DISCIPLINE SPECIFIC ELECTIVE COURSE – DSE-11-FT: INSTITUTIONAL FOOD ADMINISTRATION

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Institutional Food Administration	4	3	0	1	Class XII	Nil

LEARNING OBJECTIVES:

- This course equips students with knowledge and skills to plan, organize, and manage food services in institutions like schools, hospitals, and corporate settings.
- It combines principles of nutrition, menu planning, food safety, resource management, and cost control for effective institutional food administration.

LEARNING OUTCOMES:

After completion of the course the students will be able to-

- Understand the essentials of institutional food service management.
- Plan balanced menus for diverse populations.
- Ensure food safety and hygiene in institutional settings.
- Manage human and material resources effectively.
- Control costs and apply sustainable practices in food services.

SYLLABUS OF DSE-11- FT

THEORY
(Credits: 3; Hours: 45)

UNIT I: Introduction to Food Service (10 Hours)

Unit Description: This unit covers key factors driving the growth of the food service industry, including lifestyle changes and technology, while exploring various food establishments. It also highlights management tools and essential entrepreneurial skills like creativity, leadership, and financial knowledge for success.

Subtopics:

- Factors contributing to the growth of the food service industry.
- Kinds of food service establishment.

- Tools of management, Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting (POSDCORB).
- Requisite skills for a good entrepreneur.

UNIT II: Food Production (15 Hours)

Unit Description: This unit covers menu planning, food purchasing, storage, recipe standardization, and portion control. It also emphasizes hygiene practices like HACCP and GMP to ensure food safety and cleanliness.

Subtopics:

- Menu Planning - Importance of menu, factor affecting menu planning, menu planning for different kinds of food service units.
- Food purchase, storage and record keeping - methods of purchase, types of storage, various records
- Quantity food production - Standardization of recipes, quantity Food preparation and its various methods of cooking, recipe adjustment, portion control.
- Hygiene and sanitation- HACCP, GMP, GHP

UNIT III: Basics of effective utilization of resources (10 Hours)

Unit Description: This unit focuses on budgeting, manpower management, including recruitment, job roles, and motivation, as well as staff scheduling and performance analysis. It also covers facility types, equipment, and how layout design affects operational efficiency.

Subtopics:

- Money & Budget
- Manpower - Organization chart, Job description, Job specification, work schedule, Production schedule, Staff and service analysis, managing manpower (appraisal, motivation), Recruitment criteria.
- Facilities and types of equipment
- Effective Layout designs

UNIT IV: Planning of a Food Service Unit (10 Hours)

Unit Description: This unit covers preliminary planning, including market surveys, client identification, menu design, and pricing, along with developing a project plan and budget allocation. It also explores guidelines from regulatory bodies and labor laws essential for compliance in the food service industry.

Subtopics:

- Preliminary planning - market survey, identifying clients, menu card, four P's of planning, operation and delivery.
- Developing project Plan - Identifying resources, developing project Plan, Budget allocation, project proposal making.

- Guidelines of important regulatory bodies, labour laws.

PRACTICAL
(Credits 1: 30 Hours)

No. of Students per Practical Class Group: 10-15

1. Conduct a local market survey to understand customer preferences and identify target clients for a new food service business. (Hint: Summarize findings and suggest a suitable menu based on the survey).
2. Evaluate and plan a menu for a school or hospital cafeteria or design a detailed birthday party menu for 20-25 guests.
3. Plan a seven days cyclic menu for girls' hostel in a college.
4. Create a menu for a specific type of food service establishment (like a quick-service restaurant buffet, or café menu or an event like a seminar/ conference) considering food cost, customer preferences, and feasibility.
5. Prepare an organizational chart for a small food service unit, then create a weekly work schedule for the staff based on the business's needs and peak hours.
6. PPT/Simulate the purchase of ingredients for a menu and demonstrate how to properly store perishable and non-perishable items. Discuss the impact of storage methods on food quality and shelf life.
7. Set up a roleplay scenario to demonstrate proper hygiene and sanitation practices in the kitchen. Focus on food handling, cleaning protocols, and safety standards like HACCP and GMP.
8. Create a layout design for a food service unit, such as a café or restaurant. Focus on optimizing space for efficient kitchen workflow, customer seating, and equipment placement.

ESSENTIAL/ RECOMMENDED READINGS (Theory and Practical):

- Sethi Mohini (2005) Institution Food Management. New Age International Publishers.
- West B Bessie & Wood Levelle (1988) Food Service in Institutions 6th Edition Revised By Hargar FV, Shuggart SG, & Palgne Palacio June, Macmillian Publishing Company New York.
- Bill Wentz (2008) Food Service Management: How to Succeed in the High-risk Restaurant Business, Atlantic Publishing Group.
- Douglas R. Brown and Shri Henkel (2007) The Non-Commercial Food Service Manager's Handbook: A Complete Guide for Hospitals, Nursing Homes, Military, Prisons, Schools and Churches. Atlantic Publishing Group Inc.
- Sari Edelstein (2008) Managing Food and Nutrition Services for Culinary, Hospitality, and Nutrition Professions. By Sari Edelstein, editor. Jones and Bartlett Learning, publisher.

SUGGESTED READINGS:

- Kazarian E A (1977) Food Service facilities Planning 3rd Edition Von Nostrand Reinhold
- New York.
- Kotler Philip. (2001) Marketing management Millennium Edition Prentice Hall of India
- Taneja S and Gupta SL (2001) Entrepreneurship development, Galgotia Publishing.
- Food Service Management: How to Succeed in the High-risk Restaurant Business by Someone Who Did. By Bill Wentz. Atlantic Publishing Group.
- Kotas Richard & Jayawardardene. C (1994) Profitable Food and Beverage Management
- Hodder & Stoughton Publication
- Dessler Gary (2007) Human Resource Management 11th edition Prentice Hall New Jersey.

- Luthans Fred (2004) Organisational Behaviour 10th Edition McGraw Hill International.

Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi.

DISCIPLINE SPECIFIC ELECTIVE COURSE – DSE-13 –FT: DAIRY TECHNOLOGY

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Dairy Technology	4	3	1	0	Class XII	Nil

LEARNING OBJECTIVES:

The learning objectives of this course are

- To understand the importance of dairy industry and processing of milk.
- To gain knowledge of compositional and technological aspects of milk and milk products.

LEARNING OUTCOMES:

After completing the course, students will be able to:

- Describe the physico-chemical properties of milk.
- Develop understanding about composition of milk.
- Gain knowledge of milk processing techniques and various types of market milk.
- Develop an understanding of the processing of milk and milk products.

SYLLABUS OF DSE:13-FT

THEORY
(Credits: 3; Hours: 45)

Unit I: Introduction and Physical Properties of Milk (7 Hours)

Unit Description: This unit covers the historical development of the dairy industry in India and the production and utilization of milk. It also explores the key physical properties of milk that are essential for understanding milk quality and behavior.

Subtopics:

- Historical development of dairy industry in India
- Production and utilization of milk
- Properties of milk (Color, Taste, pH, Refractive index, Viscosity, Surface tension,
- Freezing & boiling point, specific heat and electrical conductivity