

3 YEAR DIPLOMA
IN
HOTEL MANAGEMENT AND CATERING TECHNOLOGY

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CURRICULUM

2004

3 YEAR DIPLOMA **IN** **HOTEL MANAGEMENT** **AND CATERING TECHNOLOGY**

1. INTRODUCTION

1. Understanding the ever increasing demand for talented and creative professionals in tourism and hospitality industries which accelerate the economic development of a country, the AICTE and the Government of Kerala has given approval for a regular course in hotel management and catering technology in institutions in the state where necessary infrastructural facilities are available.

2. THE COURSE : Three year Diploma in Hotel Management & Catering Technology.

3. DURATION

The course duration shall be 3 academic years. Each academic year shall be divided in to 2 semesters for the sake of convenience. The sixth semester shall consist of training in any of the hotel classified under three star or above category for a period of 22 weeks at the end of which they will submit a training/ project report.

The medium of instruction in all theory and practical subjects shall be English.

No candidate shall be eligible for diploma unless he/ she has undergone the prescribed course of study for a period of 3 academic years (including practical training at hotel) in the institution and has passed the examination and fulfilled such conditions as have been prescribed therefore:

4. ELIGIBILITY FOR ADMISSION

Any candidates who have passed 10+2/PUC/Std.XII or any examination declared equivalent there to are eligible for admission for the course. In the case of candidates who have passed the qualifying examination in 2nd or more chances, five marks each will be de-rated in their rank for each chance.

5. UNIFORM

Students shall arrange themselves the college uniform and tool kit for kitchen as per specification for which the college can assist them or they can buy it from the

college office as per availability. However, uniform and tool kit are compulsory and the charges for the same are not included in the fees prescribed above.

Uniform (Minimum numbers): Blazer- 1 No, White Shirt-2 Nos, black pant- 2 Nos, Chef Coat-1 No, Chef Pant- 1 No, Apron- 1 No, lab coat- 1 No, Chef scarf- 1 No, Napkin- 1 No, tie- 1 No, bow tie- 1 No.

6. EXAMINATION

6.1 The course will follow the yearly pattern with examinations being held in March/ April of each year. There will be supplementary examinations in October/ November for the benefit of those candidates who have failed in the examination. Examinations will be conducted at the end of each academic year by the State Board of Technical Examination, Kerala State and at the end of each semester by the institution. In addition there shall be two assessment tests, on each in a semester, conducted by the institution. These marks shall be recorded separately.

6.2. Internal Assessment Marks :

A total of 1300 marks are allotted for internal assessment, 25 marks for each theory paper, 50 marks for each practical Paper and 75 marks for Industrial Training and Project Report. This assessment mark will be based on tests, assignments, and attendance in the proportion 40% for tests, 40% for assignments and 20 % for attendance. The performance of the students in practical classes, including presentation of records also will be counted for awarding internal assessment marks. The teachers will maintain record of all marks awarded in respect of internal assessment. The students can represent their grievances if any in respect of marks awarded to the head of institution for clarification.

6.3. Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.

6.4. The eligibility for attending the examination shall be only for those students who:

(i) has been on the roll of the institution during the period and has secured a minimum of 80% of the attendance.

(ii) in case of those students who for medical reasons could not obtain the above minimum attendance, the Principal of concerned institution shall have the power to condone the shortage, provided the candidate has secured 65% of attendance.

(iii) no student who has scored less than 65 % of attendance will be allowed to attend the examination under any circumstances.

6.5 Minimum marks for pass.

6.5.1. The minimum marks for a pass in the examinations shall be 40% in the end examination for Theory subjects, Practical subjects and Industrial training and project report

6.5.2. There will be no separate minimum for pass in the internal assessment but the total marks for end examinations and internal assessment should not be less than 40% for a pass in each subjects.

6.6. In the mark list, the mark secured by the candidates in the internal assessment and board examination will be shown separately.

