

**SHIVAJI UNIVERSITY,
KOLHAPUR**



"A" Re accredited by NAAC
(2014) with CGPA 3.16

Faculty of Interdisciplinary studies

Structure, Scheme and Syllabus for

Advanced Diploma in

Catering and Hospitality Management

Advanced Diploma for Second Year

Part II- Sem III & IV

(Subject to the modifications that will be made from time to time)

Syllabus to be implemented from June, 2021
onwards.

Advanced Diploma in Catering and Hospitality Management

<i>TITLE</i>	Advanced Diploma in Catering and Hospitality Management Syllabus (Semester Pattern)
<i>YEAR OF IMPLEMENTATION</i>	Syllabus will be implemented from academic year 2021-2022
<i>DURATION</i>	Advanced Diploma - Part I and II (two Years) Advanced Diploma Part I - Diploma (One Year) NSQF Level 5 Advanced Diploma Part II - Advanced Diploma (Second Year) NSQF Level 6
<i>PATTERN OF EXAMINATION</i>	Semester Pattern
<i>Theory Examination</i>	At the end of semester as per Shivaji University Rules
<i>Practical Examination</i>	<p>i) In the first and third semester of Advanced Diploma there will be internal assessment of practical record, related Report submission and Project reports at the end of semester.</p> <p>ii) In the second semester of Advanced Diploma there will be internal practical examination at the end of semester.</p> <p>In the fourth semester, there will be external practical examination at the end of semester</p>
<i>MEDIUM OF INSTRUCTION</i>	English /Marathi
<i>STRUCTURE OF COURSE</i> <i>Part – I and II</i>	<p>Two Semesters Per Year</p> <p>Two General Papers per year / semester</p> <p>Three Vocational Papers per Year / Semester</p> <p>Three Practical papers per Year / Semester</p> <p>One Project/Study Tour/ Survey/Industry Visit</p>

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 50marks.
- 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.

Standard of Passing:

As per the guidelines and rules for Advanced Diploma (Attached Separately – Annexure I)

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 SET/NET/Ph.D. or 05 years of experience in the relevant field or B.Sc. in Hotel and Tourism Management / Catering and Hospitality Management/Hospitality and Tourism Studies with 10 years of experience in the relevant field
- 2) M.A. (English) with SET/NET/Ph.D. for Business Communication
- 3) M.Com./MBA/MCA with SET/NET/Ph.D. for Principles of Management, Computer Fundamentals, Organizational Behavior

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:

- a) In 1st Year of Advanced Diploma-1 Full Time and 1 Part Time Assistant Professor for Hotel Management and Catering Technology and 1 CHB Assistant Professor for Business Communication
- b) In 2nd Year of Advanced Diploma–Total requirement off acuity (Inclusive of 1st Year) will be 2 Full time for Catering and Hospitality Management and CHB Assistant Professors for Computer Fundamental/Customer Relationship Management/ Environmental Studies

Lab Assistant: For first Year of Advanced Diploma – 1 Part Time

For 2nd Year (Inclusive of 1st Year) of Advanced Diploma– 1 Full Time

CREDIT SYSTEM

FOR Advanced Diploma– Catering and Hospitality Management

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 minimum before awarding credit 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/fieldwork, the credit weightage for equivalent hours shall be equal to that for lecture/practical.

The credits for each of the year of Advanced Diploma 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 10	36	24
Total			72	48

Evaluation system:

1. Standard of passing

The maximum credits for Advanced Diploma in Catering and Hospitality Management semester course (of four semesters) will be $30 \times 4 = 120$ 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 presentations 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		
6	50	27.6 to 30.0	B+	Good
6.5	50	30.1 to 32.5		
7	50	32.6 to 35.0	A	Very Good
7.5	50	35.1 to 37.5		
8	50	37.6 to 40.0	A+	Excellent
8.5	50	40.1 to 42.5		
9	50	42.6 to 45.0	O	Outstanding
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	C	Fair
4.5	10	4.02 to 4.5		
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		

