



BHARATHIAR UNIVERSITY

Established by the Bharathiar University Act 1981

Accredited with 'A' Grade by NAAC

Coimbatore - 641 046

Phone: +91 422 2422222, Fax: +91 422 2425706, Website: www.b-u.ac.in



CHECKLIST OF RESOURCES

39-I
29-2-2008

1. FACULTY RESOURCES

Working Hour Norms:

Head of the Department	: 12 Lecture hours per week
Other Faculty Members	: 16 Lecture hours per week
2 hours of Lab is equal to	: 1 hour of Lecture hour
1 ½ hours of UG Teaching is equal to	: 1 hour of PG Teaching

B.Sc. UG PROGRAMME: CATERING SCIENCE & HOTEL MANAGEMENT

First year : Semester I & II

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Language I and II	—	—	—
2.	English I and II	I Sem II Sem 04 04	—	—
3.	Core Papers (including Practical)	12 12	1 + 2	As per Qualification norms prescribed by the University.
4.	Allied Papers - A (including Practical)	04 04		
5.	Foundation Course A (General Awareness)	02 02		
TOTAL		18 18	1 + 1	

Second year : Semester III & IV

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Language III and IV	—	—	—
2.	English III and IV	—	—	—
3.	Core Papers (including Practical)	16 15	1 + 2	As per Qualification norms prescribed by the University.
4.	Allied Papers - B (including Practical)	04 04		
5.	Foundation Course B (including Practical)	2 2		
6.	Diploma Courses (including Practical)	5 5		
TOTAL		27 26	1 + 2	

Industrial Exposure Training in V Semester

Third year : Semester V & VI (only VI Semester)

S. No.	Subject	Instruc - tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers (including Practical)	26	1+4	As per Qualification norms prescribed by the University.
2.	Diploma Courses (including Practical)	04		
TOTAL		30		

PG PROGRAMMES:

First year : Semester I & II

S. No.	Subject	Instruc - tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers		}	As per Qualification norms prescribed by the University
2.	Others			
TOTAL				

Second year : Semester III & IV

S. No.	Subject	Instruc - tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers		}	As per Qualification norms prescribed by the University.
2.	Others			
TOTAL				

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2. FACULTY ROOM REQUIREMENTS:

S. No.	Requirements	Quantity	Specification
I. HOD's Room / Cabin			
1	Room	1	10 X 15 Sq. Ft.
2	Phone with intercom	1	
3	Computer	1	P4, Dual Core, 80 GB Hard Disk or more
4	Printer	1	Laser Printer
5	Internet Connection		
5	Steel Cupboard	1	6 x 1.5 feet
6	Filing cabinet	1	6 x 1.5 feet
7	Executive Table with Chair	1	6 x 4 feet
8	Visitors Chair	3	'S' type Chair
II. Faculty Members Room			
1	Table with Writing Pad, small cupboard, drawer and locking facility	1 for each faculty	4 x 2 feet
2	Chair	1 for each faculty	S' type Chair
3	Steel Cupboard	1 for each faculty room	6 x 1.5 feet
4	Computer	1 for each faculty room	P4, Dual Core, 80 GB Hard Disk or more
5	Printer	1 for each faculty room	Laser Printer
6	Internet connection		
7	Phone with intercom	1	
12	Typist with Computer knowledge in MS Office	1	

3. TEACHING AIDS (Can be shared with other Departments)

S. No.	Name of the Aid	Required quantity	Specification
1	Public Address System in the Seminar Hall (Amplifier, Mic, Speaker, etc.)		
2	Television		
3	Video Recorder		
4	Computer with DVD player		
5	LCD Projector		
6	Over Head Projector		
7	Video Camera		
8.	Dogmatic Camera		
9.	Document Reader		
10.	CDs and DVDs of subject related		
11.	Audio Video Cassettes		
12.	Video conferencing facility		

