

**STATE COUNCIL OF TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA  
TEACHING AND EVALUATION SCHEME FOR DIPLOMA IN NON-ENGINEERING COURSES**

<b>DISCIPLINE: HOTEL MANAGEMENT &amp; CATERING TECHNOLOGY</b>							<b>SEMESTER:1<sup>ST</sup></b>					
<b>SL NO</b>	<b>SUBJECT CODE</b>	<b>SUBJECT</b>	<b>PERIODS</b>			<b>EVALUATION SCHEME</b>						
			<b>L</b>	<b>T</b>	<b>P</b>	<b>INTERNAL EXAM</b>			<b>END SEM EXAM</b>	<b>TERM WORK</b>	<b>PRACTICAL EXAM</b>	<b>TOTAL MARKS</b>
						<b>TA</b>	<b>CT</b>	<b>Total</b>				
<b>THEORY</b>												
1.	HCT 101	FOOD PRODUCTION-I	3	-	-	5	10	15	35			50
2.	HCT 102	FOOD & BEVERAGE SERVICE-I	3	-	-	5	10	15	35			50
3.	CST 121	APPLICATION OF COMPUTER	3	-	-	5	10	15	35			50
4.	HCT 103	HOTEL ENGINEERING	2	-	-	5	10	15	35			50
5.	HCT 104	NUTRITION & FOOD SCIENCE	4	1	-	10	20	30	70			100
6.	HCT 105	HOTEL ACCOUNTS-I	4	1	-	10	20	30	70			100
<b>PRACTICAL/TERM WORK</b>												
7	HCP 101	FOOD PRODUCTION-I			8					50	50	100
8	HCP 102	FOOD & BEVERAGE SERVICE-I			4					50	50	100
9	CSP 121	APPLICATION OF COMPUTER PRACTISE			2					25	25	50
10	HCP 103	HOTEL ENGINEERING			2					25	25	50
11	HCP 104	TECHNICAL SEMINAR			2					25	25	50
<b>GRAND TOTAL</b>			<b>19</b>	<b>2</b>	<b>18</b>	<b>40</b>	<b>80</b>	<b>120</b>	<b>280</b>	<b>175</b>	<b>175</b>	<b>750</b>

Total Contact hours per week: 39

Abbreviations: L-Lecture, T-Tutorial, P-Practical, TA- Teacher's Assessment, CT- Class test

Minimum Pass Mark in each Theory Subject is 35% and in Practical subject is 50%

## FOOD PRODUCTION-I

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	HCT 101	Semester	1st
Total Period:	45	Examination	1.5 hrs
Theory periods:	3 P/W	Class Test:	10
Tutorial:		Teacher's Assessment:	05
Maximum marks:	50	End Semester Examination:	35

### COURSE CONTENT:

#### **A. INTRODUCTION TO COOKERY:**

1. Levels of skills and experiences.
2. Personal hygiene.
3. Uniforms.
4. Safety procedure in handling equipments.

#### **B. CULINARY HISTORY:**

1. Origin of modern cookery

#### **C. HIERARCHY & KITCHEN STAFFING :**

1. Classical Brigade.
2. Modern staffing in various category hotels.
3. Role of executive chef.
4. Duties & responsibilities of various chefs.
5. Cooperation with other departments.

#### **D. KITCHEN ORGANIZATION & LAYOUT:**

1. General Layout of kitchen in various organizations.
2. Layout of receiving areas.
3. Layout of storage areas.
4. Layout of service and wash up.

#### **E. EQUIPMENT & FUEL:**

1. Various fuel used in cooking.
2. Advantages & disadvantages of each.
3. Different equipments used in food production.

#### **F. Mise-en-place**

#### **G. AIMS & OBJECTIVE OF COOKING FOOD:**

1. Aims and objectives of cooking food.
2. Various texture
3. Various consistencies.

#### **H. METHODS OF COOKING:**

1. Roasting
2. Grilling
3. Frying

4. Baking
5. Broiling
6. Poaching
7. Boiling

Principles of each of the above.

