

Certificate Course in
**HOTEL MANAGEMENT &
CATERING TECHNOLOGY**

PROSPECTUS 2017-18

**Approved By:
THE MAHARASHTRA
STATE BOARD OF
VOCATIONAL EDUCATION
Code : 020339**





CERTIFICATE COURSE IN

HOTEL MANAGEMENT & CATERING TECHNOLOGY

Approved By

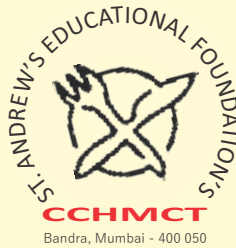
THE MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION

Code : 020339

BOARD OF MANAGEMENT

Rector: **Fr. Magi Murzello**

Course Co-ordinator: **Mr. Randolph A. Joseph**



Conducted By

ST. ANDREW'S EDUCATIONAL FOUNDATION

Hospitality Department, 1st floor, St. Dominic Road,

Bandra (W), Mumbai 400 050

Telefax : 26451 4547 ; 98204 63940

Email: andrewscchmct@gmail.com • Website: www.andrewscchmct.org



COURSE OBJECTIVES

The objective of St. Andrew's Educational Foundation commencing the Certificate Course in Hotel Management & Catering Technology, approved by the Maharashtra State Board of Vocational Education Mumbai, is to provide an opportunity for the youth to acquire professional skills that will enable them to seek employment in the hospitality industry.

This full-time Course lasting one year, comprising both theory and practicum, is conducted in an atmosphere in which the students familiarize themselves with the work-environment of the hospitality industry. As instructed by the M.S.B.V.E Board, students will be exposed to on-the-job two months training with reputed Five Star Hotels in Mumbai.

St. Andrew's Educational Foundation has assembled the services of eminent professors, with considerable experience in their respective fields. The Methodology is designed to provide both theoretical and practical knowledge on all subjects. Apart from functional skills, the course also focuses on total development of the student as a person. Personal and work-related ethics is another important and integral part of the course. Undoubtedly, the course prepares them for their professional careers as middle-level managers.

The classes will be conducted from Monday to Saturday from 8:00 am to 3:00 pm. After completion of the training programme the students will have to appear for the final examination conducted by the Maharashtra State Board of Vocational Education, at any of their designated Centres in Mumbai.

ELIGIBILITY

In order to join the Certificate Course in Hotel Management & Catering Technology, the applicant should have successfully completed the Higher Secondary Certificate (Std. XII) or an equivalent examination from a recognized University/Board. A good understanding of written and conversational English is essential. Graduates from any stream can also enroll for this Course.

REGISTRATION PROCEDURE

The applicant is required to fill in the application form in block letters and submit it along with two passport-size photographs and a photocopy of all the certificates, along with the Medical Certificate (format enclosed with the application form) by a recognized registered Doctor. Registration fee must be paid in full when application is made, accompanied by the application form. The Course fees are payable after selection of students. Fees once paid are not refundable. The registration and enrollment is not transferable.

COURSE CURRICULUM

Theory & Practical	Paper Code	Name of Subject	Hours	Max. Marks	Mini. Marks
TH-I	40120811	Communication Skill	3 hrs	100	35
TH-II	40120812	Food Production & Catering Science	3 hrs	100	35
TH-III	40120813	Food & Beverage Services	3 hrs	100	35
PR-I	40120821	Communication Skill	3 hrs	100	35
PR-II	40120822	Food Production & Catering Science	3 hrs	100	35
PR-III	40120823	Food & Beverage Services	3 hrs	100	35
			Total	600	255





COMMUNICATION SKILLS

**Theory
Practicals**



I

BASIC CONCEPTS & PRINCIPLES OF COMMUNICATION

- ❖ The Communication Event
- ❖ The concept of Communication Process
- ❖ Principal of Effective Communication



II

LANGUAGE

- ❖ Principles of Language, Grammar and usage



III

WRITTEN COMMUNICATION

- ❖ Preparation for Writing
- ❖ Designing Message Outline
- ❖ Writing and Reviewing
- ❖ Communicating Oral Messages



IV

NON-VERBAL & GRAPHIC COMMUNICATION

- ❖ Non-verbal codes
- ❖ Using Visuals



V

USING COMMUNICATION SKILLS

- ❖ Topics in the classroom context
- ❖ Topics for out of classroom context
- ❖ Communication Skills & IT (French)
- ❖ Conversational French
- ❖ Kitchen, Restaurant, Front Office Bar Terminology



