



Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
(Approved by Government of Tamil Nadu & Accredited by NAAC with A++ Grade (3rd Cycle - 3.64 CGPA)
Dr. N.G.P. - Kalapatti Road, Coimbatore - 641 048, Tamil Nadu, India
Web : www.dnmpasc.ac.in | Email : info@dnmpasc.ac.in | Phone : +91-422-2369100

BoS

14th

MINUTES OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Basic and Applied Sciences

Name of Board: Catering Science
and Hotel Management

The Meeting of Board of Studies (BoS) was held as given below:

Name of the Body	Board of Studies
Department	Catering Science and Hotel Management
Meeting No.	14
Date and Time	5.12.2022, 10.30 a.m.
Venue	Training Restaurant
Members Attended	The details are given in the ANNEXURE -I

Item	AGENDA
01	Discussion on UG syllabi for Part III - Core Courses in second semester for 2022-23 Batch and onwards
02	Discussion on syllabus for Part III- Inter Disciplinary Course (IDC) offered by Department of Commerce with Accounting and Taxation and Computer Science with Cognitive Systems
03	Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Language departments for 2022-23 Batch and onwards
04	Discussion on Part II (English) offered by English Department for 2022-23 Batch and onwards
05	Discussion on Part IV (AECC) Human Rights and Women's Rights for 2022-23 Batch and onwards offered by Department of Commerce with Corporate Secretaryship
06	Discussion on credits for Part V Extension Activity for 2022-23 Batch and onwards
07	Any other matter





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MINUTES OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Basic and Applied Sciences

Name of Board: Catering Science
and Hotel Management

The Chairman of BoS welcomed all the Panel members for the meeting. The items listed in the agenda were taken for discussion.

The following are the minutes of the meeting:

Item - 01	Discussion on UG syllabi for Part III - Core Courses in second semester for 2022-23 Batch and onwards
Discussion	222CH1A2CA: Basic Commodities and Kitchen Operations Dr. Sherry suggested to include the topics <ul style="list-style-type: none">• Characteristics of good quality flour as the usage of good quality flour is important which determines the end product• Processing of wheat as it determines the quality of flour• Fuels used in the kitchen, as the knowledge about the fuels is important for a kitchen personnel• Coordination of kitchen with other departments, as a good coordination among the departments will lead to a good workflow 222CH1A2CP: Continental Cookery Practical <ul style="list-style-type: none">• The recipes were discussed and listed out for continental cookery
Resolution	The Board approved the syllabi
Item - 02	Discussion on syllabus for Part III- Inter Disciplinary Course (IDC) offered by Department of Commerce with Accounting and Taxation and Computer Science with Cognitive Systems
Discussion	225AT1A2IA: Hotel Accounting <ul style="list-style-type: none">• The unified syllabus approved by the Commerce with Accounting and Taxation Board of Studies was placed for endorsement 224CG1A2IP: Applications of Computers <ul style="list-style-type: none">• The unified syllabus approved by the Computer Science with Cognitive System Board of Studies was placed for endorsement
Resolution	The Board approved the same

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Item-03	Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Language departments for 2022-23 Batch and onwards
Discussion	Part I : 221TL1A2TA-Tamil- II: Ara Illakiyam 221TL1A2HA- Hindi- II: Modern literature 221TL1A2FA-French- II: Grammar, Translation and civilization 221TL1A2MA -Malayalam-II: Modern literature respectively (New Course) <ul style="list-style-type: none">The unified syllabi approved by the Board of Studies in Languages were placed for endorsement.
Resolution	The Board approved the same
Item - 04	Discussion on Part II (English) offered by department of English for 2022-23 Batch and onwards
Discussion	221EL1A2EA: Part II: Professional English - II <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in English was placed for endorsement.
Resolution	The Board unanimously approved the syllabus
Item - 05	Discussion on Part IV (AECC) Human Rights and Women's Rights for 2022-23 Batch and onwards offered by Department of Commerce with Corporate Secretaryship
Discussion	225CR1A2AA: Human Rights and Women's Rights <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in Corporate Secretaryship was placed for endorsement.
Resolution	The Board approved the syllabus
Item -06	Discussion on credits for Part V Extension Activity for 2022-23 Batch and onwards
Discussion	<ul style="list-style-type: none">One credit to be awarded for each Extension Activity in YRC/RCC//NSS/ RRC/Yoga/Sports/Clubs
Resolution	The Board members accepted the same
Item -07	Any other matters
Discussion	<ul style="list-style-type: none">The board members discussed the Panel of Examiners
Resolution	The Board approved the same

