

SHIVAJI UNIVERSITY, KOLHAPUR

STRUCTURE AND SYLLABUS OF B. Voc.

**Bachelor of Vocation (B.Voc.)
Hotel Management and Catering Technology**

TITLE	: B.Voc. Part. II (Advance diploma) Syllabus (Semester Pattern) Under Faculty of Interdisciplinary studies : Syllabus will be implemented from academic year 2019-2020
YEAR OF IMPLEMENTATION	
DURATION	B. Voc. Part I, II and III (Three Years) B. Voc. Part I - Diploma (One Year) NSQF Level 5 B. Voc. Part II - Advanced Diploma (Second Year) NSQF Level 6 B. Voc. Part III – Degree (Third Year) NSQF Level 7
PATTERN OF EXAMINATION:	Semester Pattern
• Theory Examination –	At the end of semester as per Shivaji University Rules
• Practical Examination –	i) In the 1 st , 3 rd and 5 th 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 second semester of B. Voc. I, there will be internal practical examination at the end of semester. iii) In the 4 th and 6 th semester of B. Voc. there will be external practical examination at the end of semester.
MEDIUM OF INSTRUCTION:	English
STRUCTURE OF COURSE:	B. Voc. Part – I, II and III Two Semesters Per Year Two General Papers per year / semester Three Vocational Papers per Year / Semester Three Practical papers per Year / Semester One Project/Study Tour/ Survey/Industry Visit
SCHEME OF EXAMINATION	

A) THEORY

- The theory examination shall be at the end of the each semester.
- All the general theory papers shall carry 40 marks and all vocational theory papers shall carry 50 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** (Excluding Business Communication Paper) –
 - Q. No. 1: Multiple choice questions (ten questions)
 - Q. No. 2: Long answer type questions (any two out of four)
 - Q. No. 3: Short Notes (any four out of six)

B) PRACTICAL

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

Standard of Passing:

As per the guidelines and rules for B. Voc. (Attached Separately – Annexure I)

Structure of the Course

B. Voc. – I (Diploma) Semester – I

Sr. No	Paper No.	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	I	Business Communication – I	Theory /Practical	50	40	10
2	II	Fundamentals of Food Science – I	Theory/Practical	50	40	10
Skill Component:						
3	III	Food Production- I	Theory	50	50	--
4	IV	Food and Beverage Service-I	Theory	50	50	--
5	V	Front office Operation-I	Theory	50	50	--
6	VI	Laboratory Work : Food Production- I	Practical	50	--	50
7	VII	Laboratory Work: Food and Beverage Service-I	Practical	50	--	50
8	VIII	Laboratory Work : Front office Operation-I	Practical	50	--	50
9	IX	Project	-	50	--	50

B. Voc. – I (Diploma) Semester – II

Sr. No.	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	X	Business Communication - II	Theory /Practical	50	40	10
2	XI	Fundamentals of Food Science - II	Theory /Practical	50	40	10
Skill Component:						
3	XII	Food Production- II	Theory	50	50	--
4	XIII	Food and Beverage Service-II	Theory	50	50	--
5	XIV	Housekeeping Operation-I	Theory	50	50	--
6	XV	Laboratory Work : Food Production- II	Practical	50	--	50
7	XVI	Laboratory Work: Food and Beverage Service-II	Practical	50	--	50
8	XVII	Laboratory Work: Housekeeping Operation-I	Practical	50	--	50
9	XVIII	Industrial Visit/Study Tour	-	50	--	50

Scheme of Teaching : B. Voc. – Part I (Diploma) Semester – I

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	I	Business Communication - I	4	2	6
2	II	Fundamentals of Food Science - I	4	2	6
3	III	Food Production- I	4	-	4
4	IV	Food and Beverage Service-I	4	-	4
5	V	Front office Operation-I	4	-	4
6	VI	Laboratory Work: Food Production- I	-	4	4
7	VII	Laboratory Work: Food and Beverage Service-I	-	4	4
8	VIII	Laboratory Work: Front office Operation-I	-	4	4
9	IX	Project	-	-	-
		Total --	20	16	36