Care and precautions to be taken in each method.

#### **I. CULINARY TEAMS :**

1. List of culinary terms (common & basis)
2. Explanation with examples.

#### **J. BASIC PRINCIPLES OF FOOD PRODUCTION :**

##### **a. Vegetables & Fruits cookery**

1. Introduction, classification of vegetables.
2. Pigments and color changes.
3. Cuts of vegetables.
4. Classification of fruits.
5. Salad & Salad dressing.

##### **b. Egg cookery :**

1. Introduction to egg cookery
2. Structure of an egg.
3. Selection of egg.
4. Methods of cooking egg.

##### **c. Rice, cereals and pulses :**

1. Introduction
2. Classification & Identification
3. Cooking of rice, cereals and pulses.
4. Various of rice & cereals.

##### **Bakery-a :**

1. Principles of Bread making.
2. Role of each ingredient in bread.
3. Baking temperature and its importance.

##### **Pastry Creams-b**

1. Basic Pastry Creams.
2. Uses in confectionery.
3. Preparation and care in production.

##### **Pastries-c**

1. Types
2. Uses.

#### **K. BASIC COMMODITIES:**

##### **a. Milk:**

1. Introduction
2. Processing of Milk.

3. Pasteurization Homogenization
4. Types of milk eg. Skimmed,condensed.
5. Nutritive value.

**b. Cream:**

1. Introduction
2. Processing of cream
3. Types of cream.

**c. Butter :**

1. Introduction
2. Processing of Butter
3. Types of Butter

**d. Cheese :**

1. Introduction
  2. Processing of cheese.
  3. Types of cheese
  4. Classification of cheese.
  5. Uses of cheese.
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## **FOOD & BEVERAGE SERVICE-I**

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	HCT 102	Semester	1st
Total Period:	45	Examination	1.5 hrs
Theory periods:	3 P/W	Class Test:	10
Tutorial:		Teacher's Assessment:	05
Maximum marks:	50	End Semester Examination:	35

01. **The Hotel & Catering Industry :**

- a) Introduction to the Hotel Industry and growth of the hotel Industry in India.
- b) Role & Catering establishment in the travel/tourism industry.
- c) Type of F&B operations.
- d) Classification of Commercial Residential/Non-Residential.
- e) Welfare Catering-Industrial/Institutional/Transport such as air, road, rail, sea, etc.
- f) Structure of the catering industry- a brief description of each.

02. **Departmental Organization & Staffing :**

- a) Organization of F&B department of hotel.
- b) Principal staff of various types of F&B operations.
- c) French terms related to F&B staff.
- d) Duties & responsibilities of F&B staff.
- e) Attributes of a waiter.
- f) Inter-departmental relationships (within F&B and other department)

03. **I. Food Service Areas (F&B Outlets) :**

- a) Specialty Restaurants.
- b) Coffee Shop
- c) Cafeteria
- d) Fast Food (Quick Service Restaurants)
- e) Grill Room
- f) Banquets
- g) Bar
- h) Vending Machines
- i) Discothèque

**II. Ancillary Departments**

- a) Pantry
- b) Food pick-up area
- c) Store
- d) Linen room
- e) Kitchen stewarding.

04. **F&B Service Equipment :**  
Familiarization & Selection factors of
- Cutlery
  - Crockery
  - Glassware
  - Flatware
  - Hollowware
  - All other requirement used in F&B Service.

05. **Non-Alcoholic Beverages :**  
Classification (Nourishing, Stimulating and Refreshing Beverages)
- A. Tea
    - Origin & Manufacture
    - Types & Brands
  - B. Coffee
    - Origin & Manufacture
    - Types & Brands
  - C. Juices and Soft Drinks
  - D. Cocoa & Malted Beverages
    - Origin & Manufacture
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## APPLICATION OF COMPUTER

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	CST 121	Semester	1st
Total Period:	45	Examination	1.5 hrs
Theory periods:	3 P/W	Class Test:	10
Tutorial:		Teacher's Assessment:	05
Maximum marks:	50	End Semester Examination:	35

### OBJECTIVES:-

The basic objective of the course is to introduce the students in the world of computers and computerize (Computer Technology). In introduce the students in the basic concepts of Operating system and word processing.

