

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-1 Food and Production Department – I (UT04BVSCO1) (Theory)

Unit-1	Basics of Bakery and Confectionery Basic Commodities used in Bakery and Pastry Bread Fabrication	25%
Unit-2	Basic Sponges and Cakes Pastes, Creams, Fillings and Sauces	25%
Unit-3	Basics of Indian Cooking Introduction to Indian Cooking Condiments, Herbs, and Spices used in Indian Cuisine	25%
Unit-4	Masalas and Pastes Understanding Commodities and their Usage in Indian Kitchen Basic Indian Gravies	25%

Basic Text & Reference Books:

- Food Production Operations – Parvinder S. Bali
- Theory of Cookery – Krishna Arora
- Quantity Food Production Operations - Parvinder S. Bali
- Basic Food Preparation – U. Raina
- Professional Cooking – W. Glasslen
- Practical Cookery – D. Foskett
- Salad Sensation – C. Ingram
- Prashad: Cooking with Indian Masters – J.I.Singh, Kalra

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-2 Food and Production Department - II (UT04BVSCO2) (Theory)

Unit-1	Introduction to Professional Kitchens - A Introduction to Cookery Hierarchy of Kitchen Department Layout of Kitchen Department	25%
Unit-2	Introduction to Professional Kitchens – B Equipment and Fuels used in the Kitchen Basic Menu Planning	25%
Unit-3	Basic Food Production Operation - A Basic Principles of Vegetable Cookery Classification of Fruits and Their Uses in Cooking	25%
Unit-4	Basic Food Production Operation – B Stocks Soups Sauces Salads Methods of Cooking	25%

Basic Text & Reference Books:

- Food Production Operations – Parvinder S. Bali
- Theory of Cookery – Krishna Arora
- Quantity Food Production Operations - Parvinder S. Bali
- Basic Food Preparation – U. Raina
- Professional Cooking – W. Glasslen
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SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-3 Tour Operations (UT04BVSCO3) (Theory)

Units	Detail Descriptions	
Unit-1	Tour Operations Introduction. Approval of Travel Agents and Tour Operators. Regulations for accreditation Major Components of tour operations, Transport and Accommodation, Destination. Identifying New Products Tour Marketing Tour Operator Management An introduction. Setting up of a new Travel Agency Documentation for approval. Tour Operator as Consultant Sources of Income of Travel Agency/ Tour Operators	25%
Unit-2	Itinerary Development Introduction, meaning and definition. Types of itineraries, how to develop an effective itinerary. Itinerary preparation for inbound, outbound and domestic tours. Tour costing. Functions of tour managers and planning tools for an itinerary.	25%
Unit-3	Travel Agency An Introduction Role of Travel Agency Terms and Definitions Setting up a Travel Agency Travel Geography Area Traffic Conference of World IATA Geography: a) North America b) South America c) Europe d) Middle East e) Africa f) South East Asia g) South Asia Subcontinent Sub Area h) South West Pacific Map Reading	25%
Unit-4	Tours Definition of Tours Types of Tour	25%

Basic Text & Reference Books:

- Foster, Dennis; An Introduction to Travel and Tourism, 2nd Edition, McGraw Hill International Edition,
- Sethi, Praveen; Strategies for the Future of Travel and Tourism, Rajat Publication, 1999.
- J.M.S.Negi, 'Travel Agency Operation, Concepts and Principles' Kanishka, New Delhi, 2005
- Chand.M., 'Management of Travel Agency and Tour Operation', Anmol, New Delhi
- Jagmohan Negi, 'Tourist Guide and Tour Operation : Planning & Organising' Kanishka, New Delhi, 2005
- Seth, P. N., (1992), Successful Tourism Management Vol. 1 & 2, Sterling Publications, Delhi
- Foster, Douglas (1983), Travel and Tourism Management, McMillan, London
- Tourism Management and Marketing – A. K. Bhatia
- Travel Agency And tourism – Manohar puri & Gian Chand
- Travel And Tourism – Jyoti Marwah & Manjushri ganguly
- Travel Agency – Morrision (Acro Publishing, New York)
- Travel agency Management – Agarwal (Communications India)

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-4 Basic Air Fare and Ticketing (UT04BVSCO4) (Theory)

Unit-1	Basics of Air-fare: Latitude & Longitude – Standard Time – GMT – IST – Time Zone – Time difference – EFT – G. I. – Calculation of G.I. – Airlines codes – Airport codes – Currency codes – City codes.	25%
Unit-2	Fares & Fare construction: Importance of different types of fare – Types of fares available – Fare construction systems – Mileage Vs. Journey – Different types of journey – Ticketed/journey points –	25%
Unit-3	Mileage principles – MPM – TPM – EMA – EMS – HIP – BHC – CTM Travel documents & Sales report – Passenger ticket – Form of payment Credit Card -- UATP – BSP – ARC	25%
Unit-4	Baggage & its types – Sales report – ADM – ACM. Other travel information: Passport – Visa – TIM – Airlines Schedule – OAG – PAT – FFP.	25%

Basic Text & Reference Books:

- Worldwide Airways Guide (Red & Blue)
- Air Tariff Book 1, Worldwide Fares
- Air Tariff Book 1, Worldwide Fares, IT Fares
- Air Tariff Book 1, Worldwide Maximum Permitted Mileage
- Travel Information Manual
- IATA Ticketing Handbook

SARDAR PATEL UNIVERSITY
Programme: - Bachelor of Vocation (Hospitality and Tourism)
Semester: IV
Title of the Paper – V: Life Centred Education -IV(UT04BVSCO5)

