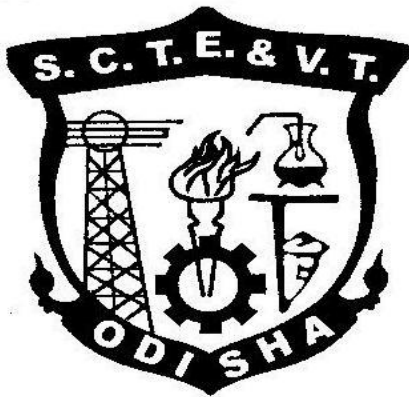


CURRICULLUM OF 3RD SEMESTER
For
DIPLOMA IN HOTELMANAGAMENT & CATERING
TECHNOLOGY
(W.e.f 2019-20 Sessions)



STATE COUNCIL FOR TECHNICAL EDUCATION
& VOCATIONAL TRAINING, ODISHA,
BHUBANESWAR

STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA

TEACHING AND EVALUATION SCHEME FOR 3rd Semester Hotel Management & Catering Technology (wef 2019-20)

| Subject Number | Subject Code | Subject | Periods/week | | | Evaluation Scheme | | | |
|------------------|--------------|---|--------------|----------|-----------|--------------------------------|---------------|---------------|------------|
| | | | L | T | P | Internal Assessment/ Sessional | End Sem Exams | Exams (Hours) | Total |
| Theory | | | | | | | | | |
| Th.1 | | FOOD PRODUCTION-III | 4 | | - | 20 | 80 | 3 | 100 |
| Th.2 | | FOOD & BEVERAGE SERVICE-III | 4 | | - | 20 | 80 | 3 | 100 |
| Th.3 | | FRONT OFFICE OPERATION –II | 4 | | - | 20 | 80 | 3 | 100 |
| Th.4 | | HUMAN RESOURCE MANAGEMENT IN HOTEL INDUSTRY | 4 | | | 20 | 80 | 3 | 100 |
| Th.5 | | Environmental studies | 4 | | | 20 | 80 | 3 | 100 |
| | | <i>Total</i> | 20 | | | 100 | 400 | - | 500 |
| Practical | | | | | | | | | |
| Pr.1 | | FOOD PRODUCTION -III | - | - | 8 | 50 | 50 | 3 | 100 |
| Pr.2 | | FOOD & BEVERAGE SERVICE-III | - | - | 4 | - | 50 | 3 | 50 |
| Pr.3 | | FRONT OFFICE OPERATION –II | - | - | 4 | - | 50 | 3 | 50 |
| Pr.4 | | Technical Seminar | | | 2 | 50 | | | 50 |
| | | Student Centred Activities(SCA) | - | - | 1 | - | - | - | - |
| | | <i>Total</i> | - | - | 19 | 100 | 150 | - | 250 |
| | | Grand Total | 20 | - | 19 | 200 | 550 | - | 750 |

Abbreviations: L-Lecturer, T-Tutorial, P-Practical . Each class is of minimum 55 minutes duration

Minimum Pass Mark in each Theory subject is 35% and in each Practical subject is 50% and in Aggregate is 40%

SCA shall comprise of Extension Lectures/ Personality Development/ Environmental issues /Quiz /Hobbies/ Field visits/ cultural activities/Library studies/Classes on MOOCS/SWAYAM etc. ,Seminar and SCA shall be conducted in a section.

There shall be 1 Internal Assessment done for each of the Theory Subject. Sessional Marks shall be total of the performance of individual different jobs/ experiments in a subject throughout the semester

Th.1 FOOD PRODUCTION-III

Theory: 4 Periods per Week
Total Periods: 60 Periods
Examination: 3 Hours

I.A: 20 Marks
Term End Exam : 80 Marks
TOTAL MARKS : 100 Marks

A. Rationale:

The subject food production-III a common paper for Hotel management branches. This subject includes quantity food production, menu planning, volume feeding, Introduction to Indian cooking, Kitchen communication

B. Objective: After completion of this course

The student must able to learn various types of Quantity food production equipment.

The student must able to identify different kinds of Menu planning.

They must learn able to various kinds of Indian cooking.

