

**Scheme of Teaching and Examination for  
III rd Semester DIPLOMA in HOTEL MANAGEMENT & CATERING  
TECHNOLOGY**

**THEORY**

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME					
			Periods per Week	Periods in one Session (Year)	Hours of Exam.	Terminal Exam. (A) Marks	Final Exam. (B) Marks	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
1.	Communication Skill in English	36301	04	60	03	20	80	100	26	36
2.	Computer Prog. Through "c"	36302	04	60	03	20	80	100	26	36
3.	Food Production Operation	36303	04	60	03	20	80	100	26	36
4.	Food & Beverage Operation	36304	04	60	03	20	80	100	26	36
5.	Front Office Operation	36305	04	60	03	20	80	100	26	36
6.	Accommodation Operation	36306	04	60	03	20	80	100	26	36
7.	Hotel Accountancy	36307	04	60	03	20	80	100	26	36
<b>Total:-</b>			<b>28</b>					<b>700</b>		

**PRACTICAL**

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION – SCHEME					
			Periods Per Week	Periods in one Session (Year)	Hours of Exam.	Marks Internal Exam. (A)	Marks External Exam. (B)	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
8.	Computer Prog. Through "c"	36308	03	45	03	10	40	50	16	21
9.	Food Production Operation	36309	04	60	03	20	80	100	32	42
10.	Food & Beverage Operation	36310	03	45	03	10	40	50	16	21
11.	Front Office Operation	36311	02	30	03	10	40	50	16	21
12.	Accommodation Operation	36312	02	30	03	10	40	50	16	21
<b>Total:-</b>			<b>14</b>					<b>300</b>		

<b>Total Periods per Week</b>	<b>42</b>	<b>Total Marks</b>	<b>1000</b>
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# COMMUNICATION SKILL IN ENGLISH

Subject code  
**36301**

No. of Periods in  
one Session  
**60**

## THEORY

No. of Periods per week		
L	T	P/S
<b>04</b>	<b>0</b>	<b>0</b>

Full Marks	:	100
Final Marks	:	80
Terminal Marks	:	20

### Rationale:

The rationale behind imparting communication skill in English is to enable the students to write and communicate effectively. The basics of writing conversation, reports making etc will be taught under this subject.

**Objectives:** It aims at making aware of how a communicative situation influences the choice of sentence in structure and vocabulary

**BLOCK: 01- LETTER** **15**

UNIT 1	Some concepts in communication
UNIT 2	Formal letters-1
UNIT 3	Formal letters-2
UNIT 4	Informal letters-1
UNIT 5	Informal letters-2

**BLOCK: 02 – CONVERSATION** **20**

UNIT-6	Formal conversation Face-to-Face-1
UNIT-7	Formal conversation Face-to-Face-2
UNIT-8	Informal conversation Face-to-Face-1
UNIT-9	Informal conversation Face-to-Face-2 Discussion
UNIT-10	Telephonic conversation

**BLOCK: 03 – OTHER FORMS OF OFFICIAL COMMUNICATION** **10**

UNIT-11	Memoranda
UNIT-12	Reports-1
UNIT-13	Reports-2
UNIT-14	Minutes of Meetings

**BLOCK: 04 – INTERVIEWS AND PUBLIC SPEAKING** **10**

UNIT-15	Interviews
UNIT-16	Debates
UNIT-17	Discussion
UNIT-18	Speeches
UNIT-19	Seminar Talks

**BLOCK: 05 - MASS MEDIA : TELEVISION** **05**

UNIT-20	Interviews
UNIT-21	Media, Contexts and Words

**SCHEME OF EXAMINATION FOR FINAL EXAMINATION** **F.M. :80**

Objective (selection type)	25%
Short answers	25%
Long answers	50%

Books recommended:- 1. Business Communication – P D Chaturvedi  
2. Communication Skills – Peter Simon

# COMPUTER PROGRAMMING THROUGH 'C'

Subject code  
**36302**

No. of Periods  
in one Session  
**60**

## THEORY

No. of Periods per week		
L	T	P/S
<b>04</b>	<b>0</b>	<b>0</b>

Full Marks	:100
Final Marks	:80
Terminal Marks	: 20

### Rationale:

Computers play a vital role in present day life, more so in the professional life of technician engineers. In order to enable the students use the computers effectively in problem solving. This course offers the modern programming language 'C' along with exposition to various engineering applications of computers

### Objective:

The objectives of this course are to make the students able to:

- ❖ Develop efficient algorithms for solving a problem.
- ❖ Use the various constructs of a programming language viz. conditional, iteration and recursion.
- ❖ Implement the algorithms in 'C' language.

