Department of Catering Science and Hotel Management

Board of Studies Meeting

The minutes of the 20th meeting of Board of Studies held on 10.11.2025 at 11.30 am at B-1 block, Room No. 1103 - Basic Training Restaurant.

Members Present:

S. No.	Name	Category	Attendance Status
1.	Mr. R. Prasanth	Chairman	Present
2.	Dr. T. Milton Principal & Professor, Saveetha School of Hospitality and Tourism, Chennai.	University Nominee	Present
3.	Mr. V. N. Balraj Head Of the Department Annai Fathima College of Arts and Science Fathima Nagar, Madurai	Subject Expert	Present
4.	Mr. Nabeel. A. R Assistant Registrar - Evaluations & Garden City University, Bengaluru	Subject Expert	Absent
5.	Mr. Murugesan.V Group Executive Chef, Ikon By Annapoorna, Coimbatore.	Industrial Expert	Present
6.	Mr.Nathish.S Guest house in charge, Dr.N.G.P Arts and Science College, Coimbatore	Alumni	Present
7.	Mr.M.Venkateswaran	Member	Present
8.	Mr. M. Santhosh	Member	Present
9.	Mr. S. Arunachalam	Member	Present
10.	Ms. M. Magalakshmi	Member	Present
11.	Dr. N. Kuppuchamy	Co- Opted Member	Present
12.	Dr. A. Hazel Verbina	Co- Opted Member	Present
13.	Mr. Harris Haggai	Student Representative	Present

Date: 10-11-2025

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

The HOD and Chairman of the Department of Catering Science and Hotel Management welcomed and introduced all the members and requested them for support and contribution for the development of academic standard and enrichment of the syllabus.

After brief discussion the items of the agenda were taken one by one for discussion and the following resolutions were passed.

Item 20.1: *To review and approve the minutes of the previous meeting held on* **28.06.2025**

The chairman of the Board presented the minutes of the previous meeting held on 28.06.2025 and requested the members to approve. After brief discussion the following resolution was passed.

Resolution:

Resolved to approve the minutes of the previous meeting held on 28.06.2025

Item 20.2: *To consider and approve the syllabi for II semester for the students admitted in UG during the academic year 2025-26 onwards.*

The chairman presented the detailed scheme and Regulation for the students admitted from the academic year 2025-26 and the syllabus for II Semester. The members deliberated in detail about the modification required. After discussion it is unanimously decided to adopt the following changes.

New paper:

B.Sc. Catering Science and Hotel Management		
Course Code	**Course**	**Change and reason**
25CHU2CB	Food and Beverage Service	Mr. Balraj VN suggested including Food and Beverage Service paper in semester-II,

After discussion the following resolution was passed.

Resolution:

Resolved to approve the above modification and adopt the revised syllabus for students admitted for the academic year 2025-26.

Item 20.3: *To review and approve the scheme, regulation and syllabus for the IV semester for the students admitted in UG for the academic year 2024-25 onwards.*

The chairman presented the detailed syllabus for the IV semester for the students admitted during the academic year 2024-25. After discussion it is unanimously decided to adopt the following changes for the academic year 2024-25.

B.Sc. Catering Science and Hotel Management		
Course Code	**Course**	**Change and reason**
24CHU4CA	Catering Operations	Dr. Milton T suggested including Production methods for liquors, Food and wine harmony in semester- IV

Resolution:

Resolved to approve the above modification and adopt the revised syllabus for students admitted for the academic year 2024-2025.

Item 20.4: *To review and approve the syllabus for the VI semester for the students admitted during the academic year 2023-2024.*

The chairman presented the detailed syllabus for the VI semester for the students admitted during the academic year 2023-2024 the details of changes made.
The details of changes made also presented as follows.

Changes Made:

B.Sc. Catering Science and Hotel Management		
Code	**Course**	**Reason**
232CH1A6CQ	Advanced Food and Beverage Service	Mr. Murugesan V suggested including Service of Cigar and Cigarettes in semester- VI

After discussion the following resolution was passed with the above changes and modifications.

