 MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI TEACHING AND EXAMINATION SCHEME FOR POST H.S.C. DIPLOMA COURSES																	
COURSE NAME : DIPLOMA IN HOTEL MANAGEMENT & CATERING TECHNOLOGY																	
COURSE CODE : HM																	
DURATION OF COURSE : SIX SEMESTERS										WITH EFFECT FROM 2009-10							
SEMESTER : SECOND										DURATION : 16 WEEKS							
PATTERN : FULL TIME - SEMESTER										SCHEME : E							
SR. NO.	SUBJECT TITLE	Sub. Title Abr.	SUB CODE	TEACHING SCHEME			EXAMINATION SCHEME										SW (16002)
				TH	TU	PR	PAPER HRS.	TH (1)		PR (4)		OR (8)		TW (9)			
								Max	Min	Max	Min	Max	Min	Max	Min		
1	Basic Food Production	BFP	12417	3	--	8	03	100	40	50#	20	--	--	25@	10	50	
2	Basic Food & Beverage Service	BBS	12418	3	--	2	03	100	40	50#	20	--	--	25@	10		
3	Front Office Operations	FOO	12419	3	--	2	03	100	40	50#	20	--	--	25@	10		
4	Basic Accounts for Hospitality	BAH	12420	4	--	--	03	100	40	--	--	--	--	--	--		
5	Catering Science	CTS	12421	3	--	--	03	100	40	--	--	--	--	--	--		
6	Computer Application	CMA	12422	--	--	2	--	--	--	--	--	--	--	25@	10		
7	Hospitality French	HSF	12423	1	--	2	--	--	--	--	--	--	--	25@	10		
TOTAL				17	--	16	--	500	--	150	--	--	--	125	--	50	
<p>Student Contact Hours Per Week: 33 Hrs. THEORY AND PRACTICAL PERIODS OF 60 MINUTES EACH. Total Marks : 825 @ Internal Assessment, # External Assessment, \$ - Common to All Conventional Diploma, No Theory Examination.</p> <p>Abbreviations: TH-Theory, TU- Tutorial, PR-Practical, OR-Oral, TW- Termwork, SW- Sessional Work</p> <ul style="list-style-type: none"> ➤ Conduct two class tests each of 25 marks for each theory subject. Sum of the total test marks of all subjects is to be converted out of 50 marks as sessional work (SW). ➤ Progressive evaluation is to be done by subject teacher as per the prevailing curriculum implementation and assessment norms ➤ Code number for TH, PR, OR and TW are to be given as suffix 1, 4, 8, 9 respectively to the subject code. 																	

COURSE NAME : DIPLOMA IN HOTEL MANAGEMENT AND CATERIN TECHNOLOGY

COURSE CODE : HM

SEMESTER : SECOND

SUBJECT TITLE : BASICE FOOD PRODUCTION

SUBJECT CODE : 12417

Teaching & Examination Scheme

Teaching scheme			Examination scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
03	--	08	03	100	50#	--	25@	175

NOTE:

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)

Rational:

The subject will develop awareness of technical skills required in the food production department. It also given a comprehensive insight into the commodities required, their characteristics.

Objectives: The Student will be able to:

1. The subject will develop basic awareness of the technical skill required in the food production department.
2. Know the various riches of equipment & understand their purpose.
3. Understand why hygiene practice ins essential & know the causes of ill health resulting from failure to exercise sound hygienic principles.
4. Know the various food commodities.

Contents: Theory

Chapter	Nam eof the Topic	Hours	Marks
1	Milk & milk products :- 1.1 Introduction & processing of milk, pasteurization & homogenization, Types of milk 1.2 Cream – Introduction, processing & types 1.3 Butter - Introduction, processing & types 1.4 Cheese - Introduction, classification with examples, processing, Types, cooking with cheese & uses	06	12
2	Wheat 2.1. Structure, Composition, Types of wheat, Types of flour & its uses. 2.2. Bread – role of each ingredient steps of bread making, common bread faults, baking temperature. 3.3 Cake – role of each ingredient, method of cake making, baking temperature. 3.4 Cookies & Biscuits: Role of each ingredient, method & types, baking temperature.	10	16
3	Meat Cookery 5.1 Structure of meat 5.2 composition 5.3 factors affect tenderness of meat 5.4 cuts of Lamb & Mutton 5.5 Selection, uses of its cuts.	12	24
4	Foundation of Continental Cookery 4.1 Stock Definition of Stock, Classification, Rules for making good stocks. Standard Recipe of 1 Lit. Various Stocks, Storage of Stock 4.2 Soups – Classification, Basic Recipes, Consommés & Garnishes for Soups 4.3 Sauces – Classification of Sauces, Compositions, Basic sauces	12	22

5	Pastry:- 5.1 Short Crust B) Laminated C) Chouse D) Hot water /Rough puff 5.2 Recipe & method of preparation 5.3 Difference & use of each pastry 5.4 Care to be taken while preparing pastry 5.5 Role of each ingredients		06	14
6	Culinary Terms. 1. Kedgerree 2. Kromeskys 3. Liasion 4. Larding 5. Macedoine 6. Maitre a Hotel bulter 7. Marinade 8. Mandolin 9. Masking 10. Mire poix 11. Mise – en – place 12. Mousse 13. Navarin 14. Panada 15. Papillote 16. paysanne 17. Piquant 18. Quenelles 19. Ragout 20. Ramekins	21. Rasping. 22. Rechauffe 23. Reduce 24. Royal 25. Soboyon 26. Salami 27. Sausage 28. Searing 29. Skewer 30. Soufflé 31. Spit 32. Supreme 33. Terrine 34. Whipping 35. Tripe 36. Rennet 37. Whey 38. Proofing 39. Punching 40. Zest.	02	12
Total			48	100

List of Practical:

- Practical 1: Demo & preparation of egg cookery.
Boiled (Soft, Hard) Fried / sunny side up, double fried) Poached, scrambled, omelettes
(Plain / stuffed) , en cocotte.
- Practical 2: Demo of mother Sauces.
Béchamel, Veloute, espagnol, Hollandaise, Mayonnaise, & 3 derivatives of each, Butter
Sauce – flavored Butter.
- Practical 3: Demo of Danish Pastry & Chouse pastry with 2 byproduct of each.
- Practical 4: Demo of basic cuts of Lamb & Mutton
- Practical 5: Continental Menu (4 Course)
Cream Soup, Mutton Ragout, Spaghetti Nepotitaine, Hot Dessert.
- Practical 6: Continental Snacks.
Fried Fish, Veg Cutlet, Bird Nest (Egg) with appropriate accompaniment.
- Practical 7: Indian menu (Five Course)
Veg Shorba, Veg Preparation (Red Gravy) Rice Preparation (making by draining method) Paratha layered, curd base sweet.
- Practical 8: Indian Menu (5 Course)