S. No.	Topic	Period
01.	Introduction to Programming	12
02	Introduction to 'C' Language	15
03	Condition and Loops	13
04	Arrays	10
05	Introduction to Algorithm	05

## CONTENTS:

### **TOPIC: 01 – INTRODUCTION TO PROGRAMMING:** (12)

The Basic Model of Computation. Algorithms. Flow-charts, Programming Languages, Compilation. Linking and Loading. Testing and Debugging, Documentation. Programming Style-Names. Documentation & Format, Refinement & Modularity.

### **TOPIC: 02– INTRODUCTION TO ‘C’ LANGUAGE:** (15)

- 03.01 Character set, Variable and identifiers. Built-in Data Types. Variable Definition, Declaration, C Key Words-Rules & Guidelines for Naming Variables.
- 03.02 Arithmetic operators and Expressions. Constants and Literals. Precedence & Order of Evaluation.
- 03.03 Simple assignment statement. Basic input/output statement.
- 03.04 Simple ‘C’ programs

### **TOPIC: 03– CONDITIONAL STATEMENTS AND LOOPS:** (13)

- 04.01 Decision making within a program
- 04.02 Conditions, Relational Operators, Logical Operators
- 04.03 If statement, If-else statement
- 04.04 Loop statements
- 04.05 Break, Continue, Switch, Goto and Labels.

### **TOPIC: 04– ARRAYS:** (10)

What is an Array? Declaring an Array. Initializing an Array. One dimensional arrays: Array manipulation: Searching. Insertion, Deletion of an element from an array: Finding the largest/smallest element in array; Two dimensional arrays. Addition/Multiplication of two matrices. Transpose of a square matrix: Null terminated strings as array of characters. Representation sparse matrices.

### **TOPIC: 05- INTRODUCTION TO ALGORITHM:-** (05)

Introduction of Algorithm and flow chart, Different symbol of flow chart-description & symbol of flow chart, advantage of flow chart & algorithm, Example of Algorithm & flow chart with C program.

### **Books Recommended:**

1. Programming with C. Second Edition. Tata McGraw Hill, 2000 - Byron Gottfried
2. How to solve by Computer, Seventh Edition, 2001 Prentice Hall of India - R.G. Dromey
3. Programming with ANSI-C First Edition 1996 Tata McGraw Hill. - E. Balaguruswami
4. Programming with ANSI & Turbo C First Edition - A. Kamthane

2002. Pearson Education.
5. Programming with C, First Edition 1997, Tata McGraw Hill - Venugopal and Prasad
  6. The C Programming Language, Second Edition 2001 Prentice Hall of India - B. W. Kernighan & D.M. Ritchie
  7. Programming in C. Vikash Publishing House Pvt. Ltd., Jungpura, New Delhi. - R. Subburaj
  8. Programming with C Language. Tata McGraw Hill New Delhi. - C. Balaguruswami
  9. Elements of C. Khanna Publishers, Delhi - M. H Lewin
  10. Programming in C - Stephen G Kochan
  11. Programming in C. Khanna Publishers Delhi - B.P. Mahapatra
  12. Let us C. BPB Publication, New Delhi - Yashwant Kanetkar
  13. Programming in C. Galgotia Publications Pvt. Ltd. Dariyaganj, New Delhi - Kris A. Jamsa
  14. The Art of C. Programming, Narosa Publishing House, New Delhi. – Jones Robin & Stewart
  15. Problem Solving and Programming Prentice Hall International. - A. C. Kenneth
  16. C made easy. McGraw Hill Book Company 1987 - H. Schildi
  17. Software Engineering, McGraw Hill 1992 - R.S. Pressman
  18. Pointers in C. BPB publication. New Delhi - Yashwant Kanetkar