4. CLASS ROOM REQUIREMENTS:

S. No.	Requirements	Nos. required	Specification as per the Norms
1	Class room Area (Separate for each year)		Atleast 10 Sq.ft. per class room.
2	Black Board or Fibre Glass Board	1	12 x 4'
3	Fan fittings		1 for every 125 Sq.ft.
4	Tube Light fittings		1 for every 100 Sq.ft.
5	Furnitures in the Classroom		
	a. Table & Chair for Faculty		One set per classroom
	b. Tables & Chairs for Students		One set per student
	c. Tables for equipments		
6	15 Amps. Plug Points		
7	OHP / LCD Projectors		
8	Screen Facility or Wall space for screening		

5. REQUIREMENTS FOR THE SEMINAR HALL:

(Can be shared with other Departments)

S. No.	Name of the Aid	Quantity	Specification
1	Area		
2	LCD Projector		
3	OHP		
4	Audio Video Equipments		
5	Television		
6	VCR		
7	Public Address System in the Seminar Hall (Amplifier, Mic, Speaker, etc.)		

6. LABORATORY REQUIREMENTS:

Norms: 50 Sq. Feet per student for Core courses
36 Sq. Feet per student for Allied courses.

S. No.	Requirements	Quantity required	Specification / Qualification
1	Lab Area		50 Sq.Ft. per Student / 36 Sq.Ft. per Student.
2	Lab Technician	1	B.Sc. in the relevant field.
3	Lab Attender	1	Pass in HSC
4	Stock Register		
5	Table size		3 x 1.5 for each student
6	Chairs / Stools		
7	Tables / Chairs for Lab Technician		

S.No.	Equipments	Quantity required	Specification
8	I year	}	List Enclosed.
	II year		
	III year		
S. No.	Requirements	Quantity required	Specification
9	Racks / Room space for storing consumables		
10	Water supply		
11	Fire extinguisher		
12	Standby Power supply		
13	Wash room with sink		10 x 10 feet 2 tap connection
14	Preparation Room		12 x 12 feet
15	Instrument Room		20 x 12 feet
16	Store Room		20 x 20 feet
17	Culture Room		20 x 12 feet

7. COMPUTER LAB REQUIREMENTS:

Computer Student Ratio:

Non Computer Courses	-	1 : 2
Computer Related Courses	-	1 : 1
Area required	-	20 Sq. ft. per student

S. No.	Equipments Required	Quantity Required	Specification as per the Norms
1.	Computer Server		Xeon 3 GHz or more
2.	Terminals / Nodes		P4, Dual Core, 80 GB Hard Disk or more
3.	Tables & Chairs for Terminals		3 x 3 per terminal
4.	Air Conditioner		1 / 1.5 tons for 200 Sq. Ft.

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S. No.	Equipments Required	Quantity Required	Specification as per the Norms
	Softwares		
5.	a. System Softwares: Windows NT / Windows Vista, etc. Office 2007. b. Application Softwares:		
6.	UPS		10 KV with one hour backup
7.	Generator		20 KVA
8.	Printer		One for every 10 terminals
9.	Scanner		
10..	Internet connection (High speed)		512 KB / 1 MB
11.	OHP / LCD Projectors		
12.	DVD Writer		
13.	System Analyst / Administrator	1	MCA (I Class) / M.E./ M.Tech (in Circuit branches) / M.Sc.(IT) / M.Sc. Computer Science (I Class) with one year experience in System Design / Software Development
14.	Technical Staff	1	First Class in PG of the subject concerned.

8. LANGUAGE LAB:

S. No.	Description	Quantity	Specification
1	Instructor		
2	Computers with Multimedia kit		
3	Relevant Softwares		

9. LIBRARY RESOURCES REQUIRED:

(Please enclose the list of Books and Journals)

a. BOOKS / JOURNALS / MAGAZINES

First Year

S. No.	Subject	Text Books (if any)	Reference Books	No. of Journals / Magazines
1.	Language I and II	5 titles	50 titles	} list is given along with syllabus
2.	English I and II	5 titles	50 titles	
3.	Core Papers per Subject	5 titles	50 titles	
4.	Allied Papers	5 titles	50 titles	
5.	Foundation Course A	5 titles	50 titles	

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Second Year

S. No.	Subject	Text Books (if any)	Reference Books	No. of Journals / Magazines
1.	Language III and IV	5 titles	50 titles	
2.	English III and IV	5 titles	50 titles	
3.	Core Papers	5 titles	50 titles	
4.	Allied Papers	5 titles	50 titles	
5.	Foundation Course B	5 titles	50 titles	
6.	Diploma Courses	5 titles	50 titles	