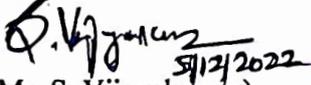
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The Chairman of Board of Studies (BoS) thanked all the members for their active participation and providing their valuable suggestions.

Date: 5.12.2022


5/12/2022

(Mr. S. Vijayakumar)
BoS Chairman/HoD
Department of Catering Science & Hotel Mgt.
Dr. N. G. P. Arts and Science College
Coimbatore - 641 048

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Syllabus Revision

Faculty: Basic and Applied Sciences

**Name of Board: Catering Science
and Hotel Management**

Semester: II

Course Code / Name: 222CH1A2CA/ Basic Commodities and Kitchen Operations

Unit	Existing	Changes
I	Unit I Basic Commodities Flour - Structure of wheat, Types of Wheat, Types of flours obtained from wheat, Types of Flour, Uses of Flour in Food Production, Cooking of Flour (Starch), By- products of wheat - Sugar- Importance of Sugar, Types of Sugar, Cooking of Sugar – Various uses of Sugar.	1 Processing of wheat 2 Characteristics of good quality flour
II	Unit II Commodities Milk- Introduction, Processing of Milk, Pasteurization – Homogenization, Milk – Skimmed and Condensed, Nutritive Value. Cream- Introduction, Types of Cream - Cheese- Introduction, Types of Cheese, Classification of Cheese, Uses of Cheese Butter- Introduction, Types of Butter - Yoghurt – Types - Herbs – Uses of herbs.	1. Soya Paneer- Meaning and uses. 2 Spinluna - Meaning and uses.
III	Unit III Basic Indian Cookery Condiments & Spices - Introduction to Indian food. Spices used in Indian cookery, Role of spices in Indian cookery, Indian equivalent of spices (names) - Masalas Blending of spices and concept of masalas, Different masalas used in Indian cookery • Wet masalas • Dry masalas, Composition of different masalas, Varieties of masalas available - (Dry masalas – Aamchoori masala, Garam masala, Chaat masala, Channa masala, Kebab masala, Rasam masala, Kolhapuri masala. Wet masalas - Sambar masala, Goan masala, Chettinad masala, Tandoori masala, Malabar masala. Basic Indian Gravies – Recipes.	
IV	Unit IV Methods of Cooking Food Transference of heat to food by radiation, conduction and convection. Magnetron waves-meaning - Boiling, poaching, stewing, braising, steaming, baking, Broiling, roasting, grilling, frying, paper bag, microwave, pot roasting – explanation with examples. Principles of each of the above. Care and precautions to be taken, Selection of food for each type of cooking. Molecular Gastronomy – Description.	Fuels used in the kitchen
V	Unit V Kitchen Organization and Layout General layout of the kitchen in various organizations, Layout of receiving areas, Layout of service and wash up. Kitchen organization – Staff organization of a large Kitchen. Duties and responsibilities of various chefs. Kitchen stewarding: Importance of kitchen stewarding, Organization of the kitchen stewarding department, equipments found in kitchen stewarding department. Co-operation with other departments.	Coordination of kitchen with other departments

PERCENTAGE OF SYLLABUS REVISED : 22%

COURSE FOCUSES ON:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Skill Development
<input checked="" type="checkbox"/> Employability
<input type="checkbox"/> Intellectual Property Rights
<input checked="" type="checkbox"/> Social Awareness/ Environment | <input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Innovations
<input type="checkbox"/> Gender Sensitization
<input type="checkbox"/> Constitutional Rights/ Human Values/ Ethics |
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Syllabus (New Course)