## SCHEME OF EXAMINATION FOR FINAL EXAMINATION

**F.M.:80**

Objective (selection type)	25%
Short answers	25%
Long answer	50%

# FOOD PRODUCTION OPERATION

Subject code  
**36303**

No. of Periods in  
one Session  
**60**

## THEORY

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	:	100
Final Marks	:	80
Terminal Marks	:	20

### Rationale:

- (1) Bakery & Pastry
- (2) Indent writing
- (3) Plan of work
- (4) Preparation

### Objective:

- (1) Bakery & Pastry
- (2) Indent writing
- (3) Plan of work
- (4) Preparation

## CONTENT:

### TOPIC:01 BAKERY & PASTRY

[20]

- 01.01 Short crust
- 01.02 Laminated
- 01.03 Choux
- 01.04 Hot water/Rough puff
- 01.05 Recipes and methods of preparation
- 01.06 Differences
- 01.07 Uses of each pastry
- 01.06 Differences
- 01.07 Uses of each pastry
- 01.08 Care to be taken while preparing pastry
- 01.09 Role of each ingredient
- 01.10 Temperature of baking pastry

#### 01.02 Simple Breads

- 01.02.01 Principles of bread making
- 01.02.02 Simple yeast breads
- 01.02.03 Role of each ingredient in bread making
- 01.02.04 Baking temperature and its importance

#### 01.03 Pastry Creams

- 01.03.01 Basic pastry creams
- 01.03.02 Uses in confectionery
- 01.03.03 Preparation and care in production

#### 01.04 Culinary Terms

- 01.04.01 List of culinary (common and basic) terms
- 01.04.02 Explanation with examples

### TOPIC: 02-QUANTITY FOOD PRODUCTION

[10]

#### 02.01 EQUIPMENT

- 02.01.01 Equipment required for mass/volume feeding
- 02.01.02 Heat and cold generating equipment
- 02.01.03 Care and maintenance of this equipment
- 02.01.04 Modern developments in equipment manufacture

#### 02.03 INDENTING

- 02.03.01 ❖ Principles of Indenting for volume feeding
- 02.03.02 ❖ Portion sizes of various items for different types of volume feeding



- 02.03.03 ❖ Modifying recipes for indenting for large scale catering
- 02.03.04 ❖ Practical difficulties while indenting for volume feeding

## **02.04 PLANNING**

- 02.04.01 Principles of planning for quantity food production with regard to
  - ❖ Space allocation
  - ❖ Equipment selection
  - ❖ Staffing

## **03 VOLUME FEEDING**

**[10]**

### **03.01 Institutional and Industrial Catering**

- 03.01.01 ❖ Types of Institutional & Industrial Catering
- 03.01.02 ❖ Problems associated with this type of catering
- 03.01.03 ❖ Scope for development and growth

### **03.02 Hospital Catering**

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

### **03.03 Off Premises Catering**

- 03.03.01 ❖ Menu Planning and Theme Parties

### **03.04 Mobile Catering**

- 03.04.01 ❖ Characteristics of Rail, Airline (Flight Kitchens and Sea Catering)

## **04 REGIONAL INDIAN CUISINE**

**(20)**

### **04.01 Introduction to Regional Indian Cuisine**

### **04.02 Heritage of Indian Cuisine**

### **04.03 Factors that affect eating habits in different parts of the country**

### **04.04 Cuisine and its highlights of different states/regions/communities to be discussed under:**

- 04.04.01 ❖ Geographic location
- 04.04.02 ❖ Historical background
- 04.04.03 ❖ Seasonal availability
- 04.04.04 ❖ Special equipment
- 04.04.05 ❖ Staple diets
- 04.04.06 ❖ Specialty cuisine for festivals and special occasions

