

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

STRUCTURE OF B.Voc. III
(Syllabus to be implemented from the academic year 2021-2022)

- PATTERN OF EXAMINATION:** Semester Pattern
- **Theory Examination –** At the end of semester as per rules and regulation of Sadguru Gadage Maharaj College, Karad
 - **Practical Examination –**
 - i) In the 5th 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 6th semester of B. Voc. there will be external practical examination at the end of semester.

SCHEME OF EXAMINATION

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

Nature of question paper for Theory examination

A) For Skill Component papers: Total marks: 50

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

Q. No. 2: Long answer type questions (any two out of four)
($2 \times 10 = 20$ marks)

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

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

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

Q.No.2: Long answer type questions
(any two out of four) ($2 \times 10 = 20$ marks)

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

B) PRACTICAL (Semester End Examination-SEE)

Evaluation of the performance of the students in practical shall be based on semester examination. Internal assessment at the end of Semester V and external examination at the end of Semester VI as mentioned separately in each paper.

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

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

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

B. Voc. – III Semester – V (Marks = 450)

Sr. No	Paper No. and Code	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	Paper XXXVII HMCT -37	Principles of Management	Theory /Practical	50	40	10
2	Paper XXXVIII HMCT -38	Organizational Behaviour	Theory/Practical	50	40	10
Skill Component:						
3	Paper XXXIX HMCT -39	Food Safety and Hygiene	Theory	50	50	--
4	Paper XXXX HMCT -40	Advanced Food Production	Theory	50	50	--
5	Paper XXXXI HMCT -41	Advanced Food and Beverage Service	Theory	50	50	--
6	Paper XXXXII HMCT -42	Laboratory Work: Food Safety and Hygiene	Practical	50	--	50
7	Paper XXXXIII HMCT -43	Laboratory Work: Advanced Food Production	Practical	50	--	50
8	Paper XXXXIV HMCT -44	Laboratory Work: Advanced Food and Beverage Service	Practical	50	--	50
9	Paper XXXXV HMCT -45	Project/ Industrial Visit/ Industrial Training	-	50	--	50

B. Voc. – III, Semester – VI (Marks = 450)

Sr. No.	Paper No. and Code	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	Paper XXXXVI HMCT -46	Event Management	Theory /Practical	50	40	10
2	Paper XXXXVII HMCT -47	Human Resource Management	Theory /Practical	50	40	10
Skill Component:						
3	Paper XXXXVIII HMCT -48	Travel and Tourism	Theory	50	50	--

4	Paper XXXXIX HMCT -49	Hotel Accommodation Operations	Theory	50	50	--
5	Paper XXXXX HMCT -50	Hospitality Marketing	Theory	50	50	--
6	Paper XXXXXI HMCT -51	Laboratory Work: Travel and Tourism	Practical	50	--	50
7	Paper XXXXXII HMCT -52	Laboratory Work: Hotel Accommodation Operations	Practical	50	--	50
8	Paper XXXXXIII HMCT -53	Laboratory Work: Hospitality Marketing	Practical	50	--	50
9	Paper XXXXXIV HMCT -54	Project/ Industrial Visit	-	50	--	50

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

Scheme of Teaching: B. Voc. – Part III, Semester – V

Sr. No.	Paper No. Paper Code.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	Paper XXXVII HMCT -37	Principles of Management	4	2	6
2	Paper XXXVIII HMCT -38	Organizational Behaviour	4	2	6
3	Paper XXXIX HMCT -39	Food Safety and Hygiene	4	-	4
4	Paper XXXX HMCT -40	Advanced Food Production	4	-	4
5	Paper XXXXI HMCT -41	Advanced Food and Beverage Service	4	-	4
6	Paper XXXXII HMCT -42	Laboratory Work : Food Safety and Hygiene	-	4	4
7	Paper XXXXIII HMCT -43	Laboratory Work : Advanced Food Production	-	4	4
8	Paper XXXXIV HMCT -44	Laboratory Work : Advanced Food and Beverage Service	-	4	4
9	Paper XXXXV HMCT -45	Project/ Industrial Visit/ Industrial Training	-	-	-
		Total --	20	16	36

