

CURRICULUM FOR

Professional Cooking

6-MONTHS
(Certificate course)

National Vocational & Technical Training Commission, Islamabad (February, 2012)



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TRAINING AIMS & OBJECTIVES

This course aims at imparting practical skills and theoretical knowledge for developing adequately trained cooks with a view to satisfy the manpower requirement of this category in non commercial and commercial food production units.

The major objectives are to:

- Deliver knowledge required for preparation of good quality cookery and adoption of food safety principles.
- Learn about kitchen operations and its organization required for cooking, preservation of fruits & vegetable.
- Introduce different cooking methods, preparation of salads, sauces and “chutneys” etc.
- Ensure personal conditions and working environment to be hygienic & clean.
- Focus on the food selection criteria / standards.
- Observe the precautions for accident prevention and measures for pest control in food production area.

CURRICULUM SALIENTS

Entry Level	:	Middle (Male / Female)
Duration of course	:	6 - Months
Total training hours	:	800 Hours
	:	40 Hours per week
	:	6 days per week
Training Methodology	:	Practical 85%
		Theory 15%
Medium of instructions	:	Urdu / English

- 1 hour per week for Work Ethics

SKILL PROFICIENCY DETAILS

On successful completion of this course, trainee should be able to:

1. Adopt the practices maintaining good personal hygiene and grooming.
2. Use health and safety practices, principles and apply the highest standard of kitchen cleaning and sanitation.
3. Implement the standards for cold & hot food preparations.
4. Make use of cutting skills and fundamental cooking techniques.
5. Employ spices herbs and different food materials.
6. Identify different kitchen tools & equipments & use them.
7. Prepare soups, salads, continental, Pakistani and Chinese dishes, cakes pastries and desserts etc.
8. Apply different food service types.
9. Use safety practices and kitchen cleanliness.
10. Demonstrate Principles of preventive maintenance of equipment.
11. Identify Calories in different foods.
12. Develop a menu.

KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, trainee should be able to:

1. Explain personal hygiene appearance and grooming.
2. Describe basic first aid and respond to emergencies.
3. Illustrate safe food handling, avoid food contamination, utilize food safety principles managing the HACCP system.
4. Elaborate upon work ethics.
5. Describe kitchen departments.
6. Explain basic cooking & food ingredients and kitchen sanitation.
7. Do storage & food preservation.
8. Define safety practices.
9. Identify different parts of meat and caloric values of different food components.

CURRICULUM DELIVERY STRUCTURE

Week	Course Delivery	Revision	Co Curricula Activities / Vacations	Final Test	Total
	1-20	21-24	25	26	26
	20	4	1	1	

SCHEME OF STUDIES

Professional Cooking

(6-Months Course)

Sr. No	Main Topics	Theory Hrs.	Practical Hrs.	Total Hrs.
1.	Personal hygiene, appearance & grooming for food handlers	8	5	13
2.	Food safety	8	6	14
3.	Introduction to kitchen tools & equipment	6	-	6
4.	Kitchen organization and time management	6	-	6
5.	The food knowledge	12	21	33
6.	Kitchen cleaning & sanitizing	16	12	28
7.	Basic skills in food preparation	14	33	47
8.	Cold preparations / grade manger	6	18	24
9.	Hot preparations	9	21	30
10.	Cooking techniques	16	34	50
11.	Baking & pastries	6	18	24
12.	Food decoration & garnishing	4	12	16
13.	Balance Caloric Chart	6	-	6
14.	Food preservation & storage	7	10	17
15.	Accident prevention & action for emergencies	9	4	13
16.	Pest control	5	3	8
17.	Buffet arrangements	4	6	10
18.	Preparation of hot & cold beverages	2	10	12
19.	Food service	4	9	13
20.	Menu Development	8	10	18
21.	Standard, Deluxe, Executive ,Kids, Vegetarian Menu	2	2	4
22.	Practical cookery	2	406	408
Total Hours		160	640	800

DETAIL OF COURSE CONTENTS
Professional Cooking
(6-Months Course)