**05 STATES**

Andhra Pradesh, Bengal, Goa, Gujarat, Karnataka, Kashmir, Kerala, Madhya Pradesh, Maharashtra, North Eastern States, Punjab, Rajasthan, TamilNadu and Uttar Pradesh / Uttaranchal

**06 COMMUNITIES**

Parsee, Chettinad, Hyderabad, Lucknowi, Avadhi, Malbari/Syrian Christian and Bohri

**REFERENCE BOOKS:**

1. Quantity Food Production
2. Taste of India
3. Flavours of India
4. Heritage of India
5. Prashad
6. Cooking Delights of the Maharajhas

**SCHEME OF EXAMINATION FOR FINAL EXAMINATION F.M.: 80**

Objective (selection type)	25%
Short answers -	25%
Long answers -	50%

# FOOD & BEVERAGE OPERATION

Subject code  
**36304**

No. of Periods in  
one Session  
**60**

## THEORY

No. of Periods per week		
L	T	P/S
<b>04</b>	<b>0</b>	<b>0</b>

Full Marks	:	100
Final Marks	:	80
Terminal Marks	:	20

### Rationale:

- (1) Alcoholic Beverage
- (2) Wines
- (3) Beer
- (4) Sprites

### Objective:

- (1) Introduction
- (2) Service
- (3) Lay Out
- (4) Equipment

<b>S.NO.</b>	<b>TOPIC</b>	<b>PERIODS</b>
<b>01</b>	<b>ALCOHOLIC BEVERAGE</b>	<b>10</b>
01.01	Introduction and definition	
01.02	Classification	
<b>02</b>	<b>WINES</b>	<b>15</b>
<b>02.01</b>	<b>Definition</b>	
<b>02.02</b>	<b>Classification with examples</b>	
02.02.01	Table/Still/Natural	
02.02.02	Sparkling	
02.02.03	Fortified	
02.02.04	Aromatized	
<b>02.03</b>	<b>Production of each classification</b>	
<b>02.04</b>	<b>Principle wine regions and wines of</b>	
02.04.01	France	
02.04.02	Italy	
02.04.03	Spain	
02.04.04	USA & Portugal	
<b>02.05</b>	<b>Food&amp; Wine Harmony</b>	
<b>02.06</b>	<b>Storage of wines</b>	
<b>02.07</b>	<b>Wine terminology (English&amp; French)</b>	
	<b>3.BEER</b>	<b>05</b>
	1. Introduction & definition	
	2. Types of beer	
	3. Production of beer	
	4. Storage.	

<b>04</b>	<b>SPIRITS</b>	
04.01	Introduction & Definition	
04.02	Production of Spirit	
04.02.01	Pot-still method	
04.02.02	Patent still method	
04.03	Production of	
04.03.01	Whisky	
04.03.02	Rum	
04.03.03	Gin	
04.03.04	Brandy	
04.03.05	Vodka	
04.03.06	Tequilla	
04.04	Different Proof Spirits	

<b>05</b>	<b>APERITIFS</b>	<b>05</b>
05.01	Introduction and Definition	
05.01.01	Different types of Aperitifs	

<b>06</b>	<b>LIQUEURS</b>	<b>05</b>
06.01	Definition & History	
06.02	Names of Liqueurs and country of origin & predominant flavor	
06.03	Service	

**Book Recommended:**

1. Food & Beverage Service by Lilly crap.
2. Food & Beverage service Training manual by Sudhir Andrews
3. Food & Beverage by Lipinsky.

**SCHEME OF EXAMINATION FOR FINAL EXAMINATION F.M.: 80**

Objective (selection type)	25%
Short answers	25%
Long answer	50%

# FRONT OFFICE OPERATION

Subject code  
36305

No. of Periods in  
one Session  
60

## THEORY

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	:	100
Final Marks	:	80
Terminal marks	:	20