- Practical 9: Chicken (White Gravy), Paratha, Raita, Rice Pulao, Milk base sweet.
Indian Menu (5 Course)
Veg Kofta, Egg Preparation, Dal, Stuffed paratha, Paneer based sweet.
- Practical 10: Bakery (2 Practical)
Bread – Garlic bread, Cheese tread, Soup sticks, Stuff buns, brioche.
- Practical 11: Bakery
Puff pastry, Cheese / paneer puff, cream horns, Short crust – fruit tart, tartlets, savory tarts.
- Practical 12: Conditional Menu (4 Course)
Soups (Non Veg), Saute Chicken, Potato prep, Fish Grilled, Hot dessert.
- Practical 13: Bakery (2 Practical)
Cakes (2 Types of each method)
Creaming Method – Fruit cake, X-mass cake,
Foam Method – Chiffon Cake
Bleaching Method – Genoese sponge.
- Practical 14: Indian Menu (6 Course)
Veg. Rich Gravy., Biryani (chicken / mutton)
Naan / Paratha, Crud Pre / Raita / Mattha, / kadhi
Indian Snacks
Burfi (Coconut / Mawa / Besan)
- Practical 15: Continental (4 Course)
Thin Soup, Grilled chicken preparation, Veg (white Sauce) Cold dessert.
- Practical 16: Continental (5 Course)
Pure Soup, Chicken (with e espagnole sauce) Veg Salad, Continental Snack, Cold Dessert. (Egg clustered base)
- Practical 17: Continental (5 Course)
Thick Soup (Non Veg), Ghrilled Veg, Mutton Steak, Potato. Preparation (Fried) baked dessert
- Practical 18: Bakery (2 Practical)
Cookies
4 types cookies (cut out)
4 types Bagged out cookies
- Practical 19: Continental (4 Course)
Chowder Soup, Fish fillet (preparation) Veg preparation (Boiled / Fried) Hot dessert, Bread Rolls.
- Practical 20: Continental (5 Course)
International Soup (Minestrone)
Mutton Steak (Preparation)
Baked Fish, Veg Preparation to be save as an accompaniment with fish.
Fruit base dessert.
- Practical 21: Continental (5 Course)
Broth Salad with mayonnaise base dressing., Sauté Chicken preparation, Rice / Noodles Milk base cold dessert.
- Practical 22: Continental (5 Course)
Consommé with Garnishes
Roti Veg. Salad with basic dressing, Mutton stew (Brown), continental snack, chocolate base desert.
- Practical 23: Indian Menu (5 Course)
Rice
Stuffed Veg. Preparation, Mutton rich gravy. , Paratha, Kheer.
- Practical 24: Indian Menu (5 Course)
Shorba

- Practical 25: Paneer with red gravy, paratha, rice, fruit base sweet.
Indian Menu (Snacks)
5 Variety dry snacks.
- Practical 26: Indian Menu (5 Course Snack).
Coconut base veg curry, curd rice, Roti / Chapati, Indian confection base sweet.
- Practical 27: Indian Menu (5 Course)
Roti Veg (Dry / Curry), Masala Bhat, Kadhi, Chutney, Curd base sweet
- Practical 28: Demo
Basic sugar cooking (different stages) by using appropriate tools & techniques.
- Practical 29: Demo
Basic carving (Veg & Fruit) & Garnishing skill, Tomato rosette Cucumber, Carrot, Radish Flower.

Learning Resources:**Books:**

Sr. No.	Author	Title
1	Thangam E. Philip	Modern Cookery for teaching & Trade
2	Krishna Arora	Theory of Cookery
3	J C Dubey	Basic Bakery
4	Paul Hamlyn	Larousse Gastronomique
5	Le Rol A Polsom	The Professional Chef
6	Jane Grigson	The book of Ingredients
7	Wayne Gisslen	Professional cooking
8	Wayne Gisslen	Professional Baking
9	Bernald Davis	Food Commodities
10	Jiggs Kalra	Prashad

COURSE NAME : DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY
COURSE CODE : HM
SEMESTER : SECOND
SUBJECT TITLE : BASIC FOOD & BEVERAGE SERVICE
SUBJECT CODE : 12418

Teaching & Examination Scheme

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
03	--	02	03	100	50#	--	25@	175

NOTE:

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)