### UNIT-I:- COMPUTER FUNDAMENTALS :

#### 1. INFORMATION CONCEPTS AND PROCESSING:

- a. Definitions
- b. Need Quality and Value of Information
- c. Data Processing Concepts.

#### 2. ELEMENTS OF A COMPUTER SYSTEM :

- a. Definitions
- b. Characteristics of Computers
- c. Classification of Computers
- d. Limitations

#### 3. HARDWARE FEATURES AND USES :

- a. Components of a Computer
- b. Generations of Computers.
- c. Primary and Secondary Storage Computers
- d. Data Entry Devices
- e. Data Output Devices /I/o devices

#### 4. SOFTWARE CONCEPTS :

- a. System Software
- b. Application Software
- c. Language Classification
- d. Compilers & Interpreters

**UNIT-2:        OPERATING SYSTEMS/ENVIRONMENTS**

*Types of processing system*

1. BASIC OF MS-DOS
  - a. Internal commands
  - b. External Commands.
  
2. INTRODUCTION TO WINDOWS :
  - a. GUI/Features
  - b. What are Windows and Windows 95 and above
  - c. Parts of a Typical Window and their Functions.

**UNIT-3:        INTRODUCTION MS OFFICE:**

1. MS-OFFICE-97
  - a. MS Word
  - b. MS Excel
  - c. MS Access
  - d. MS Power Point
  
2. CAPABILITIES OF MS-WORLD
3. INTRODUCTION TO EXCEL 97
  - a. How to use Excel
  - b. Starting Excel 97
  - c. Parts of the Excel Screen
  - d. Parts of the worksheet
  - e. Navigating in a worksheet
  - f. Getting to know mouse pointer shapes.



## **HOTEL ENGINEERING**

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	HCT 103	Semester	1st
Total Period:	30	Examination	1.5 hrs
Theory periods:	2 P/W	Class Test:	10
Tutorial:		Teacher's Assessment:	05
Maximum marks:	50	End Semester Examination:	35

1. **MAINTENANCE** :

- a) Types of maintenance preventive maintenance, breakdown maintenance comparisons.
- b) Necessity of contract maintenance advantages and disadvantages of contract maintenance.
- c) Essential requirement of a contract. Types of contract their comparative advantages and disadvantages.
- d) Procedure for inviting and processing tenders and finalizing.

2. **MAINTENANCE DEPARTMENT** :

- a) Role and importance of maintenance department in hotel industry with emphasis on its relation with other departments of the hotel.
- b) Organization chart of maintenance department.
- c) Duties and responsibilities of maintenance department.

3. **GAS** :

- a) Heat terms and unit : Method of transfer.
- b) LPG and its properties. Principle of Bunsen burner: precautions to be taken while handling gas : Low and high pressure burner, corresponding heat output.

4. **ELECTRICITY** :

- a) Fundamentals of electricity, insulators, conduction, current, potential difference, energy concept : definitions, their units and relationship, AC and DC, single phase and 3 phase and its importance on equipments specifications.
- b) Electric circuits, open circuits and closed circuits, symbols of circuits elements, series and parallel connection, short circuit, fuses, MCB, earthing reason for placing switches on live wire side.
- c) Electric wires and types of wiring.

d) Calculation of electric energy consumption of equipment, safety precaution to be observed while using electric appliances.

e) Types of lighting, different lighting devices, incandescent lamps, florescent lamps, other gas discharge lamps, illumination units of illumination.

5. **EQUIPMENT REPLACEMENT POLICY :**

a) Circumstances under which equipment are replaced.

b) Replacement policy of items which gradually deteriorous.

c) Replacement when the average annual cost is minimum.

d) Replacement when the present cost is minimum.

e) Economic replacement cycle for suddenly failing equipment.