Resolution:

Resolved to approve the syllabus for the Semester for the students admitted for the academic year 2023-2024.

Item 20.5: *To approve the panel of examiners for question paper setting and evaluation of answer scripts for the even semester of the academic year 2025 - 2026.*

Resolution:

Resolved to approve the panel of examiners for question paper setting and answer scripts for the even semester of the academic year 2025 - 26.

Item 20.6: *To consider and approve the any other item brought forward by the chairman & members of the board.*

Finally, the Chairman thanked all the members for their cooperation and co enriching the syllabus with active participation in the meeting and sought the same spiri also. The meeting was closed with formal vote of thanks proposed by Mr. R. Prasa Chairman - Catering Science and Hotel Management.

Date: 10-11-2025

(Mr. R. Prasa

BoS Chairman/HoD
Department of Catering Scie
Dr. N. G. P. Arts and Scienc
Coimbatore – 641 048

Syllabus revision Faculty: Basic Applied Science **Department: B.Sc. Catering science and hotel management**

Semester: II

Course Code/ Name: 25CHU2CB / FOOD AND BEVERAGE SERVICE

Unit	Food And Beverage Service – New Paper
I	**Breakfast:** Types, menu for each type, terms used in the service of continental breakfast. Cover laying for continental and English breakfast. Order taking procedures: In-person, telephone and door hangers.
II	**Types of service**: Different styles of service, factors influencing each type, table layout for different styles, advantages and disadvantages, styles of service often implemented these days.
III	**Classification of beverages:** Types of beverages, preparation of common non-alcoholic beverages& its - Origin & Manufacture - Types & Brands Examples tea, coffee, milk-based drinks, juice, squash and aerated water, other bar non-alcoholic drinks used in dispense and main bar.
IV	**Service procedure:** Service Procedure of lunch and dinner in licensed restaurant, table reservation, briefing, greeting and seating the guest, opening napkin, serving water, tacking order for and service aperitifs, serving bread and butter, presenting the menu, offering suggestions, tacking the order taking order for the wine, recognition the order and writing the food order, correcting the cover.
V	**Service methods and billing system:** Service of soup, service of fish, service procedure of main course, service of sweets, service of cheese and savory, service procedure of dessert, Service procedure of serving coffee after meal. Simple control system - KOT/bill control system, making bill, cash handling equipment, record keeping.

PERCENTAGE OF SYLLABUS REVISED: 100 %

COURSE FOCUS ON:

☑	Skill Development	☑	Entrepreneurial Development
☑	Employability		Innovations
	Intellectual Property Rights		Gender Sensitization
	Social Awareness/ Environment		Constitutional Rights/ Human Values/ Ethics

Faculty: Basic Applied Science **Department: B.Sc. Catering Science and Hotel Management**
Semester: IV
Course Code/ Name: 24CHU4CA / CATERING OPERATIONS

Unit	Catering Operations
I	**Classification of Alcohols** Alcoholic beverage - Meaning, classification of alcoholic beverages. Beer - Manufacturing process, types of beer, sizes of draught beer containers, beer mixed drinks. Spirit strength calculation methods (sikes, Gay Lussac and US). Spirit production methods - pot still and patent still.
II	**Classification of wines** Wines: Meaning, classification of wines production (Red, white, rose sparkling wine Production, Aromatized & herbal wines: Meaning & production factors influencing the quality of the wine.
III	**Wines of France and Germany** Wines of France: Classification of French wines, important communes & their wines of Bordeaux, Burgundy, Alsace, Loire and Champagne. Champagne: Importance, production method, styles of champagne and bottle sized - Terms. Wines of Germany: Classification of German wines wine producing regions & wines of Germany.
IV	**Wines of the world** Wines of Italy: classification of Italian wines, and wine producing regions. Famous wines of Italy. Indian Wines: Production of wines, Brands of Indian wines. Wines of South Africa, California, Australia, Spain, Portugal - Regions and famous wines. Production & styles of Sherry, Port, Madeira, Marsala. Indian Wines: Production of wines, Brands of Indian wines.
V	**Aperitifs and digestives** Vermouth - Meaning, types, production & styles. Cider & Perry - Meaning, production & styles. Aperitifs & Digestives - Meaning of Calvodos, Applejack, Poire Williams, Kirsch, Slivovitz, Framboise, Marc. Liqueurs - Meaning, colour, flavour & country of origin of Absinthe, Advocaat, Abricotine, Anisette, Aurum, Benedictine, Chartreuse, Cointreau Crème de menthe, crème de mokka, all curacaos, Dram buie, Glavya, Gold wasser, grand marnier, Kahlua, Sambuca, Tia Maria, Vander hum, Production methods for liquers, Food and wine harmony.