Third Year

S. No.	Subject	Text Books (if any)	Reference Books	No. of Journals / Magazines
1.	Core Papers	5 titles	50 titles	
2.	Diploma Course	5 titles	50 titles	

b. LIBRARY STAFF REQUIRED:

S. No.	Requirements	Required No.	Qualification
1.	Librarian / Assistant Librarian	1	Any Master Degree with M.Lib.
2.	Library Assistants	1	Any Bachelor Degree with B.Lib.
3.	Supportive Staff		

c. LIBRARY FURNITURE REQUIREMENTS:

S. No.	Requirements	Required quantity
1.	Racks to store books	
2.	Student study Tables	
3.	Student study Chairs	
4.	For Library / Staff	
5.	Tables and Chairs	

10. OTHER EQUIPMENTS REQUIRED:

S. No.	Requirements	Required quantity
1.	Photo copying facility	
2.	Computers with Multimedia Kit to play back DVDs.	
3.	Library Software	
4.	Scanner / Smart Card reader / Bar code reader	
5.	CDs / DVDs rack	
6.	CDs / DVDs facility	

11. HOSTEL FACILITIES:

S. No.	Facilities	Required facilities
1.	Hostel for Boys	
2.	Hostel for Girls	
3.	RCC roofed room	
4.	Cooking and Dining facilities	
5.	Recreational facility	
6.	Fittings	
7.	Furnitures	
8.	Utilities:	
	a. Toilets	
	b. Drinking water	
	c. Water for other use	
	d. Laundry facility	
9.	Medical facilities	

12. AVAILABILITY OF OTHER FACILITIES :

S. No.	Parameter	Requirements
1.	All Weather Approach Road (cemeted / kuchha)	
2.	Potable Water Supply System (own bore well / municipal corporation)	
3.	Drinking Water (One pipe / Drum / Water Purifier for every floor.)	
4.	Electrical Generator (5 kv, 5-10 kv, more than 20 kv)	
5.	Students' Canteen	
6.	Students' Common Room (Boys / Girls)	
7.	If no hostel facility is available, whether arrangements have been made for boarding and lodging of students near to the institution, if yes mode of travel from the place of stay of the institution	
8.	Toilet facilities: (Norms: One wash basin, sink, urinal and toilets for every 25 faculty and for every 25 students separately. For ladies and gents separate facilities must be available) 1. Sink 2. Water Basin 3. Urinal 4. Toilets	
9.	Parking facilities	
10.	Medical facilities (Full time / part time doctor / Dispensary)	
11.	Insurance facilities	
12.	Telephone booth	
13.	Gymnasium / Indoor / Outdoor Games facilities	
14.	Rainwater-harvesting facilities	
15.	Post office facility	
16.	Bank facility	
17.	Transport facility for day scholars	
18.	Reprographic facilities in the Institution	
19.	Barrier free environment for physically challenged	
20.	Others (Please specify)	

ANNEX II


List of all items required for a class strength of 24 students

FOR ALL THE THREE YEARS

Required at the beginning of I year

A .	Furniture	
	Square Table 2 X 2	12 nos
	(or)	
	3 X 3	6 nos.
	Chairs	24 nos.
	Side boards	2 nos.
b.	Cutlery	
	Soup Spoons	2 dos.
	Fish Knife and Fork	2 dos.
	Dessert Spoons and Fork	4 dos.
	Large Knife and Fork	2 dos.
	Small Knife	2 dos.
	Fruit Knife and Fork	2 dos.
	Tea Spoon	2dos.
	Coffe Spoons	2 dos.
c.	Crockery	

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A. N. Sukumar

Soup Bowls	2 dos.
Soup Cups	1 dos.
Quarter Plates	1 dos.
Half Plates	4 dos.
Full Plates	2 dos.
B/F Cups and Saucers	2 dos.
Tea Cups and Saucers	3 dos.
Demitasse	2 dos.

d. Glassware

Water Goblet	3 dos.
Juice Glass	2 dos.
Tom Collins	2 dos.
Ice cream glass/ coupe	

e. Linen

Table Cloth for all tables	10 mtrs.
Satin cloth	2 nos.
Buffet Cloth	
SS (Full Plate)	12 nos.
Katori	24 nos.
Sinks with drawing board	6 nos.
Fire Extinguisher	2 nos.
First Aid kit	1 no.