FOOD PRODUCTION & CATERING SCIENCE

Theory
Practicals

I

FOOD PRODUCTION

- ❖ Introduction to cookery
- ❖ Kitchen Staffing
- ❖ Kitchen Hand Tools
- ❖ Aims & objectives of cooking food
- ❖ Methods of cooking foods
- ❖ Culinary terms
- ❖ Vegetables & Fruits
- ❖ Egg cooking
- ❖ Fish mongery
- ❖ Meat & Poultry
- ❖ Stocks
- ❖ Milk & Milk Products
- ❖ Soups
- ❖ Sauces
- ❖ Bread
- ❖ Cookies
- ❖ Cereals, pulses & sprouts
- ❖ Flour
- ❖ Shortenings (fats & oils)
- ❖ Raising agents
- ❖ Sugar
- ❖ Spices, herbs & condiments



II

CATERING SCIENCE

- ❖ Introduction to catering science
- ❖ Food and micro-organisms
- ❖ Harmful effects of micro-organisms
- ❖ Beneficial effects of micro-organisms
- ❖ Introduction to hygiene
- ❖ Personal hygiene for Food Handlers
- ❖ Hygiene in Food Production & Service Area
- ❖ Food preservation and storage
- ❖ Food adulteration
- ❖ Food Additive
- ❖ Introduction to nutrients
- ❖ Protein
- ❖ Carbohydrates
- ❖ Fats
- ❖ Vitamins
- ❖ Minerals
- ❖ Water
- ❖ Colloidal Chemistry



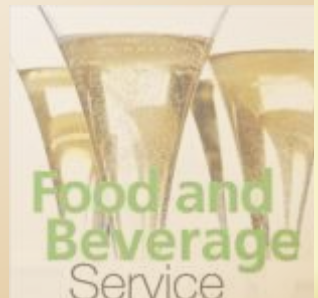
FOOD & BEVERAGE SERVICE

Theory
Practicals



I F & B SERVICES

- ❖ Introduction to the hotel and catering industry
- ❖ Departmental Organization & Staffing
- ❖ Essential equipments in food and beverage service
- ❖ Auxiliary areas of food and beverage department and their importance
- ❖ The Menu
- ❖ Restaurant Set-Up
- ❖ Various services in food and beverage
- ❖ Non alcoholic beverages
- ❖ Systems of Order-Taking
- ❖ Methods of billing and payments





II

ACCOMMODATION SERVICES

1. *Housekeeping*

- ❖ Introduction to hotel housekeeping
- ❖ Organization of housekeeping departments
- ❖ Various cleaning equipment's
- ❖ Various cleaning agents
- ❖ Maids' service room
- ❖ Cleaning & polishing of common surfaces
- ❖ Lost and found
- ❖ Procedure for cleaning a guest room



2. *Front Office*

- ❖ Introduction to the Hospitality Industry
- ❖ Organization of the Front Office Department
- ❖ Hotel brochures and tariffs
- ❖ Different sections – bell desk/telephone department, keys, room status.
- ❖ Guest cycle, Pre-arrival, Occupancy
- ❖ Front Office glossary

1. Application forms have to be collected from the Andrew's Educational Foundation CCHMCT Office, located on the first floor of Dept. of Hospitality building. The application form must be duly filled in by the applicant in his own handwriting and must be accompanied by copies of the following certificates:
 - a) Attested XII/Graduation, College leaving certificate.
 - b) Attested Passing Certificates of qualifying exams.
 - c) Attested Mark Sheets of the qualifying exams.
 - d) A Character / Conduct certificate from the Principal of the last college attended.
 - e) Medical Fitness Certificate from a reputed Hospital or a registered Medical Practitioners as per the format attached.
 - f) Proof of Address/Electricity/Telephone Bill
2. At the time of admission the candidate must produce the original mark sheet of Std. XII and original leaving certificate for verification by the MSBVE. These will be retained by the Board till the final results.
3. Candidates who have been found to have furnished false information or to have suppressed material information, if admitted, will have their admission terminated and the fees forfeited.
4. Admission will be accorded only to those who have secured 45% and above in Std. XII. A written test will be conducted at the time of admission. Once selected, the payment of fees will have to be done immediately. Fees can be paid by cash / demand draft or pay order, payable to **St. Andrew's Educational Foundation – CCHMCT**.
5. **FEES, ONCE PAID, WILL NOT BE REFUNDED.**
6. On completion of the course a Certificate will be awarded to all successful candidates by the Maharashtra State Board of Vocational Education, Mumbai.
7. We expect students to strictly follow the code of conduct set down by St. Andrew's Educational Foundation.

