery and confectionary
 - ✓ Baguette
 - ✓ Brown bread
 - ✓ Puff paste
 - ✓ Tea cakes
 - ✓ Focaccia
 - ✓ Choux paste
 - ✓ Sponge petit four

IHT30:- FOOD AND BEVERAGE SERVICE PRACTICAL 3

- Gueridon service
- Crepe preparation
- Flambé service
- Service of speciality coffee
- Whiskey nosing
- Menu planning , table laying and silver service
- Cocktail / mocktails/ mixed drinks

- Wine tasting

IHT31:- FRONT OFFICE PRACTICAL 3

- Check in sessions
- OPERA
- OPERA operations, applications and situations
- Preparation guest folio
- Auditing of bill statements
- Guest complaint handling
- Preparation and filling up forms

IHT32: HOUSEKEEPING PRACTICAL 3

- Laundry equipment – survey and studies
- Inventory calculations
- Washing and ironing
- Linen management
- Towel art
- Stain remover
- Flower arrangements
- Case studies

IHT33: REALIA – REAL TIME ACTIVITIES

- Food and dining
- Entrepreneurial activity

IHT34: HOSPITALITY TECHNOLOGY 2

- Hospitality technology overview
- Application of analytics and in hospitality technology
- Searching and marketing
- Display and social media marketing

SEMESTER 5

THEORY

IHT35:- FOOD PRODUCTION AND PATISSERIE MANAGEMENT

- Food production management
- Garnishes and accompaniment
- Salads and dressings
- Stocks , soups and sauces
- Grade-manger
- Menu planning
- Food costing
- Basics of international cookery
- Basics of Indian cookery
- Fundamentals of bread making
- Basic pastries

IHT36:- FOOD and BEVERAGE SERVICE MANAGEMENT

- Banquette operations
- Classification revision
- ✓ Beer
- ✓ Cheese
- ✓ Cigar
- ✓ Tea
- ✓ Coffee
- Food and Beverage Service liaison with other departments
- New world wines
- Old world wines
- Spirits and liquors
- Menu planning
- Menu engineering matrix

IHT37: FRONT OFFICE MANAGEMENT

- Planning and evaluation operation
- Application of management in front office
- Revenue management
- Concepts and applications
- Marketing and sales in front office

IHT38:- HOUSEKEEPING MANAGEMENT

- Housekeeping in public areas :- hospitals , malls, residential institutions
- Budget processes and planning
- Principles of purchase system
- Contracts and outsourcing
- Soft furnishing
- Soft flooring
- Safety and security
- Fire safety

IHT39:- Sustainable Tourism

- What is meant by sustainability?
- The importance of sustainable tourism and hospitality
- Importance for tourism and hospitality
- Areas of sustainability – historical, geographical, cultural and environmental and how these are associated with tourism and hospitality
- Sustainability in historical places, geographical, cultural, social, effects on the environment,
- Measures are taken regarding sustainability in tourism and hotels
- Importance of guest awareness and responsibilities

PRACTICAL/PROJECT

IHT40: FOOD PRODUCTION AND PATISSERIE PRACTICAL 4

- French cuisine
- Steak preparation
- Knife skills
- Italian cuisine
- Sandwiches
- Thai cuisines
- Indian cuisines
- French cuisines
- Salads and dressings

IHT41:- FOOD AND BEVERAGE SERVICE PRACTICAL 4

- Cocktails
- Tea
- Sandwiches
- Pasta
- Gueridon sweet dishes
- Fine dining planning and execution
- Menu merchandising

IHT42:- FRONT OFFICE PRACTICAL 4

- Identifying and handling complaints
- Corporate sales and presentations
- Practical work on OPERA

IHT43:- PROFESSIONAL DEVELOPMENT PROGRAMME (PDP) 1

- Key factors to successful careers
- First impression
- Employee availability skills
- Self SWOT analysis
- SMART objectives
- Resume writings
- Case studies and situations
- Group discussion
- Extempore

IHT44:- HOSPITALITY TECHNOLOGY 3

- Technology assisted discovery
- Technology assisted customer accusation
- Technology assisted customer relationship management
- Customer engagement and leveraging social media
- Building hospitality brands through digital contents
- Technology assisted enhancement of customer experience

SEMESTER 6: **THEORY**

IHT45/SP1/SP2/SP3/SP4/SP5 Specialisation in any one subject

FOOD PRODUCTION and CULINARY ARTS

- Garnishes and accompaniments
- Salads and dressings
- Farinaceous products
- International and cold soups
- Garde manger
- Charcuterie
- Menu planning
- Food costing and control
- International cookery and basics of cookery

FOOD AND BEVERAGE SERVICE OPERATIONS AND MANAGEMENT

- Critical appreciations of wines and spirits
- Food and accompaniment of international cuisines
- Critical appreciation of tea ,cheese , coffee and cigar
- Cocktails
- Menu pricing
- Budgeting
- Food cost
- Variance analysis
- Control cycle in food and beverage department applications
- Bar operations and inventory management