Scheme of Teaching: B. Voc. – Part III, Semester – VI

Sr. No.	Paper No. Paper Code.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	Paper XXXXVI HMCT -46	Event Management	4	2	6
2	Paper XXXXVII HMCT -47	Human Resource Management	4	2	6
3	Paper XXXXVIII HMCT -48	Travel and Tourism	4	-	4
4	Paper XXXXIX HMCT -49	Hotel Accommodation Operations	4	-	4
5	Paper XXXXX HMCT -50	Hospitality Marketing	4	-	4
6	Paper XXXXXI HMCT -51	Laboratory Work : Travel and Tourism	-	4	4
7	Paper XXXXXII HMCT -52	Laboratory Work : Hotel Accommodation Operations	-	4	4
8	Paper XXXXXIII HMCT -53	Laboratory Work : Hospitality Marketing	-	4	4
9	Paper XXXXXIV HMCT -54	Project/ Industrial Visit	-	-	-
		Total ----	20	16	36

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 III, Semester – V

Sr. No.	Paper No. Paper Code.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	Paper XXXVII HMCT -37	Principles of Management	Theory /Practical	50	40	10	3	2
2	Paper XXXVIII HMCT -38	Organizational Behaviour	Theory /Practical	50	40	10	3	2
3	Paper XXXIX HMCT -39	Food Safety and Hygiene	Theory	50	50	-	3	-
4	Paper XXXX HMCT -40	Advanced Food Production	Theory	50	50	-	3	-
5	Paper XXXXI HMCT -41	Advanced Food and Beverage Service	Theory	50	50	-	3	-
6	Paper XXXXII HMCT -42	Laboratory Work : Food Safety and Hygiene	Practical	50	-	50		3
7	Paper XXXXIII HMCT -43	Laboratory Work : Advanced Food Production	Practical	50	-	50		3
8	Paper XXXXIV HMCT -44	Laboratory Work : Advanced Food and Beverage Service	Practical	50	-	50		3
9	Paper XXXXV HMCT -45	Project/ Industrial Visit/ Industrial Training	-	50	-	50		2

Subject wise credit assignment for B. Voc. Part III, Semester–VI

Sr. No.	Paper No. Paper Code.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	Paper XXXXVI HMCT -46	Event Management	Theory /Practical	50	40	10	3	2
2	Paper XXXXVII HMCT -47	Human Resource Management	Theory/ Practical	50	40	10	3	2
3	Paper XXXXVIII HMCT -48	Travel and Tourism	Theory	50	50	-	3	-
4	Paper XXXXIX HMCT -49	Hotel Accommodation Operations	Theory	50	50	-	3	-
5	Paper XXXXX	Hospitality Marketing	Theory	50	50	-	3	-

	HMCT -50							
6	Paper XXXXXI HMCT -51	Laboratory Work : Travel and Tourism	Practical	50	-	50		3
7	Paper XXXXXII HMCT -52	Laboratory Work : Hotel Accommodation Operations	Practical	50	-	50		3
8	Paper XXXXXIII HMCT -53	Laboratory Work : Hospitality Marketing	Practical	50	-	50		3
9	Paper XXXXXIV HMCT -54	Project/ Industrial Visit	-	50	-	50		2

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

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No: XXXVII: Principles of Management
Paper Code: HMCT - 37

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

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

Objectives:-

To enable student to develop the principles of management.
To know the concept of planning.
To enable student to develop skills of organizing and controlling.

UNIT 1: OVERVIEW OF MANAGEMENT

- 1.1 Definition, Management, Role of managers
- 1.2 Evolution of Management thought
- 1.3 Organization of Management
- 1.4 Trends and Challenges of Management in Global Scenario.