9.5	10	9.02 to 9.5	0	Outstanding
10	10	9.52 to 10.0		

Calculation of SGPA and CGPA-

1. SemesterGradePointAverage(SGPA)= $\frac{\Sigma(\text{coursecreditsinpassedcourses} \times \text{earnedgradepts})}{\Sigma(\text{Course credits in registered courses})}$

2. CumulativeGradePointAverage= $\frac{\Sigma(\text{coursecreditsinpassedcourses} \times \text{earnedgradepts}) \text{ of all Semesters}}{\Sigma(\text{Course credits in registered courses}) \text{ of all Semesters}}$
(CGPA)

3. At the end of each year of Advanced Diploma 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
3.5 to 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

Structure of Course

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	301	Fundamentals of Financial Accounting -I	Theory /Practical	50	40	10
2	302	Computer Fundamentals	Theory /Practical	50	40	10
Skill Component:						
3	303	Food Production - III	Theory	50	50	--
4	304	Food & Beverage Service - III	Theory	50	50	--
5	305	Front Office Operation – II	Theory	50	50	--
6	306	Laboratory work : Food Production – III	Practical	50	--	50
7	307	Laboratory Work: Food & Beverage Service - III	Practical	50	--	50
8	308	Laboratory Work: Front Office Operation - II	Practical	50	--	50
9	309	Project	-	50	--	50

(Advanced Diploma) Semester – IV

Sr. No.	Paper No.	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks Theory Practical	
General Education Component :						
1	401	Fundamentals of Financial Accounting-II	Theory /Practical	50	40	10
2	402	Soft Skills & Personality Development	Theory/Practical	50	40	10
Skill Component:						
3	403	Food Production –IV	Theory	50	50	--
4	404	Food & Beverage Service - IV	Theory	50	50	--
5	405	House Keeping Operation – II	Theory	50	50	--
6	406	Laboratory Work : Food Production –IV	Practical	50	--	50
7	407	Laboratory Work: Food & Beverage Service - IV	Practical	50	--	50
8	480	Laboratory Work : House Keeping Operation – II	Practical	50	--	50
9	409	Industrial Visit/Study Tour	-	50	--	50

Scheme of Teaching : (Advanced Diploma) Semester – III

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	301	Fundamentals of Financial Accounting - I	4	2	6
2	302	Computer Fundamentals	4	2	6
3	303	Food Production - III	4	-	4
4	304	Food & Beverage Service - III	4	-	4
5	305	Front Office Operation – II	4	-	4
6	306	Laboratory work : Food Production III	-	4	4
7	307	Laboratory Work: Food & Beverage Service - III	-	4	4
8	308	Laboratory Work: Front Office Operation- II	-	4	4
9	309	Project	-	-	-
		Total --	20	16	36

Scheme of Teaching: (Advanced Diploma) Semester – IV

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	401	Fundamentals of Financial Accounting - II	4	2	6
2	402	Soft Skills & Personality Development	4	2	6
3	403	Food Production -IV	4	-	4
4	404	Food & Beverage Service -IV	4	-	4
5	405	House Keeping Operation - II	4	-	4
6	406	Laboratory Work : Food Production - IV	-	4	4
7	407	Laboratory Work: Food & Beverage Service -IV	-	4	4
8	408	Laboratory Work : House Keeping Operation - II	-	4	4
9	409	Industrial Visit/Study Tour	-	-	-
		Total-	20	16	36

Advanced Diploma (Sem III)
Hospitality Management and Catering
Technology

Paper No – 301

Fundamentals of Financial Accounting - I

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 INTRODUCTION TO ACCOUNTING

Meaning, nature and advantages of accounting, branches of accounting.

Accounting concepts and conventions, types of accounts.

Rules of journalizing, source documents – cash vouchers, cash memo.

Receipts , debit notes, credit notes.

Paying slips , withdrawals , Cheque

UNIT II JOURNALS & LEDGER

Preparation of journal entries and ledger accounts

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

Meaning,

Methods- straight line method- reducing balance method, change in deprecation method,

UNIT IV FINAL ACCOUNTS

Preparation of trial balance.