FRONT OFFICE OPERATIONS AND MANAGEMENT

- Planning rooms management
- Managing human resource in rooms management
- Budgeting for rooms management
- Risk and environmental management

HOUSEKEEPING OPERATIONS AND MANAGEMENT

- Planning and organising the housekeeping department
- Managing human resources in the HK department
- Renovation and new property opening
- Horticulture and flower arrangements
- Budgeting for the HK department
- Waste to wealth
- Green housekeeping and sustainable development

- Changing trends in housekeeping
- Hotel visits
- Theme decorations for hospitality events

TOURISM MANAGEMENT

- Importance of sustainable tourism and hospitality
- Interdependence of hospitality and tourism
- Meaning of sustainability, generic definition, awareness of sustainability
- importance for tourism and hospitality
- Areas of sustainability – historical, geographical, cultural and environmental and association with tourism and hospitality
- sustainability in historical places, geographical, cultural, social, effects on the environment;
- sustainability in tourism and hotels;
- Importance of guest awareness and responsibilities, reducing costs, reducing carbon footprint, energy, water, food
- The arrival of OTAs - Promotion and distribution channels
- Emerging Trends in Tourism

IHT46:- HOTEL LAW AND TOURISM POLICIES

- Introduction to Hotel Law
- Registration & Approval of Hotels
- Relevant Acts for Hotel Industry
- Labour Legislation
- Introduction to Tourism Policy
- Goals of national administration and tourism policy
- National Tourism Policy-2002

IHT47: HUMAN RESOURCE MANAGEMENT for INTERNATIONAL BUSINESS

- Types of International Organizations
- International HRM and Domestic HRM
- Factors Involved in External Environment and IHRM:
- Need for IHRM
- Functions of IHRM
- IHRM
- Reasons for growing interest in IHRM
- Challenges in IHRM

PRACTICAL/PROJECT

IHT48/SP1/SP2/SP3/SP4/SP5 SPECIALISATION AS PER CHOICE (ANY ONE)

FOOD PRODUCTION AND CULINARY ARTS

- Application of White stock
- Application of Brown stock
- Applications of vegetable stock
- Applications of fish stock
- Thick soup
- Unparsed soups
- Cold soups
- Mother sauces
- Cold sauces
- Lobster sauces
- French cuisine
- Italian cuisine
- British cuisine
- Thai cuisine
- Mediterranean cuisine
- Applications of Patisserie

FOOD AND BEVERAGE SERVICE WORKSHOPS

- Cocktails
- Menu pricing
- Food and wine pairing
- Hi -tea
- Martini manhattans
- Control cycles
- Bar operations
- Food and beverage techniques

FRONT OFFICE MANAGEMENT AND HOUSEKEEPING MANAGEMENT:

PRESENTATION/PROJECTS AND FIELD VISITS.

- Hotel visits
- Laundry equipment, agents, machinery, outsourcing
- Flower arrangements, identification of flowers, foliage, fillers along with costs
- Furnishing and veneers – fabrics, curtains, floors, walls
- Yield Management (in Hospitality)
- Service Recovery

- Six Sigma (in Hospitality)
- Service Globalization & Growth (in Hospitality)
- “Guestology”
- “Moment-of-truth”
- Organizational/Service Culture (in Hospitality)
- Market Segmentation as Revenue Sources
- Time Management (in Hospitality)
- **Extempore Topics:**
- Bucket check
- CRS
- Cross-training
- Cut-off Date
- Delinquent Account
- Floor Limit
- Forecasting
- Franchising
- Horizon
- House Limit
- Hubbart Formula
- Hurdle Rate
- Market Condition Approach
- Overstay
- Residential Hotel
- Skipper
- Understay
- Upselling
- Wash Down
- Rule-of-thumb Approach
- Revenue Center
- Night Audit
- Quad

TOURISM WORKSHOPS/PRESENTATIONS

- Choose three tourist destinations and briefly describe how they maintain geographical, historical, cultural and environmental sustainability
- Discuss factors which impact the management of sustainable tourism development
- Investigate the social media network contribution to domestic and international tourism
- Compare and contrast the similarities and differences in marketing and policies used in tourism in India and one other country and measures of success
- Conduct an investigation into one specific cultural tourist destination and its impact on sustainable tourism
- Explore two of the following in India – medical/adventure and sports/leisure/religious tourism – growth and impact on the surrounding areas

IHT49:- Live event

- Project preparation
- Presentation
- Feasibility
- Live planning
- Execution

IHT50:- Project on specialisation subject

Different projects will be given each year

IHT51:- PROFESSIONAL DEVELOPMENT PROGRAMME (PDP) 2