Sr. No.	Subject main Topic	Theory Hours	Practical Hours
1.	Personal hygiene, appearance and grooming for food handlers 1.1 Importance of personal hygiene & grooming 1.2 Effective hand washing 1.3 Parts of human body that harbor germs 1.4 Cuts , boils & septic spots 1.5 Recognition of problems caused by personal habits in the kitchen e.g. smoking, jewelry, perfumes etc 1.6 Kitchen uniform, importance of protective clothing, maintaining good standards of personal hygiene 1.7 Reporting illness	8	5
2.	Food safety 2.1 Basic food hygiene 2.2 Bacteria 2.3 Factors affecting bacterial growth 2.4 Potentially hazardous food 2.5 Out breaks of food borne illness (food infection food poisoning) 2.6 Controlling food poisoning 2.7 Food contamination & cross contamination 2.8 Food cooking & holding temperatures 2.9 Temperature danger zone 2.10 Critical control points	10	6
3.	Introduction to kitchen tools & equipments 3.1 Tools /utensils 3.2 Types of knives 3.3 Heavy equipments 3.4 Cleaning & maintenance of tools & equipments	6	-

	<p>3.5 Safety rules handling tools & equipments</p> <p>3.6 Preventive maintenance</p>		
4.	<p>Kitchen organization</p> <p>4.1 the professional cookery</p> <p>4.2 Kitchen management staff</p> <p>4.3 Role of chef in food production</p> <p>4.4 Planning for food production</p> <p>4.5 Kitchen sections</p> <p>4.6 Food stations and cooks duties</p>	6	-
5.	<p>The food knowledge</p> <p>5.1 Processed foods</p> <p>5.2 Herbs, Spices & lentils</p> <p>5.3 Fruits & vegetables</p> <p>5.4 Meat (identification, selection & composition)</p> <p>5.5 Poultry (identification, selection & composition)</p> <p>5.6 Fish & shell fish (identification, selection & composition)</p> <p>5.7 Dairy products & egg identification</p> <p>5.8 Fundamental procedures (cooking terminology)</p> <p>5.9 World cuisines</p> <p>5.9.1 Oriental</p> <p>5.9.2 Continental</p> <p>5.9.3 Mediterranean</p> <p>5.10 Standard recipe</p> <p>5.11 Recipe yield</p> <p>5.12 Recipe balance</p> <p>5.13 Recipe cost calculation</p>	13	21
6.	<p>Kitchen Cleaning & sanitizing</p> <p>6.1 Clean & sanitary</p> <p>6.2 Calibrating a pocket thermometer</p> <p>6.3 Cleaning schedule</p> <p>6.4 Factors in cleaning process</p>	16	12

	<p>6.5 Cleaning agents</p> <p>6.6 Kinds of sanitizers</p> <p>6.7 Manual cleaning & sanitizing</p> <p>6.8 Cleaning surfaces & stationary equipment</p> <p>6.9 Devising master cleaning program</p> <p>6.10 Clearing floors walks & ceilings</p> <p>6.11 Cleaning vents & garbage dumpsters</p> <p>6.12 De-icing freezer floor</p> <p>6.13 Pre-soaking & de-tarnishing silverware</p> <p>6.14 SABR (sweep apply brush) method of cleaning</p> <p>6.15 Storing chemicals</p> <p>6.16 Procedure for cleaning counters, sinks and non cooking equipment</p> <p>6.17 Setting up three post sink</p>		
<p>7.</p>	<p>Basic skills for food preparation</p> <p>7.1 Use of cutting boards</p> <p>7.2 Knife essentials</p> <p>7.3 How to carve</p> <p>7.4 De-boning a chicken</p> <p>7.5 How to clean & fillet a fish</p> <p>7.6 How to chop, slice, dice & shred</p> <p>7.7 Trimming, peeling,, coring, pitting</p> <p>7.8 Basic cuts of vegetables</p> <p>7.9 Portioning cuts</p> <p>7.10 Meat grinding procedure</p> <p>7.11 Grating food</p> <p>7.12 Washing, rinsing & blanching</p> <p>7.13 Measuring & conversions</p> <p>7.14 Mixing food</p> <p> 7.14.1 Stirring</p> <p> 7.14.2 Whisking</p> <p> 7.14.3 Whipping</p> <p> 7.14.4 Beating</p>	<p>14</p>	<p>33</p>