UNIT 2: PLANNING

- 2.1 Nature and purpose of planning, Planning process
- 2.2 Types of plans, Objectives. Managing by objective (MBO)
- 2.3 Strategies, Types of strategies, Policies, Decision Making
- 2.4 Types of decision, Decision Making Process, Rational Decision Making

UNIT 3: ORGANIZING

- 3.1 Nature and purpose of organizing, Organization structure
- 3.2 Formal and informal groups organization, Line and Staff authority
- 3.3 Departmentation, Span of control, Centralization and Decentralization
- 3.4 Delegation of authority, Staffing, Selection and Recruitment
- 3.5 Orientation and Career Development, Career stages, Training, Performance Appraisal

UNIT 4: DIRECTING, CONTROLLING

- 4.1 Creativity and Innovation ,Motivation and Satisfaction , Leadership Styles
- 4.2 Communication , Barriers to effective communication
- 4.3 Organization Culture Elements and types of culture , Managing cultural diversity. process of controlling
- 4.4 Types of control ,Budgetary and non-budgetary control
- 4.5 Managing Productivity , Cost Control , Purchase Control
- 4.6 Maintenance Control , Quality Control , Planning operations.

References Books:-

- 1. Stephen P. Robbins and Mary Coulter, 'Management', Prentice Hall of India, 8th edition.
- 2. Charles W L Hill, Steven L McShane, 'Principles of Management', Mcgraw Hill Education, Special Indian Edition, 2007.
- 3. Hellriegel, Slocum and Jackson, 'Management - A Competency Based Approach', Thomson South Western, 10th edition, 2007.
- 4. Harold Koontz, Heinz Weihrich and Mark V Cannice, 'Management - A global

Practicals:

1. Role play of a Manager
2. Situation handling by a manager
3. Decision taking situations by a manager
4. Motivating and inspiring the staff by becoming a leader
6. Controlling budgets by doing it practically

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Any one of the practical above

5 marks

Q.2: Oral and Journal

5 marks

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No: XXXVIII: Organizational Behaviour
Paper Code: HMCT - 38

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

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

Objectives:

To enable students to

- i) Develop skills of organizational behaviour.
- ii) Realise the human behaviour values.
- iii) To know about motivation.
- iv) To acquire concept of learning.
- v) To develop skill in leadership.

UNIT 1: Introduction to Organizational Behaviour

- 1.1 Definition of organizational behaviour and its scope
- 1.2 Relationship to organizational behaviour with other field.
- 1.3 Objectives of organizational behaviour
- 1.4 Behavioural approach to management

UNIT 2: Human Behaviour

- 2.1 Nature and dimensions of attitude
- 2.2 Nature and importance of perception, social perception
- 2.3 Personality, Meaning and personality traits
- 2.4 Group type, group dynamics and group decision making

UNIT 3: Motivation

- 3.1 Meaning and importance
- 3.2 Technique of motivation
- 3.3 Theories of motivation

UNIT 4: Learning

- 4.1 Process of learning
- 4.2 Principles of learning
- 4.3 Organisational reward system
- 4.4 Behavioural management
- 4.5 Leadership

Reference Books:-

- 1. Organizational Behavior Robbins, Stephen
- 2. Organizational Behavior: Human Behavior At Work Newstrom, J. W.
- 3. Organizational Behavior Chandan, J. S.
- 4. Organizational Behavior Ghanekar, Anjali

Practicals:-

1. Grooming improvement
2. Personality Development
3. Situations: How to behave with downward staff
How to behave with upward staff
4. Motivational Speech

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Any one of the practical above

5 marks

Q.2: Oral and Journal

5 marks

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No: XXXIX: Food Safety and Hygiene
Paper Code: HMCT - 39

Work Load – 6
Theory – 4 Lectures / Week

Total Marks – 50
Theory – 50 Marks (SEE)

Objectives:

To enable student to develop the skill of catering science.

To enable student basic understanding of hygiene, microorganism, food adulteration

To acquaint the students about food standards in India.