6. **WASTE DISPOSAL & POLLUTION CONTROL :**

a) Solid and liquid sullage and sewage disposal of solid waste.

b) Sewage treatment.

c) Pollution related to hotel industry.

d) Water pollution. Sewage pollution.

e) Air pollution: noise pollution : Thermal Pollution.

7. **ENERGY CONSERVATION :**

a) Necessity for energy conservation.

b) Methods of conserving energy in different areas of operation of a hotel.

8. **SAFETY :**

a) Accident prevention

b) Slips and falls.

c) Other safety topics.

9. **SECURITY :**

## NUTRITION & FOOD SCIENCE

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	HCT 104	Semester	1st
Total Period:	75	Examination	3 hrs
Theory periods:	4 P/W	Class Test:	20
Tutorial:	1 P / W	Teacher's Assessment:	10
Maximum marks:	100	End Semester Examination:	70

### Section – I:- **FOOD SCIENCE** :

1. **Micro-Organism in Food** :

- a. General Characteristics of Micro-organism based on their occurrence and structure
- b. Factors affecting their growth in food.
- c. Common food borne Micro-Organism.  
a) Bacteria, b) Fungi, c) Viruses.

2. **Harmful Effect of Bacteria** :

- a. Food borne illness
- b. Food Poisoning
- c. Food Infection
- d. Food Spoilage.

3. **Prevention of Food borne illness** :

- a. Commodity Hygiene.
- b. Equipment Hygiene
- c. Work area Hygiene
- d. Personal Hygiene.

4. **Role of Micro Organism in Manufacture of Fermented Foods** :

- a. Dairy Products.
- b. Vegetable Products
- c. Bakery Products
- d. Alcoholic Beverages
- e. Vinegar.
- f. Indian foods- Idli, Dosa etc.

5. **Food Preservation** :

Method of Preservation (High temperature, low temperature, Drying Preservation & Irradiation)

6. **Food Adulterants** :

- a. Food Standard
- b. Common adulterants.

### **Section-II:**

7. **Colloidal System in Food :**

- a) Introduction
- b) Constituents of food:
  - True solution
  - Suspension
  - Colloidal System.
- c) Types of Colloidal system in food.
  - Sol, Gel, Emulsion.

8. **Carbohydrate in Foods :**

- a) Uses of Carbohydrate in food preparation.
- b) Effect of cooking on starch
- c) Gelatinization of starch.

9. **Fats :**

- a) Introduction
- b) Structure
- c) Rancidity
- d) Reversion
- e) Refining
- f) Hydrogenation.
- g) Shortening value of different fat.

10. **Proteins :**

- a) Effect of heat on proteins. Denaturation Coagulation, effect of heat on milk, cheese, egg, meat.

11. **Vegetables and Fruits :**

- a) Introduction
- b) Pigments : effects of heat and processing on them.

12. **Browning Reaction :**

Causes, desirable and undesirable effects in food preparation, prevention of undesirable browning.

13. **Food Additives :**

- Need for additives
- Types of additives.

**Section-III:- NUTRITION :**

14. **Introduction :**

- a) Definition of terms Nutrition and Nutrients.
- b) Importance of food- Physiological, Psychological and Social function of food.

15. **Carbohydrates** :
- Definition
  - Classification (Mono, di, Polysaccharide)
  - Functions
  - Dietary Sources
  - Effect of deficiency and excess.
16. **Lipids** :
- Definition
  - Classification : Saturated and Unsaturated
  - Functions
  - Dietary Sources
  - Significance of fatty acids (PUFAI, MUFAI, SFAS, EFA) in maintaining health.
  - Effects of deficiency and excess
17. **Protein**:
- Definition
  - Classification
  - Dietary Sources
  - Functions
  - Effects of deficiency and excess.
18. **Vitamins** :
- Classification
  - Functions, Sources, and deficiency of fat
  - Soluble Vitamins – A,D,E,K
  - Functions, Sources of deficiency of water
  - Soluble Vitamins – Vitamin C, Thiamine, Riboflavin, Niacin, B12, Folic acid.
19. **Water**
- Functions of Water
  - Role of water in maintaining health.
20. **Energy** :
- Need for energy for voluntary and involuntary activities, growth & SDA.
  - RDA for energy.
  - Dietary Sources of energy
  - Over weight / obesity their health hazard.
21. **Balance Diet** :
- Importance of balance diet.
22. **Menu Planning.**
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## HOTEL ACCOUNTS-I