PERCENTAGE OF SYLLABUS REVISED: 5 %

COURSE FOCUS ON:

☑	Skill Development	☑	Entrepreneurial Development
☑	Employability		Innovations
	Intellectual Property Rights		Gender Sensitization
	Social Awareness/ Environment		Constitutional Rights/ Human Values/ Ethics

Faculty: Basic Applied Science **Department: B.Sc. Catering Science and Hotel Management**
Semester: VI
Course Code/ Name: 232CH1A6CQ / Advanced Food and Beverage Service

Unit	Advanced Food and Beverage Service
I	**BANQUETS:** Function Catering 19 h History- definition of banquets, Types & organization of Banquet Department, Staffs duties & responsibilities, booking procedure, Banquet menus, MICE concept, Banquet Sales and marketing. Function Prospectus, limitation of ODC. **BANQUET PROTOCOL** Space Area requirement – Table plans/arrangement-Misc-en-place-Service, Toast & Toast procedure Formal banquet -Seminar, corporate meetings, Trainings, state banquets Semi-formal banquet- Institutional function, annual day function, honored parties Informal Banquet-Exhibition, Fashion shows, Trade Fair, Wedding, Reception, Cocktail parties. Convention. 1. Preparing duty rotas. 2. Banquets: Booking procedure 3. Preparing banquet menu.
II	**BUFFET** Introduction, definition of buffet, Factors to plan buffets, Types of Buffet-Display-Sit down, Fork, Finger, Cold Buffet Breakfast Buffets, Equipment, Area requirement -Planning and organization - Sequence of food -Menu planning, Supplies, Checklist 4. Space area requirements 5. Table plans/Arrangements 6. Service toasting
III	**Managerial & Supervisory Skills** Legal Considerations, Health, safety and security, Liquor and other licensing Selling goods, avoiding discrimination and Data protection, Customer Relations- Minimizing Customer Relation Problems, Customer Satisfaction. Food & Beverage Pricing – Elements of cost, Pricing Policies and Pricing methods for food service operations. 7. Informal banquets (Viz., Reception, Cocktail parties, Seminar, Exhibitions, Fashion shows, Trade fair, Wedding, Outdoor catering, etc) 8. Buffets: Area requirements 9. Planning & Organization.
IV	**ODC (Out Door Catering)** Outdoor catering - Meaning, preliminary survey of the place – Space availability, water, provision of electricity, draining facility, Staffing, equipment requirement, feasibility of transportation, logistics, checklist, equipment purchase and hire, 10. Sequence of food (Indian & Continental) 11. Types of buffet display 12. Equipment supplies – Checklist

V	**Gueridon Service-Tobacco** History of Gueridon-Definition-General consideration of operations, Advantages & Dis-advantages of gueridon service. Types of trolleys, care and maintenance of trolleys factor to create impulse buying-visual merchandising, open kitchen. Gueridon equipment, Gueridon ingredients. 13. Gueridon Service: Types of trollies 14. Gueridon equipment, Gueridon ingredients 15. Service of courses and dishes from gueridon. 16. Service Procedure of Cigar and Cigarettes

PERCENTAGE OF SYLLABUS REVISED: 5 %

COURSE FOCUS ON:

☑	Skill Development	☑	Entrepreneurial Development
☑	Employability		Innovations
	Intellectual Property Rights		Gender Sensitization
	Social Awareness/ Environment		Constitutional Rights/ Human Values/ Ethics

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