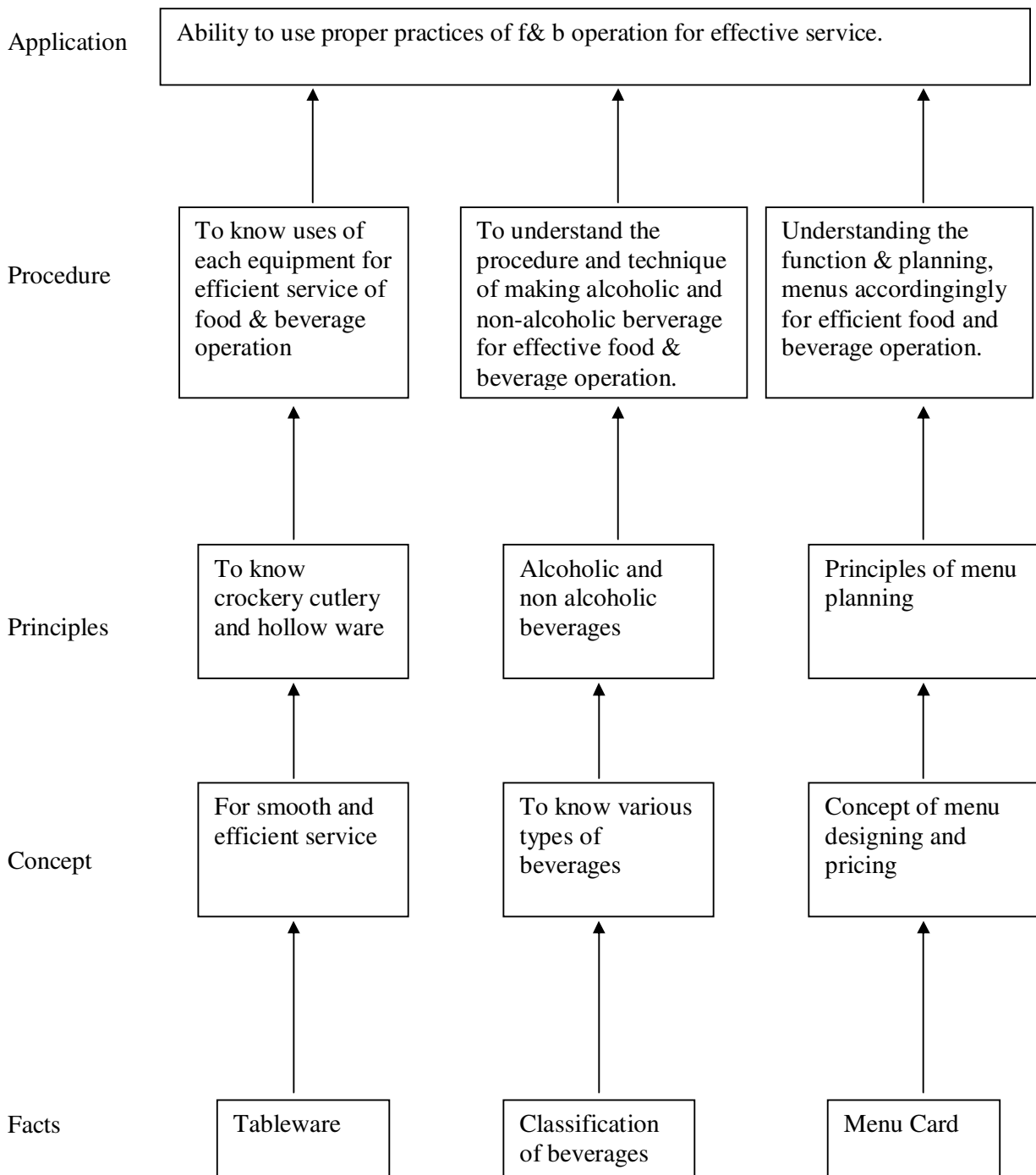
RATIONAL:

The subject Aims the student to understand the various procedures used in the restaurant, and the categorization of alcoholic and non alcoholic beverages. It will enable the students to develop technical skills which enhance proficiency in service.

OBJECTIVES: Student will be able to:

1. To understand the different types of services and identify them.
2. To understand the different outlets for selling the product.(Point of sale).
3. To differentiate alcoholic and non- alcoholic beverages. Service in the Industry.
4. To develop the skills of order taking for a guest and billing.

Learning Structure:



Contents: Theory

Chapter	Topic	Hours	Marks
1	Breakfast Service 1.1 Introduction And Definition 1.2 Types(English , Continental ,American ,Indian Buffet) 1.3 Menu, Cover For English Breakfast. 1.4 Brunch	08	14
2	Cheese and Savories 2.1 Types (Hard. Semi Hard. Soft, Fresh) 2.2 Country Of Origin And Milk And Processed From 2.3 Cover, Service And Accompaniments 2.4 Savouries , Types ,Cover Accompaniments And Service	04	12
3	Cigars and Cigarettes 3.1 Introduction To Cigars And Cigarettes 3.2 Brands And Codes 3.3 Service Procedures	04	08
4	Systems of Order Taking 4.1 Definition. 4.2 Procedure For Taking An Order 4.3 Types Of K.O.T. 4.4 bar Order Tickets	04	12
5	Non Alcoholic Beverages 5.1 Classification Chart- Non- Alcoholic Beverages. 5.2 Stimulating-Tea Coffee.(Definition, Manufacturing, Types, Service). 5.3 Nourishing-Health Drinks 5.4 Refreshing-Juices, Squashes, Crushes, Syrups. 5.5 Juices Quashes ,Crushes, Syrups 5.6 Mineral Water, And Carbonated Drinks	09	18
6	Introduction to Alcoholic Beverages 6.1 Definition And History Of Alcoholic Beverages 6.2 Classification Of Alcoholic Beverages	04	10
7	Beer Introduction And Manufacturing 7.1 Brewing Process 7.2 Types of Beer 7.3 Service of Beer	12	18
8	Methods of Billing And Payments 8.1 Cash 8.2 Credits 8.3 Accounts 8.4 Ncr / Ecr	03	08
TOTAL		48	100

Practical:**Skills to be developed:**

Intellectual Skills:

1. Communication Skills
2. Listening Skills
3. Identification of menu and type of food
4. Taking guest's orders

5. Advice about food and beverages

Motor Skills:

1. Use of Service Trays
2. Using various types of metal ware and glassware for service
3. Cleaning of table
4. Serviette Folds

List of Practical

Sr. No	Topics
1.	Revision Of The Previous Semester
2.	Compilation Of Menus 5,6,7 Courses
3.	French Classical Menu.
4.	Taking Guest Order.
5.	Course Wise Service Of Food.
6.	Pre-Plated Service.
7.	Break Fast Service. A) Service Of Continental Breakfast. B) Service Of English Breakfast. C) Breakfast Tray Set –Ups.
8.	Procedure For Tea Service. A) Service Of Afternoon Tea. B) Service Of High Tea.
9.	Water Service.
10.	Service Of Cheese And Savories.
11.	Clearance Of Food.
12.	Crumbing The Table.
13.	Serviette Folds With 5 Morning & 5 Dinner Folds
14.	Service Of Non-Alcoholic Beverages.
15.	Clearance Of Dirty Soiled Ashtrays

List of Practical Oriented Projects:

1. Study The Different Types Of Tea & Coffee Available In The Market & List The Samples Available In The Market Along With Their Prices.
2. Identify At Least 25 Popular Brands Of Cigarettes Around The World.
3. Imagine You Are A Restaurant Manager. Prepare A Checklist Highlighting The Various Physical Attributes Of The Service Personnel.
4. Make A Chart Showing The Different Varieties Of Cheese With Their Prominent Characteristics.
- 5 List Down The Different Varieties Of Breakfast Cereals Along With Their Prices Available In The Market.