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

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	X	Business Communication - II	4	2	6
2	XI	Fundamentals of Food Science - II	4	2	6
3	XII	Food Production- II	4	-	4
4	XIII	Food and Beverage Service-II	4	-	4
5	XIV	Housekeeping Operation-II	4	-	4
6	XV	Laboratory Work: Food Production- II	-	4	4
7	XVI	Laboratory Work: Food and Beverage Service-II	-	4	4
8	XVII	Laboratory Work: Housekeeping Operation-I	-	4	4
9	XVIII	Industrial Visit/Study Tour	-	-	-
Total-			20	16	36

B. Voc. – II (Advanced Diploma) Semester – III

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

B. Voc. – II (Advanced Diploma) Semester – IV

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

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

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

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

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

B. Voc. – III (Degree) Semester – V

Sr. No	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks Theory Practical	
General Education Component :						
1	XXXVII	Principles of Management	Theory /Practical	50	40	10
2	XXXVIII	Organizational Behavior	Theory /Practical	50	40	10
Skill Component:						
3	XXXIV X	Catering Science	Theory	50	50	--
4	XXXX	Advance Food Production	Theory	50	50	--
5	XXXXI	Advance Food and Beverage Service	Theory	50	50	--
6	XXXXII	Laboratory Work Advance food production	Practical	50	--	50
7	XXXXIII	Laboratory Work Advance Food and Beverage Service	Practical	50	--	50
8	XXXXI V	Internship / Industrial Training	-	50	--	50
9	X X X X V	Project / Industrial Visit	-	50	-	50

B. Voc. – III (Degree) Semester – VI

Sr. No.	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	XXXXVI	Event Management	Theory /Practical	50	40	10
2	XXXXVII	Human Resource Management	Theory /Practical	50	40	10
Skill Component:						
3	XXXXVII I	Travel & Tourism	Theory	50	50	--
4	XXXXIX	Hotel Accountancy	Theory	50	50	--
5	XXXXX	Hospitality Marketing	Theory	50	50	--
6	XXXXXI	Laboratory Work Travel & Tourism	Practical	50	--	50
7	XXXXXII	Laboratory Work Hotel accountancy	Practical	50	--	50
8	XXXXXII I	Industrial Training & Report	-	100	--	100

Scheme of Teaching : B. Voc. – Part III (Degree) Semester – V

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	XXXVII	Principles of Management	4	2	6
2	XXXVIII	Organizational Behavior	4	2	6
3	XXXVI X	Catering Science	4	-	4
4	XXXX	Advance Food Production	4	-	4
5	XXXXI	Advance Food and Beverage Service	4	-	4
6	XXXXII	Laboratory Work : Advance Food production	-	4	4
7	XXXXIII	Laboratory Work : Advance Food and Beverage Service	-	4	4
8	XXXXI V	Internship / Industrial Training	-	4	4
9	XXXXV	Project / Industrial visit	-	-	-
		Total--	20	16	36

Scheme of Teaching - B. Voc. – Part III (Degree) Semester – VI

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	XXXXVI	Event Management	4	2	6
2	XXXVII	Human Resource Management	4	2	6
3	XXXVIII	Travel & Tourism	4	-	4
4	XXXXIX	Hotel Accountancy	4	-	4
5	XXXXX	Hospitality Marketing	4	-	4
6	XXXXXI	Laboratory Work: Travel & Tourism	-	4	4
7	XXXXXII	Laboratory Work : Hotel Accountancy	-	4	4
8	XXXXXIII	Industrial Training & Report	-	4	4
		Total-	20	16	36

NOTE:

For B. Voc. II, there will be compulsory paper on Environmental studies as per rules and regulations of Shivaji University, Kolhapur.

Eligibility for Admission:

10 +2 from any faculty or equivalent Diploma / Advanced Diploma in any related Stream.

Eligibility for Faculty:

1) M.Sc. in Hotel and Tourism Management / Hotel Management and Catering Technology with 05 years of experience in the relevant field.

