

**STATE COUNCIL OF TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA
TEACHING AND EVALUATION SCHEME FOR DIPLOMA IN NON-ENGINEERING COURSES**

DISCIPLINE: HOTEL MANAGEMENT & CATERING TECHNOLOGY							SEMESTER:6 TH						
SL NO	SUBJECT CODE	SUBJECT	PERIODS			EVALUATION SCHEME							
			L	T	P	INTERNAL EXAM			END SEM EXAM	TERM WORK	PRACTICAL EXAM	TOTAL MARKS	
						TA	CT	Total					
THEORY													
1.	601	FOOD PRODUCTION & BAKERY-V	2	-	-	5	10	15	35				50
2.	602	FOOD & BEVERAGE SERVICE-V	2	-	-	5	10	15	35				50
3.	603	FRONT OFFICE MANAGEMENT	2	-	-	5	10	15	35				50
4.	604	HUMAN RESOURCE MANAGEMENT	5	-	-	10	20	30	70				100
5.	605	BUSINESS POLICY	4	-	-	10	20	30	70				100
6.	606	MAGERIAL ECONOMIC & TOURISM	6	-		10	20	30	70				100
7.	607	COMPUTER MANAGEMENT & INFORMATION SYSTEM	2			5	10	15	35				50
PRACTICAL/TERM WORK													
8	601P	FOOD PRODUCTION & BAKERY-IV			8					50		50	100
9.	602P	FOOD & BEVERAGE SERVICE-IV			2					50		50	100
10.	607P	COMPUTER MANAGEMENT & INFORMATION SYSTEM			2					25		25	50
GRAND TOTAL			27		12			150	350	125		125	750

Total Contact hours per week: 39

Abbreviations: L-Lecture, T-Tutorial, P-Practical, TA- Teacher's Assignment, CT- Class test

Minimum Pass Mark in each Theory Subject is 35% and in Practical subject is 50%

* Minimum pass mark in End Sem Exam is 35% & that in term work is 50%

Food Production & Bakery–V(THEORY)

Code-601

Theory- 50 MARKS

(TA-5+CT-15+END TERM-30)

1. Use of herbs & wine in cooking

2. **International Cuisine**

- British
- French
- Chinese
- Spanish
- German
- Mexican
- Scandinavian
- Oriental
- Italian

3. **Bakery & Confectionary**

- Icing & Topping
- Ice Cream & Frozen Dessert
- Meringues
- Chocolate
- Bread Making

4. **Production Management**

- a. Kitchen Organisation

- b. Allocation of work- Job Description, Duty Roaster

5. Product and Research Development

- a. Developing new recipe
b. Sensory Evaluation

Food Production & Bakery-V(Practical)

CODE:601P

PRACTICAL -100 MARKS

(TERM WORK 50+PRACTICAL EXAM-50)

Menu
CHINESE
<u>MENU-01</u> <ul style="list-style-type: none">• Prawn Ball Soup• Fried Wantons• Sweet & Sour Pork• Hakka Noddles
<u>MENU-02</u> <ul style="list-style-type: none">• Hot & Sour Soup• Beans Sichuan• Stir Fried Chicken & Peppers

- Chinese Fried Rice

MENU-03

- Sweet Corn Soup
- Shao Mai
- Tung-Po Mutton
- Yangchow Fried Rice

MENU-04

- Wanton Soup
- Spring Rolls
- Stir Fried Beef & Celery
- Chow Mein

MENU-05

- Prawns in Garlic Sauce
- Fish Szechwan
- Hot & Sour Cabbage
- Steamed Noddles

INTERNATIONAL

MENU-06

SPAIN

- Gazpacho
- Polo En Pepitoria
- Paella

<ul style="list-style-type: none"> • Frittata De Patata • Pastel De Mazaana 	
<u>MENU-07</u>	<u>ITALY</u>
<ul style="list-style-type: none"> • Minestrone • Ravioli Arabeata • Fettocine Carbonara • Pollo Alla Cacciatore • Medanzane Parmigiane 	
<u>MENU-08</u>	<u>GERMANY</u>
<ul style="list-style-type: none"> • Linsen suppe • Sauerbaaten • Spatzale • German Potato Salad 	
<u>MENU-09</u>	<u>U.K</u>
<ul style="list-style-type: none"> • Scotch Broth • Roast Beef • Yorkshire Pudding • Glazed Carrots & Turnips • Roast Potato 	
<u>MENU-10</u>	<u>GREECE</u>
<ul style="list-style-type: none"> • Soupe Avogolemeno • Moussaka A La Greque • Dolmas 	

- Tzaziki

Food & Beverage Service –V

Code-602

Theory- 50 MARKS
(TA-5+CT-15+END TERM-30)

Sl.no.	Topic
01	FOOD & BEVERAGE STAFF ORGANISATION <ul style="list-style-type: none"> A. Category of Staff B. Hierarchy C. Job Description and Specification D. Duty Roaster
02	MANAGING FOOD & BEVERAGE OUTLET <ul style="list-style-type: none"> A. Supervisory Skills B. Developing Efficiency C. Standard Operating Procedure
03	BAR OPERATIONS <ul style="list-style-type: none"> A. Types of Bar <ul style="list-style-type: none"> • Cocktail • Dispense B. Area Of Bar C. Front Bar D. Back Bar E. Under Bar (Speed Rack, Garnish Container, Ice Well Etc.)

