

Rayat Shikshan Sanstha, Satara
SADGURU GADAGE MAHARAJ COLLEGE, KARAD
(An Autonomous College)

STRUCTURE OF B.Voc. II (Advanced diploma)

- PATTERN OF EXAMINATION:** Semester Pattern
- **Theory Examination –** At the end of semester as per rules and regulation of Sadguru Gadage Maharaj College, Karad
 - **Practical Examination –**
 - i) In the 3rd semester of B. Voc. there will be internal assessment of Practical record, related Report submission and Project reports at the end of semester.
 - ii) In the 4th semester of B. Voc. there will be external practical examination at the end of semester.

SCHEME OF EXAMINATION

- A) THEORY (Semester End Examination-SEE)**
- The theory examination shall be at the end of the each semester.
 - All the theory papers shall carry 40 marks.
 - Evaluation of the performance of the students in theory shall be on the basis of semester examination as mentioned above.
 - Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.

Nature of question paper for Theory examination

A) For Skill Component papers: Total marks: 50

Q. No. 1: Multiple choice questions (ten questions) ($1 \times 10 = 10$ marks)

Q. No. 2: Long answer type questions (any two out of four)

($2 \times 10 = 20$ marks)

Q. No. 3: Short Notes (any four out of six) ($4 \times 5 = 20$ marks)

B) For General Education Component Papers: Total marks: 40

Q.No.1: Multiple choice questions (eight questions) ($1 \times 8 = 8$ marks)

Q.No.2: Long answer type questions

(any two out of four) ($2 \times 10 = 20$ marks)

Q.No.3: Short Notes (any three out of five) ($4 \times 3 = 12$ marks)

B) PRACTICAL (Semester End Examination-SEE)

Evaluation of the performance of the students in practical shall be on the basis of semester examination. (Internal assessment at the end of Semester III and external examination at the end of Semester IV as mentioned separately in each paper.

*** Continuous Comprehensive Evaluation (CCE):**

In Semester-III and Semester-IV, there will be theory/practical based Continuous Comprehensive Evaluation (CCE) based on General Education Component Papers and Skill Component Papers.

Structure of the Course [B.Voc. II: Total Marks = 900]

B. Voc. – II (Advanced Diploma) Semester – III (Marks = 450)

Sr. No	Paper No. and Code	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks Theory Practical	
General Education Component :						
1	Paper XIX HMCT -19	Fundamentals of Financial Accounting-I	Theory /Practical	50	40	10
2	Paper XX HMCT -20	Computer Fundamentals	Theory/Practical	50	40	10
Skill Component:						
3	Paper XXI HMCT -21	Food Production - III	Theory	50	50	--
4	Paper XXII HMCT -22	Food and Beverage Service-III	Theory	50	50	--
5	Paper XXIII HMCT -23	Front Office Operation - II	Theory	50	50	--
6	Paper XXIV HMCT -24	Laboratory work : Food Production – III	Practical	50	--	50
7	Paper XXV HMCT -25	Laboratory Work: Food and Beverage Service - III	Practical	50	--	50
8	Paper XXVI HMCT -26	Laboratory Work: Front Office Operation- II	Practical	50	--	50
9	Paper XXVII HMCT -27	Project	-	50	--	50

B. Voc. – II (Advanced Diploma) Semester – IV (Marks = 450)

Sr. No.	Paper No. and Code	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	Paper XXVIII HMCT - 28	Fundamentals of Financial Accounting-II	Theory /Practical	50	40	10
2	Paper XXIX HMCT - 29	Soft Skills and Personality Development	Theory /Practical	50	40	10
Skill Component:						
3	Paper XXX HMCT - 30	Food Production - IV	Theory	50	50	--
4	Paper XXXI HMCT - 31	Food and Beverage Service – IV	Theory	50	50	--
5	Paper XXXII HMCT - 32	House Keeping Operation – II	Theory	50	50	--
6	Paper XXXIII HMCT - 33	Laboratory work : Food Production – IV	Practical	50	--	50
7	Paper XXXIV HMCT - 34	Laboratory Work: Food and Beverage Service – IV	Practical	50	--	50
8	Paper XXXV HMCT - 35	Laboratory Work: House Keeping Operation- II	Practical	50	--	50
9	Paper XXXVI HMCT - 36	Industrial Visit/Study Tour	-	50	--	50