	<p>7.14.5 Folding</p> <p>7.14.6 Blending</p>		
8.	<p>Cold preparations / grade manger</p> <p>8.1 cold sauces</p> <p>8.2 salad dressings</p> <p>8.3 Salads</p> <p>8.4 Marinades, spiced vinegars, brines & seasoning</p> <p>8.5 Sweet cream mixtures</p> <p>8.6 Sandwiches</p>	6	18
9.	<p>Hot preparations</p> <p>9.1 Classification & use of sauces</p> <p>9.2 Preparing sauces</p> <p>9.3 Preparing stocks</p> <p>9.4 Preparing clear soups</p> <p>9.5 Preparing thickened soups</p> <p>9.6 Quality factors in soups & sauces</p> <p>9.7 Preparing pasta & rice</p> <p>9.8 Preparing cocktail buffet & appetizer preparation</p> <p>9.9 Preparing desserts</p>	9	21
10.	<p>Cooking techniques</p> <p>10.1 Egg cookery</p> <p> 10.1.1 Handling & storage of eggs</p> <p> 10.1.2 Checking freshness of eggs</p> <p> 10.1.3 Preparation of</p> <p> 10.1.3.1 Boiled eggs</p> <p> 10.1.3.2 Poached eggs</p> <p> 10.1.3.3 Fried eggs</p> <p> 10.1.3.4 Omelets</p> <p> 10.1.3.5 Scrambled eggs</p> <p>10.2 Grilling & broiling method</p>	18	36

	10.3 Roasting method 10.4 Sautéing method 10.5 Stir frying method 10.6 Deep frying method 10.7 Braising & stewing method 10.8 Steaming method 10.9 Poaching, simmering & double boiling, par boiling 10.10 Cooking instruction for various grains 10.11 Degree of doneness in meat, poultry & fish		
11.	Baking & pastries 11.1 selection & weighing of ingredients 11.2 Function of various ingredients in baking process 11.2.1 principles of baking 11.3 Baking yeast bread 11.4 Baking various pastry types 11.5 Preparing cakes 11.6 Baking pizza	6	18
12.	Food decoration & garnishing 12.1 Importance of decorating food 12.2 Presentation styles of different food materials 12.3 Simple items used for decoration 12.4 Cold buffet garnishing & decoration	4	12
13.	Diet & nutrition 13.1 The food groups 13.2 Basic components of food 13.2.1 Water 13.2.2 Carbohydrates 13.2.3 Proteins 13.2.4 Fats 13.2.5 Vitamins 13.2.6 Minerals 13.3 Caloric value of nutrients 13.4 Balanced diet	6	-

<p>14.</p>	<p>Food preservation & storage</p> <p>14.1 Food spoilage</p> <p>14.1.1 Food preservation</p> <p>14.1.1.1 Using high temperature</p> <p>14.1.1.2 Using low temperature</p> <p>14.1.1.3 Use of chemical</p> <p>14.1.1.3.1 Use of irradiation</p> <p>14.1.1.3.2 Drying techniques</p> <p>14.1.1.3.3 Corner stone of purchasing operation</p> <p>14.1.1.3.4 Receiving food deliveries</p> <p>14.1.1.4 Storage principles</p> <p>14.1.1.5 Types of storage</p> <p>14.1.2 Chilling, dry storage & freezing)</p> <p>14.1.2.1 Design factors & environmental control</p> <p>14.1.2.2 Sanitary features</p> <p>14.1.2.3 Operating practices</p> <p>14.1.2.4 Handling storage of specific items</p> <p>14.1.2.4.1 Cooked & partially cooked food</p> <p>14.1.2.4.2 Meat</p> <p>14.1.2.4.3 Poultry & eggs</p> <p>14.1.2.4.4 Seafood</p> <p>14.1.2.4.5 Dairy products</p> <p>14.1.2.4.6 Fruits & vegetables</p> <p>14.1.2.4.7 Vacuum-packaged food</p> <p>14.1.2.4.8 Canned foods</p> <p>14.1.2.4.9 Baking supplies & grain products</p> <p>14.1.2.4.10 Stock, label & rotate giddiness</p>	<p>9</p>	<p>12</p>
<p>15.</p>	<p>Accident prevention & action for emergencies</p> <p>15.1 Accidents defined</p> <p>15.2 The cause of accidents (human hazards & environmental hazards)</p> <p>15.3 Preventing cuts & lacerations</p> <p>15.4 Preventing burns</p>	<p>9</p>	<p>6</p>