	F. Bar Stock G. Bar Control H. Bar Staffing I. Opening And Closing Duties
08	COCKTAILS & MIXED DRINKS A. Definition and History B. Classification C. Recipe, Preparation and Service of Popular Cocktails <ul style="list-style-type: none"> - Martini- Dry & Sweet - Manhattan- Dry & Sweet - Dubonnet - Roy-Roy - Bronx - White Lady - Pink Lady - Side Car - Bacardi - Alexandra - John Collins - Tom Collins - Gin FIZZ - 0Pimm's Cup- No. 1,2,3,4,5 - Flips - Noggs - Champagne Cocktail - Between The Sheets - Daiquiri - Bloody Mary - Screw Driver - Tequila Sunrise - Gin-Sling - Planters Punch

	<ul style="list-style-type: none">- Singapore Sling- Pinacolada- Rusty Nail- B & B- Black Russian- Margarita- Gimlet-Dry & SWEET- Cuba Libre- Whiskey Sour- Blue Lagoon- Harvey Wall Banger- Bombay Cocktail
--	---

Food & Beverage Service-V(Practical)

CODE:602P

PRACTICAL -100 MARKS

(TERM WORK 50+PRACTICAL EXAM-50)

Sl.no.	Topic
01	F & B Staff Organization <u>Class room Exercise (Case Study method)</u> <ul style="list-style-type: none">• Developing Organization Structure of various food & Beverage Outlet• Determination of Staff Requirements in all categories• Making Duty Roster• Preparing Job Description & Specification
02	Supervisory Skills <ul style="list-style-type: none">• Conducting Briefing & Debriefing<ul style="list-style-type: none">- Restaurant, Bar, Banquets & Special events• Drafting Standard Operating Systems (SOPs) for various F & B Outlets• Supervising Food & Beverage operations• Preparing Restaurant Log
03	Bar Operations <ul style="list-style-type: none">• Designing & Setting The Bar• Preparation & Service Of Cocktail & Mixed Drinks

Front Office Operations-III

Code-603

Theory- 50 MARKS
(TA-5+CT-15+END TERM-30)

1. Tourism Study

- Impact of Tourism on a Country Economic Impact Social and cultural Impact Environmental Impact
- Importance of National Tourism Organisations and Public Policy
- Knowledge of International Organisation WTO, IUOTO, PATA, WATA, UFTAA, TAAI, IATA, ASTA
- Preparation of Itinerary of tourist and Package tour
- ECO Tourism Environmental Issue on tourism Water pollution, Air Pollution, Habitat Destruction
- Recreation Leisure Management Basic History and concepts of Leisure in relation to family & society

2. Hospitality

- Concept of hospitality
- Importance of hospitality

3. **Planning and Evaluating Front Office Operation**

Forecasting Room Availability

- Percentage of Walk-in
- Percentage of overstay
- Forecast formula
- Sample forecast forms

Budgeting For Operation

Forecasting room revenue

Estimatory expenses

Refining Budget Plan

Evaluating Budget plan

Daily Operations Report

Occupancy Ratio

Occupancy Percentage

Average Daily Rate

Average Rate For Guest

3.Yield Management

Concept And Importance

Applicability to room division

Capacity management

Discount Allocation

Duration Control

Measuring Yield

Potential high and low demand tactics

Yield management software

Yield management term

4.Foreign Exchange ,Passport, visa

Foreign Currency
Passport
Passport and other Valid document
Visa
Tourist Visa
Collective Visa
Other Type Visa

Human Research Management

Code-604

Theory- 100 MARKS
(TA-10+CT-20+END TERM-70)

PART-I

Sl.no.	Topic	Sub-Topic
01	Planning Personnel Function	1.1 Planning Personnel Function 1.2 Functions & Operations of Personnel Office 1.3 Manpower Planning 1.3.1 Concepts & Process of Human Resource Planning 1.3.2 Methods & Techniques – Demand Forecasting 1.3.3 Methods & Techniques – Demand Forecasting
02	Job Analysis & Job Design	2.1 Job Analysis 2.2 Job Description 2.3 Job Specification 2.4 Job Evaluation 2.5 Job Design
03	Action Areas	3.1 Selection & Recruitment 3.2 Introduction & Placement 3.3 Performance Appraisal