* CCE = Continuous Comprehensive Evaluation, SEE = Semester End Examination

Scheme of Teaching: B. Voc. – Part II (Advanced Diploma) Semester – III

Sr. No.	Paper No. Paper Code.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	Paper XIX HMCT -19	Fundamentals of Financial Accounting-I	4	2	6
2	Paper XX HMCT -20	Computer Fundamentals	4	2	6
3	Paper XXI HMCT – 21	Food Production - III	4	-	4
4	Paper XXII HMCT -22	Food and Beverage Service - III	4	-	4
5	Paper XXIII HMCT – 23	Front Office Operation – II	4	-	4
6	Paper XXIV HMCT – 24	Laboratory work : Food Production – III	-	4	4
7	Paper XXV HMCT – 25	Laboratory Work: Food and Beverage Service-III	-	4	4
8	Paper XXVI HMCT -26	Laboratory Work: Front Office Operation- II	-	4	4
9	Paper XXVII HMCT - 27	Project	-	-	-
		Total --	20	16	36

Scheme of Teaching: B. Voc. – Part II (Advanced Diploma) Semester – IV

Sr. No.	Paper No. Paper Code.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	Paper XXVIII HMCT -28	Fundamentals of Financial Accounting-II	4	2	6
2	Paper XXIX HMCT -29	Soft Skills and Personality Development	4	2	6
3	Paper XXX HMCT – 30	Food Production - IV	4	-	4
4	Paper XXXI HMCT -31	Food and Beverage Service – IV	4	-	4
5	Paper XXXII HMCT – 32	House Keeping Operation – II	4	-	4
6	Paper XXXIII HMCT – 33	Laboratory work : Food Production – IV	-	4	4
7	Paper XXXIV HMCT – 34	Laboratory Work: Food and Beverage Service - IV	-	4	4
8	Paper XXXV HMCT -35	Laboratory Work: House Keeping Operation- II	-	4	4
9	Paper XXXVI HMCT - 36	Industrial Visit/Study Tour	-	-	-
		Total ----	20	16	36

NOTE: For B. Voc. II, there will be compulsory paper on Environmental studies as per rules and regulations of Sadguru Gadage Maharaj College, Karad.

CREDIT SYSTEM

FOR B. Voc. – Hotel Management and Catering Technology

Credit system:

Education at the Institute is organized around the semester-based credit system of study. The type of credit will be credit by theory and practical examination. The prominent features of the credit system are a process of continuous evaluation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation. A student's performance/progress is measured by the number of credits that he/she has earned, i.e. completed satisfactorily. Based on the course credits and grades obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme. Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree.

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

Course Credits Assignment:

Each course has a certain number of credits assigned to it depending upon its lectures and laboratory contact hours in a week. This weightage is also indicative of the academic expectation that includes in-class contact and self-study outside of class hours.

- a. One credit would mean equivalent to 15 periods for lectures, practicals/workshop.
- b. For internship/ field work, the credit weightage for equivalent hours shall be equal of that for lecture / practical.

The credits for each of the year of B. Voc. Course will be as follows:

Level	Awards	Normal calendar duration	Skill Component Credits	General Education Credits
Year 1	Diploma	Two Semesters	36	24
Year 2	Advanced Diploma	Four Semesters	36	24
Year 3	B. Voc.	Six Semesters	36	24
Total			108	72

Subject wise credit assignment for B. Voc. – Part II (Advanced Diploma) Semester – III

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	Paper XIX HMCT - 19	Fundamentals of Financial Accounting I	Theory /Practical	50	40	10	3	2
2	Paper XX HMCT -	Computer Fundamentals	Theory /Practical	50	40	10	3	2