### Rationale:

1. Cash Handling
2. Night auditing
3. Payment through Cheque, Credit card, Debit card handling

### Objectives:

1. Cash Handling
2. Night auditing
3. Payment through Cheque, Credit card, Debit card handling

## CONTENTS:-

S. No.	Topic	Periods
<b>01</b>	<b>ROOM SELLING TECHNIQUES:</b>	<b>06</b>
<b>01.01</b>	Up selling	
<b>01.02</b>	Discounts	
<b>02</b>	<b>FRONT OFFICE CO-ORDINATION WITH OTHER DEPARTMENTS OF HOTEL:</b>	<b>04</b>
<b>03</b>	<b>GUEST ACCOUNTING : (MANUAL)</b>	<b>04</b>
<b>03.01</b>	Guest Weekly Bill	
<b>03.02</b>	Visitors Tabular Ledger	
<b>04</b>	<b>COMPUTER APPLICATION IN FRONT OFFICE</b>	<b>04</b>
04.01	Fidelio	
04.02	Amadeus	
<b>05</b>	<b>FRONT OFFICE (ACCOUNTING)</b>	<b>08</b>
05.01	Accounting fundamentals	
05.02	Guest and non guest accounts	
05.03	Accounting system (Non automated, semi automated and fully automated)	
<b>06</b>	<b>CHECK OUT PROCEDURES</b>	<b>06</b>
06.01	Guest accounts settlements	
06.01.01	Cash and credit	
06.01.02	Indian currency and foreign currency	
06.01.03	Transfer of guest accounts	
06.01.04	Express check out	
<b>07</b>	<b>CONTROL OF CASH AND CREDIT</b>	<b>06</b>
<b>08</b>	<b>NIGHT AUDITING</b>	<b>02</b>
08.01	Functions	
08.02	Audit procedures (Non automated, Semi automated and fully automated)	
<b>09</b>	<b>FRONT OFFICE AND GUEST SAFETY AND SECURITY</b>	<b>08</b>
09.01	Importance of security systems	
09.02	Safe deposit	
09.03	Key control	
09.04	Emergency situations (Accident, illness, theft, fire, bomb)	
<b>10</b>	<b>FRENCH</b>	<b>06</b>
10.01	Expressions de politesse et les commander et Expressions d encouragement	
10.02	Basic conversation related to Front office activities such as	
10.03	Reservations(personal and telephonic)	
10.04	Reception (Doorman, Bell Boys, Receptionist etc.)	
10.05	Cleaning of Room & change of Room etc.	

## SCHEME OF EXAMINATION FOR FINAL EXAMINATION

**F.M.: 80**

Objective (selection type)	25%
Short answers	25%
Long answer	50%

Reference Books: Front office Management:- S K Bhatnagar  
Hotel organization & front office management:- A P Rastogi  
Front office Mnagement-Sudhir Andrews



# ACCOMMODATION OPERATIONS

Subject Code  
**36306**

No. of Periods in  
one Session  
**60**

## THEORY

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	:	100
Final Marks	:	80
Terminal Marks:		20

### Rationale:

1. Bed Making
2. Cleaning
3. Flower Arrangement
4. Polishing
5. Interior Decoration
6. Colour Combination

### Objectives:

1. Bed Making
2. Cleaning
3. Flower Arrangement
4. Polishing
5. Interior Decoration
6. Colour Combination

<b>SL.NO</b>		<b>Periods</b>
<b>01</b>	<b>LINEN ROOM</b>	<b>16</b>
01.01	Activities of the Linen Room	
01.02	Layout and equipment in the Linen Room	
01.03	Selection criteria for various Linen Items & fabrics suitable for this purpose Purchase of Linen	
01.04	Calculation of Linen requirements	
01.05	Linen control-procedures and records	
01.06	Recycling of discarded linen	
01.07	Linen Hire	
<b>02</b>	<b>UNIFORMS</b>	<b>08</b>
02.01	Advantages of providing uniforms to staff	
02.02	Issuing and exchange of uniforms; type of uniforms	
02.03	Selection and designing of uniforms	
02.04	Layout of the Uniform room	
<b>03</b>	<b>SEWING ROOM</b>	<b>02</b>
03.01	Activities and areas to be provided	
03.02	Equipment provided	
<b>04</b>	<b>LAUNDRY</b>	<b>20</b>
04.01	Commercial and On-site Laundry	
04.02	Flow process of Industrial Laundering-OPL	
04.03	Stages in the Wash Cycle	
04.04	Laundry Equipment and Machines	
04.05	Layout of the Laundry	
04.06	Laundry Agents	
04.07	Dry Cleaning	
04.08	Guest Laundry/Valet service	
04.09	Stain removal	
<b>05</b>	<b>FLOWER ARRANGEMENT</b>	<b>10</b>
05.01	Flower arrangement in Hotels	
05.02	Equipment and material required for flower arrangement	
05.03	Conditioning of plant material	
05.04	Styles of flower arrangements	
05.05	Principles of design as applied to flower arrangement	
<b>06</b>	<b>INDOOR PLANTS</b>	<b>04</b>
06.01	Selection and Care	

