

## DEPARTMENT OF HOTEL MANAGEMENT

**NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes**

## NAIPUNNYA INSTITUTE OF HOTEL MANAGEMENT



## SYLLABUS

## FOR

## Add On Course - Certificate Programmes

**2024 Admissions onwards**

## DEPARTMENT OF HOTEL MANAGEMENT

### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

### Regulation, Scheme & Syllabus 2024 onwards

#### Introduction

The hospitality industry is one of the fast-growing industries globally today. The industry needs highly trained professional staff. Diploma in programme in Hospitality Management is designed to meet the varied manpower needs of the different segments of the Hotel and Catering Industry as well as student's entrepreneurship. The programme will provide an all-round training in Hotel Management, coming practical learning with class room lectures, so as to prepare the students to face the challenges of the Hospitality industry. The objective of the 120 hours' diploma programme is to provide theoretical knowledge along with practical skill and proper motivation to build a career in the Hospitality industry.

#### Eligibility for Admission

The eligibility for admission on Add on programmes under the Hotel Management programme (BMS – HM) of Naipunnaya Institute of Hotel Management/ Naipunnaya School of Management, Cherthala is the any subject combination or any other Degree students of Naipunnaya School of Management from Commerce & Management Department, Computer Science Department, Language Department Under Naipunnaya School of Management pursuing the University of Kerala Degree.

#### Selection Process

Candidates for admission will be selected on the basis of the Rank List published by NIHM through the admission form or the recommendation from the Parent department of the student.

#### Requirement of Attendance and Progress

Students who secure a minimum of 75% attendance in the aggregate for all the Certificate Courses of Semester 1, 2,3, 4 & 5 taken together alone will be allowed to register for End Diploma. Others have to repeat the semester along with the next batch. Failed one will be disqualified for the registration process of DHM

#### Examination and Results

Examinations will be conducted at the end of Semester 1, 2,3, 4 & 5. The duration of Examinations will be One hours for SEM 1,3,4 & 5 having 25 Marks, 01 hour 30 minutes for SEM 02 having 50 Marks.

Pass Mark needed is the 45 % of the maximum mark.

## DEPARTMENT OF HOTEL MANAGEMENT

### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

DURATION – 150 HOURS (SEM I - 30 HOURS, SEM II - 30 HOURS, SEM III - 30 HOURS  
SEM IV - 30 HOURS &, SEM IV - 30 HOURS)

#### SCHEME OF EXAMINATION

#### Pattern of Questions

| Question Type     | Total no of Questions | No of Questions to be answered | Marks for each Question | Total Marks |
|-------------------|-----------------------|--------------------------------|-------------------------|-------------|
| Very short answer | 3                     | 3                              | 1                       | 3           |
| Short answer      | 2                     | 2                              | 2                       | 4           |
| Short essay       | 2                     | 2                              | 4                       | 8           |
| Long Essay        | 1                     | 1                              | 10                      | 10          |

| Name of the Paper | Courses                                          | Course Code | Examination - Duration | Examination - Mark |
|-------------------|--------------------------------------------------|-------------|------------------------|--------------------|
| Paper 1 (Sem 1)   | CERTIFICATE COURSE IN CULINARY FRENCH            | CC HM 1112  | 01 Hour                | 25                 |
| Paper 2 (Sem 2)   | CERTIFICATE COURSE IN HYGIENE AND SANITATION     | CC HM 1122  | 01 Hour                | 25                 |
| Paper 3 (Sem 3)   | CERTIFICATE COURSE IN ART OF BARTENDING          | CC HM 1132  | 01 Hour                | 25                 |
| Paper 4 (Sem 4)   | Functional Catering in Hospitality Industry      | CC HM 1141  | 01 Hour                | 25                 |
| Paper 5 (Sem 5)   | Personality Traits for Interpersonal Development | CC HM 1151  | 01 Hour                | 25                 |

**CERTIFICATE COURSE IN CULINARY FRENCH (CC HM 1112)**

## DEPARTMENT OF HOTEL MANAGEMENT

### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

#### Introduction:

**Name of the Course: Elementary French**

**No of Instructional hours per week: 3 hours' theory**

**No. of credits: 3**

#### Module Aim(s):

- To equip the students to use elementary of French Language effectively.
- To develop reading, writing, and speaking skills
- Teaching Strategy:
- Lecture sessions will be supplemented by Language lab-based sessions, discussions, and assignments.
- Feedback will be given orally during sessions.