	20							
3	Paper XXI HMCT - 21	Food Production- III	Theory	50	50	--	3	--
4	Paper XXII HMCT - 22	Food and Beverage Service-III	Theory	50	50	--	3	--
5	Paper XXIII HMCT - 23	Front Office Operation-II	Theory	50	50	--	3	--
6	Paper XXIV HMCT - 24	Laboratory Work: Food Production- III	Practical	50	--	50	--	3
7	Paper XXV HMCT - 25	Laboratory Work : Food and Beverage Service - III	Practical	50	--	50	--	3
8	Paper XXVI HMCT - 26	Laboratory Work : Front Office Operation - II	Practical	50	--	50	--	3
9	Paper XXVII HMCT - 27	Project	--	50	--	50	--	2

Subject wise credit assignment for B. Voc. –Part II (Advanced Diploma) Semester–IV

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	Paper XXVIII HMCT - 28	Fundamentals of Financial Accounting II	Theory /Practical	50	40	10	3	2
2	Paper XXIX HMCT 29	Soft Skills & Personality Development	Theory /Practical	50	40	10	3	2
3	Paper XXX HMCT - 30	Food Production- IV	Theory	50	50	--	3	--
4	Paper XXXI HMCT - 31	Food and Beverage Service- IV	Theory	50	50	--	3	--

5	Paper XXXII HMCT - 32	Housekeeping Operation-II	Theory	50	50	--	3	--
6	Paper XXXIII HMCT 33	Laboratory Work : Food Production- IV	Practical	50	--	50	--	3
7	Paper XXXIV HMCT - 34	Laboratory Work : Food and Beverage Service – IV	Practical	50	--	50	--	3
8	Paper XXXV HMCT - 35	Laboratory Work : Housekeeping Operation-II	Practical	50	--	50	--	3
9	Paper XXXVI HMCT - 36	Industrial Visit/Study Tour	--	50	--	50	--	2

**For Project/Industrial visit /study tour /internship, the workload includes self-study outside of class hours i.e.4 lectures per week.*

B.Voc. Part-II (Advanced Diploma) Semester-III
Hotel Management and Catering Technology
Paper No. XIX: Fundamentals of Financial Accounting – I
Paper Code: HMCT - 19

Work Load: 6
Theory: 4 Lectures / Week
Practical: 2 Lectures / Week

Total Marks: 50
Theory: 40 Marks (SEE)
Practical: 10 Marks (CCE)

Objective

- To impart basic accounting knowledge as applicable to business.
- Recording Of Financial Transactions.
- To Ascertain Profit Or Loss.
- To Disclose The Financial Position

UNIT 1 INTRODUCTION TO ACCOUNTING

- 1.1 Meaning, nature and advantages of accounting, branches of accounting.
- 1.2 Accounting concepts and conventions, types of accounts.
- 1.3 Rules of journalizing, source documents – cash vouchers, cash memo.
- 1.4 Receipts, debit notes, credit notes.
- 1.5 Paying slips, with drawals , cheque.

UNIT 2 JOURNALS AND LEDGER

- 2.1 Preparation of journal entries and ledger accounts
- 2.2 Subsidiary books- purchase books, purchase return book, sales book, sales return book, cash book, bills receivable book, bills payable book, journal proper.

UNIT 3 DEPRECIATION

- 3.1 Meaning
- 3.2 Methods- straight line method- reducing balance method, change in depreciation method,

UNIT 4 FINAL ACCOUNTS

- 4.1 Preparation of trial balance.
- 4.2 Preparation of final accounts' of sole traders and partnership firms

Practical's (Based on the above Units) :

1. Preparation of journal entries and ledger accounts.
2. Preparation of subsidiary books.
3. Preparation of trial balance.
4. Practical problems on final accounts of sole traders and partnership firms.
5. Practical problems on methods of depreciation.

Reference Books:

1. Barry Berman and Joel R . Evans- Retailing management- A Strategic Approach, Prentice Hall of India.
2. James R. Ogden Denise Ogden- Integrated Retail Management- Biztantra.
3. Gibson G. Vedamani - Retail Management- Functional Principle Practices, Jaico Publishing House.
4. Swapna Pradhan- Retailing Management- Text and Cases, Tata McGraw Hill

B.Voc. Part-II (Advanced Diploma) Semester-III
Hotel Management and Catering Technology
Paper No. XX: Computer Fundamentals
Paper Code: HMCT - 20

Work Load: 6
Theory: 4 Lectures / Week
Practical: 2 Lectures / Week

Total Marks: 50
Theory: 40 Marks (SEE)
Practical: 10 Marks (CCE)

Objective

To enable student:

- Develop skill in computer fundamentals.
- To introduce the fundamentals of computing devices and reinforce computer vocabulary.
- Use of computer hardware and software.
- Use of internet, networking and mobile computing.