B.Sc. in Hotel and Tourism Management / Hotel Management and Catering Technology /Hospitality and Tourism Studies with 10 years of experience in the relevant field

2) M.A, M.Com./MBA/MCA with SET/NET/Ph.D. for General Component Syllabus

Eligibility for Laboratory Assistant:

B.Sc. in Hotel and Tourism Management / Hotel Management and Catering Technology/Hospitality and Tourism Studies or Diploma in the relevant field

Staffing Pattern:

Staffing pattern for B.Voc. programme will be as per guidelines of UGC-NSQF scheme.

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	XIX	Fundamentals of Financial Accounting – I	Theory /Practical	50	40	10	3	2
2	XX	Computer Fundamentals	Theory /Practical	50	40	10	3	2
3	XXI	Food Production- III	Theory	50	50	--	3	--
4	XXII	Food and Beverage Service-III	Theory	50	50	--	3	--
5	XXIII	Front office Operation-II	Theory	50	50	--	3	--
6	XXIV	Laboratory Work : Food Production- III	Practical	50	--	50	--	3
7	XXV	Laboratory Work: Food and Beverage Service-III	Practical	50	--	50	--	3
8	XXVI	Laboratory Work : Front office Operation-II	Practical	50	--	50	--	3
9	XXVII	Project	--	50	--	50	--	2

Subject wise credit assignment for B. Voc. – PartII(AdvancedDiploma)Semester – IV

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	XXVIII	Fundamentals of Financial Accounting – II	Theory /Practical	50	40	10	3	2
2	XXIX	Soft Skills & Personality Development	Theory /Practical	50	40	10	3	2
3	XXX	Food Production- IV	Theory	50	50	--	3	--
4	XXXI	Food and Beverage Service-IV	Theory	50	50	--	3	--
5	XXXII	Housekeeping Operation-II	Theory	50	50	--	3	--
6	XXXIII	Laboratory Work : Food Production- IV	Practical	50	--	50	--	3
7	XXXIV	Laboratory Work: Food and Beverage Service-IV	Practical	50	--	50	--	3
8	XXXV	Laboratory Work:	Practical	50	--	50	--	3

		Housekeeping Operation-II						
9	XXXV I	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.*

Evaluation system:

1. Standard of passing

The maximum credits for B. Voc. Hotel Management and Catering Technology semester course (of six semesters) will be $30 \times 6 = 180$ credits.

To pass in each paper students are required to obtain 4 grade points in each paper, it means 18 to 20 Marks for 50 Marks Theory / Practical papers, 14.08 to 16 for 40 Marks Theory papers and 04 marks for 10 Marks Practical papers.

2. Assessment of Project / Industrial visit /study tour /Internship Report

- i) The Project/Industrial visit/study tour/Internship report must be submitted by the prescribed date usually two weeks before the end of academic session of the semester.
- ii) It is desirable that the topics for Project/Industrial visit/study tour/Internship report shall be assigned by the end of previous semester.
- iii) The Project/Industrial visit/study tour/Internship report and its presentation shall be evaluated by the coordinator of the course and concerned faculty.

3. Grade point for Theory/Practical/ Project / Industrial visit /study tour /Internship Report

• Table –I: for 50 Marks Theory or Practical

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0	50	0.0 to 2.5	D	Unsatisfactory
1	50	2.6 to 5.0		
1.5	50	5.1 to 7.5		
2	50	7.6 to 10.0		
2.5	50	10.1 to 12.5		
3	50	12.6 to 15.0		
3.5	50	15.1 to 17.5		
4	50	17.6 to 20.0	C	Fair
4.5	50	20.1 to 22.5	B	Satisfactory
5	50	22.6 to 25.0		
5.5	50	25.1 to 27.5	B+	Good
6	50	27.6 to 30.0		
6.5	50	30.1 to 32.5	A	Very Good
7	50	32.6 to 35.0		
7.5	50	35.1 to 37.5	A ⁺	Excellent
8	50	37.6 to 40.0		
8.5	50	40.1 to 42.5	O	Outstanding
9	50	42.6 to 45.0		
9.5	50	45.1 to 47.5		
10	50	47.6 to 50.0		