Unit 1: Introduction to Catering Science

- 1.1 Importance of Catering Science in the Hospitality Industry
- 1.2 Classification of Microbes
- 1.3 Factors for growth (Bacteria, Yeast and Mould)
- 1.4 Types of Pest and Pest control

Unit 2: Harmful Effects of micro-organisms

- 2.1 Food Poisoning (Staphylococcus, Salmonella, Clostridium porringers and Clostridium Botulinum)
- 2.2 Food Infection, Food Contamination, Sources, Modes and routes of bacterial Contamination
- 2.3 Physical contamination, Prevention of food infection.

Unit 3: Introduction to Hygiene

- 3.1 General rules relating to food and food hygiene
- 3.2 The identification of steps critical to food safety (HACCP)
- 3.3 Food hygiene relation to microbes
- 3.4 Control measures in catering industry through hygiene standard, Personal hygiene
- 3.5 General rules relating to health and safety for food handlers

Unit 4: Food Adulteration

- 4.1 Food standards in India, Common food adulterants and its offences.
- 4.2 Simple tests to detect food adulterants in Milk,sugar,turmeric,chilli Powder, tea, Coffee, semolina flour, ghee, butter, Margarine and oil.
- 4.3 Natural and synthetic color
- 4.4 Definition/Composition Classification/Sources/ Functions/Excess and Deficiencies of food Nutrients, like- Proteins, Carbohydrates, Minerals, Fats, Vitamins, Minerals and Water

Reference Books:-

- 1)Food hygiene and sanitation - S.Roday
- 2)Complete catering science – OFG Kilgour
- 3)Food microbiology - Frazier

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No.: XXXX: Advanced Food Production
Paper Code: HMCT - 40

Work Load – 6
Theory – 4 Lectures / Week

Total Marks – 50
Theory – 50 Marks (SEE)

Objectives:-

To enable students to develop skills in advanced food production.
To get knowledge of bread and cheese, menu planning, food cost, food preservation.

UNIT 1: Flours, Breads and Cheese

- 1.1 Introduction to Flour, Types and its uses in cooking
- 1.2 Introduction to Breads, Role of each ingredient in Bread making, Types of bread
- 1.3 Introduction to cookies, Types of Cookies
- 1.4 Weighing and Measuring
- 1.5 Cheese and its types

UNIT 2: Raising Agents, Nutrients and Milk Products

- 2.1 Introduction to Raising agents, types and uses in cooking
- 2.2 Introduction to Nutrients, types of nutrition's and their role in food and human body
- 2.3 Importance of sugar and types of sugar used in cooking
- 2.4 Milk and Milk products (Processing, Pasteurization, Homogenization, Types of milk Products)

UNIT 3: Food cost and Agents

- 3.1 Introduction and Types of catering.
- 3.2 Food costing, Controlling of Food wastage and cost.
- 3.3 Sweetening, flavouring and seasoning, thickening agents and there types.
- 3.4 Methods and importance of food or beverages storage.
- 3.5 Types of courses in a Menu sequence Indian and Continental.
- 3.6 Types of Salads and Salad Dressings.
- 3.7 Sandwiches (Definition, Types, Parts,)

UNIT 4: Cake and Pastry Making and Menu Planning

- 4.1 Cakes and Pastries and Icing, Food preservation.
- 4.2 Food licenses and Grading ISO,ISI)
- 4.3 Menu planning
- 4.4 Standard portion size and Standardization of food
- 4.5 Books, records and registers maintained in kitchen department
- 4.6 Star grading of a hotel

Reference Books:-

- 1) Thangam E .Philip Modern Cookery for Teaching and Trade 4th Vol. 1996 Oriented Longman Ltd. Mumbai
- 2) Krishna Arora Theory of Cookery 2nd 1992 Frank Bros and Co. Ltd. 4675, Daryagani, New Delhi- 100 002.
- 3) J.C. Dubey Basic Bakery 1st 1992 G. N. Danri, G.D. Enterprise, B/13, 1st floor, 389/91, JSS Road, Mumbai
- 4) Lungburg and Kotschevar Understanding Cooking
- 5) Wayne Gisselen Professional Cooking 4th 1992 John Wiley and Sons 605, 3rd Avenue, N.Y
- 6) Wayne Gisselen Professional Banking 2nd 1994 John Wiley and Sons 605, 3rd Avenue, N.