Preparation of final accounts of sole traders and partnership firms

Practical's (Based on the above Units) :

1. Preparation of journal entries and ledger account

Preparation of subsidiary books.

1. Preparation of trial balance.
2. Practical problems on final accounts of sole traders and partnership firms.
3. 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, Jiao Publishing House.
4. Swapna Pradhan- Retailing Management- Text and Cases, Tata McGraw Hill

Advanced Diploma (Sem III)
Hospitality Management and Catering
Technology

Paper No – 302

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

File commands, print, page setup.

Editing – cut, copy, paste, find, replace, etc.

Formatting commands – fonts, bullets, borders, columns, tabs, indents.

Tables, auto text, auto correct.

Mail merge.

Hyperlinks.

UNIT II

MS – EXCEL

Features, auto fill, custom lists etc.

Cell reference – relative and absolute(\$)

Formulae, functions (math/stats, text, date, IF)

Charts – types, parts of the chart.

Databases (create, sort, auto filter, sub total)

UNIT III

MS – POWERPOINT

Slide layout.

Clipart, organizational chart, graphs, tables.

Slide Timings.

UNIT IV

INTERNET / E-MAIL

Pre – requisites for internet, role of modem.

Services – emailing, chatting, surfing, blog.

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. 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)

Advanced Diploma (Sem III)
Hospitality Management and Catering
Technology

Paper No – 303
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

Introduction and classification.

Cuts of vegetables.

Classification and uses of fruits in cookery.

UNIT II EGG COOKERY

Introduction, structure and selection.

Methods of cooking and uses of eggs in cookery.

UNIT III FISH MONGRY

Introduction of fish monger, classification of fish with examples.

Selection of fish, shellfish, cuts of fish.

Cooking fish.

Local names of finfish / 10 local names of shellfish.

UNIT IV MEAT & POUL try

Introduction to meat cookery and poultry.

Cuts of lamb / mutton.

Selection and uses of its cuts.

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.

Advanced Diploma (Sem III)
Hospitality Management and Catering
Technology

Paper No – 304

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

Types of tea service.

- a) Full afternoon tea.
- b) High tea.

Service of sandwiches

- a) Types of sandwiches.
- b) Service of sandwiches.

Compilation of tea menus (English/ Indian)

UNIT II CHEESE AND SAVORIES

Types – hard, semi hard, soft, fresh.

Country of origin and mild processed from.

Service and accompaniments.

Savories – types and service.

UNIT III METHODS OF BILLING & PAYMENT

Cash

Credit

A/c

NCR / ECR.

UNITIV COCKTAIL

Definition and methods of mixing.

Equipments required.

Reference Books.

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

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

Advanced Diploma (Sem III)
Hospitality Management and Catering
Technology

Paper No – 305

Front Office Operation - II

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 front office.

UNIT I HOTEL BROCHURES AND TARRIFS.

Different types of room rates (Rack, F.I.T.,Crew,Group).

Discount offered and packages.

Basis of charging tariffs.

Taxes levied(Sales tax, Expenditure tax, Luxury tax, & Service Charges)

Food plans.

Use of brochures and tariff cards.

UNIT II REPORT

Night receptionist report.

No-shows and cancellations.

Report / sources of business report.

Discrepancy report.

UNIT III GUEST RELATIONS

Hospitality desk.

Functions and role.

Maintenance of record like guest history card etc.

Special personality traits for guest relations executive.

UNIT IV SITUATION HANDLING

Complaint handling procedure.

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 Valley

Advanced Diploma (Sem III)

**Hospitality Management and Catering
Technology**

Paper No. 306

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 omelet.

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

Advanced Diploma (Sem III)

**Hospitality Management and Catering
Technology**

Paper No. 307

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

Advanced Diploma (Sem III)

**Hospitality Management and Catering
Technology**

Paper No. 308

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

Advanced Diploma (Sem III)
Hospitality Management and Catering
Technology
Paper No – 309
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 |

Advanced Diploma (Sem-IV)
Catering & Hospitality Management

Paper No – 401

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

Introduction.