• **Table No-II: for 40 Marks Theory and for 10 Marks Practical**

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0.00	40	0.0 to 2.0	D	Unsatisfactory
1	40	2.08 to 4.0		
1.5	40	4.08 to 6.0		
2	40	6.08 to 8.0		
2.5	40	8.08 to 10.0		
3	40	10.08 to 12.0		
3.5	40	12.08 to 14.0		
4	40	14.08 to 16.0		
4.5	40	16.08 to 18.0	C	Fair
5	40	18.08 to 20.0	B	Satisfactory
5.5	40	20.08 to 22.0		
6	40	22.08 to 24.0	B ⁺	Good
6.5	40	24.08 to 26.0		
7	40	26.08 to 28.0	A	Very Good
7.5	40	28.08 to 30.0		
8	40	30.08 to 32.0	A ⁺	Excellent
8.5	40	32.08 to 34.0		
9	40	34.08 to 36.0	O	Outstanding
9.5	40	36.08 to 38.0		
10	40	38.08 to 40.0		
Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0.00	10	0.0 to 0.5	D	Unsatisfactory
1	10	0.52 to 1.0		
1.5	10	1.02 to 1.5		
2	10	1.52 to 2.0		
2.5	10	2.02 to 2.5		
3	10	2.52 to 3.0		
3.5	10	3.02 to 3.5		
4	10	3.52 to 4.0		
4.5	10	4.02 to 4.5	C	Fair
5	10	4.52 to 5.0	B	Satisfactory
5.5	10	5.02 to 5.5		
6	10	5.52 to 6.0	B ⁺	Good
6.5	10	6.02 to 6.5		
7	10	6.52 to 7.0	A	Very Good
7.5	10	7.02 to 7.5		
8	10	7.52 to 8.0	A ⁺	Excellent
8.5	10	8.02 to 8.5		
9	10	8.52 to 9.0	O	Outstanding
9.5	10	9.02 to 9.5		
10	10	9.52 to 10.0		

Calculation of SGPA and CGPA-

1. Semester Grade Point Average (SGPA) = $\frac{\Sigma (\text{course credits in passed courses } X \text{ earned grade points})}{\Sigma (\text{Course credits in registered courses})}$

2. Cumulative Grade Point Average = $\frac{\Sigma (\text{course credits in passed courses } X \text{ earned grade points) of all Semesters}}{\Sigma (\text{Course credits in registered courses) of all Semesters}$ (CGPA)

3. At the end of each year of B. Voc. Program, student will be placed in any one of the divisions as detailed below:

SGPA and CGPA Table

Grade Point	Grade	Description of performance
0.00 to 3.49	D	Unsatisfactory
3.5to 4.49	C	Fair
4.5 to 5.49	B	Satisfactory
5.5 to 5.99	B ⁺	Good
6.0 to 6.99	A	Very Good
7.0 to 8.49	A ⁺	Excellent
8.5 to 10.00	O	Outstanding

- Ist Class with distinction: CGPA > 7.0 and above
- Ist Class: CGPA > 6.0 and < 7.0
- IInd Class: CGPA > 5.0 and < 6.0
- Pass Class: CGPA > 4.0 and < 5.0
- Fail: CGPA < 4.0

B.Voc. Part-II (Advanced Diploma)-Sem.III
Hotel Management and Catering Technology
Paper No – XIX (Common of All B. Voc Course)
Fundamentals of Financial Accounting - I

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objective

To impart basic accounting knowledge as applicable to business.

UNIT I 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 , withdrawals , cheque.

UNIT II JOURNALS & 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 III DEPRECIATION

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

UNIT IV FINAL ACCOUNTS

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

Practicals (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.

Rference Books.

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

B.Voc. Part-II(Advanced Diploma)-Sem.III
Hotel Management and Catering Technology
Paper No – XX
Computer Fundamentals

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objective

To enable student to develop skill in computer fundamentals.