UNIT 1 MS – WORD

- 1.1 File commands, print, page setup.
- 1.2 Editing – cut, copy, paste, find, replace, etc.
- 1.3 Formatting commands – fonts, bullets, borders, columns, tabs, indents.
- 1.4 Tables, auto text, auto correct.
- 1.5 Mail merge.
- 1.6 Hyperlinks.

UNIT 2 MS – EXCEL

- 2.1 Features, auto fill, custom lists etc.
- 2.2 Cell reference – relative and absolute (\$)
- 2.3 Formulae, functions (math/stats, text, date, IF)
- 2.4 Charts – types, parts of the chart.
- 2.5 Databases (create, sort, auto filter, sub total)

UNIT 3 MS – POWERPOINT

- 3.1 Slide layout.
- 3.2 Clipart, organisational chart, graphs, tables.
- 3.3 Slide Timings.

UNIT 4 INTERNET / E-MAIL

- 4.1 Pre – requisites for internet, role of modem.

4.2 Services – emailing, chatting, surfing, blog.

4.3 Search engines, browsers, dial up, domains.

Practical's (Based on the above Units) :

1. Handling computer
2. Handling internet
3. Handling email
4. Making power point presentation

Reference Books:

1. P.K. Sinha - Computer Fundamentals
2. Sanjay Saxena - A First Course in Computers
3. Peter Norton DOS Guide
4. Lonnie E.Moseley and David M. Boodey (BPB Publication) - Mastering MS- OFFICE
5. Charles Siegel (BPB Publication) - Mastering FOXPRO

B.Voc. Part-II (Advanced Diploma) Semester- III
Hotel Management and Catering technology
Paper No. XXI: Food Production – III
Paper Code: HMCT – 21

Work Load: 6
Theory: 4 Lectures / Week

Total Marks: 50
Theory: 50 Marks (SEE)

Objective

To enable students:

- Students will develop skills to examine a group of vegetables and fruits, and sort them into (1) Vegetable Group and (2) Fruit Group with 90 – 95% accuracy.
- Identify safe cooking practices and precautions of eggs and egg dishes.
- Understand classification of fish, selection of fish and cooking of fish.
- Learn about meat and poultry, their cuts, selection.

UNIT 1 VEGETABLES AND FRUITS

- 1.1 Introduction and classification.
- 1.2 Cuts of vegetables.
- 1.3 Classification and uses of fruits in cookery.

UNIT 2 EGG COOKERY

- 2.1 Introduction, structure and selection.
- 2.2 Methods of cooking and uses of eggs in cookery.

UNIT 3 FISH MONGRY

- 3.1 Introduction of fish mongery, classification of fish with examples.
- 3.2 Selection of fish, shellfish, cuts of fish.
- 3.3 Cooking fish.
- 3.4 Local names of finfish / 10 local names of shellfish.

UNIT 4 MEAT AND POULTRY

- 4.1 Introduction to meat cookery and poultry.
- 4.2 Cuts of lamb / mutton.
- 4.3 Selection and uses of its cuts.
- 4.4 Classification of poultry.

Reference Books:

- 1. Rocky Mohan, Roll - Art of Indian Cookery
- 2. Prasad, J.Inder Singh Kalra, Allied – Cooking with Master
- 3. Philip E Thangam, Orient Longman - Modern Cookery (Vol –I & Vol –II)
For Teaching and Trade
- 4. Sonya Atal Sapru, Harper Collins - Zaika
- 5. Pratibha Karan, Harper Collins - Punjabi Cuisine

B.Voc. Part-II (Advanced Diploma) Semester -III
Hotel Management and Catering Technology
Paper No. XXII: Food and Beverage Service – III
Paper Code: HMCT – 22

Work Load: 6
Theory: 4 Lectures / Week

Total Marks: 50
Theory: 40 Marks (SEE)

Objective

To enable student to develop skill in food & beverage service.