Topic- wise distribution of periods with marks

| S.L. No. | Topics | Periods |
|----------|------------------------------------|---------|
| I | Quantity food production equipment | 10 |
| II | Menu planning | 15 |
| III | Volume feeding | 10 |
| IV | Introduction to Indian cooking | 20 |
| V | Kitchen communication | 15 |
| | Total | 60 |

01. QUANTITY FOOD PRODUCTION EQUIPMENT:

- Equipment required for mass/volume feeding
- Heat and cold generating equipment
- Care and maintenance of this equipment
- Modern development in equipment manufacture.

02. MENU PLANNING:

- introduction
- menu
- types of menu
- menu as a control tool
- menu engineering grid
- menu balancing
- wine and food pairing

03. VOLUME FEEDING:

- Institutional and Industrial Catering

- Types of Institutional & Industrial Catering
- Problems associated with this type of catering
- Scope for development and growth.

B) Hospital Catering:

- Highlights of Hospital Catering for patients, staff, visitors
- Diet menus and nutritional requirements

C) Off Premises Catering:

- Reasons for growth and development
- Menu Planning and Theme Parties
- Concept of a Central Production Unit
- Problems associated with off-premises catering.

D) Quantity Purchase & Storage:

- Introduction to purchasing
- Purchasing system
- Purchase specifications
- Purchasing techniques
- Storage

04. **INTRODUCTION TO INDIAN COOKING:**

- a) Introduction
- b) Philosophy of Indian food
- c) Regional and religious influence on Indian cuisine
- d) Equipment used in Indian cooking
- e) Techniques employed in Indian cooking

05. **KITCHEN COMMUNICATION**

- a) Introduction
- b) Common terminologies used in kitchen
- c) Cooperation with other Departments
- d) Miscellaneous forms used within the kitchens

Syllabus coverage upto I.A

Units 1, 2, 3

Books Recommended

1. Quantity Food Production
2. Taste of India
3. Flavors of India
4. Heritage of India
5. Cooking Delights of the Maharajas
6. Food Production Operation – Parvinder Bali

Th.2 FOOD & BEVERAGE SERVICE-III

Theory: 4 Periods per Week
 Total Periods: 60 Periods
 Examination: 3 Hours

I.A: 20 Marks
 Term End Exam : 80 Marks
 TOTAL MARKS : 100 Marks

A. Rationale:

The subject food & beverage service-III a common paper for Hotel management branches. This subject includes Alcoholic beverage, Dispense bar, Wines, Beer, Spirits, Aperitifs, Liqueurs.

B. Objective: After completion of this course

The student must able to learn various types of Alcoholic beverage.

The student must able to identify different kinds of wines and beer.

They must learn able to various types of sprits, liqueurs.

Topic- wise distribution of periods with marks

| S.L. No. | Topics | Periods |
|----------|--------------------|---------|
| I | Alcoholic beverage | 05 |
| II | Dispense bar | 05 |
| III | Wines | 15 |
| IV | Beer | 10 |
| V | Spirits | 10 |
| VI | Aperitifs | 07 |
| VII | Liqueurs | 08 |
| | Total | 60 |

ALCOHOLIC BEVERAGE:

a) Introduction and definition

b) Production of Alcohol

- Fermentation process
- Distillation process

c) Classification with examples.

02. **DISPENSE BAR:**

a) Introduction and definition

b) Bar layout-physical layout of bar

c) Bar Stock- alcohol & non alcoholic Beverages

d) Bar equipment

03. **WINES:**

a) Definition & History

b) Classification with examples

- Table/Still/Natural
- Sparkling
- Fortified

C. Production of each Classification.

D. Old world Wines (Principal wine regions, wine laws, grape varieties, production and brand names)

- France
- Germany
- Italy

- Spain
- Portugal

E. New World Wines (Principal wine regions, wine laws, grape varieties, production and brand names)

- USA
- Australia
- India
- South Africa
- Chile
- Algeria
- New Zealand

F. Food & Wine Harmony

G. Storage of wines

H. Wine Terminology (English & French)

04. **BEER:**

- Introduction & Definition
- Types of Beer
- Production of Beer
- Storage

05. **SPIRITS:**

- Introduction & Definition
- Production of Spirit

- Pot-still method
- Parent still method

c) Production of:

- Whisky
- Rum
- Gin
- Brandy
- Vodka
- Tequila

d) Different Proof Spirits:

- American Proof
- British Proof(Sikes scale)
- Gay Lussac(OIML Scale)

06. **APERITIFS:**

- Introduction and Definition
- Type of Aperitifs

- Vermouth Definition (Types & Brand names)
- Bitters Definition (Types & Brand names)

07. **LIQUEURS:**

- a) Definition & History
- b) Production of Liqueurs.
- c) Broad Categories of Liqueurs Herb, Citrus, Fruit/Egg. Bean & Kernal)
- d) Popular Liqueurs (Name, colour, predominant flavour and country of origin)

Syllabus coverage upto I.A

Units 1, 2, 3, 4

Books Recommended

- 1. **Food & Beverage Service** – Denis Lillicrap
- 2. **Food & Beverage Service** – Vijay Dhawan
- 3. **Food & Beverage Service**- Rao J Suha

Th.3 FRONT OFFICE OPERATION –II

Theory: 4 Periods per Week
 Total Periods: 60 Periods
 Examination: 3 Hours

I.A: 20 Marks
 Term End Exam : 80 Marks
 TOTAL MARKS : 100 Marks

A. Rationale:

The subject front office operation–II a common paper for Hotel management branches. This subject includes Computer application in front office operation, Front office(accounting), Checkout procedures, Night auditing, Front office guest safety & security.

B. Objective: After completion of this course

The student must able to learn Computer application in front office operation.
 The student must able to identify different kinds of Front office (accounting).
 They must learn able to various types of security in hotel.

Topic- wise distribution of periods with marks

| S.L. No. | Topics | Periods |
|----------|--|---------|
| I | Computer application in front office operation | 10 |
| II | Front office(accounting) | 15 |
| III | Checkout procedures | 15 |
| IV | Night auditing | 10 |
| V | Front office guest safety & security | 10 |
| | Total | 60 |

01. **COMPUTER APPLICATION IN FRONT OFFICE OPERATION:**

- a) Role of information Technology in the hospitality industry.
- b) Factors for need of a PMs in hotel.
- c) Introduction to IDs, Fidelio & Amadeus

02. **FRONT OFFICE (ACCOUNTING):**

- a) Accounting Fundamentals
- b) Guest and none guest accounts
- c) Accounting system:
 - Non automated- Guest weekly bill
 - Visitors tabular ledger
 - Semi Automated
 - Fully automated

03. **CHECKOUT PROEDURES:**

- a) Guest Accounts Settlement:
- b) Cash and Credit
- c) Indian Currency and foreign currency
- d) Transfer to guest accounts
- e) Express checkout.

04. **NIGHT AUDITING:**

- a) Function
- b) Audit procedures (Non automated, semi-automated & fully automated)

05. **FRONT OFFICE GUEST SAFETY & SECURITY:**

- a) Importance of security system

- b) Safe deposit
- c) Key control
- d) Emergency situations (Accident, illness, theft, fire, bomb)

Syllabus coverage upto I.A
Units 1, 2, 3

Books Recommended

1. **Front Office Training Manual** – Sudhir Andrews
2. **Managing Front Office Operations** – Kasavana & Brooks
3. **Front Office – Operations and Management** – Ahmed Ismail(Thomson Delmar)
4. **Managing Computers in Hospitality Industry** – Michael Kasavana & Cahell.
5. **Front Office operations** – Colin Dix & Chris Baird
6. **Hotel Front Office Operation and Management** – Jatashankar R. Tewari

TH.4 HUMAN RESOURCE MANAGEMENT IN HOTEL INDUSTRY

Theory: 4 Periods per Week
Total Periods: 60 Periods
Examination: 3 Hours

I.A: 20 Marks
Term End Exam : 80 Marks
TOTAL MARKS : 100 Marks

A. Rationale:

The subject Human Resource Management a specific paper for Hotel management branches. This subject includes Introduction to Human Resource Management, Human resource/man power planning, Recruitment, Selection, Training and development, Performance appraisal, Job evaluation, Employee remuneration.

B. Objective: After completion of this course

The student must able to learn various types of Human resource/man power planning. The student must able to identify different types of Recruitment and Selection. They must able to learn Job evaluation.