Faculty: Basic and Applied Sciences

**Name of Board: Catering Science
and Hotel Management**

Semester: II

Course Code/ Name: 222CH1A2CP – Continental cookery Practical

Unit	Content
I	Individual practical for students - 10 sets of menu
II	Demonstration classes & simple application by students
III	Basic Western Cuisine STOCKS - White vegetable stock, Brown chicken stock, White chicken stock, White fish stock, Brown mutton stock.
IV	SAUCES - Bechamel sauce, Veloute sauce, Hollandaise sauce, Mayonnaise sauce, Tomato sauce, Espagnole sauce.
V	SOUPS / SALADS - Consomme Royale', Consomme Julienne', Crème de Tomate', Minestrone Soup, Crème Crecy, Crème de Champignons, Crème ST. Germain, Ppuree de Carottes, Ppuree de Tomates.
VI	EGG COOKERY - Scrambled egg, Omelette, Omelette aux Champignons, Omelette Parmentier, Omelette a' la Lyonnaise, French Omelette, Poached eggs, Hard boiled eggs, Soft boiled eggs, Oeuf Farcis, Oeufs au Gratin, Oeufs Parmentier
VII	PASTAS - Spaghetti a la creole, Spaghetti Tetrzzini Armando, Macaroni a' la Napolitaine, Macaroni a l'Italienne, Gnocchi Romane, Macaroni a' la Creole, Macaroni avec Sauce Champignons, Nouilles Vertes
VIII	FISH COOKERY - Fish Colbert, Poisson au Vin Blanc, Poisson Grille', Salade de Poisson, Poisson Wiesbaden, Poisson Orientale, Poisson Newburg, Poisson Bonne Femme, Poisson Provencale, Poisson Duglere', Poisson aux Aubergines, Poisson Mayonnaise.
IX	POULTRY - Poulet Saute', Poulet Saute' aux Champignons, Poulet Saute' Chasseur, Poulet Saute' Forestiere, Poulet Saute' a l' Indienne, Poulet Saute' Lyonnaise, Poulet Saute' Parmentier, Poulet Saute' Mexicaine, Poulet Saute' Portugaise, Fricassee de Volaille, Goulash de Poulet
X	MEAT - Gigot d' Agneau Roti, Selle d' Agneau Roti, Gigot a' la Boulangere, Gigot a' la Soubise, Gigot de Mouton Braise.
XI	VEGETABLES - Chou-Fleur au Gratin, Chou-Fleur a la Polonaise, Chou-Fleur a la milanaise, Carottes a' la Crème, Aubergines Frites, Aubergines a l'Egyptienne, Pommes Allumettes, Pommes Chips, Pommes Croquettes
XII	HOT/COLD DESSERTS - Caramel Custard, Fruit Salad with Custard Sauce, Banana Fritters, Fruit Trifle, Carrot Pudding, Bread Pudding, Lemon Souffle, Chocolate Pudding, Souffle' au Caramel, Souffle a l' Ananas, Pouding Saxon

PERCENTAGE OF SYLLABUS REVISED: 100%



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COURSE FOCUSES ON:



Skill Development



Entrepreneurial Development



Employability



Innovations



Intellectual Property Rights



Gender Sensitization



Social Awareness/ Environment



Constitutional Rights/ Human Values/ Ethics





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Syllabus (New Course)