UNIT 1 TEA SERVICE

- 1.1 Types of tea service.
 - a) Full afternoon tea.
 - b) High tea.
- 1.2 Service of sandwiches
 - a) Types of sandwiches.
 - b) Service of sandwiches.
- 1.3 Compilation of tea menus (English/ Indian)

UNIT 2 CHEESE AND SAVORIES

- 2.1 Types – hard, semi hard, soft, fresh.
- 2.2 Country of origin and mild processed from.
- 2.3 Service and accompaniments.
- 2.4 Savories – types and service.

UNIT 3 METHODS OF BILLING & PAYMENT

- 3.1 Cash
- 3.2 Credit
- 3.3 A/c
- 3.4 NCR / ECR.

UNIT 4 COCKTAIL

- 4.1 Definition and methods of mixing.
- 4.2 Equipments required.

Reference Books:

- 1. Bernard Davis and Sally Stone - Food and Beverage Management
- 2. Lillicrap and Cousins -Food and Beverage Service
- 3. Mary Porter and Kostgris - Bar and Beverage Book
- 4. Lipinski and Lipinski - Alcoholic Beverages

B.Voc. Part-II (Advanced Diploma) Semester- III
Hotel Management and Catering Technology
Paper No: XXIII Front Office Operation – II
Paper Code: HMCT – 23

Work Load: 6
Theory: 4 Lectures / Week

Total Marks: 50
Theory: 40 Marks (SEE)

Objective

To enable student to develop skill in front office.

UNIT 1 HOTEL BROCHURES AND TARRIFS.

- 1.1 Different types of room rates (Rack, F.I.T., Crew, Group).
- 1.2 Discount offered and packages.
- 1.3 Basis of charging tariffs.
- 1.4 Taxes levied(Sales tax, Expenditure tax, Luxury tax, & Service Charges)
- 1.5 Food plans.
- 1.6 Use of brochures and tariff cards.

UNIT 2 REPORT

- 2.1 Night receptionist report.
- 2.2 No-shows and cancellations.
- 2.3 Report / sources of business report.
- 2.4 Discrepancy report.

UNIT 3 GUEST RELATIONS

- 3.1 Hospitality desk.
- 3.2 Functions and role.
- 3.3 Maintenance of record like guest history card etc.
- 3.4 Special personality traits for guest relations executive.

UNIT 4 SITUATION HANDLING

- 4.1 Complaint handling procedure.
- 4.2 Dealing with unusual situations (Death, Theft, Fire, Bomb-Scare etc)

Reference Books.

1. Sudhir Andrews - Hotel Front Office Training Manual.
2. Sue Baker, P. Bradley, J. Huyton - Principles of Hotel Front Office Operations
3. Bruce Braham - Hotel Front Office
4. Michael Kasavana, Charles Steadmon - Managing Front Office Operations
5. Jerome Vallen - Check in Check out

B.Voc. Part-II (Advanced Diploma) Semester- III
Hotel Management and Catering Technology
Paper No. XXIV: Laboratory Work: Food Production – III
Paper Code : HMCT - 24

Practical Work Load – 4 Lectures/Week/Batch

Total Marks – 50

Practical's:

1. Italian Menu
 - a) Italian veg pizza.
 - b) Italian white pasta.
 - c) Italian veg burger.
 - d) Italian veg calzone pockets.
2. Thai Menu
 - a) Thai red curry.
 - b) Thai green curry.
 - c) Thai fried rice.
3. French Menu
 - a) French onion soup.
 - b) French salad.
 - c) French fries.
 - d) Classical french toast.
 - e) French omellete.
4. Mexican Menu.
5. American Menu.