SCHEME OF EXAMINATION FOR FINAL EXAMINATION F.M.: 80

Objective (selection type) 25%

Short answers 25%

Long answer 50%

**Reference books:-**

- 1. Hotel House keeping: operation & management- G Raghubalan**
- 2. Hotel House keeping: Text book – Sudhir Andrews**
- 3. Accommodation Operation Management- S K Kaushal & S N Gautam**
- 4. Hotel House keeping: Training Manual- Sudhir Andrews**
- 5. Organization of House keeping Management- Dr R K Singh**
- 6. House Keeping Management –Dr D K Aggarwal**

# HOTEL ACCOUNTANCY

Subject code  
**36307**

No. of Periods in  
one Session  
**60**

## Theory

No. of Periods per week		
L	T	P/S
<b>04</b>	<b>0</b>	<b>0</b>

Full Marks : 100  
Final Marks : 80  
Terminal Marks : 20

### Rationale:

1. Departmental Accounting
2. Internal Audit
3. Statutory Audit
4. Contents of Balance Sheet

### Objectives:

1. Departmental Accounting
2. Internal Audit
3. Statutory Audit
4. Contents of Balance Sheet

<b>01</b>	<b>UNIFORM SYSTEM OF ACCOUNTS FOR HOTELS:</b>	<b>20</b>
01.01	Introduction to Uniform system of accounts	
01.02	Contents of the Income Statement	
01.03	Practical Problems	
01.04	Contents of the Balance Sheet (under uniform system)	
01.05	Practical problems	
01.06	Departmental Income Statements and Expense statements (Schedules 1 to 16)	
01.07	Practical problems	
<b>02</b>	<b>INTERNAL CONTROL</b>	<b>10</b>
02.01	Definition and objectives of Internal Control	
02.02	Characteristics of Internal Control	
02.03	Implementation and Review of Internal Control	
<b>03</b>	<b>INTERNAL AUDIT AND STATUTORY AUDIT:</b>	<b>10</b>
03.01	An introduction to Internal and Statutory Audit	
03.02	Distinction between Internal Audit and Statutory Audit	
03.03	Implementation and Review of internal audit	
<b>04</b>	<b>DEPARTMENTAL ACCOUNTING:</b>	<b>20</b>
04.01	An introduction to departmental accounting	
04.02	Allocation and apportionment of expenses	
04.03	Advantages of allocation	
04.04	Draw-backs of allocation	
04.05	Basis of allocation	
04.06	Practical Problems	

**SCHEME OF EXAMINATION FOR FINAL EXAMINATION**

**F.M.: 80**

Objective (selection type)	25%
Short answers	25%
Long answer	50%

**Books Recommended:**

Elements of Hotel Accounting- G S RAWAT  
Hotel Accounts- Rakesh Puri.

# COMPUTER PROGRAMMING THROUGH 'C'

Subject code  
**36308**

No. of Periods  
In one Session  
45

## PRACTICAL

No. of Periods per week		
L	T	P/S
<b>03</b>	<b>0</b>	<b>0</b>

Full Marks	:	50
Ext.Marks	:	40
Internal Marks	:	10

### Rationale:

Computers play a vital role in present day life, more so in the professional life of technician engineers. In order to enable the students use the computers effectively in problem solving. This course offers the modern programming language 'C' along with exposition to various engineering applications of computers

### Objective:

The objectives of this course are to make the students able to:

- ❖ Develop efficient algorithms for solving a problem.
- ❖ Use the various constructs of a programming language viz. conditional, iteration and recursion.
- ❖ Implement the algorithms in 'C' language.