Topic- wise distribution of periods with marks

| S.L. No. | Topics | Periods |
|----------|---|---------|
| I | Introduction to Human Resource Management | 05 |
| II | Human resource/man power planning | 05 |
| III | Recruitment | 05 |
| IV | Selection | 05 |
| v | Training and development | 15 |
| Vi | Performance appraisal | 10 |
| Vii | Job evaluation | 05 |
| viii | Employee remuneration | 10 |
| | Total | 60 |

1. Introduction to Human Resource Management

- a) Definitions, Functions of Personnel Management, Objectives of Personnel Management, Qualities of a Good Personnel Manager

2. Human Resource/Man Power Planning-

- a) Definitions, Need Of Manpower Planning, Objectives Of Hr Planning, Advantages Disadvantages Of Manpower Planning, Process/Steps.

3. Recruitment

- a) Definition, Sources Of Recruitment, Internal Sources Of Recruitment& (Advantages, is-Advantages), External Sources((Advantages, is-Advantages)

4. Selection

- a) Definition, Steps In Selection Process (Application Blank, Initial Interview Of The Candidates, Employment Tests,
- b) Interviews, Checking Reference, Physical Or Medical Examination, Final Interview & Induction)

5. Training and Development

- a) Training Definition, Importance of Training, the Training Process, Training Methods (On the Job- Job Instruction Training, Job Rotation, Special Assignments)
- b) Off The Job (Vestibule Training, Lecture Method, Conference Method, Seminar or Team Discussion, Case Study Method
- c) Development-Definition, Need, Methods
 - On the Job
 - Off the Job

6. Performance Appraisal

a) Definition, Objectives, Process, Methods:

- Past Oriented
- Future Oriented

7. Job Evaluation

a) Definition, Objectives, Principles, Methods-Non Analytical, Analytical

8. Employee Remuneration

a) Definition, Components, Factors Influencing Employee Remuneration, Concept of Wages.

Syllabus coverage up to I.A

Units 1, 2, 3, 4, 5

BOOKS RECOMMENDED

1. Human resource management by Shikha Taneja
2. Human resource management by Pravin Durai
3. Human resource management by Gary Dessler

Th5. ENVIRONMENTAL STUDIES (Common to all Branches)

| | | | |
|---|-----------|-----------------------------|-----------------|
| Name of the Course: Diploma in Electrical Engineering | | | |
| Course code: | | Semester | 3 rd |
| Total Period: | 60 | Examination : | 3 hrs |
| Theory periods: | 4P / week | Internal Assessment: | 20 |
| Maximum marks: | 100 | End Semester Examination :: | 80 |

A. RATIONALE:

Due to various aspects of human developments including the demand of different kinds of technological innovations, most people have been forgetting that, the Environment in which they are living is to be maintained under various living standards for the preservation of better health. The degradation of environment due to industrial growth is very much alarming due to environmental pollution beyond permissible limits in respect of air, water industrial waste, noise etc. Therefore, the subject of Environmental Studies to be learnt by every student in order to take care of the environmental aspect in each and every activity in the best possible manner.

B. OBJECTIVE:

After completion of study of environmental studies, the student will be able to:

1. Gather adequate knowledge of different pollutants, their sources and shall be aware of solid waste management systems and hazardous waste and their effects.
2. Develop awareness towards preservation of environment.

C. Topic wise distribution of periods:

| Sl. No. | Topics | Period |
|---------|---|-----------|
| 1 | The Multidisciplinary nature of environmental studies | 04 |
| 2 | Natural Resources | 10 |
| 3 | Systems | 08 |
| 4 | Biodiversity and it's Conservation | 08 |
| 5 | Environmental Pollution | 12 |
| 6 | Social issues and the Environment | 10 |
| 7 | Human population and the environment | 08 |
| | Total: | 60 |

TENTS

1. The Multidisciplinary nature of environmental studies:

- 1.1 Definition, scope and importance.
- 1.2 Need for public awareness.

2. Natural Resources:

Renewable and non renewable resources:

- a) Natural resources and associated problems.
 - 2.1.1. Forest resources: Use and over-exploitation, deforestation, case studies, Timber extraction mining, dams and their effects on forests and tribal people.
 - 2.1.2. Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dam's benefits and problems.
 - 2.1.3. Mineral Resources: Use and exploitation, environmental effects of extracting and using mineral

resources.