Visit to a Star Hotel (kitchen department)

Scheme of Practical Evaluation:

Internal Practical Evaluation:

- | | |
|---|----------|
| Q.1: Perform any one practical from the above | 20 marks |
| Q.2: Practical record book | 20 marks |
| Q.3: Viva – voce | 10 marks |

B.Voc. Part-II (Advanced Diploma) Semester- III
Hotel Management and Catering Technology
Paper No. XXV: Laboratory Work: Food and Beverage Service – III
Paper Code: HMCT – 25

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practical's:

1. Conducting briefing / de-briefing for F and B outlets
2. Taking an order for beverages
3. Service of aperitifs
4. Wine bottle, identification, glasses, equipment, required for service.
5. Reading a wine label (French, German)
6. Types of glasses used in the bar
7. Service of sparkling, aromatized, fortified, still wines.
8. Menu planning with and service of food & wine
9. Service of beer, sake and other fermented & brewed beverages.
10. Service of cigars and cigarettes

Scheme of Practical Evaluation:

- | | |
|--|----------|
| Q. 1: Perform any one practical from the above | 20 marks |
| Q.2: Practical record book | 20 marks |
| Q.3: Viva – voce | 10 marks |

B.Voc. Part-II (Advanced Diploma) Semester- III
Hotel Management and Catering Technology
Paper No: XXVI Laboratory Work: Front Office Operation-II
Paper Code: HMCT – 26

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practical's:

1. Welcoming and rooming a guest
2. Handling check-ins (FIT, VIP group & foreigners)
3. Handling of different situations at the reception counter
4. Handling guest at GRE desk.
5. Handling check-outs.
6. Handling payment of bills through (cash, credit cards, traveller vouchers, bill to company and foreign currency)
7. Handling express check outs and late charges.

Scheme of Practical Evaluation:

Internal Practical Evaluation:

- | | |
|--|----------|
| Q. 1: Perform any one practical from the above | 20 marks |
| Q.2: Practical record book | 20 marks |
| Q.3: Viva – voce | 10 marks |

B.Voc. Part-II (Advanced Diploma) Semester- III
Hotel Management and Catering Technology
Paper No. XXVII: Project
Paper Code: HMCT - 27

Total Marks: 50

Students must submit detailed project report related to topics on Food production / Food and beverage service / Front office operation.

Scheme of Project Evaluation:

Internal Evaluation:

- | | |
|--|----------|
| <input type="checkbox"/> Project report related to topics above. | 40 marks |
| <input type="checkbox"/> Viva- voce | 10 marks |

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No. XXVIII: Fundamentals of Financial Accounting – II
Paper Code: HMCT - 28

Work Load: 6
Theory: 4 Lectures / Week
Practical: 2 Lectures / Week

Total Marks: 50
Theory: 40 Marks (SEE)
Practical: 10 Marks (CCE)

Objective:

To impart basic accounting knowledge as applicable to business.

UNIT 1 COMPUTERIZED ACCOUNTING SYSTEM

- 1.1 Introduction.
- 1.2 Concept, components, features.
- 1.3 Impotence and utilization of computerized accounting system.

UNIT 2 COMPUTER APPLICATION THROUGH ACCOUNTING PACKAGE TALLY

- 2.1 Creation of company, group, ledger accounts, feeding of accounting data, receipts, payments, purchase, sales, contra, journal, credit note & debit note.
- 2.2 Inventory information – groups, items & valuation.
- 2.3 Genration of various accounting reports.

UNIT 3 ACCOUNTS OF PROFESSIONALS

- 3.1 Preparation of receipts and payment account.
- 3.2 Income and expenditure account and balance sheets of non profit organization.

UNIT 4 SINGLE ENTRY SYSTEM

- 4.1 Conversion of single entry system into double entry system.

Practicals (Based on the above Units) :

1. Understanding computerized accounting practices applied in different retail malls
2. Practical problems based on computerized accounting using tally.
3. Practical problems on preparation of receipts and payment account.
4. Preparation of income and expenditure account and balance sheet of non- profit making organizations.

Reference Books:

1. Rajan Chaugule and Dhaval Chaugule - Theory and Practice of Computer Accounting
2. S.C. Jain and K.L. Narang - Advanced Accountancy
3. M.C. Shukla and T.S. Garewal - Advanced Accountancy
4. S.N.Maheshwari - Advanced Accountancy

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No. XXIX: Soft Skills and Personality Development
Paper Code: HMCT – 29

Work Load: 6
Theory: 4 Lectures / Week
Practical: 2 Lectures / Week

Total Marks: 50
Theory: 40 Marks (SEE)
Practical: 10 Marks (CCE)

Objective:

To enable students to develop skills & personality development

UNIT 1 PERSONAL SKILLS

- 1.1 Knowing one self.
- 1.2 Confidence building.
- 1.3 Defining strengths.
- 1.4 Thinking creatively personal values.
- 1.5 Time and stress management.