## **CONTENTS:**

### **List of Practical**

1. Programming exercise on executing a 'C' program (09)
2. Programming exercise on editing 'C' program (09)
3. Programming exercise on defining variables and assigning values to variable.(09)
4. Programming exercise on arithmetic and relational operations (09)
5. Programming exercise on arithmetic expressions and their evaluation (09)

### **Books Recommended:**

1. How to solve it by Computer. Prentice Hall of India 1992. - R.G. Dromey
2. The 'C' Programming Language Prentice Hall of India 1989. - B.W. Kernighan & D. M. Ritchie
3. The Spirit of 'C' Programming, Jaico Publishing House, New Delhi 1987 - Cooper, Mallish
4. Application Programming in 'C' Macmillain International editions, 1990. - Richard Johnson-Baugh & Martin Kalin
5. The Art of 'C' Programming, Narosa Publishing House, New Delhi. - Jones, Robin & Stewart

### **SCHEME OF EXAMINATION FOR FINAL EXAMINATION**

**F.M.:50**

Internal - 40%  
External - 60%

# FOOD PRODUCTION OPERATION

Subject code  
**36309**

No. of Periods  
in one Session  
**60**

## Practical

No. of Periods per week		
L	T	P/S
<b>04</b>	<b>0</b>	<b>0</b>

Full Marks	:	100
Ext. Marks	:	80
Internal Marks	:	20

### Rationale:

- (1) Menu Planning
- (2) Indent writing
- (3) Plan of work
- (4) Preparation
- (5) Presentation

### Objective:

- (1) Menu Planning
- (2) Indent writing
- (3) Plan of work
- (4) Preparation
- (5) Presentation

To formulate 20 sets of menus from the following dishes and to include more dishes from the respective regions.

- ❖ Awadh
- ❖ Bengal
- ❖ Goa
- ❖ Gujarat
- ❖ Hyderabad
- ❖ Kashmiri
- ❖ Maharashtra
- ❖ Punjabi
- ❖ Rajasthan
- ❖ South India (Tamilnadu, Karnataka, Kerala)

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M.:100

Internal - 40%

External - 60%

**REFERENCE BOOKS:**

1. Quantity Food Production
2. Taste of India
3. Flavours of India
4. Heritage of India
5. Prashad
6. Cooking Delights of the Maharajhas



# FOOD & BEVERAGE OPERATION

Subject code  
**36310**

No. of Periods  
In one Session  
**45**

## Practical

No. of Periods per week		
L	T	P/S
<b>03</b>	<b>0</b>	<b>0</b>

Full Marks	:	50
External Marks	:	40
Internal Marks	:	10

## Rationale:

- (1) Alcoholic Beverage
- (2) Wines
- (3) Beer
- (4) Spirits

## Objective:

- (1) Introduction
- (2) Service
- (3) Lay Out
- (4) Equipment

<b>S. No.</b>	<b>Topic</b>	<b>Periods</b>
<b>01</b>	<b>WINES</b>	<b>12</b>
01.01	Service of Wines	
01.01.01	- Red wine	
01.01.02	- White/Rose wine	
01.01.03	- Sparkling wines	
01.01.04	- Fortified wines	
01.01.05	- Aromatized wines	
<b>02</b>	<b>BEER</b>	<b>06</b>
02.01	Service of	
02.01.01	- Bottled & Canned Beers	
02.01.02	- Draught Beers	
	-	
<b>03</b>	<b>SPIRITS</b>	<b>02</b>
03.01	Service of Spirits (Whisky, Vodka, Rum, Gin, Brandy & Tequila)	
<b>04</b>	<b>APERITIFS</b>	<b>02</b>
04.01	Service of aperitifs	
<b>05</b>	<b>LIQUEURS</b>	<b>08</b>
05.01	Service of Liqueurs	
<b>06</b>	<b>REGIONAL CUISINE – PRACTICAL</b>	<b>15</b>
06.01	A. Menu Writing of Regional dishes	
06.02	B. Table Laying of Regional dishes	
06.03	C. Service of Regional dishes	