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	HCT 105	Semester	1st
Total Period:	75	Examination	3 hrs
Theory periods:	4 P/W	Class Test:	20
Tutorial:	1 P / W	Teacher's Assessment:	10
Maximum marks:	100	End Semester Examination:	70

1. **ACCOUNTING THEORY AND PRACTICE :**

Need to study accounting, the accounting functions, concept and conventions, Business transactions, Accounting activities, Accounting Principles, Accounting Profession.

2. **BUSINESS ORGANIZATION :**

Basic Business Organization, Forms of Organization, formation, Registration and Management, Accounting for business transactions. **Types of lodging Organization**, Financial Information, System of lodging operations.

3. **DEBIT AND CREDIT CONCEPTS :**

Introduction to debit and credit, Applying debits and credits, Recording business transaction- using debit and credit journalism entries for common business transactions, Debit and Credit rules.

4. **ACCOUNTING RECORDS AND INFORMATION :**

Purpose of accounting records. The general journal, Book keeping, records/ Accounting system..

5. **TRANSACTION ANALYSIS :**

Effect of business transaction, Typical transactions of business, Recording business transactions, Analysis of common transactions.

6. **ASSETS, LIABILITIES AND EQUITY CONCEPT :**

Assets, Classification, Current assets accounts, Non-Current assets account, Liquid, classification, current liability accounts, Equity classification, property equity account, corporate equity accounts.

7. **Financial Statements :**

Basic Financial Statements, Income Statements, Balance Sheets, Other Financial Statements.

8. **Food and Beverage Accounts :**

Cost concept, Nature of food and Business, Recipe costing, Menu costing in Sheet.

## FOOD PRODUCTION-I PRACTICAL

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	HCP 101	Semester	1 <sup>st</sup>
Total Period:	120	Examination	4 hrs
Lab. periods:	8 P/W	Term Work	50
Maximum marks:	100	End Semester Examination:	50

### INTRODUCTION :

Demonstration classes and simple application by students :

### PART-A Basic Western Cuisine :

#### 1. Identification of Vegetables :

- Varieties of vegetables.
- Classification
- Cuts of vegetables
- julienne
- jardinières
- Dices
- Cubes
- Paysanne
- Mirepoix
- Blanching of Tomato capsicum.
- Method of cooking vegetables
- Boiling (Potatoes, beans, cauliflower)
- Frying (Potatoes )
- Steaming (cabbage)
- Boiling (Potato, turnips)
- Braising (onion, cabbage)

#### 2. Preparation of Stocks :

Demonstration + Preparation of white stock  
Brown stock  
Fish stock

#### 3. Preparation of Sauces :

Demonstration + Preparation of basic mother sauces & 2.3 derivatives of each.  
Bechamel (+ cheese sauce, Murray, Mustard sauce, Parsley sauce)  
Espagnole (+ lyonnaise, Madere, Piquante)  
Veloute (+ supreme, allemands, normade)  
Hollandaise( + Paloise, bearnaise)  
Mayonnaise ( +tartars, cocktail)

#### 4. Preparation of Soups :

Classification of Soups  
Preparation of basic soups.