#### Course Outcome:

- CO1 Identify and correctly pronounce letters of the French alphabet, distinguish between vowels and consonants, and accurately apply different accents in their written French.
- CO2 Demonstrate the ability to use basic French greetings and introductions, including self-introduction and presenting someone else, in a variety of settings like hotels and restaurants.
- CO3 Count from 1 to 100 in French, employing these numbers in practical contexts such as discussing prices, times, and quantities.
- CO4 Utilize Common French terms and phrases relevant to the hotel industry, enhancing communication with guests and colleagues in hospitality settings.
- CO5 Follow Simple French recipes using basic culinary vocabulary related to ingredients, measurements, and cooking methods in French.

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### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

#### Outline of Syllabus

- **Module 1 Introduction to the Language**  
Letters of the alphabet – their pronunciation – distinction between vowels and consonant words – the use of different accents
- **Module 2 Greetings**  
Self-Introduction, Presenting and Introducing Another Person, Salutation.  
Greetings, how to Greet and Reply to A Greeting, At the Reception Desk of a Hotel, In the restaurant, Names, Professions, Fruits and Vegetables, Beverages
- **Module 3 Introduction to the number – 1 to 100**
- **Module 4 Common French Terms related to Hotel Industry**
- **Module 5 Recipes**

#### Books Recommended

- **French Companion [Part I & II] By Prof.T.K.Thamby - Publisher: Polyglot House, Chennai**
- **Methode de Francis –I, Intercoodes English Edition Business Communication, R C Bhatia, Ane Books PVT. Ltd, Parwana Bhawan – 24, New Delhi**

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### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

Reg. No. : .....  
Name : .....

**BMS Hotel Management Certificate Course Degree Examination,  
SEM I – NAIPUNNYA INSTITUTE OF HOTEL MANAGEMENT**

**NP-AC-HM- F 15 /I SEM**

**Certificate Course CC HM 1112 Course in Culinary French**

**Time: 1:00 Hours**

**Total Mark: 25**

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#### SECTION – A

I. **Write short answer to the below all questions is one or two sentence each.**

Each question carries a mark of 1

**(3X1= 3)**

- 1.
- 2.
- 3.

#### Section – B

II. **Answer any four question is not exceeding one paragraph each.**

Each question carries a mark of 2

**(2X2= 4)**

- 4.
- 5.

#### Section – C

III. **Answer any four questions is not exceeding 120 words (short essay).**

**(2X4= 8)**

Each question carries a mark of 4

- 6.
- 7.

#### Section D

**Answer the following questions is not exceeding four pages each. (Long essay)**

Each question carries a mark of 10

**(1X10= 10)**

- 8.

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### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

#### Introduction:

**Total no of hours** - **30 hours**

**Mode of Examination** - **Theory 30(minutes)**

#### **CERTIFICATE COURSE NAME: CC HM 1122 – CERTIFICATE COURSE IN HYGIENE AND SANITATION**

This is an enabling course which aims to give students a technical exposure to skill development and professional entrepreneur skills. The approach is practical in demonstration. The course will provide an opportunity to use F & B Production lab-based tools for effective product preparation and presentation in hygienic environment.

#### Objectives:

Objective 1 To know the principles and applications of sanitation in food and beverage industry

Objective 2 To know about the various types of Sanitation techniques applicable in the food production operations.

Objective 3 To gain an understanding of food hygiene, sanitation and safety during food production operations.

Objective 4 To gain knowledge about Good hygiene practices followed to prevent food poisoning and rules.

#### Key Learning Outcomes:

By the end of the course, the students will be able to:

Outcome 1 Understand Importance of sanitation and hygiene in F&B industry

Outcome 2 implement Sanitation techniques used in food operations

Outcome 3 Apply Importance of food Safety in food production and service

Outcome 4 Food regulations regarding safe food preparation

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### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

#### Module 1: Sanitation and Health

##### Module Contents

Definition, importance of sanitation, application of sanitation to food service establishments.