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No.: XXXXI : Advanced Food and Beverage Service
Paper Code: HMCT - 41

Work Load – 6
Theory – 4 Lectures / Week

Total Marks – 50
Theory – 50 Marks (SEE)

Objectives:

To acquaint students about planning and operation, buffet and gueridon
To enable student to know basics of development of restaurant structure.

UNIT 1: Restaurant Planning and Operation

- 1.1 Types of restaurants
- 1.2 Location or site
- 1.3 Assurances of finance
- 1.4 Furniture
- 1.5 Equipments required
- 1.6 Lighting and décor
- 1.7 Records maintained
- 1.8 Licences required

UNIT 2: Bar Planning

- 2.1 Types of bar
- 2.2 Location
- 2.3 Atmosphere and décor
- 2.4 Parts of bar
- 2.5 Records maintained
- 2.6 Licences required

UNIT 3: Banquets

- 3.1 Organisation structure
- 3.2 Duties and responsibilities of banqueting staff
- 3.3 Banquet function and function prospectus
- 3.4 Types of function (Formal and Informal)
- 3.5 Seating arrangements

UNIT 4: Buffet and Gueridon Service

- 4.1 Definition and Types of buffets
- 4.2 Buffet equipments and table set up
- 4.3 Origin and definition of gueridon
- 4.4 Types of trolleys
- 4.5 Special equipments
- 4.6 Service procedures

Reference Books:-

1. Food and Beverage Services Paperback – 17 Jun 2016
by Singaravelavan (Author)
2. On-Site Foodservice Management: A Best Practices Approach
by Reynolds (Author)
3. Foodservice Management: Principles and Practices Hardcover – Import, 15 Feb 2011
by Payne-Palacio Ph.D. RD, June (Author), Monica Theis (Author)
4. Case Studies in Food Service Management: Business Perspectives 2nd Edition
by American Hotel and Lodging Educational Institute (Author)

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No.: XXXXII: Laboratory Work: Food Safety and Hygiene
Paper Code: HMCT – 42

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practicals:

1. Food Contamination
(Source, Modes and Routes of Bacteria)
2. Physical Contamination
(Preventive Measures Taken)
3. Recognizing types of bacteria found in food poisoning
4. Cross contamination
(Preventive measures of cross contamination)
5. Pest control
(Preventive measures and types of pest control)

Scheme of Practical Evaluation

Internal Practical Evaluation

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

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No.: XXXXIII: Laboratory Work: Advanced Food Production
Paper Code: HMCT - 43

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practicals:

1. Food Carving

Tools used for carving
Vegetables and Fruits used for carving
Types of carving

2. Food Garnishing and Decorating

Types and Specialization in garnishing
Raw material used for garnishing

3. Food adulteration and Food Licenses

Types with samples of food products

4. Menu planning, Continental menu

Restaurant menu planning
Removing food cost
10 soups, 10 starters, 10 main courses, 10 fish course
10 fast food dishes, 10 rice dishes, 10 roasted/grilled dishes
10 desserts

Scheme of Practical Evaluation

Internal Practical Evaluation

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

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No.: XXXXIV: Laboratory Work: Advanced Food and Beverage Services
Paper Code: HMCT - 44

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practicals

1. Planning restaurant (Speciality, fast food and coffee shop) with the factors mentioned in the theory
2. Planning bar mentioned in the theory
3. Soup service
4. Menu wise service
5. Setting of buffet and service procedures
6. Guest situation handling
7. Setting of bar with glasses and equipments

Scheme of Practical Evaluation

Internal Practical Evaluation

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

B.Voc. Part-III Semester V
Hotel Management and Catering Technology
Paper No.: XXXXV: Project/Industrial visit/Industrial training
Paper Code: HMCT - 45

Total Marks: 50

Students must submit detailed report related to topics on

1) Food Production / Food and Beverage Service / Front Office Operation and Housekeeping.