Learning Resources:**Books:**

Sr. No	Author	Title	Edition	Year Of Publication	Publisher And Address
1	Dennis Lillicrap, John Cousins Robert Smith	Food And Beverage Service	7 th Edition	1971 / 2006	Hodder And Stoughton Edducational, 338 Euston Road, London
2	Peter Howard, Jeffery Puckeridge	The Professional Waiter	3 rd Edition	1999	Hospitality Books (ACN 003183882) PO Box 3007, Putney NSW, Australia 2112
3	Sylvia Meyer, Edy Schmid, Christel Spiihleer	Professional Table Service	2 nd Edition	1998	Verlag Schureizer Write Verband, Zurich, Switzerland
4	Ecole Technique, Hoteliere Tsuji	Professional Restaurant Service	--	--	Kahakura Sobo Publishing Co. Ltd., Japan
5	Brian Varghese	Professional Food And Beverage Service Management	1 st Edition	1999	Rajiv Beri For Macmillan India Ltd., 315/316 Raheja Chambers, 12 Museum Road, Bangalore-560001.
6	Andrew Durkan & John Cousins	The Beverage Book	1 Edition	1995	Hodder & Stoughton educational Plc,338 euston rd, Londen

COURSE NAME : DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY
COURSE CODE : HM
SEMESTER : SECOND
SUBJECT TITLE : FRONT OFFICE OPERATIONS
SUBJECT CODE : 12419

Teaching & Examination Scheme

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
03	--	02	03	100	50#	--	25@	175

NOTE:

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)

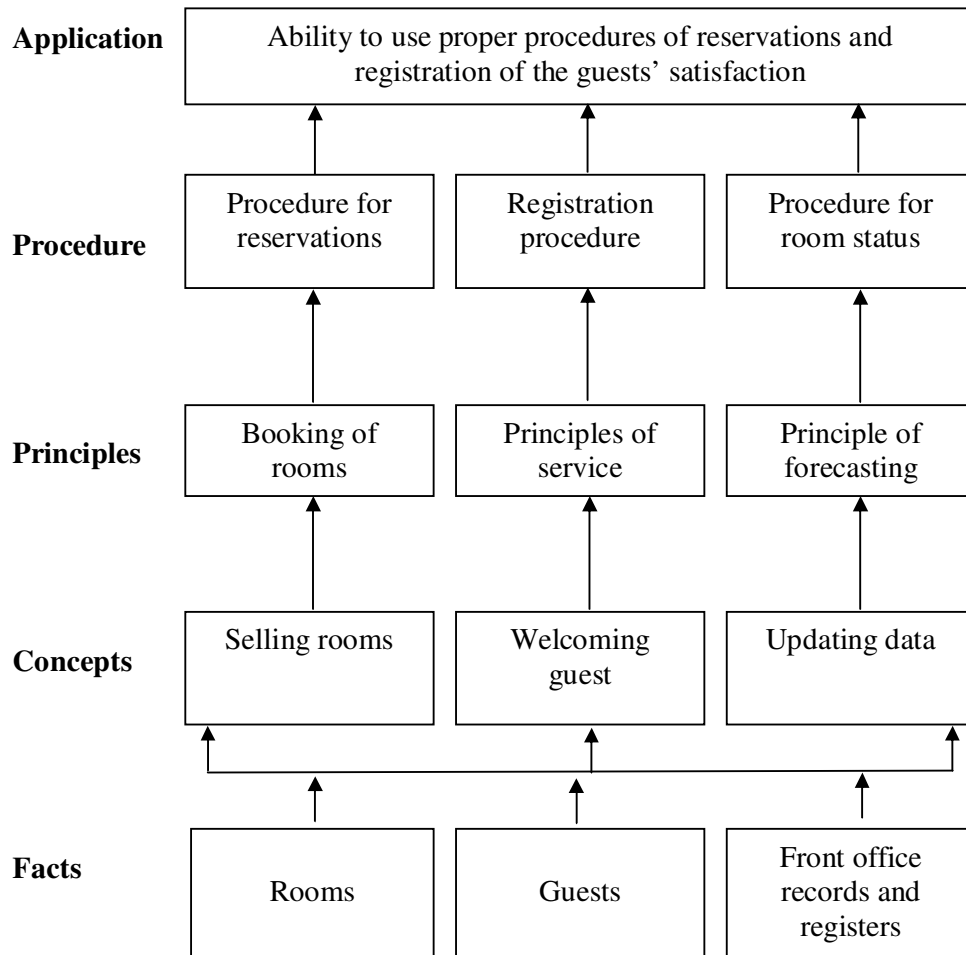
RATIONALE:

This subject intends to develop knowledge and skills required for the front office operations with special emphasis on operational techniques practiced in reservation and registration of guest.

OBJECTIVES: Student will be able to:

1. To understand the guest needs and is able to provide "Guest Satisfaction" by professional and efficient delivery of his services.
2. To comprehend the various stages of guest contact with the hotel.
3. To enable the students to book room for the prospective guest by using one of the various modes and sources of reservation.
4. To develop the skills to welcome and register the guest.

Learning Structure:



Contents: Theory

Chapter	Name of the Topic	Hours	Marks
1	JOB DESCRIPTION 1.1 Reservation manager 1.2 Reservation assistants 1.3 Reception assistants 1.4 Information assistants	04	10
2	THE GUEST CYCLE 2.1. Importance of guest cycle 2.2 Stages of guest contact with the hotel 2.3 Pre- Arrival Reservation Process 2.3.1 Importance of the reservation process 2.3.2 Function of reservation section 2.3.3 Modes of reservation 2.3.4 Sources of reservation – Affiliate and non affiliate network system 2.3.5 Guaranteed and Non Guaranteed booking 2.4 Basic reservation activities 2.5 Reservation systems and documents 2.5.1 Procedure for handling reservation request (telephone & in-person & correspondence) 2.5.2 Booking diary 2.5.3 Whitney system 2.5.4 Computerized system 2.5.5 Central reservation system 2.5.6 Charts- (density chart, advance letting chart) 2.6 Confirmations, Cancellations and amendments Of booking 2.7 Overbooking	14	24
3	Room status 3.1 Blacklist 3.2 Rules of the house for the guests 3.3 Timeshare concept 3.4 Boutique hotels concept 3.5 Room status system, 3.6 No shows 3.7 Scanty baggage procedure	04	10
4	Guest Arrival Process 4.1 Functions Of The Reception Department 4.2 Preparing For The Guest Arrival 4.2.1 Preparation For Guest Arrival In Reservation Section 4.2.2 Pre Registration 4.3 Basic Check – In Activities 4.4 Receiving, Welcoming And Greeting Guest 4.5 Registration Of Guest 4.6 Systems Of Registration 4.6.1 Manual 4.6.2 Semi Automatic 4.6.3 Automatic 4.6.4 Express Check In System 4.7 Registration Procedure For Various Categories Of Guests 4.7.1 Walk In 4.7.2 FIT 4.7.3 Scanty Baggage Guest	14	22