Concept, components , features.

Importance and utilization of computerized accounting system.

UNIT II COMPUTER APPLICATION THROUGH ACCOUNTING PACKAGE TALLY

Creation of company, group, ledger accounts, feeding of accounting data, receipts, payments, purchase, sales, contra, journal, credit note & debit note.

Inventory information – groups, items & valuation.

Generation of various accounting reports.

UNIT III ACCOUNTS OF PROFESSIONALS

Preparation of receipts and payment account.

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.

Advanced Diploma (Sem-IV)
Catering & Hospitality Management
Paper No – 402
Soft Skill and Personality Development

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 skills & personality development

UNIT I PERSONAL SKILLS

Knowing oneself.
Confidence building.
Defining strengths.
Thinking creatively personal values.
Time and stress management.

UNIT II SOCIAL SKILLS

Appropriate and contextual use of language.
Non verbal communication, interpersonal skills.
Problem solving.

UNIT III PERSONALITY DEVELOPMENT

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

UNIT IV PRESENTATION SKILLS

Group discussion.
Mock group discussion using video recording.
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 antiques.

4. Public speaking.
5. Handling the guest.

Reference Books.

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

Advanced Diploma (Sem-IV)
Catering & Hospitality Management
Paper No – 403

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

Definition.

Principles of baking.

Bakery equipment (small & large)

Formulas and measurements.

Physical and chemical changes during baking.

UNIT II YEAST DOUGHS (FERMENTED GOODS)

Role of ingredients.

Types – (rich / lean)

UNIT III BREAD MAKING

Methods of bread making.

Stages in bread making.

Faults and remedies, bread disease, bread improvers.

UNIT IV CAKE MAKING

Role of ingredients.

Recipe balancing.

Method of cake making

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 training- 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

Advanced Diploma (Sem-IV)
Catering & Hospitality Management Paper No –
404
Food & Beverage Service - 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 develop skill in food & beverage service.

UNIT I WINES

Introduction, definitions of wines.

Classification.

Viticulture and viticulture methods.

Vinification- still, sparkling, aromatized and fortified wines.

Wine diseases.

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

Food and wine harmony.

Wine glasses and equipment.

Store and service of wines

UNIT III APERITIFS.

Definition.

Types- wine based and spirit based.

UNIT IV TOBACCO.

Types- cigar and cigarets.

Cigar strengths and sizes.

Brands- service.

Reference Books.

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

Advanced Diploma (Sem-IV)
Catering & Hospitality Management Paper No –
405
Housekeeping Operation - II

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 housekeeping operation.

UNIT I DIALY CLEENING OF GUEST ROOM.

Rule of the guest room.

Check- out.

DC of occupied room.

DC of vacant room.

Procedure for cleaning of check- out room.

Evening service.

Second sevice.

Bead making.

Front / back areas.

Work routine.

UNIT II MAIDS SERVICE ROOM.

Location.

Layout and essential features.

Organizing maids trolley.

Records : check list, occupancy list, floor, register list.

UNIT III GUEST ROOM SUPPLIES.

Standerd supplies.

Regular supplies.

VIP ans VVIP supplies.

34 Standard contents.

UNIT IV LOST AND FOUND.

Procedures for lost and found of guest articles.

Procedures for lost hotel articles/ Items.

Records.

Referance Books.

1. Housekeeping Training Manual – Sushi Andrews.
2. Hotel, Hostel and Hospital Housekeeping – Branson & Lenox
3. Housekeeping Management by Gajanan Shirke
4. Hotel Housekeeping by G. Raghubalan

Advanced Diploma (Sem-IV)
Catering & Hospitality Management Paper No –
406

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

Advanced Diploma (Sem-IV)

Catering & Hospitality Management

Paper No – 407

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

Advanced Diploma (Sem-IV)
Catering & Hospitality Management
Paper No – 408

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
Q.3: Viva – voce

20marks
10 marks

Advanced Diploma (Sem-IV)
Catering & Hospitality Management
Paper No – 409
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