Unit	Description in Detail	Weightage(%)
1.	<p>Integral Health Sariram Khalu Dharma Sadhanam Swasthya and Arogya An Integral View of Health, Disease, Treatment, Cure, Birth, Death Synthesis of Various Health Sciences Psychological Health – An Overview</p> <p>Integral Studies, Self Learning Exercises to develop an integral view of the main subject of one’s study Workshops – True Success, Spirituality at Work, Intuition and Other Life-enriching Aspects Self/assisted study of some of the reference books of the first four units, eg: (a) On Education, (b) Four Austerities and Four Liberations, (c) Life Beautiful,</p>	100%

Reference Sources :

www.spuvvn.edu/academics/academic_chairs/aurobindo/

Life Enrichment – Volume I, Volume II by Sardar Patel University

Life beautiful by M P Pandit

M P Pandit, Life Beautiful. Dipti Publications, Puducherry. M P Pandit, Sunder Jivan. Dipti Publications, Puducherry. Jyotiben Thanki, Sarvangi Shikshan. Sri Aurobindo Kendra, Gandhinagar. Jyotiben Thanki, Chalo Jivanne Madhur Banviea. Sri Aurobindo Centre, Vadodara.

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-1 Entrepreneurship Development Programme (UT04BVGE01)

Unit	Description in Detail	Weightage (%)
1	.Understanding Entrepreneurship: Meaning of Entrepreneurship - characteristics, skills, functions and types of entrepreneurship - Intrapreneur - Role of entrepreneurship in economic development. Entrepreneurial success and failures. Concept of Entrepreneur, Entrepreneurial Motivation, Entrepreneurial Process. Factors affecting entrepreneur growth, economic and non-economic. Entrepreneurship development programmes – need, objectives, phases and evaluation. Institutional support to entrepreneurs.	50%
2	. Finance Management in current operations and expansion of capital. Role of Small Business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance. Contribution of Commercial Banks in promoting and servicing small business. Small business and modern technology.	50%

Reference Books:-

1. Entrepreneurship Development Small Business Enterprises- Charantimath, Pearson
2. Entrepreneurial Development- C.B.Gupta & N.P. Srinivasan
3. Entrepreneurship in the new Millennium- Kuratko & Hodgetts, Cengage
4. Entrepreneurship & New Venture Creation- Sahay & Sharma, EB
5. Entrepreneurial Development- Dr.S.S. Kharka, S. Chand
6. Entrepreneurship- Roy, Oxford

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-2 Soft Skills and Personality Development (UT04BVGE02)

Unit	Description in Detail	Weightage(%)
1	Attitude, Process of attitude formation, How to build a success attitude, Spot analysis, Self-management techniques, Self-image and self-esteem, Building self-confidence, Power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, oral and written communication, Body language, Importance of listening and responding, Tips for technical writing. Development of Communication & Co-operation- Suitable behaviour towards customers, Influence in skill, Creativity in presentation & projection and Multi-cultural skills	50%
2	Introduction to Personality- Basic of Personality, Human growth and Behavior, Theories in Personality, Motivation; Techniques in Personality development – Self-confidence, Mnemonics, Goal setting, Time Management and effective planning, Techniques in Personality Development - Stress Management, Meditation and concentration techniques, Self-hypnotism, Self-acceptance and Selfgrowth. Co-ordination while working in a team, Leadership styles, Leader & Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, How to face personal interviews and group discussions.	50%

Practical: To evaluate presentation skills and team work of students.

References:

1. Personality Development by Rajiv K. Mishra, Rupa & Co
2. An Approach to Communication Skills by Indrajit Bhattacharya, Delhi : Dhanpat Rai
3. Business Communication Skills by Varinder Kumar, Bodh Raj, Manocha, Kalyani Publishers, New Delhi
4. Introduction to Psychology by Atkinson and Hilgard's, Edward E. Smith, Susan Nolen-Hoeksema, Barbara Fredrickson, Geoffrey Loftus
5. Communication Today & Tomorrow by Ravi Aggarwal, Sublime Publications, Jaipur

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-3 Accounting Applications (UT04BVGE03)

Unit	Description in Detail	Weightage(%)
1	Basic Accounting concepts - Kinds of Accounts – Financial Accounting vs. Cost Accounting - Financial Accounting vs. Management Accounting -Double Entry Book Keeping – Rules of Double Entry System – Preparation of Journal and Ledger Accounts problems - Subsidiary books - cash book – types of cash book - problems - purchase book - sales book - sales return and purchase return books. Trial balance - Errors – types of errors - Rectification of errors – problems – Bank reconciliation statement – problems.	50%
2	Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Problems with simple adjustments. Financial Statement Analysis Techniques Preparation of Cost Statements-Cost Data collection, Cost Sheet formats, Preparation of Cost Sheets (historical cost sheets and estimated cost sheets), Fundamentals of Management Accounting : Marginal Costing and Break-even analysis – basic knowledge, Application of Marginal Costing for decision-making.	50%

Practical: Filing of forms for registration, returns and assessment.

References:

1. Grewal, T.S. : Double Entry Book Keeping
2. Jain and Narang : Advanced Accountancy
3. Shukla and Grewal : Advanced Accountancy
4. Gupta and Radhaswamy : Advanced Accountancy
5. Gupta R.L. : Advanced Accountancy
6. Saxena, V/ Vashist, C: Advanced Cost & Management Accounting
7. Jain, S/ Narang, K.: Advanced Cost Accounting
8. Inamdar, S. M.: Cost & Management Accounting