8. The stipulated dress code should be strictly adhered to, and personal hygiene must be maintained.
9. No loitering around the campus will be permitted.
10. Compulsory attendance of minimum 85% is needed, as prescribed by the Maharashtra State Board of Vocational Education, failing which the students will be debarred from appearing for the final exam.
11. Students are required to wear their identity cards before entering the campus and while they are on campus. Identity cards must be shown, if demanded by the Rector / Course Coordinator /Lecturer, security guard or watchman or any other teaching / non-teaching member of the staff. A student who is found not wearing his/her college ID card is liable for disciplinary action. The same ID card is to be worn while going for Industrial Training / special training to various hotels.
12. Mobile phones are not permitted to be used on the campus, or in the restricted areas of the college building; else they will be confiscated. In addition, the use of any other electronic communication or musical gadgets is strictly prohibited in the college building. Strict action will be taken if a student violates this rule.
13. Any kind of demonstration that restricts the freedom of the college community and disrupts the smooth running of the college is banned.
14. Smoking, playing cards or any form of gambling, consumption of alcohol and the use, possession and / or distribution of drugs are strictly prohibited in the college premises. Offenders will be dealt with severely / dismissed.
15. Students shall do nothing, either inside or outside the campus, that will in anyway disturb its orderly and disciplined environment.
16. No society or association shall be formed in the college, and no person invited to address a meeting without the Rector / Course Coordinator's prior permission.
17. No students shall communicate any information or write about matters dealing with the college administration to the press.
18. Students are advised against sitting on parapet walls and on desks with feet

on the bench or writing on them. Chewing gum is strictly prohibited.

19. Any absence requires prior written permission from the Coordinator.
20. Subject to the availability of space, parking facility is provided for students' two - wheelers. Parking of cars is not allowed. The Foundation is not responsible for any damage to or theft of the vehicle. No one can claim parking as a matter of right. The time for entry into and exit from the campus will be notified by the Rector / Coordinator. Students who do not follow the instruction of security staff will forfeit parking facility.
21. Students who invite outsiders or are found with other outsiders in the college campus are liable for strict action /suspended / dismissed.
22. A student found guilty of ragging will be expelled.
23. Insubordination and unbecoming language or misconduct in any form is sufficient reason for strict action against the student, including termination from the Course.
24. Students are asked not to leave behind their books, bags or any valuables items, including money, unattended, in the college canteen, locker room, or in any area of the college. The Institute will not be held responsible for the loss of the same.
25. Dress Code:-
 - a) MEN: Caps, half pants, sleeveless T-shirts, three-fourth pants and low waist jeans are strictly prohibited in the college campus.
 - b) WOMEN: Caps, half pants, sleeveless tops, skin tight dresses, short dresses or short skirts, pedal-pushers, low neck tops/ dresses, low waist Jeans and indecent outfits are strictly prohibited in the college campus.
 - c) Vulgar writing on the clothes is strictly prohibited for both girls and boys
 - d) Proper grooming standards-
 - Boys: Hair is to be cut short crew cut, side locks to be short and nails to be cut short. Boys are supposed to wear plain simple black belts and not fancy or jazzy belts

- Girls: Hair is to be tied in a bun; no manicure, pedicure and nail polish is permitted; nails to be cut short.

e) Uniform: The uniform is to be ironed and sleeves are not to be folded. Boys are allowed to wear only black shoes and black socks, and girls black shoes, black stockings. Shoes need to be polished daily.

26. Other than traditional ear-rings for girls, nose rings, piercings for boys and girls, bracelets, bangles or rings are strictly prohibited.

27. Since discipline is the corner stone to success, all students will have to understand and abide by the rules and regulations of the institution.

28. Chewing gum in the campus or when on training in hotels is strictly prohibited.

29. Journals will be checked periodically, every week, and signatures of the Professors will have to be taken. Journals are to be submitted on time. There could even be a surprise journal check. Students whose journals are not stamped will not be permitted to sit for the internal or external exams.