SCHEME OF EXAMINATION FOR FINAL EXAMINATION F.M. : 50

Internal - 40%  
External - 60%

**Book Recommended:**

1. Food & Beverage Services by Lilly crap
2. Food & Beverage services Training manual by Sudhir Andrews
3. Food & Beverage by Lipinsky

# FRONT OFFICE OPERATION

Subject code  
**36311**

No. of Periods  
In one Session  
30

## Practical

No. of Periods per week		
L	T	P/S
<b>02</b>	<b>0</b>	<b>0</b>

Full Marks	: 50
Ext. Marks	: 40
Internal Marks:	10

### Rationale:

1. Cash Handling
2. Night auditing
3. Payment through Cheque, Credit card, Debit card handling

### Objectives:

1. Cash Handling
2. Night auditing
3. Payment through Cheque, Credit card, Debit card handling

<b>01</b>	Hands on practices of computer application (Hotel Management System) related to Front Office procedures such as Reservation, Registration, Guest History, Telephones, Housekeeping, Daily transactions)	30
<b>01.01</b>	Front Office Accounting procedures.	
<b>01.01.01</b>	Manual accounting	
<b>01.01.02</b>	Machine accounting	
<b>01.01.03</b>	Payable, Accounts Receivable, Guest History, Yield Management	
<b>01.02</b>	Role Play	
<b>01.03</b>	Situation Handling	

### SUGGESTIVE LIST OF TASKS FOR FRONT OFFICE OPERATION SYSTEM

Sl. No.	Topic
01	How to make a reservation
02	How to create and update guest profiles
03	How to update guest folio
04	How to print guest folio
05	How to make sharer reservation
06	How to feed remarks in guest history
07	How to add a sharer
08	How to make add on reservation
09	How to amend a reservation
10	How to cancel a reservation
11	How to make group reservation
12	How to make a room change on the system
13	How to log on cashier code
14	How to close a bank at the end of each shift
15	How to put a routing instruction
16	How to process charges in
17	How to process a guest check out
18	How to check out a folio
19	How to process deposit for arriving guest
20	How to process deposit for in house guest
21	How to check room rate variance report
22	How to process part settlements
23	How to tally allowance for the day at night
24	How to tally paid outs for the day at night
25	How to tally forex for the day at night

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M.: 50

Internal - 40%

External - 60%

Reference Books: Front office Management:- S K Bhatnagar

Hotel organization & front office management:- A P Rastogi

Front office Mngement-Sudhir Andrews

# ACCOMMODATION OPERATION

Subject code  
**36312**

No. of Periods  
in one Session  
**30**

## Practical

No. of Periods per week		
L	T	P/S
<b>02</b>	<b>0</b>	<b>0</b>

Full Marks	:	50
Ext. Marks	:	40
Internal Marks	:	10

## Rationale:

1. Bed making
2. Cleaning
3. Flower arrangement
4. Polishing
5. Interior decoration
6. Colour combination

## Objectives:

1. Bed making
2. Cleaning
3. Flower arrangement
4. Polishing
5. Interior decoration
6. Colour combination

01	Layout of Linen and Uniform Room/Laundry	04
02	Laundry Machinery and Equipment	10
03	Stain Removal	04
04	Flower Arrangement	10
05	Selection and Designing of Uniforms	02

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M. 50

Internal - 40%  
External - 60%

**Reference books:-**

- 1. Hotel House keeping: operation & management- G Raghubalan**
- 2. Hotel House keeping: Text book – Sudhir Andrews**
- 3. Accommodation Operation Management- S K Kaushal & S N Gautam**
- 4. Hotel House keeping: Training Manual- Sudhir Andrews**
- 5. Organization of House keeping Management- Dr R K Singh**
- 6. House Keeping Management –Dr D K Aggarwal**