		3.4 Performance Appraisal Method 3.5 Training & Department 3.6 Off The Job Training Methods
04	Measurement in Human Resource Planning	4.1 Human resource Information System 4.2 Human Resource Audit 4.3 Human Resource Accounting

PART-II

Sl.no.	Topic	Sub-Topic
01	Human Resource Development	1.1 Introduction to Human Resource Development 1.2 Evolution & Importance of Human Resource Management 1.3 Human Resource Development Culture & Climate
02	Personnel Process	2.1 Introduction 2.2 Learning 2.3 Perception 2.4 Stress Coping
03	Group Process	3.1 Group Formation & Group Process

		3.2 Organisational Communication 3.3 Team Development & Functioning
04	Unions & Unionises	4.1 Trade Union Development & Function 4.2 Trade Union Structure & trade Union Recognition 4.3 Management & Employers Association
05	Worker 's Participation in Management	5.1 Evolution Structure & Process 5.2 Strategies & Planning For Implementing Participation

Business Policy

Code-605

Theory- 100 MARKS
(TA-10+CT-20+END TERM-70)

Sl.no.	Topic	Sub-Topic
01	Organisational Strategy	1.1 Objectives 1.2 Necessity of Formal Objective 1.3 Objective Vs Goal 1.4 Strategies 1.5 Developing Strategies 1.6 Strategic Factors
02	Environmental & Internal Resource Analysis	2.1 Need of Environment Analysis 2.2 Key Environmental Variable Factors 2.3 Opportunities & Threats Internal Resource Analysis 2.4 Strengths & Weaknesses 2.5 Marketing 2.6 Finance 2.7 Production 2.8 Personnel 2.9 Organisation
03	Strategy Formulation	3.1 Strategy alternatives 3.2 Stability Strategies 3.3 Expansion Strategies 3.4 Combination Strategies 3.2.1 Combination Strategies 3.2.2 Forward Integration 3.2.3 Backward Integration 3.2.4 Market Presentation 3.2.5 Market Development 3.2.6 Product Development 3.2.7 Concentric Diversification 3.2.8 Conglomerate Diversification

		3.2.9 Horizontal Diversification 3.2.10 Combination
04	Strategic Analysis & Choice (Allocation of Resources)	4.1 Factors Influencing choice 4.1.1 Strategy Formulation 4.1.2 Input Stage 4.2.1 Internal factor Evaluation matrix 4.2.2 External factor Evaluation matrix

Computer and Management Information System

Code-607

Theory- 50 MARKS

(TA-5+CT-15+END TERM-30)

01	Management Information System	<ul style="list-style-type: none"> • Definition of System • Characteristics of System • Elements of System • Concept And Definition of MIS • Levels of MIS in an organisation • MIS Sub-Systems Concept AND Definition of MIS • Levels of MIS In An Organisation • MIS Sub-Systems\ • Transaction Processing System(TPS) • Management Reporting System(MRS) • Decision Support System(DSS)
02	ERP(Enterprise Resource planning)	Definition Functionalities/Modules Vendors

03	Networks	<ul style="list-style-type: none"> • Introduction Network Topology • Network Topology • Bus • Star • Ring <p>Network Applications</p> <ul style="list-style-type: none"> • Type Of Network • LAN /MAN /WAN <p>Network Configuration Hardware</p> <ul style="list-style-type: none"> • Server • Nodes <p>Channel</p> <ul style="list-style-type: none"> • Fibre optic/Twisted/ Co-axial Hubs • Network Interface Card • Aernet • Ethernet <p>Types of Network</p> <p>-Novel -Windows NT</p>
----	----------	---

Computer and Management Information System(PRACTICAL)

CODE:607P

PRACTICAL -50 MARKS

(TEAM WORK 25+PRACTICAL EXAM-25)

4. **FoxPro 2.6**
Or MS –Access or
dBaselll+

Introduction
Working with data creating

Deleting.
Sorting ,Indexing and Ex working
With multiple device.
Using the view Window .
Generating reports &layout.
Relational Quarry by exam.

5 . Power Point 4.0

Making a simple Power point.
Using Auto content Wizar.
Power Points five views
Slides
-Creating slides , rearrange
-Inserting pictures, objectives
-Setting up a Slide Show
Creating an Organisational

*Topic 1 to 3 are theory

*Topic 4 to 5 are practicals

*The Topics covered under Practical Syllabus will not appear in the papers. It will be exclusively given as a practical paper.

* * * * *

Books Recommended :

1 . Information System for Modern Management

By: REBORT MURDIC & JOEL ROSS

2. Hotel Information System

By : KASAVANA

3 . System Analysis & Design

By : ELIAS M.AWAD