Microorganisms and sanitation, Sources of food contamination, control of microbial growth in food and its importance in health

#### Module 2: Sanitation Methods and procedures

Module Contents: Sanitizers, types, chemical properties of sanitizers, sanitizing methods, sanitation equipment's (cutting boards, knives) and systems sanitation and cleaning procedures, pest control, insects, rodents and other pests, Evaluation of sanitation procedures

#### Module 3: Hygiene and food handling

Module Contents: Hygienic Food handling and personal hygiene, Hand washing, safe food, food storage, sanitary procedures in food preparation, Food service control points, Hygiene Monitoring Test, serving and displaying of food

#### Module 4: Sanitation in food and beverage industry

Module Contents: Buffet counter cleaning, Salad counter sanitation, Butchery hygiene, Receiving area hygiene, Pickup counter hygiene, Food production area hygiene

#### Module 5: Sanitation regulations and Standards

Module Contents: Role of HACCP in sanitation, Sanitation program and Quality Assurance, sanitation regulatory agencies, control of food quality, Food sanitation check lists. Management and sanitation, safety at work place

#### References

Book Name 1 "Principles of Food Sanitation", Springer Science & Business Media

Publishing. Author Name: Marriott, Norman (2013),

Book Name 2 Food Hygiene and Sanitation", McGraw Hill Author Name: Roddy S, (2011) (2002)

Book Name 3 "Hygiene in Food Processing: Principles and Practice", Elsevier Publications.

Author Name 3 . H. L. M. Lelieveld, John Hol"ah, David Napper, (2014),

Book Name 4 Food Science and Nutrition by Author Name 4 Sunetra Roday

### Sample Question Paper

Reg. No. : .....

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### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

Name : .....

**BMS Hotel Management Certificate Course Degree Examination,  
SEM II – NAIPUNNYA INSTITUTE OF HOTEL MANAGEMENT**

**NP-AC-HM- F 15 /II SEM**

**Certificate Course CC HM 1122 – CERTIFICATE COURSE IN HYGIENE AND SANITATION**

**Time: Practical (1:00 Hours), Theory (30 minutes)**

**Total Mark: 50**

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### SECTION – A

**Write short answer to the below all questions is one or two sentence each.**

Each question carries a mark of 1

**(3X1= 3)**

- 1.
- 2.
- 3.

### Section – B

**Answer any four question is not exceeding one paragraph each.**

**a. Each question carries a mark of 2**

**(2X2=4)**

- 4.
- 5.

### Section – C

**Answer any four questions is not exceeding 120 words (short essay). (2X4= 8)**

**a. Each question carries a mark of 4**

- 6.
- 7.

### **Section D (1 hour) practical**

**a. Write the intend of following practical questions and prepare product.**

Practical question carries a mark of

**(1X10=10)**

- 8.

**CERTIFICATE COURSE IN THE ART OF BARTENDING (CC HM 1132)**

## DEPARTMENT OF HOTEL MANAGEMENT

### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

#### Course Overview

This course is designed to provide students with comprehensive knowledge and practical skills in bartending and flairing. The curriculum covers the essentials of mixology, and the art of flair bartending, culminating in a mastery of both traditional and showmanship aspects of bartending.

#### Course Objectives

- Understand the history and basics of bartending.
- Master the techniques of mixing drinks.
- Manage a bar effectively, understanding inventory and customer service.
- Perform basic and advanced flair bartending techniques.
- Create a portfolio of original cocktails and routines.

#### Key Learning Outcomes

By the end of the course, students will be able to:

- Understand Bartending History and Fundamentals
- Master Mixology Techniques.
- Develop and balance flavors in cocktails to achieve desired taste profiles.
- Perform Flair Bartending Techniques.
- Develop and Perform a Flair Routine.
- Create Signature Cocktails and Routines:

#### Syllabus

##### Module 1: Introduction to Bartending

**6 Hours**

- History and Evolution of Bartending
- Overview of bartending history.
- Key figures and milestones in bartending.
- Evolution of cocktails and bars.
- Bar Tools and Setup
- Introduction to essential bartending tools.
- Setting up a bar station.
- Understanding glassware and its uses.

##### Module 2: Mixology Fundamentals

**6 Hours**

- Basic Mixology
- Basic techniques: shaking, stirring, muddling, and layering.
- Standard cocktail recipes: martini, mojito, margarita, etc.
- Balancing flavors: sweet, sour, bitter, salty, and umami.

##### Module 3: Advanced Mixology

**6 Hours**

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- Infusions and homemade syrups.
- Crafting signature cocktails.

#### Module 4: Flair Bartending Basics

**6 Hours**

- Introduction to Flair Bartending
- History and types of flair bartending: exhibition and working flair.
- Basic flair moves: thumb roll, stall, and shaker tricks.
- Safety and practice tips.

#### Working Flair

- Incorporating flair into daily bartending.
- Efficient and practical flair moves for busy bars.
- Performance tips and maintaining professionalism.

#### Module 5: Advanced Flair Bartending and Performance

**6 Hours**

- Advanced Flair Techniques
- Complex bottle and shaker manipulations.
- Multi-object flairing.
- Developing a flair routine.
- Creating a Flair Performance
- Choreography and routine development.
- Music selection and synchronization.