6.7. Allocation of marks

Maximum Marks	
1. Theory: (100 marks each for 25 subjects)	2500
Internal assessment (25 marks per subject)	625
2. Practical: (50 marks each for 12 subjects)	600
Internal assessment (50 marks per subject)	600
3. Industrial Training and Project Report External Evaluation	75
Internal Assessment (Industrial Training : 50 Project Report: 25)	
Total Marks	4450

6.8 The subjects and total marks for each year of the Diploma will be as follows

First Year (Two semesters)

SUBJECTS	PAPERS	MARKS		TOTAL
		Written Exam	Internal assessment	
Theory				
Food & Beverage production I	1	100	25	125
Food & Beverage production II	1	100	25	125
Food & Beverage Service I	1	100	25	125
Food & Beverage Service II	1	100	25	125
Front Office Operation I	1	100	25	125
Accommodation Operation I	1	100	25	125
Accommodation Operation II	1	100	25	125
Food hygiene & Nutrition	1	100	25	125
Economics&Statistics of Hotel&Tourism	1	100	25	125
Fundamentals of Travel & Tourism	1	100	25	125
Theory total	10	1000	250	1250
Practicals		Practical	Internal	
Food & Beverage production I	1	50	50	100
Food & Beverage Service I & II	1	50	50	100
House keeping I & II	1	50	50	100
Front Office Operation I	1	50	50	100
TOTAL	4	200	200	400

Second Year (Two semesters)

Theory	PAPERS	MARKS		TOTAL
		Written exam	Internal assessment	
Food & Beverage production III	1	100	25	125
Food & Beverage production IV	1	100	25	125
Hotel Maintenance & Engineering	1	100	25	125
Front Office Operation II	1	100	25	125
Basics of Computer Application	1	100	25	125
Hotel Accountancy	1	100	25	125
Accommodation Operation III	1	100	25	125
Business & Communicative English I	1	100	25	125
Hotel French I	1	100	25	125
Hotel Law	1	100	25	125
TOTAL	10	1000	250	1250
		Practical	Internal	
Food & Beverage Production II & III	1	50	50	100
Food & Beverage Service III	1	50	50	100
House keeping III	1	50	50	100
Application of Computer	1	50	50	100
Hotel Engineering	1	50	50	100
Total	5	250	250	500

Third Year (Two Semesters)

Theory	PAPERS	MARKS		TOTAL
		written	Internal	
Food & Beverage Service Management	1	100	25	125
Sales & Marketing management	1	100	25	125
Hotel French II	1	100	25	125
Business & Communicative English II	1	100	25	125
Human Resource Management	1	100	25	125
TOTAL	5	500	125	625
		Practical	Internal	
Front Office Operation II	1	50	50	100
Food & Beverage production IV	1	50	50	100
Food & Beverage Service IV	1	50	50	100
TOTAL	3	150	150	300
Industrial Training & project Report		50	75	125

- Annual examinations shall be at the end of each academic year covering topics prescribed for two semesters in that year
- Two internal examinations including one semester examination shall be conducted during each semester except in Semester VI

7. Question paper (Theory)

7.1 Question paper for each Theory paper will consist of the following parts

Part A: 10 Questions carrying 2 marks each(to answer in one or two sentences) :20 marks

Part B: 5 questions of 16 marks each with one question from each module.

Each question will be divided in to two parts. The student will have 100% choice and can answer either Part I or Part II of a question.

Both parts will be from the same module of the subject : 80 marks

TOTAL 100 marks

7.2 **Question paper (Practical)**: For Practical examinations, the Chief Examiner appointed by the authority will set a Question paper consisting of Practical exercises for each subject.

8. **VALUATION** : The Answer sheets will be valued under centralized valuation system and all expenses for the examination will be met from the examination fee collected.

The Practical examination will be held at the concerned Institutions itself and the results will be forwarded to the Office of the Controller of Technical Examinations by the Chief Examiner.

All facilities for the Practical examination will be provided by the participating institution itself as per requirement of the Chief examiner, meeting the expense from the examination fee collected.

9. **Rules for Promotion**: A candidate will be promoted to the 2nd/3rd year if he/she has attended the 1st/ 2nd year class and has fulfilled the condition of attendance requirement.

10. Classification of successful candidates

10.1 A candidate shall be declared to have passed the course only if he/she secured a pass in all the Theory and Practical subjects in the first, second and third years of study.

10.2 The total marks of Second year and Third year shall be considered to classify the successful candidates. That is both the marks will be added and the percentage of marks out of 2800 will be worked out.

10.3 There shall be three divisions for passed candidates; viz:-

75% and above First class with Distinction

60% and above but below 75% First class

All other successful candidates Second class

10.4 The first class or first class with Distinction will be awarded only if a candidate has passed the 3rd year of examination in one attempt and Second year examination taking not more than two chances. However, for this purpose, the candidate should have passed the Second year examination before writing the Third year examination or should pass the Second year examination simultaneously with the Third year examination