UNIT 2 SOCIAL SKILLS

- 2.1 Appropriate and contextual use of language.
- 2.2 Non verbal communication, interpersonal skills.
- 2.3 Problem solving.

UNIT 3 PERSONALITY DEVELOPMENT

- 3.1 Personal grooming and business etiquettes, corporate etiquette, social etiquett& telephone etiquette.
- 3.2 Role play and body language.

UNIT 4 PRESENTATION SKILLS

- 4.1 Group discussion.
- 4.2 Mock group discussion using video recording.
- 4.3 Public speaking.
- 5.5 Professional etiquettes.

Practical's (Based on the above Units) :

1. Developing the personality.
2. Group discussion.
3. Body language and personal etiquets.
4. Public speaking.
5. Handling the guest.

Rference Books:

1. Matila Treece - Successful Communication
2. Robert T. Reilly - Effective Communication in Tourist and Travel Industry
3. Boves, Thill - Business Communication Today

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No. XXX: Food Production – IV
Paper Code: HMCT – 30

Work Load: 6
Theory: 4 Lectures / Week

Total Marks: 50
Theory: 50 Marks (SEE)

Objective:

To enable students to know the types of cooking.

UNIT 1 INTRODUCTION TO BAKERY and CONFECTIONERY

- 1.1 Definition.
- 1.2 Principles of baking.
- 1.3 Bakery equipment (small & large)
- 1.4 Formulas and measurements.
- 1.5 Physical and chemical changes during baking.

UNIT 2 YEAST DOUGHS (FERMENTED GOODS)

- 2.1 Role of ingredients.
- 2.2 Types – (rich / lean)

UNIT 3 BREAD MAKING

- 3.1 Methods of bread making.
- 3.2 Stages in bread making.
- 3.3 Faults and remedies, bread disease, bread improvers.

UNIT 4 CAKE MAKING

- 4.1 Role of ingredients.
- 4.2 Recipe balancing.
- 4.3 Method of cake making
- 4.4 Faults and remedies.

Reference Books:

1. Rocky Mohan, Roll - Art of Indian cookery
2. Prasad- Cooking with master. J.Indersingh Karla. Allied
3. Philip E Thangam, Orient longman - Modern cookery (Vol-I and Vol- II) for teaching and tread
4. Sonya Atal Sapru, Harper Collins - Zaika
5. Sanjeev Kapoor and Alam Bolar - Cakes and Bakes
6. Rocky Mohan, Roli and Janssen - Wazwaan
7. Rurobi Babbar - Naans and Roties

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No. XXXI: Food and Beverage Service – IV
Paper Code: HMCT - 31

Work Load: 6
Theory: 4 Lectures / Week

Total Marks: 50
Theory: 50 Marks (SEE)

Objective:

To enable students to develop skill in food and beverage service.

UNIT I WINES

- 1.1 Introduction, definition of wines.
- 1.2 Classification.
- 1.3 Viticulture and viticulture methods.
- 1.4 Vinification- still, sparkling, aromatized and fortified wines.
- 1.5 Wine diseases.

**UNIT II WINES- CATEGORIES, REGIONS, IMPORTANT WINES WITH
 THERE QUALITIES**

- 2.1 Food and wine harmony
- 2.2 Wine glasses and equipment
- 2.3 Storage and service of wines

UNIT III APERITIFS

- 3.1 Definition
- 3.2 Types- wine based and spirit based

UNIT IV TOBACCO

- 4.1 Types- cigar and cigarettes
- 4.2 Cigar strengths and sizes
- 4.3 Brands- service

Reference Books:

1. Lipinski and Lipinski - Alcoholic beverages
2. John Fuller - Modern Restaurant Service
3. Sudhir Andrews - Food and Beverage service Training manual
4. Costaj Katsigris, Mary porter, Thomas - Bar and Beverage Books
5. Lipinski - Professional guide to alcoholic beverages

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No. XXXII: Housekeeping Operation-II
Paper Code: HMCT - 32

Work Load: 6
Theory: 4 Lectures / Week

Total Marks: 50
Theory: 50 Marks (SEE)

Objective:

To enable student to know the housekeeping operation.