UNIT I 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 II 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,autofilter,sub total)

UNIT III MS – POWERPOINT

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

UNIT IV 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.

Practicals (Based on the above Units) :

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

Reference Books.

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

B.Voc. Part-II(Advanced Diploma)-Sem.III
Hotel management and catering technology

Paper No – XXI

Food Production - III

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objective

To enable student to know the types of cooking.

UNIT I VEGETABLES & FRUITS

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

UNIT II EGG COOKERY

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

UNIT III FISH MONGRY

- 3.1 Introduction of fish mongery, glassification 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 IV MEAT&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. Art of Indian Cookery – Rocky Mohan, Roll.
- 2. Prasad – Cooking with Master, J.Inder Singh Kalra, Allied.
- 3. Modern Cookery (Vol –I & Vol –II) For Teaching and Trade – Philip E Thangam, Orient Longman.

4. Zaika – Sonya Atal Sapru, Harper Collins.
5. Punjabi Cuisine – Pratibha Karan, Harper Collins.
6. Wazwaan – Rocky Mohan, Roli and Janssen.

B.Voc. Part-II(Advanced Diploma)-Sem.III
Hotel Management and Catering Technology
Paper No – XXII
Food and Beverage Service - III

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objective

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

UNIT I 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 II 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 III METHODS OF BILLING & PAYMENT

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

UNITIV COCKTAIL

- 4.1 Defination and methods of mixing.
- 4.2 Equipm qnts required.

Reference Books.

- 1. Food and Beverage Management – Bernard Davis and Sally Stone.

2. Food and Beverage Service – Lillicrap and Cousins.
3. Bar and Beverage Book – Mary Porter and Kostgris
4. Alcoholic Beverages – Lipinski and Lipinski

B.Voc. Part-II(Advanced Diploma)-Sem.III
Hotel Management and Catering Technology
Paper No – XXIII
Front Office Operation - II

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objectiv

To enable student to develop skill in front office.

UNIT I 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 II REPORT

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

UNIT III GUEST RELATIONS

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

UNIT IV SITUATION HANDLING

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

Reference Books.

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

Bachelor of Vocation (B.Voc.) – Sem. III
Hotel Management & Catering Technology
Paper No. XXIV
Laboratory Work – Food Production - III

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

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	20marks
Q.2: Practical record book	20marks
Q.3: Viva – voce	10 marks

Bachelor of Vocation (B.Voc.) – Sem. III
Hotel Management & Catering Technology
Paper No. XXV

Laboratory Work – Food & Beverage Service - III

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

Practical's:

1. Conducting briefing / de-briefing for F & 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 un 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

Internal Practical Evaluation

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

Bachelor of Vocation (B.Voc.) – Sem. III
Hotel Management & Catering Technology
Paper No. XXVI

Laboratory Work – Front Office Operation - II

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

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

20marks

Q.2: practical record book

20marks

Q.3: Viva – voce

10 marks

B.Voc. Part-II(Advanced Diploma)-Sem.III
Hotel Management and Catering Technology
Paper No – XXVII
Project

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

- | | |
|---|----------|
| • Project report related to topics above. | 40 marks |
| • Viva- voce | 10 marks |

B.Voc. Part-II(Advanced Diploma)-Sem.IV
Hotel Management and Catering Technology
Paper No – XXVIII(Common of All B. Voc Course)
Fundamentals of Financial Accounting - II

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objective :

To impart basic accounting knowledge as applicable to business.

UNIT I COMPUTERIZED ACCOUNTING SYSTEM

1.1 Introduction.

1.2 Concept, components , features.

1.3 Importance and utilization of computerized accounting system.

UNIT II 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 Generation of various accounting reports.

UNIT III 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 IV 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 in & around Kolhapur city.

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. Theory and Practice of Computer Accounting, Rajan Chaugule and Dhaval Chaugule.