- Consomme royael, Carmen, Claremont, Julienne)
- Cream (tomato, spinach, vegetable)
- Pulses (lentils, peas, carrot)

- \* Pure Lentils, peas, carrots
- \* Volutes'(Crème de-vanilla Princesses', Veloute dame blanch)
- \* National soup (Mulligatawny, French onion)
- \* Bisque (Prawn, Shrimp)

**5. Egg Cookery: - preparation varieties of egg dishes**

- \* Boiled (Soft & Hard)
- \* Fried ((Sunny Side Up, double fried)
- \* Poached
- \* Scrambled
- \* Omelet (Plain stuffed)
- \* En cocotte (Egg Benedict)

**6. Identification & Preparation of Fish: -**

- \* Identification & Classification of fish Such as
- \* Flat Fish (Pomfret, black pomfret, Sole)
- \* Round Fish (Sumai, raws, mackerel)
- \* Shell Fish (Clams, Mussels, Shrimps, crab, lobster)
- \* Cephalopods (Squid, Cuttle, Fish)
- Cuts of Fish Such as Fillet, Darne, Troncon, Paupiette, goujon
- Preparation of Simple Fish Dishes Such as
- \* Saumon grille
- \* Pomfret Muniere
- \* Sole Mornay
- \* Fish only
- \* Fish Colbert

**7. Identification & Preparation of Poultry :-**

- \* Cuts of Poultry
- \* Preparation & Jointing of Chicken
- \* Preparation of Simple Dishes such as
- Poulet Sauté Chasseur
- Poulet Maryland
- Poulet grille diable

**8. Identification & Preparation of Meat :-**

- \* Identification of various cuts
- \* Carcass demonstration of lamb & pork
- \* Preparation of basic cuts such as
- Lamb & Park Chops
- Roast Leg of Lamb



**PART: B (BAKERY & PATISSERIE)**

**9. Bakery-Bread Making**

Demonstration+Preparation of Simple and enriched

- \* Bread Recipe
- \* Bread Loaf (White & Brown)
- \* Bread Roll (Various Shapes)
- \* French bread
- \* Brioche

**10. Bakery – Simple Cakes**

Demonstration + Preparation of Simple cake recipes

- \* Sponge, Genoese, Fatless, Swiss roll
- \* Fruits Cakes
- \* Rich Cakes, Madeira

**11. Bakery – Pastry :-**

Demonstration + Preparation of Dishes Using Varieties of Pastry

- \* Shortcuts – Jam Tarts
- \* Laminated – Khara Biscuits, Danish Pastry
- \* Choux Paste – Éclairs, Profiteroles

**12. Bakery – Simple Cookies :-**

Demonstration + Preparation of Simple Cookies Like

- \* Nankhatia, Swiss tarts, Tricolor biscuits, chocolate chips Cookies

**PART:C( BASIC INDIA CUISINE)**

**13. Rice, Cereals & Pulses**

- \* Identification of Various Varieties of rice cereals and pulses

Preparation of Simple Preparation Such as

- \* Boiled rice ,pulao, khichidi(drainning & absorption Method)
- \* Fried Rice
- \* Simple Various dal preparation
- \* Wheat Product like
- \* Chapatti's
- \* Parathas
- \* Phulka
- \* Poories

- \* **Indian Gravies** Composition of Basic Indian Masala-Green

White

Brown

Red

- \* Preparation of These and Incorporation In Simple Dishes Such as – Vindaloo, Khorma, Tikka, Safed Mass, Navarattna Khorma, Palak Paneer

### **Individual Students Practical**

Practical Classes to In co-operate Simple Menu Both Indian & Continental Comprising of following dishes. Each Institute to formulate their own combination

Soup – Cream Vegetable, Spinach ,tomato, green peas, Consommé with garnishes, like royal, Carmen, Madrilène, Claremont, Celestine

Fish – Fish orly, alanglaise, Colbert, Meuniere, poached fish, grilled fish, baked fish such as Florentine Mornay, Portugaise.

Entrees – Lamb Stew, Hot Pots, Hamburgers, Scotch eggs, grilled steaks Lamb/pork chops, casseroles, Roast chicken/Leg of Lamb/Beef

Potato – All Basic Preparations Such as Boiled, Baked, Roast ,French fries, Lyonnais, Sauté, Mashed/Creamed, parsley/parisienne

Vegetable – Boiled Vegetables: - Cabbage, cauliflower, beans,Carrot, Green Peas  
Glazed Vegetable: - Carrots, Reddish, Turnip  
Fried Vegetables: - Aubergines  
Staked Vegetables: - Baked beans, Ratatouille  
Braised Vegetables: - Onion, Leeks, Cabbage