2.1.4. Food Resources: World food problems, changes caused by agriculture and over grazing, effects of modern agriculture, fertilizers- pesticides problems, water logging, salinity, .

2.1.5. Energy Resources: Growing energy need, renewable and non-renewable energy sources, use of alternate energy sources, case studies.

2.1.6. Land Resources: Land as a resource, land degradation, man induces landslides, soil erosion, and desertification.

b) Role of individual in conservation of natural resources.

c) Equitable use of resources for sustainable life styles.

3. **Systems:**

3.1. Concept of an eco system.

3.2. Structure and function of an eco system.

3.3. Producers, consumers, decomposers.

3.4. Energy flow in the eco systems.

3.5. Ecological succession.

3.6. Food chains, food webs and ecological pyramids.

3.7. Introduction, types, characteristic features, structure and function of the following eco system:

3.8. Forest ecosystem:

3.9. Aquatic eco systems (ponds, streams, lakes, rivers, oceans, estuaries).

4. **Biodiversity and it's Conservation:**

4.1. Introduction-Definition: genetics, species and ecosystem diversity.

4.2. Biogeographically classification of India.

4.3. Value of biodiversity: consumptive use, productive use, social ethical, aesthetic and optin values.

4.4. Biodiversity at global, national and local level.

4.5. Threats to biodiversity: Habitats loss, poaching of wild life, man wildlife conflicts.

5. **Environmental Pollution:**

5.1. Definition Causes, effects and control measures of:

a) Air pollution.

b) Water pollution.

c) Soil pollution

d) Marine pollution

e) Noise pollution.

f) Thermal pollution

g) Nuclear hazards.

5.2. Solid waste Management: Causes, effects and control measures of urban and industrial wastes.

5.3. Role of an individual in prevention of pollution.

5.4. Disaster management: Floods, earth quake, cyclone and landslides.

6. **Social issues and the Environment:**

- 6.1. Form unsustainable to sustainable development.
- 6.2. Urban problems related to energy.
- 6.3. Water conservation, rain water harvesting, water shed management.
- 6.4. Resettlement and rehabilitation of people; its problems and concern.
- 6.5. Environmental ethics: issue and possible solutions.
- 6.6. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, case studies.
- 6.7. Air (prevention and control of pollution) Act.
- 6.8. Water (prevention and control of pollution) Act.
- 6.9. Public awareness.

7. **Human population and the environment:**

- 7.1. Population growth and variation among nations.
- 7.2. Population explosion- family welfare program.
- 7.3. Environment and human health.
- 7.4. Human rights.
- 7.5. Value education
- 7.6. Role of information technology in environment and human health.

Syllabus coverage up to Internal assessment

Chapters: 1, 2 and 3.

Learning Resources:

| Sl.No | Title of the Book | Name of Authors | Name of Publisher |
|-------|---|--------------------|-------------------------------|
| 1. | Textbook of Environmental studies | Erach Bharucha | #UGC |
| 2. | Fundamental concepts in Environmental Studies | D.D. Mishra | S.Chand & Co-Ltd |
| 3. | Text book of Environmental Studies | K.Raghavan Nambiar | SCITECH Publication Pvt. Ltd. |
| 4. | Environmental Engineering | V.M.Domkundwar | Dhanpat Rai & Co |

Pr.1 FOOD PRODUCTION-III Lab

Theory: 8 Periods per Week
Total Periods: 120 Periods
Examination: 3 Hours

Sessional : 50 Marks
End Sem Exams : 50 Marks
TOTAL MARKS :100 Marks

A. Rationale:

The subject food production-III lab for Hotel management branches. It can help the student to prepare a full course menu as a practical. This will help them to get a job in food production of any star hotel.

B. Objective: After completion of this course

The student must be able to prepare different types of menu.

The student must be able to know about various recipes.

They must be able to take the orders.

To formulate 40 sets of menus from the following dishes and to include more dishes from the respective regions.