2. Advanced Accountancy, S.C. Jain and K.L. Narang.

3. Advanced Accountancy, M.C. Shukla and T.S. Garewal.

4. Advanced Accountancy, S.N. Maheshwari.

B.Voc. Part-II(Advanced Diploma)-Sem.IV
Hotel Management and Catering Technology
Paper No – XXIX

Soft Skill and Personality Development

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objective

To enable student to develop skills & personality development

UNIT I PERSONAL SKILLS

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

UNIT II SOCIAL SKILLS

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

UNIT III PERSONALITY DEVELOPMENT

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

UNIT IV PRESENTATION SKILLS

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

Practicals (Based on the above Units) :

- 1. Developing the personality.
- 2. Group discussion.
- 3. Body language and personal etiques.

4. Public speaking.
5. Handling the guest.

Rference Books.

1. Matila Treece, Successful Communication :Allyumand Bacon, Pubharkat.
2. Robert T. Reilly, Effective Communication in Tourist and Travel Industry, DilnasPublication.
3. Boves, Thill, Business Communication Today, Mcycans Hills Publication.

B.Voc. Part-II(Advanced Diploma)-Sem.IV
Hotel Management and Catering Technology
Paper No – XXX
Food Production - IV

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

Total Marks – 50
Theory – 40 Marks
Practical – 10 Marks

Objective

To enable student to know the types of cooking.

UNIT I INTRODUCTION TO BAKERY & 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 II YEAST DOUGHS (FERMENTED GOODS)

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

UNIT III BREAD MAKING

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

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

B.Voc. Part-II(Advanced Diploma)-Sem.IV
Hotel Management and Catering Technology
Paper No – XXXI
Food & Beverage Service - IV

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objective

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

UNIT I WINES

- 1.1 Introduction, deffinations 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 Storeg and service of wines

UNIT III APERITIFS.

- 3.1 Deffination.
- 3.2 Types- wine based and spirit based.

UNIT IV TOBACCO.

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

Reference Books.

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

B.Voc. Part-II(Advanced Diploma)-Sem.IV
Hotel Management and Catering Technology
Paper No – XXXII
Housekeeping Operation - II

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objective

To enable student to know the housekeeping operation.

UNIT I DIALY CLEENING 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 cleeaninf of check- out room.
- 1.6 Evening service.
- 1.7 Second sevice.
- 1.8 Bead making.
- 1.9 Front / back areas.
- 1.10 Work routine.

UNIT II MAIDS SERVICE ROOM.

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

UNIT III GUEST ROOM SUPPLIES.

- 3.1 Standerd supplies.
- 3.2 Regular supplies.
- 3.3 VIP ans VVIP supplies.
- 34 Standard contents.

UNIT IV LOST AND FOUND.

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

Referance Books.

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

Bachelor of Vocation (B.Voc.) – Sem. IV
Hotel Management & Catering Technology
Paper No. XXXIII
Laboratory Work – Food Production - IV

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

Practical's:

Student to continue with a combination of bakery & quantity food production menus(minimum 24 practical's as follows.)

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

20marks

Q.2: practical record book

20marks

Q.3: Viva – voce

10 marks

Bachelor of Vocation (B.Voc.) – Sem. IV
Hotel Management & Catering Technology
Paper No. XXXIV

Laboratory Work – Food & Beverage Service - IV

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

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 & vegetables.

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Perform any one practical from the above

20marks

Q.2: practical record book

20marks

Q.3: Viva – voce

10 marks

Bachelor of Vocation (B.Voc.) – Sem. IV
Hotel Management & Catering Technology
Paper No. XXXV

Laboratory Work – Housekeeping Operation - II

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

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	20marks
Q.2: Practical record book	20marks
Q.3: Viva – voce	10 marks

B.Voc. Part-II(Advanced Diploma)-Sem.IV
Hotel Management and Catering Technology
Paper No – XXXVI
Industrial visit / Study tour

Total Marks – 50

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

Scheme of Evaluation of Industrial visit / Study tour
Internal Evaluation on tour report W.R.T.

- **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.**

Total Marks - 50