	15.5 Preventing falls & other common injuries 15.6 Fire safety 15.7 First aid in emergencies (choking & heart attack) 15.8 Procedure for bomb scares 15.9 Safe lifting & carrying techniques		
16.	Pest control 16.1 Kinds of cockroaches 16.2 Detecting & preventing cockroaches & flies infestation 16.3 Methods of killing cockroaches & flies & other insect pests 16.4 Signs of rats & mites infestation 16.5 Preventing & controlling rodents 16.6 Birds 16.7 Pesticides 16.7.1 Use of pesticides 16.7.2 Precautions in use of pesticides 16.7.3 Precautions In storage & disposal of pesticides	7	3
17.	Buffet arrangements 17.1 Setting up buffet & maintenance 17.2 Buffet replenishment 17.3 Standard cleaning procedure 17.4 Expeditor duties	4	6
18.	Preparation of hot & cold beverages 18.1 Preparing hot beverages 18.1.1 Tea 18.1.2 Coffee types 18.2 Preparing cold beverages 18.2.1 Milkshakes 18.2.2 Ice / tea 18.2.3 Cold coffee 18.2.4 Cocktails	2	12

<p>19.</p>	<p>Food service</p> <p>19.1 Types of service (overview)</p> <p>19.2 Tray service</p> <p>19.3 Table service</p> <p> 19.3.1 French service (cart service)</p> <p> 19.3.2 Russian service (platter service)</p> <p> 19.3.3 English service (family service)</p> <p> 19.3.4 American service (plate service)</p> <p>19.4 Table setting</p> <p>19.5 Principles of hospitality</p>	<p>5</p>	<p>9</p>
<p>20.</p>	<p>Practical Cookery</p> <p>20.1 Soups & Starters</p> <p> 20.1.1 Yukhni</p> <p> 20.1.2 Cream of tomato Soup</p> <p> 20.1.3 Chicken Corn Soup</p> <p> 20.1.4 Hot and Sour Soup</p> <p> 20.1.5 Thai Soup</p> <p> 20.1.6 Mulligatawny soup</p> <p> 20.1.7 Cheese Balls</p> <p> 20.1.8 Meat balls</p> <p> 20.1.9 Cheese toast</p>	<p>2</p>	<p>410</p>

20.1.10	Chicken Wings		
20.1.11	Tempuras		
20.1.12	Fish Crackers		
20.1.13	Stuffed eggs		
20.1.14			
20.2	Salads		
20.2.1	Fresh Vegetable Salad		
20.2.2	Bean Salad		
20.2.3	Kachumer Salad		
20.2.4	Fruit Salad		
20.2.5	Russian Salad		
20.2.6	Mango Thai Salad		
20.2.7	Tangy Potato Salad		
20.2.8	Chicken apple salad		
20.2.9	Cole slaw		

20.2.10 Macaroni Salad		
20.3 Snacks	15 Min	2
20.3.1 Chicken Vegetable rolls	15 Min	3
20.3.2 Finger fish	15 Min	2
20.3.3 Nuggets	15 Min	2
20.3.4 Chicken roast	15 Min	2
20.3.5 fried chicken	15 Min	2
20.3.6 French fries	15 Min	2
20.3.7 Potato cutlets	15 Min	2
20.3.8 Chicken Pakoras	15 Min	2
20.3.9 Club Sandwich & open face sandwich	15 Min	2
20.3.9.1 Samosas	15 Min	2
20.3.9.2 Gol gappay	15 Min	3
20.4 Pakistani dishes		
20.4.1 Yakhni Pulao		
20.4.2 Biryani		
20.4.3 Chicken Red Korma		
20.4.4 Chicken White Korma		
20.4.5 Stuffed Karalay		
20.4.6 Dal Chana Gosht		
20.4.7 Dal Mash Dry		
20.4.8 Mutton Green Karaie		
20.4.9 Palak Gosht		
20.4.10 Moong Masoor Mix Dal		
20.4.11 Haleem		
20.4.12 Nihari		
20.4.13 Mutton Payay		
20.4.14 Pasanday		
20.4.15 Aloo Gosht		
20.4.16 Aloo Keema		
20.4.17 Aloo Muter		
20.4.18 Surson Ka Saag		