## FOOD & BEVERAGE SERVICE-I (PRACTICAL)

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	HCP 102	Semester	1 <sup>st</sup>
Total Period:	60	Examination	4 hrs
Lab. periods:	4 P/W	Term Work	50
Maximum marks:	100	End Semester Examination:	50

01. Food Service areas- Induction & Profile of the areas.
02. Ancillary F&B Service areas- Induction & Profile of the areas.
03. Familiarization of F&B Service equipment
04. Care & Maintenance of F&B Service equipment
05. Cleaning / Polishing of EPNS terms by :
  - Plate powder method
  - Polivit method
  - Silver dip method
  - Burnishing Machine.
06. Basic Technical Skills :
  - Task-01. Holding Service Spoon & Fork
  - Task-02. Carrying a Tray Salver
  - Task-03. Laying a Table cloth
  - Task-04. Changing a Table cloth during service
  - Task-05. Placing meal, plates & carrying soiled plates.
  - Task-06. Stocking sideboard
  - Task-07. Service of Water
  - Task-08. Using Service Plate & Crumbing Down
  - Task-09. Napkin Folds
  - Task-10. Changing dirty ashtray
  - Task-11. Cleaning & polishing glassware
07. Tea- Preparation & Service
08. Coffee- Preparation & Service
09. Juice & Soft Drinks-Preparation & Service
  - \* Mock tails
  - \* Juices, soft drinks, Mineral water. Tonic water
10. Cocoa & Malted Beverages – Preparation & Service.

## APPLICATION OF COMPUTER PRACTISE

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	CSP 121	Semester	1 <sup>st</sup>
Total Period:	30	Examination	4 hrs
Lab. periods:	2 P/W	Term Work	25
Maximum marks:	50	End Semester Examination:	25

1. WINDOWS OPERATIONS :
  - a. Copying Files/Folders
  - b. Remaining Files/Folders
  - c. Deleting Files
  - d. Creating Folders
  - e. Creating Shortcuts
  - f. Exploring Windows
  - g. Quick Menu.
2. CREATING A DOCUMENT :
  - a. Entering Text
  - b. Saving the Document
  - c. Editing a Document already saved to Disk.
  - d. Getting around the Document
  - e. Find and Replace Operations
  - f. Printing the Document.
3. FORMATTING A DOCUMENT
  - a. Justifying Paragraphs
  - b. Changing Paragraph indents
  - c. Setting Tabs and Margins
  - d. Formatting Pages and Documents
  - e. Using Bullets and Numbers
  - f. Header & Footer
  - g. Pagination
4. CREATING A SPREADSHEET :
  - a. Starting a new worksheet.
  - b. Entering the three different types of data in a worksheet.
  - c. Creating simple formula.
  - d. Formatting data for decimal points
  - e. Editing data in a worksheet
  - f. Using Auto fill
  - g. Blocking data
  - h. Saving a worksheet
  - i. Existing excel.
5. MAKING THE WORKSHEET LOOK PRETTY :
  - a. Selecting cells to format

- b. Trimming tables with Auto Format
  - c. Formatting cells for :
  - d. Currency
  - e. Comma
  - f. Percent
  - g. Decimal
  - h. Changing columns width and row height
  - i. Aligning text :
  - j. Top to bottom
  - k. Text warp
  - l. Recording Orientation
  - m. Using Borders
6. SPECIAL EFFECTS  
Print special Effects e .g Bold Under lined Subscript, Changing Fronts, Changing Case.
7. CUT COPY & PASTE OPERATION
- a. Marking Blocks
  - b. Copying & Pasting a Block
  - c. Cutting & Pasting a Block
  - d. Deleting a Block
  - e. Formatting a Block
  - f. Using find and Replace in a Block
8. USING MS-WORD TOOLS
- a. Spelling & Grammar, Mail Merge, Printing Envelops & Labels .
  - b. TABLES  
Create, Delete , Format
  - c. GRAPHICS  
Inserting Clip arts, Symbols (Boarder/shading), Word Art
9. PRINT OPTION
- a. Previewing the document
  - b. Printing a whole document
  - c. Printing specific page
  - d. Printing a selected set
  - e. Printing several Document
  - f. Printing more than one copies
10. GOING THROUGH CHANGES :
- a. Operating workbook files editing.
  - b. Undoing the mistakes
  - c. Moving and copying with drag and drop
  - d. Copying formula
  - e. Moving and Copying with Cut, Copy, Paste
  - f. Deleting cell entries
  - g. Deleting columns and rows from worksheet.
  - h. Including columns and rows in a worksheet.
  - i. Spell checking the worksheet.