Or

2) Based on industrial visit

Or

3) Based on Industrial training

Note: Students should complete industrial training for the required duration and submit industrial training report in the department where the training is completed.

Scheme of Report Evaluation

Internal Evaluation

- | | |
|----------------------------|----------|
| • Report related to above. | 40 marks |
| • Viva- voce | 10 marks |

B.Voc. Part-III Semester VI
Hotel Management and Catering Technology
Paper No.: XXXXVI: Event Management
Paper Code: HMCT - 46

Theory – 4 Lectures / Week
Practical – 2 Lectures / Week/Batch

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

Objectives:

To enable students to develop skills in event management.

To develop students regarding event proposal, group management, entrepreneurship.

UNIT 1: Introduction to Event Management

- 1.1 Introduction, Scope and Need of Event Management
- 1.2 Principles of event Management
- 1.3 Types of event management (Cultural, festival, religious, business etc)
- 1.4 Preparing event proposal
- 1.5 Protocols, Dress codes, staging, staffing

UNIT 2: Process of Event Management

- 2.1 Process of Event management- Planning, organizing, budgeting, documentation etc
- 2.3 Nature of Marketing, Process of marketing, Sponsorship.
- 2.4 Image, Branding, Advertising Publicity and Public relations
- 2.5 Leadership skills, managing team.

UNIT 3: Managing an Event

- 3.1 Group development, managing meetings
- 3.2 Permission for arranging events
- 3.3 Event safety and security
- 3.4 Event laws and licenses

UNIT 4: Opportunities in Event Management

- 4.1 Entrepreneurship
- 4.2 Opportunities in Event management
- 4.3 Cultural event management
- 4.4 Festival event management
- 4.5 Religious event management
- 4.6 Business event management

Reference Books:-

- 1) Event Management By Lynn Van Der Wagen and Brenda R Carlos
- 2) Successful Event Management By Anton Shone and Bryn Parry
- 3) Event management, an integrated and practical approach By Razaq Raj, Paul Walters and Tahir Rashid
- 4) Event management, a professional approach By Ashutosh Chaturvedi

Practicals:

Arrange an event considering below points and do it practically..

1. Planning a event
2. Granting permission of government or heads
2. Budgeting/ sponsoring / documentation of a event
3. Marketing and advertising of a event
4. Organizing of a event
5. Guest satisfaction
6. Winding up event
7. Calculating profits

Scheme of Practical Evaluation**Internal Practical Evaluation**

- Q.1: Arranging an event successfully 5 marks
(Theme dinner/ 31st December party/ Christmas party / Food festival etc)
- Q2: Make a Report of an Event, Journal 5 marks

B.Voc. Part-III Semester VI
Hotel Management and Catering Technology
Paper No.: XXXXVII: Human Resource Management
Paper Code: HMCT - 47

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week/Batch

Total Marks – 50

Theory – 40 Marks (SEE)

Practical – 10 Marks (CCE)

Objectives:

To know the concept of process of job, training and placement, growth plan.

Unit 1: Introduction to Human Resource Management(HRM)

- 1.1 Introduction to human resource management
- 1.2 Importance and objectives of HRM
- 1.3 Evolution of the concept of HRM
- 1.4 Orientation and Training

Unit 2: Planning/ Process and Methods

- 2.1 Human resource planning
- 2.2 Recruitment and selection
- 2.3 Process of job analysis
- 2.4 Methods of job analysis

Unit 3: Training and Placements

- 3.1 Placement
- 3.2 Induction and internal mobility of human resource
- 3.3 Training of employees
- 3.4 Need for training objectives
- 3.5 Training evolution

Unit 4 Growth Plan

- 4.1 Performance appraisal and career planning
- 4.2 Need and importance
- 4.3 Concept of career planning
- 4.4 Labour Law
- 4.5 Compensation and Benefits for Labours
- 4.6 Managing Promotions and Transfers