20.4.19	Mutton Karahi		
20.4.20	Chicken Karahi		
20.4.21	Chicken Ginger		
20.4.22	White Chicken Karahi		
20.4.23	Boneless Beef Plao		
20.4.24	Kari Pakora		
20.4.25	Guardey & champ masala		
20.4.26	Mutton seekh kababs		
20.4.27	Chicken seekh kebabs		
20.4.28	Handi gosht		
20.4.29	Mutton kunna		
20.4.30	Chicken tikka		
20.4.31	Roti, chapatti, naan		
20.5 Indian / Mughlai Dishes			
20.5.1	Mutton shab daigabri qeema		
20.5.2	Nargasi koftey		
20.5.3	Chicken motia pulao		
20.5.4	Folladi pullao		
20.5.5	White kofta		
20.5.6	Shahi koftay		
20.5.7	Daal makhani		
20.5.8	Kashmiri gosht		
20.5.9	Rashmi kebab		
20.5.10	Tawa qeema		
20.5.11	Kastoori murgh tikka		
20.5.12	Shikar puri karahi		
20.5.13	Hereesa		
20.6 Raita			
20.6.1	Onion Raita		
20.6.2	Potato raita		
20.6.3	Mix Vegetable Raita		
20.6.4	Marconi Raita		
20.6.5	Mushroom Raita		

	<p>20.6.6 Sweet Pine apple Raita</p> <p>20.6.7 Chicken Raita</p> <p>20.7 Chinese Dishes</p> <p>20.7.1 Egg Fried Rice</p> <p>20.7.2 Chicken Fried Rice</p> <p>20.7.3 Vegetable fried Rice</p> <p>20.7.4 Garlic fried rice</p> <p>20.7.5 Beef Chillie Dry</p> <p>20.7.6 Chicken in hot garlic sauce</p> <p>20.7.7 Chicken with almonds</p> <p>20.7.8 Chicken with pine apple</p> <p>20.7.9 Chicken Manchurian</p> <p>20.7.10 Chicken with lime</p> <p>20.7.11 Sweet and sour chicken</p> <p>20.7.12 Chop Sui</p> <p>20.7.13 Fish with Chili sauce</p> <p>20.7.14 Prawn Masala</p> <p>20.7.15 Chicken Szechuan</p> <p>20.7.16 Chicken Ginger</p> <p>20.7.17 Chicken Shashlick</p> <p>20.7.18 Chicken Chowmein</p> <p>20.7.19 Stir fried Chicken</p> <p>20.7.20 Paper Chicken</p> <p>20.7.21 Chicken jalfrazi</p> <p>20.8 Continental Cooking & Other Cuisines</p> <p>20.8.1 Chicken Adabo</p> <p>20.8.2 Lasagne</p> <p>20.8.3 shawerma</p> <p>20.8.4 Beef Fillet Steak</p> <p>20.8.5 Fajitas</p> <p>20.8.6 Chicken Steam Roast</p> <p>20.8.7 Baked Chicken with Honey Mustard</p> <p>20.8.8 Grilled Sirloin Steaks</p>		
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	<p>20.8.9 Breaded chicken Breast with asparagus</p> <p>20.8.10 Beef and Chicken Burgers</p> <p>20.8.11 Shish Touk</p> <p>20.9 Baking & Pastries</p> <p>20.9.1 Plain cake</p> <p>20.9.2 Sponge Cake</p> <p>20.9.3 Pine apple cake</p> <p>20.9.4 Fruit cake</p> <p>20.9.5 Black forest cake</p> <p>20.9.6 Biscuits</p> <p>20.9.7 Almond cookies</p> <p>20.9.8 Khatai</p> <p>20.9.9 Pizza</p> <p>20.9.10 Pastries</p> <p>20.10 Desserts</p> <p>20.10.1 Egg custard & Caramel custard</p> <p>20.10.2 Trifle, Rich trifle pudding</p> <p>20.10.3 Chocolate Soufflé, Lemon Soufflé.</p> <p>20.10.4 Tiramisi</p> <p>20.10.5 mousse</p> <p>20.10.6 Rus Malai</p> <p>20.10.7 Carrot halwa</p> <p>20.10.8 Sheer Khurma</p> <p>20.10.9 Sweet Noodles</p> <p>20.10.10 Loki Kheer</p> <p>20.10.11 Suji Ka Halwa</p> <p>20.10.12 Kheer</p> <p>20.10.13 Zarda</p> <p>20.11 Beverages</p> <p>20.11.1 Fruit drink & fruit punch</p> <p>20.11.2 Almond Shake</p> <p>20.11.3 Shakes</p> <p>20.11.4 Coffee Types</p>		
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	20.11.5 Teas		
	20.12 Fruit and Vegetable Preservation		
	20.12.1 Mixed Vegetable Pickle		
	20.12.2 Mango Pickle		
	20.12.3 Squash (seasonal fruits)		
	20.12.4 Plum chutney		
	20.12.5 Tomato Ketchup		