FOR SECOND AND THIRD YEAR

Required at the beginning of second year

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Vok	2 nos
Flan Dish	12 nos.
Pie Dish	12 nos.
Baking Sheets (Aluminium)	12 nos.
Steak Hammer	6 nos.

c. Other facilities

Water facilities

Drainage facilities

Kitchen Hood / Exhaust Fans

Cupboards for storage

ANNEXE A

Gas Installations

Minimum 6 cylinders

Open pipe line connections as per 10c standards and certified by IOC

Room should be well ventilated

ANNEXE B

Store Room

Racks for vegetables

Racks for groceries

Refrigerator

Storage Bins

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ANNEXE I

List of items required for a class strength of 24 students

FOR ALL THREE YEARS

Required at the beginning of 1 year

a. Major Equipment

Work Table 3 X 2 X 2	12 nos.
Stoves with two burners (Domestic, ISI)	12 nos.
Stand for burners	12 nos.
Ovens	2 nos.
Salamander	2 nos.
Wet Grinder (5 liters)	1 no.
Mixie	2 nos.
Refrigerator (210 capacity)	1 nos.
Deep freezer	1 nos.
High pressure Burners	3 nos.
Grinding Stones	4 nos.
Demonstration Mirror	1 no.
Pressure Cooker (5 liters capacity)	2 nos.
Dust Bins for each table	
Storage Rack	1 no.

b. Vessel and Tools

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Peg measure	3 nos.
Carafe	3 nos.
De-canter	3 nos.
Swizzle sticks	1 nos.
Wine cooler	2 nos.
Champagne Cooler	1 nos.
Wine Cradle	6 nos.

ANNEXE III

List of items required for a class strength of 24 students

Double cot	135 cm X 190 cm	1 no.
Single cot	100 cm X 200 cm	2 nos.
Mattress	for cot size	
Quilt		
Bed sheets		6 nos.
Pillows		2 nos.
Bed cover		2 nos.
Under Linker		1 nos.
Sofa		1 nos.
Tea Table		1 nos.
Dressing Table with mirror and stool		1 nos.
Wardrobe		1 nos.
Luggage Rack		1 no.
Bed side lamps		2 nos,
Telephone		1 no.
Ash trays		1 no.
Flower Vase Different shapes and size		6 nos.
Pin Holder		
Wall pictures		1 nos.

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A1/SS/ Copper bottom vessels with lid

5 litres	12 nos.
3 litres	12 nos.
2 litres	12 nos.

A1/SS Trays 24 nos

A1/SS basin 24 nos

Small colander 12 nos

Sieve 12 nos

Rolling Board with pin 12 nos.

Cutting Board 12 nos.

Kadai (medium) 12 nos.

(big) 4 nos.

Tava 12 nos.

Saute pan 12 nos.

Sauce pans 12 nos.

Pudding Mould 12 nos.

Round Spoon (Big) 12 nos.

(Small) 12 nos.

Frying Spoons 12 nos.

Wooden Spoon 12 nos.

Balloon Whisk 12 nos.

Grater 12 nos.

Soup Plate 12 nos.

SS (Half plate) 12 nos.

f. Miscellaneous Service Equipment

Oyster Fork 1 dos.

Caviar Knife 6 nos.

Pastry Fork 1 dos.

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Cheese Knife	6 dos.
Carving Knife & Fork	5 pairs.
Service Spoons & Forks	2 dos.
Steak Knife	1 dos.
Cruet set	1 dos.
Ash Tray	1 dos.
Menu Stand	1 dos.

Table Nos. stand for each table

Bud Vase	1 dos.
Sizzler plate	6 dos.
Coffe pot	3 nos.
Tea pot	3 nos.
Tea stranier	3 nos.
Sugar Bowl	6 nos.
Milk Jugs	6 nos.
Sugar tongs	6 nos
Water jugs	6 nos
Tooth pick stand	6 nos
Straw holder	3 nos.
Ice pail	3 nos.
Ice tongs	12 nos.
Toast rack	1 dos.
Butter dish	1 dos
Finger bowls	1 dos.
Bread basket	6 nos.
Break fast tray	6 nos.
Salver	6 nos.
Service tray	3 nos.
Hors d' oeuvre varies tray	6 nos.
Sauce Boat	6 nos.