Faculty: Basic and Applied Sciences

Name of Board: Catering Science
and Hotel Management

Semester: II

Course Code/ Name: 224CG1A2IP – IDC PRACTICAL: APPLICATIONS OF COMPUTERS

Unit	Content
I	<p>Introduction to computers</p> <p>Introduction to Computers: Characteristics, History, Generations, Classifications, Applications - Hardware and Software, Operating Systems, Computer Languages. Office tools: Introduction- Word, Excel, Power Point, Access. Managing Document Files-Saving Document file, Opening Document File, Creating New Document file, Printing Document File, Controlling Page Setup in Office Programs, Closing and Quitting the Document.</p> <p>Practical:</p> <ol style="list-style-type: none">1. Creating New Document file2. Usage of shortcut keys
II	<p>Word Processing</p> <p>Introduction to Word: Editing a Document, Move and Copy Text, Formatting Text and Paragraph, Finding and Replacing Text, All about Borders, Shading and Color, Wrapping a Text around Graphics and Text Boxes, Arranging Text in Newspaper-Style Columns. Working with Table: Creating Table, Entering and Editing Table Data, Formatting a Table, Mail Merge.</p> <p>Practical:</p> <ol style="list-style-type: none">3. Text manipulation, changing the font size, font type, and font style, making the text bold, underlining the text, aligning the text (Centre, justify, left, right), cut, copy, paste.4. Paragraph indenting and spacing, bullets and numbering, spelling and Grammar check, inserting a picture from clip art, auto shapes, and word art5. Table manipulation- creating tables, inserting, deleting rows and columns, changing width, height and table borders.6. Mail merge concept, printing formats
III	<p>Excel</p> <p>Excel basics: Entering Data into cells, Editing and Erasing Data, Working with Ranges, Excel Formulas and Functions- Formula Basics, Using Functions. Inserting and Deleting rows and columns, Graphically representing data: Charts and Graphs-Picking a Chart Type, Reviewing the Chart Type, Printing and Saving Charts, Customizing Charts: Adding and Editing Titles, Legends, and Data Labels.</p> <p>Practical:</p> <ol style="list-style-type: none">7. Entering the data, changing the fonts, changing row heights and column width, formatting the data, sorting the data.8. Formula processing- creating simple formula, using functions (ABS, SQRT, LEN, SUM, ROUND, AVG, COUNT, CONCATENATE, FIND)9. Inserting and formatting charts, inserting pictures, printing formats.
IV	<p>PowerPoint</p> <p>Creating a PowerPoint Presentation: Creating, Viewing, Inserting, Deleting, Rearranging and Copying</p>





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	<p>Slides, Entering and Formatting the Text. Animated Slide Presentation, Including Graphs, Charts, Tables and Columns in slides, Getting Fancy with Sound and Video, Showing a Presentation - Giving a presentation, Printing a presentation, Using slide Transitions</p> <p>Practical:</p> <p>10. Creating simple presentations, saving, opening and existing presentation, creating a presentation using Auto content wizard and template</p> <p>11. Using various auto- layouts, charts, table, bullets and clip art</p> <p>12. Viewing an existing document in various views-outline view, slide view, slide show view, slide sorter view and note pages view</p>
V	<p>Access</p> <p>Access: Creating a Database, Opening a Database, ways of viewing a Table, Designing and Refining a Database Table - Creating, Moving, Copying, Deleting and Renaming Fields, Finding and Replacing Data in Database Table, Filtering to Find Data</p> <p>Practical:</p> <p>13. Create a database using Access</p> <p>14. Generate a Report</p>

PERCENTAGE OF SYLLABUS REVISED: 100%

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
<input type="checkbox"/>	Social Awareness/ Environment	<input type="checkbox"/>	Constitutional Rights/ Human Values/ Ethics





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Syllabus (New Course)