LIST OF MACHINERY / EQUIPMENT / TOOLS

(For a class of 25 students)

Name of Trade	(Name of Course)
Professional Cooking	(6-Months Course)

Sr. No.	Names of Tools / Equipments	Tools Quantity
1.	Mops & Buckets (Imported)	6 No.
2.	Squeezer (Local)	02 No.
3.	Scrubbing pads (Metal, Plastics, etc)	20No.
4.	Pressure Cooker	03 No.
5.	Woks / Karahi (Chinese)	03 No.
6.	French Fried Cutter (Local),	03 No.
7.	Microwave Oven (Convectional)	01No.
8.	Various Pots, Pans, with Cooking Spoons (Non Stick)	20 Pieces
9.	Cutlery Utensils	01-Set
10.	Refrigerator	01No.
11.	Freezer (Waves Triplet Full Size)	01No.
12.	Salamander Grill	01No.
13.	Bain Maria set up	01No.
14.	Bakery oven	01 No.
15.	Cutting boards	12
16.	Dinner set	72 Pieces
17.	Various knives & choppers	04 sets
18.	Stainer different size	06
19.	Measuring tools & equipment	06 sets
20.	Various moulds for baking	06 sets
21.	Baking trays	02 dozen
22.	griller	01

MINIMUM QUALIFICATION OF INSTRUCTOR

Graduate in Food Technology

OR

B.Sc. (Home Economics)

OR

A certified cook with graduation and minimum 03 years experience of professional cooking

EMPLOYABILITY OF GRADUATES

On successful completion of this course, trainees can find employment in following sectors:

1. Work as a Cook in hotels, restaurants or any other food service organizations.
2. Prepare food for non commercial and commercial operations.
3. Can work in catering industry.
4. Open their own food outlets or manage canteens.

REFERENCE BOOKS

Sr. No.	Name of Book	Author's Name	Publisher's Name
1.	Chinese Cook Book	Kokab Khawaja	Jahangir Book Depo Urdu Bazar, Lahore.
2.	Kokab Cook Book-II Baking	Kokab Khawaja	Feroz Sons Private Limited
3.	Khana Pakana	Salma Imtiaz	Muktab Imtiaz Urdu Bazar, Lahore.
4.	Sure and Simple Cooking	Alison Burt	Mills and Boon Limited London.
5.	Fairy Classified Cook Book	Fahmida Munir	Zomair Publisher 110 Ismail Centre, Urdu Bazar, Lahore.
6.	The Professional Chef		The culinary institute of America
7.	Practical Cookery	V ceserani, r kinton & D Foskelt	
8.	The theory of catering	V ceserani, R kinton & D froshett	
9.	Cooking Essentials	Food & beverage institute (CIA)	
10.	Garden manager	(CIA)	
11.	On food & cooking	Harold McGee	