Reference Books:-

- 1) Human Resource Management – Text and cases – VSP Rao
- 2) Human Resource Management-Snell ,Bohlander
- 3) Personal Management and Human Resources- Venkata Ratnam srinivas

Practicals:

- 1) Human resource policies
- 2) Visit to HR department
- 3) Recruitment and selection process of employee
- 4) Handling situations for HR department

Scheme of Practical Evaluation

Internal Practical Evaluation

Visit to HR department of hotel

(Knowing the process and policies of recruitment), Journal, Oral

10 marks

B.Voc. Part-III Semester VI
Hotel Management and Catering Technology
Paper No.: XXXXVIII: Travel and Tourism
Paper Code: HMCT - 48

Theory – 4 Lectures / Week

Total Marks – 50
Theory – 50 Marks (SEE)

Objectives:

To know the concept of travel and tourism.

To enable student to become familiar with growth of tourism, tour services, Indian government tourism

Unit 1: Introduction to Tourism

- 1.1 Definition of Tourism
- 1.2 Tourist
- 1.3 Foreign tourist
- 1.4 Domestic tourism
- 1.5 Motivations for tourism
- 1.6 Types of tourism

Unit 2: Growth In Travel and Tourism

- 2.1 Growth of tourism
- 2.2 Types of travelling modes and the facilities
- 2.3 Tourism development(sea, road, rail, air)
- 2.4 Role of industrial revolution
- 2.5 Concept of holiday and paid holiday

Unit 3: Services in Travel and Tourism

- 3.1 Functions and types of travel agency
- 3.2 Tour operators
- 3.3 Tourist destinations in India
- 3.4 Services provided to tourists
- 3.5 Accommodation and attractions
- 3.6 Planning in tourism

Unit 4: Indian Government Tourism

- 4.1 Government organizations and their functions in tourism
- 4.2 ITDC,TTDC,IATA,TAAL,IRCTC
- 4.3 Role of United Nations Organization in tourism

Reference Books:-

- 1)Introduction to Travel and Tourism- Michael M.Cottman Van Nostrand Reinhold New York,1989
- 2)Travel Agency and Tour Operation Concepts and Principles-Jagmohan Negi –kanishka Publishesh,New Delhi,1997
- 3)Tourism Development,Principles and Practices- Fletcher and Cooper-ELBS

B.Voc. Part-III Semester VI
Hotel Management and Catering Technology
Paper No.: XXXXIX: Hotel Accommodation Operations
Paper Code: HMCT - 49

Theory – 4 Lectures / Week

Total Marks – 50
Theory – 50 Marks (SEE)

Objectives:

To aware students about concept of hotel accommodation operations.

To enable student to know interior decoration, contract cleaning, laundry management

To distinguish methods, process of flowers arrangement

Unit 1: Guest Accounting

- 1.1 Job description of front office cashier
- 1.2 Guest account,folios,vouchers,ledgers
- 1.3 Creation and maintenance of account
- 1.4 Record keeping systems
- 1.5 Credit monitoring
- 1.6 Night auditing concept

Unit 2 a) Interior Decoration

- 2.1 Definition
- 2.2 Importance of interior decoration
- 2.3 Principles of designs
- 2.4 Elements of Designs-(Line/Form/colour/Texture)

b) Contract cleaning

- 2.5 Definition and concept
- 2.6 Jobs given on contract by housekeeping
- 2.7 Advantages and Disadvantages
- 2.8 Pricing a contract

Unit 3: Laundry Management

- 3.1 Laundry equipments
- 3.2 Laundry Flow Process- Guest, House, Contract
- 3.3 Stains and Stains Removal
- 3.4 Dry Cleaning- Agents and Procedures
- 3.5 Advantages and disadvantages of –off premises and on premises laundry

Unit 4: Flower Arrangement

- 4.1 Concept ,Importance and purpose of flower arrangement
- 4.2 Equipments and materials used
- 4.3 Types of flower arrangements(Western,Japanese,freestyle)
- 4.4 Principles of flower arrangement: design,scale,balance,rhythm,texture,repotation,utility and harmony

Reference Books:-

- 1) Fibres and Fabrics- Brenda Piper
- 2) Housekeeping Operations- Robert Martin
- 3) Housekeeping Management- Mat A Cassado

B.Voc. Part-III Semester VI
Hotel Management and Catering Technology
Paper No.: XXXXX: Hospitality Marketing
Paper Code: HMCT - 50

Theory – 4 Lectures / Week

Total Marks – 50
Theory – 50 Marks (SEE)

Objectives:

To enable students to develop skills in hospitality and marketing.