Reference Books:

- a) Prandial Cooking with Indian Master J. India Sing Kalra and Pradip das Gupta.
- b) A taste of India by Madhu Jaffery
- c) Flavour of India by Madhu Jaffery.
- d) Cooking with Masters by Prasad
- e) Professional Chef by Arvind Sarawat
- f) Roti and Naans of India by Babbar

Pr.2 FOOD & BEVERAGE SERVICE-III Lab

Theory: 4 Periods per Week

Total Periods: 60 Periods

Examination: 3 Hours

End Sem Exams :50 Marks

TOTAL MARKS :50 Marks

A. Rationale:

The subject food & beverage service-III lab for Hotel management branches. It can help the student to prepare bar setup for alcoholic and non-alcoholic drink services.

B. Objective: After completion of this course

The student must able to prepare different types of drinks.

The student must able to know about various types of wine glasses.

They must able to serve the drinks .

01. Dispense Bar – Organizing Mise-en-place

- a) Task-01. Wine service equipment
- b) Task-02. Beer service equipment
- c) Task-03. Cocktail bar equipment
- d) Task-04. Liqueur / Wine Trolley
- e) Task-05. Bar Stock-alcoholic and non-alcoholic beverages
- f) Task-06. Bar accompaniments & garnishes
- g) Task-07. Bar accessories & disposables.

02. Service of Wines

- a) Task-01. Service of Red Wine
- b) Task-02. Service of White/Rose Wine
- c) Task-03. Service of Sparkling Wines
- d) Task-04. Service of fortified Wines
- e) Task-05. Service of Aromatized Wines
- f) Task-06. Service of Cider, Perry & Sake

03. Service of Aperitifs :

- a) Task-01. Service of Bitters
- b) Task-02. Service of Vermouth's

04. Service of Beer

- a) Task-01. Service of Bottled & canned Beers.
- b) Task-02. Service of Draught Beers.

05. Service of Spirits :

- a) Task-01. Service styles- neat/ion-the-rocks with appropriate mixers
- b) Task-02. Service of Whisky
- c) Task-03. Service of Vodka
- d) Task-04. Service of Rum
- e) Task-05. Service of Gin
- f) Task-06. Service of Brandy
- g) Task-07. Service of Tequila

06. Service of Liqueurs :

- a) Task-01. Service styles-neat/on-the-rocks with cream/en frappe
- b) Task-02. Service from Bar
- c) Task-03. Service from Liqueur Trolley

07. Wine & Drinks List :

- a) Task-01. Wine Bar
- b) Task-02. Beer Bar
- c) Task-03. Cocktail Bar

08. Matching Wines with Food :

- a) Task-01. Menu/Planning with accompanying Wines

- Continental Cuisine
- Indian Regional Cuisine

b) Task-02. Table Lying & Service of menu with accompanying Wines.

- Continental Cuisine
- Indian Regional Cuisine

Pr.3 FRONT OFFICE OPERATION –II Lab

Theory: 4 Periods per Week

Total Periods: 60 Periods

Examination: 3 Hours

End Sem Exams :50 Marks

TOTAL MARKS :50 Marks

A. Rationale:

The subject front office operation–II lab for Hotel management branches. It can help the student to learn how to do guest reservation, registration, and make them learn the telephonic etiquette.

B. Objective: After completion of this course

The student must able to prepare guest reservation.

The student must able to know about various types guest registration.

They must able to learn basic uses of front office software .

1. Hands on practice of Computer Application related to Front Office procedure such as

:

- a) Reservation
- b) Registration
- c) Guest History
- d) Telephone
- e) House Keeping
- f) Daily transaction

02. Front Office accounting procedure :

- a) Manual Accounting
- b) Machine Accounting
- c) Payable, Account receivable, Guest history, yield management.

03. Role Play

04. Situation handling.

Pr.4 Technical Seminar

Theory: 3 Periods per Week
Total Periods: 45 Periods
Examination: 3 Hours

End Sem Exams :50 Marks
TOTAL MARKS :50 Marks

The students shall present seminar on different topics on latest hotel management service technique in the entire class. There shall not be any grouping of students. The students shall present the seminar topic to the whole class/section. All other students should be allowed and encouraged to put questions to the presenter student, who shall answer the questions. A student has to present seminar on at least 3 topics in a semester. He/she has to submit seminar report for each topic separately, to the teacher concerned, which shall be preserved for verification by the authorities. The students should be encouraged to refer to the magazines, journals, e-materials etc. for preparing for seminar topic. Attendance of all students other than the presenters should be ensured, so that seminar shall be more participative and knowledge of students shall improve by listening to many topics presented.