Sauce Ladles	6 nos.
Preserve Dish	6 nos.
Egg Holder	6 nos.
Salad Platters	3 nos.

FOR SECOND AND THIRD YEARS

Required at the beginning of second year

Bar Counter (details attached)

Bottle rack to store drinks and bottles (wall mounted)

Glassware :

Rolly Polly	1 dos.
Beer mug	1 dos.
Red wine glass	2 dos.
White Wine glass	6 dos.
Moselle glass	6 nos.
Champagne Flute	1 dos.
Champagne Saucer	1 dos.
Champagne Tulip	2 dos.
Sherry glass	1 dos.
Port glass	1 dos.
Brandy ballon	2 dos.
Liqueur Glass	2 dos.
Tom Collins	2 dos.

Miscellaneous :

Cocktail shaker	2 nos.
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Bath Tub	1 no.
Wash Basin	1 no.
Geysar	1 no.
Water cloest	1 no.
Toilet tissue dispenser	1 no.
Towel stand	
Water supply	4 nos.
Face Towel	4 nos.
Bath Towel	2 nos.
Buckets	2 nos.
Mugs	2 nos.
Shower Curtians	
Goggling glasses	2 nos.
Water glasses	2 nos.
Water Flask Non Thermos	1 no.
Tray	1 no.
Glass Covers	8 nos.
Tray	1 no.
Glass Covers	8 nos.
Candle stand	1 no.
Mop sticks	3 nos.
Floor Brushes	3 nos.
Carpet brushes	3 nos.
Detergents	3 nos.
Vacuum Cleaner	1 no.
Soft brooms	3 nos.
Hard brooms	3 nos.
Dust pans	3 nos.
Other supplies	

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Blade Dispenser/razor
Shaving foam
Tooth brush
Soap suds
Tooth paste
Shampoo
Coasters
Match Box
Serving kit
Guest stationery
Door knob at the door
B/F Menu Card
Room Service Menu Card
DND Card
Detergents
Polish cloth
Dusters
Silvo and Brasso Card
Wood polish

Bed room should be carpeted

ANNEXE IV

List of item required for a class strength of 24 students

Reception counter (details attached)	
Reception area with darpet	
Sofa	1 no.
Bell desk	1 no.
Key rack (wall mounted/attached to the counter)	1 no.
Telephone	1 no.

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Sign Boards (Reception, Cash , Enquiry, Registration)

Fix-o-graph

Computer

All documents/stationery relevant to front office practicals such as

- **Guest registration form**
- **Errand card**
- **Reservation form**
- **Guest bill**

ANNEXE V

List of items required for a class strength of 24 students

Fuse Carrier 5 Amp, 15 Amp	1 dos.
Cable with two wires	5 mts.
Cable with two wires	5 mts.
Fuse wire for different fuse	2 ft.
Painting brush 5"	3 nos.
3"	3 nos.
2"	3 nos.
Silvo Polish	1 no.
Brasso polish	1 no.
Polishing cloth	3 nos.
Tube light fixtures	3 sets.
(Complete set)	
Switches	6 nos.
Plugs (3 pins)	3 nos.
Cutting Plier	3 nos.
Screw Drivers	3 nos.

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Spanners	3 nos.
Tester	3 nos.
Scissors	2 nos.
Water Taps	3 nos.
Washers for taps	3 nos.
Paints for painting	3 tins.


ANNEXE VI

List of item required for a class strength of 24 students

PCs	12 nos.
Printers	2 nos.
UPS/CVT (To support all PCs and printers)	1 nos.
Stationery for practicals	
Floppies	3 boxes.

And other equipment as per B.Sc Computer Science First Year Practical.

The above facilities are required if the Institution is not offering a degree course in Computer Science.


 (N. Srinivas
 Chairman BOS -
 Catering Science
 & Hotel Mgmt.

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