	4.7.4 Foreigner (C Form) 4.8 Rooming A Guest 4.9 Criteria For Taking The Advance 4.10 Escorting The Guest Notification And Updating The Records And Registers	4.7.5 Early Check In		
5	Groups 5.1 Managing Group Reservation 5.2 Group arrival procedure including crew arrivals 5.3 Handling of Group luggage		06	14
6	Arrival/ departure report, Affiliate reservation network Adds Advance deposit Allowance Affiliated hotel Alphabetical Rack/ Index All suite hotels Arrival date Arrival time Arrival/ departure and change sheet Available rooms Back office Back to back Bed and breakfast Blanket reservation Bounced reservation Booked room Black listed guest Bumped reservation Chance guest Check in Checkout Company made reservation Concierge Central reservation system Cancellation Confirmed reservation Day rate Departure date Departure notification slip Double up DNA Early arrival Family plan rate Farm out Fixed room rate Guaranteed reservation Group plan rate Information rack In season rate	Release date Reservation rack Retention charges RNA Room assignment Room availability Room rack Room rack slip Rooming a guest Rooming list Room status Scanty baggage S.I.T.S Safe deposit boxes Self check out Self registering kiosk Self registration Self registration/ check out Terminal/ kiosk Sellup Sells position Shoulder period Six P. M. release Sleep out SPATT Stay over Stop over guest Sold out Tariff Time shared Hotel TIPS Turn away Under booking Under stay Up grade Walk in Wait listed Walk out Walking a guest Watch down Whitney system	06	20

	Key and mail rack Key card Late arrival Light baggage Late hold Overselling Overbooking No show Occupancy Off season rate On the house Over stay OPax Pre-arrival Preassignment Package Rack rate Rack slip Rate cutting Refusal report Registration Registration card			
		Total	48	100

Practicals:**Skills to be developed:**

1. Communication Skill
2. Team Building
3. Preparing proper documents
4. Record Keeping

List of Practical:

	Revision of Practicals of I st semester
	Handling telephones
	1. Telephone manners 2. How to handle call 3. How to screen calls 4. How to transfer calls
	Message handling (guest in room, guest not in the room)
	Providing information about hotel, facilities offered and city
1.	Dealing with reservation: by telephone, correspondence, in-person & group reservation
2.	Pre- arrival formalities
3.	Receiving and registering of guest:
4.	i) FIT ii) Walk- in
5.	Refusing a guest an accommodation
6.	Arrival formalities, group arrival
7.	Coordination with bell captain & other lobby staff for rooming a guest
8.	Handling and control of keys
9.	Updating the records and documents used in front office

Project:

- Obtain specimen of the type of advance booking documents and an outline of the procedures used at a selection of local hotels, and compare these with one another, relating their characteristics to the type of hotel involved.
- Obtain specimen of the type of registration documents and an outline of the check in procedure used at a selection of local hotels, and compare these with one another, relating their characteristics to the type of hotel involved.

References:

Author	Title	Edition	Year of Publication	Publisher And Address
Stanley Thomes	Reception. Students guide.	1994	1993. Reprint 1994	Stanley Thomes Ltd.; Ellenborough House. Wellington St. Cheltenham
Peter Abbott	Front office procedures, social skills and management	1991	1991	Butterworth Heinemann ltd. Halley Courts. Jordan Hill Oxford
Collin Dix (MHCIMA) Chris Braid (BA MHCIMA CGLI)	Front office operations. (Previously) Accommodations operations	Third	1998	PITMAN publications. 128 long acre, london
Sudhir Andrews	Hotel front office training manual	14 th	1982	Tata McGraw hill publication co. ltd.
Dennis L. Foster	Rooms at the Inn. Front office operations and administrations	1993	1992	Glencoe division of Macmillan/ McGraw hill publication co. ltd.
Grace Paige. Jane Paige.	The hotel receptionist	Second	1977	Cassell EDU ltd. Artillery house, Artillery row London
Paul B. White & Helen	Hotel reception	1966	1982	Edward Arnold ltd. 41 Bedford Sq. London
Jerome J Vallen.	Check in check out. Principles of effective front office management	Third	1974, 1980	W.M.C. Brown Publishers Dubuque. Iowa
Sue Baker, Pam Bardi Jeremy Huyton	Principles of hotel front office operations	1994	1994	Cassell Wellington House. 125 Strand. London. WC 2R OBB.
Bruce Braham	Hotel front office	1985	1985 Reprint- 1987,1988	Stanley Thomes Ltd.;
Michael L. Kasavana, I Richard M. Brooks, CH	Managing front office	Third	1991	Edu. Inst Of The AH&MA. Michigan- 48826 USA. South Harrison Rd, Pb No. 1240, East Lansing, Michigan

COURSE NAME : DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY
COURSE CODE : HM
SEMESTER : SECOND
SUBJECT TITLE : BASIC ACCOUNTS FOR HOSPITALITY.
SUBJECT CODE : 12420

Teaching and Examination Scheme

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER Hrs.	TH	PR	OR	TW	TOTAL
4	--	--	3	100	--	--	--	100

Note:- 40% Theoretical and 60% Numerical Questions will be asked.

Rational:

This subject impart students a systematic and in-depth knowledge of accounting principles to help them in keeping up – to – date records of all day to day happenings in a hospitality Industry and to test the profitability and Position of a Business.

Objectives:

1. To make the students familiar with the Commercial Organization.
2. To develop the ability of Classification, Recording and Presenting the accounting data with the help of Accounting Principles.
3. To test the results of Business Activity in terms of Profitability and the Position of the Business.