Faculty: Basic and Applied Sciences

Name of Board: Catering Science
and Hotel Management

Semester: II

Course Code/ Name: 225AT1A2IA – HOTEL ACCOUNTING

Unit	Content
I	Book Keeping Fundamentals of Book Keeping - Objectives - Importance - Concepts and Conventions of Accounting - Types of Accounting - Journal - Ledger - Subsidiary Books: Purchase Book - Sales Book - Purchase Return Book - Sales Return Book - Cash Book: Single Column Cash Book - Double Column Cash Book - Triple Column Cash Book - Petty Cash Book. Case Study on Accounting Concepts.
II	Final Accounts Preparation of Trial balance - Differences between Trading and Profit and Loss Account - Preparation of Final Accounts: Trading, Profit and Loss Account and Balance Sheet with Simple Adjustments.
III	Banking Banking- Introduction - Pass book and Cash book - Cheque: Salient features of a Cheque - Kinds of Cheque - Crossing - Types of Crossing - Material Alteration - Filling up of Demand Draft, Pay-in - Slips, Drawing, Endorsing and Crossing of Cheque. Case Study on Cheque.
IV	Cost Accounting Cost Accounting - Meaning - Definition - Preparation of Cost Sheet - Stock Levels - Methods of Valuing Material Issues : Last in First Out - First in First Out - Simple Average Method - Economic Order Quantity. Accounting Machines and their importance in Catering Business. Case Study on Cost Sheet.
V	Hotel Front Office Accounting Hotel Front Office Accounting: Types of Accounts - Vouchers - Registration Card - Reservation Form - Amendment Slip - Cancellation Slip - Folios - Ledger. Front Office Accounting Cycle: Creation of Accounts - Maintenance of Accounts - Settlement of Accounts. Night Auditing Process.

PERCENTAGE OF SYLLABUS REVISED: 100%





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ATTENDANCE OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Basic and Applied Sciences

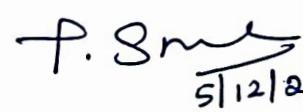
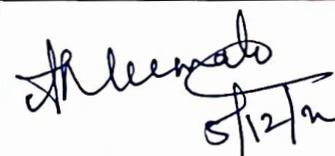
Name of the Board: Catering Science & Hotel Management

Venue: Restaurant Lab

Date: 5.12.2022

Time: 10:30 AM

The following members were present for the board of studies meeting

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Mr.S.Vijayakumar Assistant Professor(SG)& Head Dept. of CS & HM Dr.N.G.P. ASC	Chairman	 5/12/2022
2.	Dr. R. Kannan Professor and Research Guide Centre for Tourism and Hotel Management Madurai Kamaraj University Madurai	V C Nominee	ABSENT
3.	Dr. Sherry Abraham Assistant Professor Department of Tourism Studies Pondicherry University Puducherry	Subject Expert	 5/12/22
4.	Dr. S.Uma Mageshwari Professor Dept. of Food Service Mgt and Dietetics Avinashilingam University Coimbatore	Subject Expert	ABSENT
5.	Mr. Thariq Hussain Training Manager The Residency Towers Coimbatore	Industrial Expert	ABSENT
6.	Mr.J.Hariprasath The Baker Boys - Cake Shop PN Road Tirupur	Alumni	
7.	Dr.T. Snehalatha Professor & Head Dept. of Commerce A & T Dr.N.G.P. ASC	Co-opted Member	 5/12/2022
8.	Dr.A. Nirmala Professor & HOD i/c Dept. of Cognitive System Dr.N.G.P. ASC	Co-opted Member	 5/12/22



Dr.NGPASC

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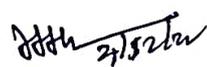
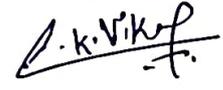


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9.	Dr.N.Kuppuchamy Associate Professor & Head Dept. of Tamil Dr.N.G.P. ASC	Co-opted Member	
10.	Dr.R. Vithya Prabha Professor & Head Dept. of English Dr.N.G.P. ASC	Co-opted Member	
11.	Mr.V.S.S.Srinivasan Assistant Professor(SG) Dept. of CS & HM Dr.N.G.P. ASC	Member	
12.	Mr.M.Venkateswaran Assistant Professor(SG) & Head Dept. of CS & HM Dr.N.G.P. ASC	Member	
13.	Mr.M.Santhosh kumar Assistant Professor(SG) & Head Dept. of CS & HM Dr.N.G.P. ASC	Member	
14.	Mr.S.K.Vikas III B.Sc. CS & HIM	Student Representative	

Date: 05.12.2022


5/12/2022

(Mr.S.Vijayakumar)

Chairman, BoS- CS & HM

BoS Chairman/HoD

Department of Catering Science & Hotel Mgt.

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