30. All class lectures commence at 8:00 a.m. and end at 3:00 p.m.

31. Students who have difficulty in studying any subject can meet their respective Professors after the lecture, or the Course Coordinator. **THEY WILL BE HELPED TO RESOLVE ANY ISSUES PERTAINING TO THEIR STUDIES.**

32. Additional rules which are deemed necessary will be announced through class circulars.

33. Fees

The fees for the one year in CCHMCT course will be Rs. 55,000/- (Rupees Fifty-five thousand only)

This will include the following:

- a) Uniforms - 1 White Shirt / 1 Black Trouser, 1 Black Tie and 1 Black Bow
- b) 1 Chef Coat / Chef Cap / Apron.
- c) Seven Journals
- d) Individual Lockers
- e) Tool Kit

34. As per the policy of the MSBVE it is necessary that the students have to be exposed for a two month Industrial Training in leading hotels / resorts or restaurants. Though St. Andrew's Educational Foundation – CCHMCT may help the incumbent student in arranging their training, the sole responsibility to this effect, will rest on the students and full cooperation from their parents/guardians is required. The students will have to submit his/her comprehensive training report to the department office duly certified by the competent authority of the training hotel.

35. Students' Cafeteria

Our Canteen is located on the ground floor of the college building and any food items can be purchased on actuals.

36. Housekeeping Linen Room

We have a full-fledged Linen Room where the students are taught to launder dirty linen and then iron and stitch them accordingly.

37. State -of-the-art Guest Suite or Training Suite

For conducting Housekeeping practicals, we have a fully equipped Guest Suite where the students are taught to prepare the room for sale to the guest.

38. Restaurant/Bar

We have a fully equipped restaurant for conducting our Food & Beverage Service practicals. We also have a mock Bar for conducting mocktail sessions.



St Andrew's Educational Foundation conducts the Certificate Course in Hotel Management and Catering Technology. A separate building on this campus houses the Hospitality Section of the college, and some of the facilities in the main college building are also thrown open to the CCHMCT students.

Laboratories

We have a fully air-conditioned state-of-the-art computer Laboratory for students to complete their IT curriculum.

Add-on Course: Practical use of Hotel Management Software

As an add-on incentive, St. Andrew's Educational Foundation will be exposing the CCHMCT students to one of the latest Software packages used in the Hospitality Industry. The students will be actually working in the computer laboratory under trained professionals. This knowledge increases the prospects of being employed / inducted in the Hotel Industry.

The Conference / Library Room

The conference room located on the 2nd floor, has audio-visual facilities, used effectively for Personality Development and other Sessions. Educational films are often screened in this room. Guest speakers are also invited to help students reflect on a variety of topics.

Auditorium

St. Andrew's Auditorium is one of the best equipped college auditoriums in the city. This hi-tech (air conditioned) auditorium, with a seating capacity of 800, provides students access to the best sound and light effects - a boon, indeed, for both in-house and intercollegiate competitions.

Chapel

St. Andrew's College has its own Chapel where here is a Eucharistic celebration on First Friday every month and other Eucharistic Celebrations to mark various important events in the college. The doors of

the chapel is open to our catholic students at all times, and its interior and beautiful stained glass windows are guaranteed to lift the spirits of all those who enter its sacred precincts and spend a few moments in communication with God.

Canteen

The college canteen provides tea, coffee, soft drinks, meals and various snacks for lunch. The canteen timings displayed on the Canteen Board.

Library

“Reading serves for delight, for ornament, for ability; the crafty condemn it, the simple admire it, the wise use it.” The library is the nerve center of all academic activities in the college. It provides a place in which to study, material for study and services to assist study. It caters solely to the needs of the academic community of the college.

Campus Ministry

A priest has been appointed by the Rector to provide the necessary spiritual guidance to students who need it. In addition, theology classes, retreats, and recollections are also organized.

Counseling

Our college provides counseling services to those students who are in need of help for their personal problems, or even those simply in need of a sympathetic listening ear. Students may consult the counselor by prior appointment. Students who would like to avail of this service are advised to contact the professor- in-charge of their class.

Assistance for Placements

On completion of the course and after their industrial training, the St. Andrew's Training & Placement Cell assists students in getting job placements in the main stream of the Hospitality Industry. Each student is reviewed on various parameters such as intelligence, hard work, innovativeness and creative thinking, and assisted accordingly in finding placements in suitable five star deluxe hotels. Placement is not guaranteed but solely on the performance of the students during course of the year.





OPERATION'S MANAGER,
MIRAGE HOTEL



ANNUAL DINNER



GUESTS AT THE ANNUAL DINNER



GOLD MEDALISTS



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