Learning Structure:

Create	Creation of Balance Sheet for Joint Stock Company according to prevailing Act.					
↑	↑					
Problems / Solution	Preparation of Final Statements of accounts to find out Profitability and the Position of a Business.					
↑	↑					
Methods / Procedures	Classification	Proof of Transactions	Journal Entries	Ledger posting & Balancing	Cash and Petty Cash Book	Bank Reconciliation Statement
↑	↑					
Principles	Application of Accounting Standards					
Concepts	Understanding the Accounting Concepts, Terminology and significance of accounting in Hospitality Industry.					
↑	↑					
Facts	Meaning of Commercial and Non-commercial organizations, Classification of Accounting Transaction, Features of Hospitality Business and the Guests, Arithmetic [Addition, subtraction, multiplication, division and percentage].					
	Note: Current updates are necessary in prevailing act/s, wherever applicable.					

Contents: Theory

Chapter	Title	Hours	Marks
1	Know about the Commercial Organizations:	06	12
	<ul style="list-style-type: none"> ✍ Meaning of Commercial Organization ✍ Forms of Business Organization and features of an ideal form of Business Organization. ✍ Meaning, features, Merits, Demerits / Limitations and points of Distinction of Sole Trading, Partnership and Joint Stock Companies only. ✍ Meaning, features and points of distinction between Trading & Non-Trading / Non – Profit making organizations (Charitable Trust). ✍ Meaning, Scope, types and sources of capital for commercial and non-commercial organizations. 		
2	Accounting and Book-Keeping	04	08
	<ul style="list-style-type: none"> ✍ Meaning, scope, function, objectives and systems of Book-Keeping and Accountancy. ✍ Important Terminology [Definitions] 		
3	Classification & Accounting Cycle	08	08
	<ul style="list-style-type: none"> ✍ Classification of Expenses as Capital, Revenue and deferred. ✍ Accounting Concept and Conventions. ✍ Accounting Cycle: identification and proof of Transactions. ✍ Traditional Rules of Debit and Credit. 		
4	Journal Entries	10	08
	<ul style="list-style-type: none"> ✍ Meaning, advantages and form of presentation. 		

	<ul style="list-style-type: none"> ✍ Types of Journal Entry. ✍ Preparation of Journal Entries. 		
5	Ledger	10	12
	<ul style="list-style-type: none"> ✍ Meaning, Rules of Posting ✍ Balancing of Accounts. ✍ Preparation of Trial Balance. ✍ Meaning and Types of Errors [Theoretical Aspect] 		
6	Subsidiary Books	10	12
	<ul style="list-style-type: none"> ✍ Meaning, advantages and kinds of subsidiary books [theoretical aspect only]. ✍ Preparation of Triple Column Cash Book only. ✍ Preparation of Bank Reconciliation Statement. ✍ Preparation of Analytical Petty Cash Book under Imprest system. 		
7	Final Account	16	20
	<ul style="list-style-type: none"> ✍ Meaning and form of Trading Account ✍ Meaning and form of Profit and Loss Account. ✍ Meaning and form of Balance Sheet ✍ Preparation of Final Account for Sole Trader considering following adjustments only. <ul style="list-style-type: none"> a. Closing Stock . b. Outstanding (unpaid) and Prepaid Expenses [Clear and Hidden Adjustment] c. Advance and Accrued (outstanding) [Clear and Hidden adjustment] d. Depreciation under Fixed and Reducing methods only. ✍ Drafting a Balance Sheet for Joint Stock Company according to Prevailing Act with the help of data provided. 		
Total		64	80

Learning Recourses:**Books:**

Sr. No.	Title	Author / s	Year of Publication and Edition	Publisher
1	Hotel Accountancy and Financial Control	Ozi A. D'Cunha Glesson O. D'Cuncha	2004	The Dicky's Enterprises, Mumbai.
2	Elements of Hotel Accountancy	G. S. Rawat Dr. JMS Negi N. Gupta	1972 / 2005	Aman Publication, New Delhi.
3	Modern Accountancy - Vol. I	A. Mukharjee M. Hanif	--	Tata – MacGraw Hill Publishing Co. Ltd. New Delhi.
4	A new course in organizations of commerce	--	1995	Seth Publishers, Mumbai, Nagpur.
5	Hotel Accountancy and Finance	S. P. Jain K. L. Narang	1999	Kalyani Publishers, Ludhiana.

COURSE NAME : DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY
COURSE CODE : HM
SEMESTER : SECOND
SUBJECT TITLE : CATERING SCIENCE.
SUBJECT CODE : 12421

Teaching & Examination Scheme

Teaching scheme			Examination scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
03	--	--	03	100	--	--	--	100

NOTE:

- Two tests each of 25 marks to be conducted as per the schedule given by MSBTE.
- Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)

RATIONALE:

The subject aims at developing a comprehensive knowledge and understanding Awareness of personal Hygiene, importance of Nutrition & balance diet.

OBJECTIVES:

The subject objective is to develop basic awareness of maintenance of hygiene standard in the industry. It also helps taken is acquire knowledge of nutritional requirements of the Human being.

Contents: Theory

Chapter	Name of the Topic	Hours	Marks
1	Introduction to nutrients 1.1 Define Food, Nutrients, Nutrition 1.2 Functions of Food 1.3 Basic Food Groups 1.4 Planning Of Balanced Diet, Calculation Of Calories, Factors Affecting Daily Requirement Of Calories	03	06
2	Carbo hydrates Composition, Classification, Sourcess,Function, Daily Requirement ,Excess , Deficiency	03	06
3	Protein Composition, Classification, Sources, Functions, Daily Requirement ,Excess , Deficiency	03	06
4	Fats Composition, Sources, Functions, Differences Between Animal Food & Vegetable Oil, Rancidity Of Fats (Oxidative, Hydrolytic & Kenotic)	03	06
5	Vitamins Sources, Composition, Functions, Fat & Water Soluble (Vitamin A,D,E,K) B Complex Vitamins (Thiamine Riboflavin, Niacin, Folic Acid), Vitamin C. Daily Requirement, Excess, Deficiency	04	08
6	Chapter-6 Minerals Sources, Functions,Deficiency (Calcium, Potassium, Iron, Sodium & Florien, Iodine	04	08
7	Water Importance Of Water And Dietary Sources, Function.	03	06
8	Colloidal chemistry 8.1 Colloidal System:- Types Of Colloids In Food, Food Examples Of Sol., Gel, Emulsions & Foam Emulsifying Agents And Their Use In Preparation Of Emulsions. 8.2 Browning Reactions In Food – Causes, Desirable & Undesrible Effect, Food Example	04	10
9	Food adulteration 9.1 food standards in india 9.2 common food adulterants present in milk, sugar, turmeric, chilli powder, tea, coffee, semolina, flour, ghee, butter, margarine and oil	04	08
10	Food additives Thickening, Stabilizing And Emulsifying Agensts	02	04
11	Food preservation and storage 11.1 Chemical 11.2 Irradiation 11.3 Low Temperature – Refrigeration & Freezing 11.4 High Temperature – Pasteurization, Canning, Dehydration And Smoking 11.5 Storage, Cold Storage, Temp. Control, Correct Use Of Refrigeration Freezer, For Storing Food Stocks, Rotation And Cooling.	06	14