#### Recommended Resources

- The Joy of Mixology" by Gary Regan
- Liquid Intelligence: The Art and Science of the Perfect Cocktail" by Dave Arnold
- The Craft of the Cocktail" by Dale DeGroff

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Reg. No. : .....

Name : .....

**BMS Hotel Management Certificate Course Degree Examination,  
SEM III – NAIPUNNYA INSTITUTE OF HOTEL MANAGEMENT**

**NP-AC-HM- F 15 /III SEM**

**Certificate Course CC HM 1132 – CERTIFICATE COURSE IN THE ART OF BARTENDING**

**Time: Practical (1:00 Hours), Theory (30 minutes)**

**Total Mark: 50**

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### SECTION – A

**Write short answer to the below all questions is one or two sentence each.**

Each question carries a mark of 1

**(3X1= 3)**

- 1.
- 2.
- 3.

### Section – B

**Answer any four question is not exceeding one paragraph each.**

**a. Each question carries a mark of 2**

**(2X2=4)**

- 4.
- 5.

### Section – C

**Answer any four questions is not exceeding 120 words (short essay). (2X4= 8)**

**a. Each question carries a mark of 4**

- 6.
- 7.

### **Section D (1 hour) practical**

**a. Write the intend of following practical questions and prepare product.**

Practical question carries a mark of

**(1X10 =10)**

- 8.

**CERTIFICATE COURSE IN FUNCTIONAL CATERING IN HOSPITALITY  
INDUSTRY (CC HM 1141)**

## DEPARTMENT OF HOTEL MANAGEMENT

### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

#### Introduction:

**Total no of hours** - **30 hours**

**Mode of Examination** - **Theory (01-hour exam)**

This is an enabling course which aims to give students a formal and technical exposure to professional MICE skills. The approach is practical in nature. The course will provide an opportunity to understand effective document preparation and presentation of MICE.

#### Objectives:

1. Understand simple range of MICE
2. Understand the aspects of professional Event Management arrangements.
3. Demonstrate some control of essential basic necessities, structures with event or theme preparations.

#### Key Learning Outcomes:

By the end of the course, the students will be able to:

1. Understand and extract the essential information of event management.
2. Perform a variety of different functions including Business meeting arrangements, orientation and farewells, invitations in food festival, etc.
3. Understand people, places, likes and dislikes and series of wats in events.
4. Understand the form and function of the basic official preparations.
5. Performa range official support through formal and informal writings, preparing reports, letters, agenda, accounts summery etc.

### Syllabus

#### Module I: Types of Functions

**6 Hours**

- Formal Function
- Informal Function
- Social Function
- Public Function
- Conferences

#### Module II: Functions staff

**6 Hours**

- Organization chart
- Duties & re4sponsibilities of each staffs
- Staff requirement calculation

#### Module III: Banquet Menus

**6 Hours**

- Analysis of Menu
- Banquet Menu designing

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### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

- Various buffet menus in banquets

#### Module IV: Flower Arrangement

**6 Hours**

- Purpose of flower arrangement
- Placement and level– equipment and materials required .
- Styles of flower arrangement:
- Principles of flower arrangement, Care & Maintenance.

#### Module V: Banquet Equipment's & Table setup

**6 Hours**

- Types of banquet setups
- Types of banquet equipments
- Calculation of spaces required for setups

#### Books Recommended

- Food & Beverage Service –Lillicrap & Cousins, ELBS
- Modern Restaurant Service –John Fuller, Hutchinson
- Introduction F& B Service-Brown, Heppner &Deegan
- Hotel House Keeping Operations and Management, Mr. G Raghubalan, Smritee Raghubalan, Oxford Higher Education
- Front office operations by Colin Dix & Chirs Baird
- Successful Event Management- Anton Shone & Bryn Parry, Publisher: Cengage Learning Business Press; 2 Edition (April 22, 2004) Isbn-10: 1844800768
- Management Of Event Operations (Events Management), Julia Tum, Philippa Norton, J. Nevan Wright, Publisher: Atlantic Publishing Company (Fl); Pap/Cdr Edition (January 8, 2007)
- The Complete Guide To Successful Event Planning - Shannon Kilkenny, Publisher: Wiley & Sons, India (May 1992)

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Reg. No. : .....

Name : .....