11. PRINTING THE WORKSHEET :
  - a. Previewing pages before printing.
  - b. Printing from the Standard toolbar
  - c. Printing a part of a worksheet
  - d. Changing the orientation of the printing.
  - e. Printing for whole worksheet in a single pages.
  - f. Adding a header and footer to a report.
  - g. Inserting page breaks in a report.
  - h. Printing the formula in the worksheet.
  
12. ADDITIONAL FEATURES OF A WORKSHEET :
  - a. Splitting worksheet window into two four pages.
  - b. Freezing column and rows on-screen for worksheet title.
  - c. Attaching comments in cells.
  - d. Finding and replacing data in the worksheet.
  - e. Protecting a worksheet.
  - f. Function comments.
  
13. MAINTENANCE MULTIPLE WORKSHEET :
  - a. Moving from sheet in a worksheet.
  - b. Adding more sheets to a workbook.
  - c. Deleting sheets from a workbook.
  - d. Naming sheet tabs other than sheet 1, sheet 2 and so on.
  - e. Copying or moving sheets from one worksheet to another.
  
14. CREATING GRAPHS/CHARTS :
  - a. Using Chart wizard
  - b. Changing the Chart with the Chart Toolbar.
  - c. Formatting the chart's
  - d. Adding a text box to a chart.
  - e. Changing the orientation of a 3-D chart
  - f. Using driven, tools to add graphics to chart and worksheet.
  - g. Printing a chart with printing the row of the worksheet data.
15. EXCEL DATABASE FACILITIES :
  - a. Setting up a database.
  - b. Sorting records in the database.

## TECHNICAL SEMINAR

Name of the Course: Diploma in HOTEL MANAGEMENT & CATERING TECHNOLOGY			
Course code:	HCP 104	Semester	1 <sup>st</sup>
Total Period:	30	Examination	4 hrs
Lab. periods:	2 P/W	Term Work	25
Maximum marks:	50	End Semester Examination:	25

### OBJECTIVES

1.It is not only important to know the subject but also important to explain *to others*. *Through the introduction of technical seminar, it is hope that Diploma Engineering student would be above to communicate their knowledge and ideas to others, This will offer them scope for extensive use of library and other reading materials and use of audio visual aids and modern teaching methods,*

2.Classes should be divided into smaller groups of not more than eight in each group. One group should be assigned a topic for the seminar. The topic should be usually related to their course of studies or should be of general interest. Every student of the group should prepare on a particular aspects of the main topic with active support and guidance from a teacher guide. The student should be encourage to extensively use of the library facilities and also to collect relevant material from different technical magazine and journals. Each student should be usually asked to present his prepare on the topic of the seminar within 15 minutes after which a question answer session may follow for 5 minutes. The Principal or senior faculty member should preside over the seminar and ensure its smooth conduct. The student should encourage to use audio visual aids and other modern teaching method during presentation of the topic in the seminar. The Chairman should give the valedictory address and offer suggestion for quality improvement of the seminar. Each student should at least speak for a minimum of 3 times during the year.

Write up:15marks

Presentation:10marks

Total :25marks

3.The student should be encourage to collect Newspaper clipping and Magazine cuttings on technical subject on emerging technology to be display on the date of seminar.

15 marks

4. The student should visit at least two industries and submit a brief report on their study tour.

10marks

5. The sessional record should be maintained and evaluated by a team of faculty member and the final marks awarded by them.