12	Personal hygiene for food Handlers Personal hygiene, attitude, care of skin, hands and feet, food handlers, right clothing, positive good health, habit formation.	03	06
13	Harmful effects of microorganism 13.1 Food Poisoning And Infection 13.2 Causative Factors, Precautions To Be Taken By Food Handlers	03	06
14	Hygiene in food production and Service area 14.1 Dishwashing Methods-Manual And Machine Dishwashing, Merits And Demerits. 14.2 Protective Display Of Food 14.3 Pest Control	03	06
TOTAL		48	100

Learning Resources:**Books:**

Sr. No	Author	Title	Edition	Year of Publication	Publisher and Address
1	M. Swaminathan	Hand book of Food & Nutrition.	Fifth	1999	Printing & Publishing Co. Ltd. P.B.No.1807 No.88, Mysore Road, Bangalore- 560018
2	W. C. Frazier D. D. Westhoff	Food Microbiology	Third	1991	Tata Mc Graw-Hill Publishing Co. Ltd. 4/12 Asaf Ali Road, New Delhi – 110002
3	J.A. Stretch & H.A. Southgate	The Science of Catering	Second	1986	Edwards Arnold. 5. Michael Colleer & Col in Sussams london
4	Shubhangini Joshi	Nutrition & Dietetics	First	1999	Tata Mc Graw-Hill Publishing Co. Ltd. 4/12 Asaf Ali Road, New Delhi – 110002.
5	Sunetra Roday	Food Science & Nutrition	First	--	--

COURSE NAME : DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY
COURSE CODE : HM
SEMESTER : SECOND
SUBJECT TITLE : COMPUTER APPLICATION.
SUBJECT CODE : 12422

Teaching & Examination Scheme

Teaching scheme			Examination scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
--	--	02	--	--	--	--	25@	25

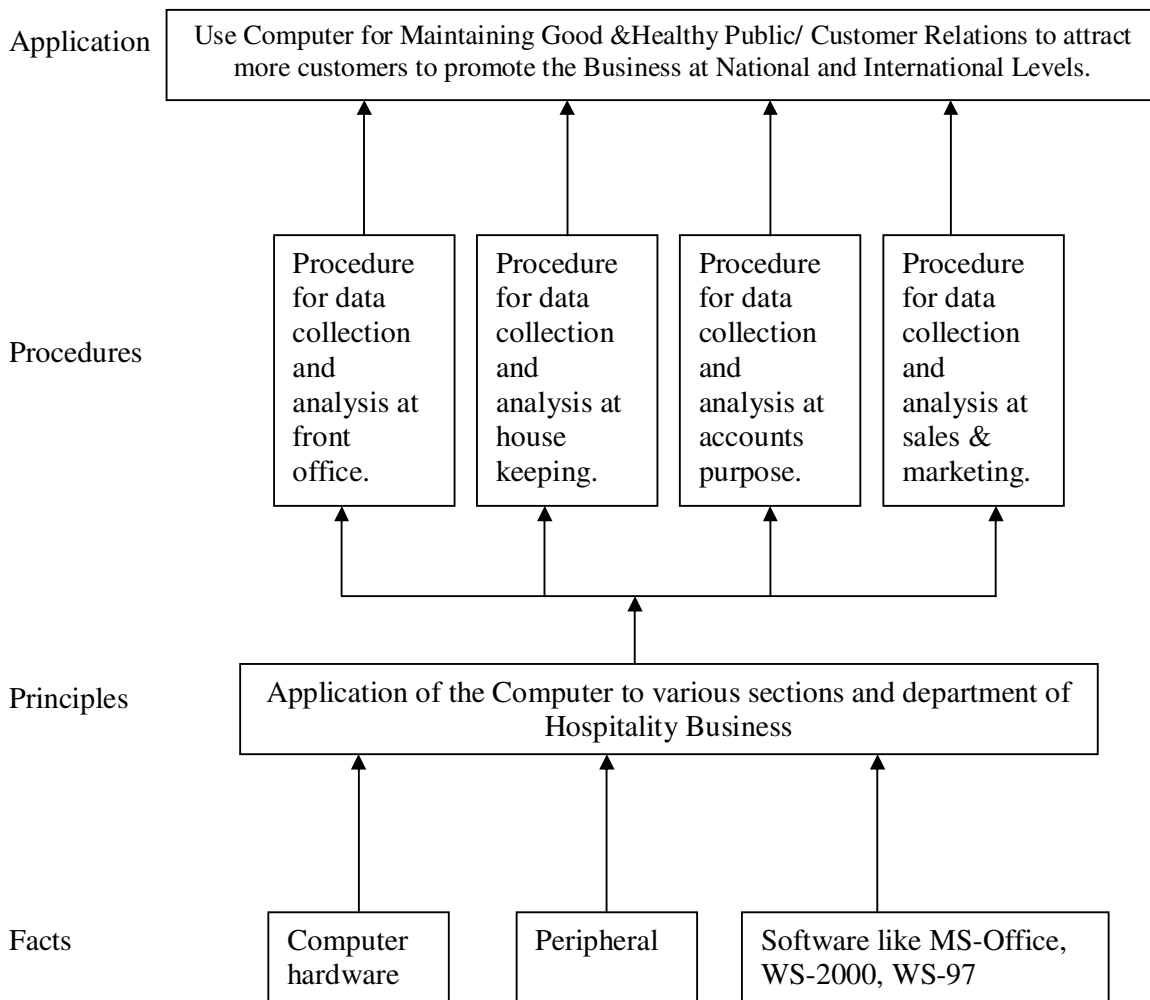
RATIONLE:

The subject aims at developing a comprehensive knowledge and understanding of computer application in the hotel and catering industry. It also aims to enable the students to acquire professional competence required for computer application and its related activities.