Concept of marketing, economic environment, marketing services will be understood by learner.

UNIT 1: Introduction to Marketing

- 1.1 Definition of marketing
- 1.2 Customer orientation
- 1.3 Concept of marketing
- 1.4 Marketing management

UNIT 2: Analysis of Current Business Environment

- 2.1 Competition
- 2.2 Economic environment
- 2.3 Technology environment
- 2.4 Social and cultural environment
- 2.5 Political environment

UNIT 3: Marketing Services

- 3.1 Definition
- 3.2 Difference between goods and services
- 3.3 Characteristics of services
- 3.4 Management strategies for service business

UNIT 4: Employees Recruitment and Training

- 4.1 Role of employees in service process
- 4.2 Recruitment and training
- 4.3 Motivation and empowerment
- 4.4 Internal marketing

Reference Books:-

1. Marketing for Hospitality and Tourism
Aurthor- Phillip T Kotler , John T Bowen, Makens Ph.D, James
2. Hospitality Marketing Principles and Practice
Aurthor- Buttle Bowei

B.Voc. Part III Semester VI
Hotel Management and Catering Technology
Paper No. XXXXXI: Laboratory Work: Travel and Tourism
Paper Code: HMCT - 51

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practicals:

1. Going on a tourism (Hill stations, Forts, Sea beach, Historical places etc)
2. Knowing the history of a particular tourism destination
3. Knowing the knowledge of tourist foot fall of different destinations
4. Mode of transport to reach a certain tourist destination and maps
5. Knowing about the revenue generated by Indian Tourism Corporation
6. Facilities provided to the tourists

Scheme of Practical Evaluation

Internal Practical Evaluation

- | | |
|---|----------|
| Q1: Visit to a tourist destination and submit assignment on it. | 20 Marks |
| Q2: Make an Report of Tourism Visit | 20 marks |
| Q3: Oral | 10 marks |

B.Voc. Part III Semester VI
Hotel Management and Catering Technology
Paper No. XXXXXII: Laboratory Work: Hotel Accommodation Operations
Paper Code: HMCT - 52

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practicals:

- 1) Stain removal
- 2) Laundering Procedure (Starching, Blueing, Ironing)
- 3) Use of Laundry Equipments
- 4) Visit to a Laundry
- 5) Flower Arrangements, various types
- 6) Pest Control

Scheme of Practical Evaluation

Internal Practical Evaluation

Q1: Flower arrangements, stain removal practical	20 marks
Q2: Make a report on a laundry visit	20 marks
Q3: Oral	10 marks

B.Voc. Part III Semester VI
Hotel Management and Catering Technology
Paper No.: XXXXXIII: Laboratory Work: Hospitality Marketing
Paper Code: HMCT - 53

Practical workload: 4 Lectures / Week / Batch

Total Marks: 50 (SEE)

Practicals:

1. Selling Coupons of Food Festival
2. Marketing for getting Sponsorship of an event
3. Product (food/ other) selling
4. Knowledge of marketing

Scheme of Practical Evaluation

Internal Practical Evaluation

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

B.Voc. Part III Semester VI
Hotel Management and Catering Technology
Paper No. XXXXXIV: Project/Industrial Visit
Paper Code: HMCT - 54

Total Marks: 50

Students must submit detailed report related to topics on

2) Food Production / Food and Beverage Service / Front Office Operation and Housekeeping.

Or

2) Based on Industrial Visit

Scheme of Report Evaluation

Internal Evaluation

• Report related to above.

40 marks

• Viva- voce

10 marks