**BMS Hotel Management Certificate Course Degree Examination,  
SEM IV – NAIPUNNYA INSTITUTE OF HOTEL MANAGEMENT**

**NP-AC-HM- F 15 /IV SEM**

**CERTIFICATE COURSE IN FUNCTIONAL CATRING IN HOSPITALITY INDUSTRY**

**Time: 1:00 Hours**

**Total Mark: 25**

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### SECTION – A

**Write short answer to the below all questions is one or two sentence each.**

Each question carries a mark of 1

**(3X1= 3)**

- 1.
- 2.
- 3.

### Section – B

**Answer any four question is not exceeding one paragraph each.**

Each question carries a mark of 2

**(2X2= 4)**

- 4.
- 5.

### Section – C

**Answer any four questions is not exceeding 120 words (short essay).**

**(2X4=**

**8)**

**a. Each question carries a mark of 4**

- 6.
- 7.

### Section D

**Answer the following questions is not exceeding four pages each. (Long essay)**

- 8.

Each question carries a mark of 10

**(1X10= 10)**

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### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

#### CERTIFICATE COURSE IN PERSONALITY TRAITS FOR INTERPERSONAL DEVELOPMENT (CC HM 1151)

**Introduction:** Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills. It represents a fundamental attribute that today's knowledge based economy is demanding from its employers, employees and businesses. For up gradation individuals and organizations must be prepared to develop and utilize new skills.

**Total no of hours** - **30 hours**

**Mode of Examination** - **Theory (01-hour exam)**

#### Objective:

To create a unique academic space of global reckoning, nurturing the finest management thinking, creating innovative, futuristic, socially responsible and environmentally sensitive practitioners, leaders and educators

#### Key Learning Outcomes:

By the end of the course, the students will be able to:

The purpose of this course is to offer students an opportunity to inculcate social responsibility and environmental sensitivity by bridging community-institution gaps by working actively towards creating social good. SDPs provide an opportunity for students to advance their learning while working with organizations and people, who work for social welfare. Such organizations operate from social benefit perspective. They are often unable to manage their strategic and managerial challenges to ensure sustainability and scalability of their efforts. The objective of social development project (SDP) is to help such organizations and people in their efforts. In the process, students get an opportunity to appreciate and understand the problems of organizations working for social welfare

### Syllabus

#### Module I: Interview Skills

**6 Hours**

- Types of Interviews
- Phase of an Interview
- Questions at Interviews
- Online/ Telephonic Interview
- Mock Interviews

#### Module II: Group Discussions

**6 Hours**

- Strategies in a GD
- Process of a GD
- Structuring a GD

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### NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes

- Uses of appropriate body language
- Group discussions - Exercises

#### Module III: Presentation Skills

6 Hours

- Introduction
- Presentation in a Business
- Elements of Presentation
- Ten Steps to a successful Presentation
- Guidelines for the use of visual Aids
- Handouts
- Six Great Helpers; 5Ws & 1H

#### Module IV: Business Letters

6 Hours

- Introduction
- Different Types of Letter
- Essentials of a Business Letter
- Knowing What Qualities as a Bad Letter
- The Lay out of Business Letter

#### Module V: Personality Traits for Business communications

6 Hours

- Personality types
- Professional etiquette
- Responsibilities and rights of professionals
- Managing multiple roles
- Time Management

#### Books Recommended

- English for Carrers, Pearson, MG University Kerala

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### Sample Question Paper

Reg. No. : .....

Name : .....

**BMS Hotel Management Certificate Course Degree Examination,  
SEM V – NAIPUNNYA INSTITUTE OF HOTEL MANAGEMENT**

**NP-AC-HM- F 15 /IV SEM**

**CERTIFICATE COURSE IN PERSONALITY TRAITS FOR INTERPERSONAL DEVELOPMENT**

**Time: 1:00 Hours**

**Total Mark: 25**

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### SECTION – A

**Write short answer to the below all questions is one or two sentence each.**

Each question carries a mark of 1

**(3X1= 3)**

- 1.
- 2.
- 3.

### Section – B

**Answer any four questions not exceeding one paragraph each.**

Each question carries a mark of 2

**(2X2= 4)**

- 4.
- 5.

### Section – C

**Answer any four questions is not exceeding 120 words (short essay).**

**(2X4= 8)**

**a. Each question carries a mark of 4**

- 6.
- 7.

### Section D

**Answer the following questions is not exceeding four pages each. (Long essay)**

- 8.

Each question carries a mark of 10

**(1X10= 10)**

**NP-NAAC-DQAC-NIHM-F15-Add on Course - Certificate Programmes**