OBJECTIVES:

1. To understand the importance of computer application in the hotel and tourism industry.
2. To develop the computer skills in students required for hotel and catering service in the Industry.
3. To show the relationship of hotel industry with computer application.

Learning Structure:-



CONTENTS:

Chapter No.	Details
1	DOS 1.1 Introduction to dos. 1.2 Files & Folders. 1.3 Writing in Files 1.4 Reading from Files 1.5 Use of various commands.
2	WINDOS 2.1 Introduction to Windows. 2.2 Overview of windows operating system. 2.3 Overview of desktop. 2.4 Explorer. 2.5 Concept of files. 2.6 Naming convention for Files & Folders. 2.7 Creation, copying, moving, deletion and maintenance of files & folders. 2.8 Introduction to WordPad and Paint Brush creation. 2.9 Opening the contents of Files.
3	MS-WORD 3.1 Introduction to MS-office package. 3.2 Overview and features of word and menus in it. 3.3 Saving, formatting the document, print & print preview options. 3.4 Toolbars, standard, formatting and drawing toolbars objects using OLE. 3.5 Images and clip arts, word art. 3.6 Table creation, formatting the tables, searching and sorting the data in tables. 3.7 Letter/Fax/Resume making wizards, margins, menus, agenda, thesis, manuals, reports and options of letter writing. 3.8 Auto text, Auto correct, Styles, bullets and list. 3.9 Macros, Mail merge. 3.10 Key board short keys.
	MS-EXCEL 4.1 Concept of MS-Excel (workbook, worksheet, rows, cells & columns). 4.2 Entering data into cells. 4.3 Overview of menu items. 4.4 Insertion of pictures (images, clip art). 4.5 Objects of OLE using the cell references. 4.6 Editing and manipulating, copying, deletion of contents as a cell. 4.7 Formulas and functions, Conditional formatting. 4.8 Formatting searching, sorting, filtering of data. 4.9 Scenarios, goal seek, graphs and charts of 2D & 3D.
	MS-POWER POINT 5.1 Introduction to Power Point.

	<p>5.2 Overview of menu items using slides (Master & Title) using design template using OLE.</p> <p>5.3 Animation of slides.</p> <p>5.4 Slide objects adding sound effects to the slide.</p> <p>5.5 Advance option (automatic animation).</p> <p>Inserting charts and flow charts & different types of slides.</p>
6	<p>INTERNET & WEB-APPLICATION</p> <p>6.1 What is internet & web application?</p> <p>6.2 Creating email id.</p>

List of practical:

Skills to be developed: 1. Intellectual skills

2. Motor skills are developed in all the practical.

Topics

1. Prepare a power point presentation for showing hotel details. (Prepare using design templates and animation scheme using ms-power point).
2. Write a letter to the hotel manager for complaint about the store keeper. (Write with a all proper formatting using ms-word)).
3. Prepare the record of all the employees working in a hotel. (using ms-Excel)

Learning Resources:

Sr. No.	Author	Title	Edition	Publisher
01	Vikas Gupta	Comdex Computer Course Kit	First	Dreamtech
02	Henry Lucas	Information Technology for management	7 th	Tata Mc-Graw Hills
03	B.Ram	Computer Fundamentals Architecture and Organisation	Revised 3 rd	New Age International Publisher

COURSE NAME : DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY
COURSE CODE : HM
SEMESTER : SECOND
SUBJECT TITLE : HOSPITALITY FRENCH
SUBJECT CODE : 12423

Teaching & Examination Scheme

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
01	--	02	--	--	--	--	25@	25

Rationale:

The subject aims to familiarize the student with the basic knowledge of French language which may assist the student to get a better understanding of the terminology of the food & Beverage operations and other areas of the hotel.

Objectives:

1. To understand the basic French language.
2. To better understanding the terminology.
3. To prepare French classical menu up to 13 courses.
4. To enable them to read and translate a recipe from French to English.

Content:

Chapter	Topic	Hours
1	French Vocabulary and Grammar. 1.1 Words and Verbs often used in the hotel / cruise liners. 1.2 Conjugation of French verbs and translation into the various tenses. (Past, Present & Future). 1.3 Transforming sentences into Negative/singular & plural form. Formation of sentences into French. 1.4 Formation of sentences in to French.	04
2	Conversational French 2.1 Basic French conversation sentences with Friends and guest. 2.2 Modes of introduction with friends and guests. 2.3 Knowledge of time, seasons, months, days, numbers and currency. 2.4 Conversation with regards to interaction with guest in various areas such as Front office, Restaurant, Bar, Housekeeping, Kitchen etc.	06
3	French Kitchen, Restaurant, Front Office & Bar Terminology 3.1 Knowledge of the kitchen brigade 3.2 Kitchen Equipments 3.3 Ingredients, meat/vegetable/Fruits/Fish/Herbs/Spices 3.4 Culinary terms in French 3.5 French cheeses 3.6 Knowledge of the restaurant brigade 3.7 Equipments used in the restaurant 3.8 French classical menu upto 13 courses 3.9 Menu translation from French to English & Vice-Versa 3.10 Knowledge of principal ingredients used in classical French dishes 3.11 How to read and translate a recipe from French to English 3.12 French Terminology required in handling guest check in and checking out. 3.13 How to read and write passport details in French	06
TOTAL		16

Implementation Strategies:-

The focus will be on developing practical skill which the student can use in various areas when he/ she come in contact with foreigner guest.

List of Practicals:

Role plays and Assignments to be performed by the students as assigned by the subject expert based on the curriculum.

REFERENCES

Author	Title	Edition	Year of Pub.	Publisher & Address
Alliance Française	A Voter Service	First	2001	Alliance Française Delhi & Mumbai
S. Bhattacharya	French for Hotel management & Tourism	First	--	Frank Brothers & co.Ltd,4675-A Ansari road, 21, Daryagani,New Delhi 110002
S. Bhattacharya	French for Catering students	First	--	Frank Brothers & co.Ltd,4675-A Ansari road, 21, Daryagani,New Delhi 110002
--	Oxford French Dictionary	First	2007	YMCA library building, jai singh road New Delhi 110001