UNIT 1 DIALY CLEANING OF GUEST ROOM

- 1.1 Rule of the guest room.
- 1.2 Check- out.
- 1.3 DC of occupied room.
- 1.4 DC of vacant room.
- 1.5 Procedure for cleaning of check- out room.
- 1.6 Evening service.
- 1.7 Second service.
- 1.8 Bead making.
- 1.9 Front / back areas.
- 1.10 Work routine.

UNIT 2 MAIDS SERVICE ROOM

- 2.1 Location.
- 2.2 Layout and essential features.
- 2.3 Organizing maid's trolley.
- 2.4 Records: check list, occupancy list, floor, register list.

UNIT 3 GUEST ROOM SUPPLIES

- 3.1 Standard supplies.
- 3.2 Regular supplies.
- 3.3 VIP and VVIP supplies.
- 3.4 Standard contents.

UNIT 4 LOST AND FOUND

- 4.1 Procedures for lost and found of guest articles.
- 4.2 Procedures for lost hotel articles/ Items.
- 4.3 Records.

Reference Books:

1. Sudhir Andrews - Housekeeping Training Manual
2. Brenson & Lanox - Hotel, Hostel and Hospital Housekeeping
3. Gajanan Shirke - Housekeeping Management
4. G. Raghubalan - Hotel Housekeeping

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No. XXXIII: Laboratory Work: Food Production-IV
Paper Code: HMCT – 33

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practical's:

Students to continue with a combination of bakery and quantity food production menus (minimum 24 practicals as follows.)

50 % Advanced bakery menus covering flour pastry products and variations, gateaux using various icings & decorations techniques and cookies.

50 % brunch, high tea, snacks & industrial / institutional lunch menus.

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Perform any one practical from the above	20 marks
Q.2: practical record book	20 marks
Q.3: Viva – voce	10 marks

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No. XXXIV: Laboratory Work: Food and Beverage Service-IV
Paper Code: HMCT - 34

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practical's:

Minimum 24 individual practical's to cover international menus (French, Chinese, Mexican, and Italian). Menus may be designed so as to cover classical appetizers, soups, main course accompaniments, salads, breads, & desserts. Students should be able to put to use knowledge gained about various cuts of meat, fish, poultry and vegetables.

Scheme of Practical Evaluation:

Internal Practical Evaluation

Q.1: Perform any one practical from the above	20 marks
Q.2: practical record book	20 marks
Q.3: Viva – voce	10 marks

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No. XXXV: Laboratory Work: Housekeeping Operation-II
Paper Code: HMCT - 35

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practical's:

1. Equipping maids carte / trolley.
2. Bed making – day / evening
3. Daily cleaning of guest rooms – departure, occupied & vacant.
4. Weekly / spring cleaning.
5. Daily cleaning of public areas (corridors)
6. Weekly cleaning of public areas.
7. Cleaning routine restaurants / admin. offices / staircases & elevators / exterior areas.
8. Inspection records – checklist.
9. Monogramming.
10. Mending, sewing machine.
11. Linen inventory – stock taking.
12. Identification & construction of – plain, basket, figured, weaves, pile, satin, Twill & sateen.

Scheme of Practical Evaluation:
Internal Practical Evaluation:

Q.1: Perform any one practical from the above	20 marks
Q.2: Practical record book	20 marks
Q.3: Viva – voce	10 marks

B.Voc. Part-II (Advanced Diploma) Semester-IV
Hotel Management and Catering Technology
Paper No: XXXVI Industrial visit / Study tour
Paper Code: HMCT - 36

Total Marks: 50

There is industrial visit to three or four Star hotels. Study of different departments of hotels and submission of tour report.

Scheme of Evaluation of Industrial Visit / Study Tour:

- Visit to front office department of a hotel.
- Visit to food production department to a hotel.
- Visit to front office department to a hotel.
- Visit to food and beverage department to a hotel