12.	Khana pakaneyka encyclopedia	Sajid Qureshi	
13.	Elements of Foods science & Technology	J.A.AWAN	
14.	Food Hygiene, Health and Safety	J. Audrey Stretch HA Southgate	
15.	Professional Cookery the Process	Dainiel R Stevenson	
16.	Exploring Professional Cooking	Marry Prey Ray & Evelyn Jones Lewis	
17.	The Art & Science of Culinary Preparations	Jerald W. Chesses CEC, CCE	
18.	The Indian kitchen	Monisha Bharadwaj	
19.	Microorganisms in foods	ICMSE	
20.	Applied Food Service Sanitation 3 rd Edition	John Wiley Sons.	

NATIONAL CURRICULUM REVIEW COMMITTEE MEMBERS

1. Ms.Sabreena Sheikh
2. Ms.Nazli Bashir
3. Ms.Abida Mailk
4. Ms.Fakhra Hassan
5. Ms.Shazia Sultana

**STANDING OPERATING PROCEDURE FOR EVALUATION OF SHORT COURSE
STUDENTS AGREED BY PBTE. WIDE NO. PBTE/ACD/2002/6585 DATED 09-12-2002**

Following procedure will be followed for the evaluation of students of short courses: -

1. Admitted students will be registered with the Punjab Board of Technical Education Lahore within one month after the last date of admission.
2. The testing of the students shall be carried out as follows: -
 - a. **Grading System (Theory & Practical).**

A+	Grade from 80% and above.
A	Grade from 70% to 79%.
B	Grade from 60% to 69%
C	Grade from 50% to 59%
F	Less than 50%.
Fail	Below 40% in Theory & 50% in Practical

 - Candidate has to pass both Theory & Practical
 - b. **Attendance.**

Students below 80% attendance will not be admissible to appear in examination.
 - c. **Examining Body.**

Punjab Board of Technical Education, Lahore will be the Testing and Evaluation Authority.
 - d. **Testing.**
 1. **Conduct.** The testing shall be conducted in respective institutions under overall supervision of PBTE.
 2. **Methodology.**

Following testing methodology will be adopted:-

(a)	Class attendance / participation	=	10%
(b)	Sessional Performance (Practical exercises/ quizzes / assignments).	=	40%
(c)	Final Exams.		
	I Theory	=	10%
	II Practical.	=	40%
	Total	=	<u>100%</u>
3. The concerned institute will forward the result of students to Punjab Board of Technical Education Lahore on TEV/CURR/F-1 form (Attached) within seven days of termination of course.
4. Punjab Board of Technical Education will process the result carrying out its scrutiny / vetting and issue certificate to successful candidates as per specimen attached.
5. The secretary PBTE will sign the certificate.
6. Miscellaneous
 - a. **Registration Fee**

No registration fee will be taken from short course students for the time being.
 - b. **Examination Fee**

An examination fee of Rs. 50/- per student will be charged.

**TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
INDIVIDUAL EVALUATION PROFORMA**

Name of Institution _____	Zone _____	District _____	<u>Training Hours</u>			
Trade _____	Session _____	From _____	to _____	Theory	Practical	Total
			

Sr. No.	Roll No.	PBTE Registration No.	Name	Father's Name	Attendance	Sessional Performance	Final Evaluation		Total Marks	Grade	Pass / Fail	Sr.No. of Certificate / Diploma	
							Theory	Practical					
					10	40	10	40	100				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
Prepared By			All entries in this sheet checked and corrections made where necessary Name and Signatures of Scrutinizers with date: 1 _____ 2 _____	In case of any difference, actual marks of all the above elements are to be adjusted as per above allocation <u>Controller of Examination</u>	Number of Candidates passed								
Check by:					Number of Candidates failed								
Principal					Grading Criteria								
					A+	80% above							
					A	70-79%							
					B	60-69%							
					C	50-59%							
					F	Less than 50%							