

Scheme of Teaching and Examination for VI Semester DIPLOMA in HOTEL MANAGEMENT & CATERING TECHNOLOGY

THEORY

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME					
			Periods per Week	Periods in one Session (Year)	Hours of Exam.	Terminal Exam. (A) Marks	Final Exam. (B) Marks	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
1.	Professional Studies & Entrepreneurship	36601	05	70	03	20	80	100	26	36
2.	Front Office Management	36602	06	70	03	20	80	100	26	36
3.	Accommodation Management	36603	06	70	03	20	80	100	26	36
4.	F & B Catering Management	36604	05	70	03	20	80	100	26	36
5.	Elective Tourism Marketing / HRM/Food Safety and Quality	36605 A/B/C	04	60	03	20	80	100	26	36
Total:-			26					500		

PRACTICAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION – SCHEME					
			Periods Per Week	Periods in one Session (Year)	Hours of Exam.	Marks Internal Exam. (A)	Marks External Exam. (B)	Total Marks (A+B)	Pass Marks Final Exam.	Pass Marks in the Subject
6.	Front Office Management	36606	04	50	03	10	40	50	16	21
7.	Accommodation Management	36607	04	50	03	10	40	50	16	21
Total:-			08					100		

SESSIONAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME			
			Periods per Week	Periods in One Session (Year)	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject
8.	Professional Studies & Entrepreneurship	36608	04	50	20	30	50	25
9.	Accommodation Management	36609	-	-	20	30	50	25
10.	Research Methodology	36610	04	50	20	30	50	25
Total:-							150	

Total Periods per Week	42	Total Marks	750
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PROFESSIONAL STUDIES & ENTRENEURSHIP

Subject code
36601

No. of Periods in one
Session
70

Theory

No. of Periods per week		
L	T	P/S
05	0	0

Full Marks	: 100
Final Marks	: 80
Terminal Marks	: 20

Rationale:

The paper has been introduced to achieve dual purpose for the students. Firstly, this course provides the basics of Professional management and secondly it also prepares the student to develop self reliance by becoming an entrepreneur. This makes them conversant with their duties and responsibility to make them successful in their career by developing profession expertise.

Objectives:

With the input provided in this paper, the students will be able to:-

- Acquire basic knowledge of management
- Understand the various ways of management such as human resources, marketing, finance and commercial aspects.

Contents:

PART-1: PROFESSIONAL STUDIES

TOPIC: 01 INTRODUCTIONS

- 01.01 Professional ethics- vision and mission, four steps of service and catering philosophy.
- 01.01.01 Management : Definition, functions, objectives
- 01.01.02 Leadership –definition, types-autocratic, democratic and laissez-fare, functions and characteristics of leadership.
- 01.01.03 Motivation: definition, types and importance/ benefits.
- 01.01.04 Form of business organizations-sole proprietorship, partnership, joint stock company
And co-operative societies.
- 1.01.05 – supervisor’s / technician’s role: concept of supervisory management ,
Career needs role of technicians in an organization.

20

FRONT OFFICE MANAGEMENT

Subject code
36602

No. of Periods in
one Session
70

THEORY

No. of Periods per week		
L	T	P/S
06	0	0

Full Marks	: 100
Final Marks	: 80
Terminal Marks	: 20

Rationale:

- (1) Planning and Evaluation of Front Office Operation
- (2) Budgeting
- (3) Computer Application in Front Office
- (4) Room Division

Objective:

- (1) Planning and Evaluation of Front Office Operation
- (2) Budgeting
- (3) Computer Application in Front Office
- (4) Room Division

S.NO.	TOPIC	PERIODS
01	PLANNING & EVALUATING FRONT OFFICE OPERATION	14
01.01	Forecasting techniques	
01.02	Forecasting Room availability	
01.03	Useful forecasting data	
01.03.01	- % of walkins	
01.03.02	- % of overstay	
01.03.03	- % of understay	
01.04	Forecasting formula	
01.05	Sample forecast forms	
02	BUDGETING	14
02.01	Making of front office budget	
02.02	Factors affecting budget planning	
02.03	Capital operation budget for front office	
02.04	Refining budgets	
02.05	Forecasting room revenue	
03	COMPUTER APPLICATION IN FRONT OPERATION	14
03.01	Fidelio / IDS / Shawman	
03.02	Amadeus	
04	YIELD MANAGEMENT	12
04.01	Concept and importance	
04.02	Applicability to rooms division	
04.02.01	Capability Management	
04.02.02	Discount allocation	
04.02.03	Duration control	
04.03	Measurement yield	
04.04	Potential high and low demand tactics	
04.05	Yield management software	
04.06	Yield management team	
05	FRONT OFFICE AND GUEST SAFETY AND SECURITY	08
06	FRENCH	08
06.01	Conversation with guests	
06.01.01	Providing information to guest about the hotel, city, sight seeing, car rentals, historical places, banks, airlines, travel agents, shopping centers and worship places etc. Departure (Cashier, Bills Section and Bell Desk)	

Book Recommended:

1. Food & Beverage Service by Lilly crap.
2. Food & Beverage service Training manual by Sudhir Andrews
3. Food & Beverage by Lipinsky.

SCHEME OF EXAMINATION FOR FINAL EXAMINATION F.M.: 80

Objective (selection type)	25%
Short answers	25%
Long answer	50%

ACCOMMODATION MANAGEMENT

Subject code
36603

No. of Periods in
one Session
70

THEORY

No. of Periods per week		
L	T	P/S
06	0	0

Full Marks	:	100
Final Marks	:	80
Terminal Marks	:	20

Rationale:

1. Planning the house keeping department
2. organizing the house keeping department
3. Interior decoration
4. Layout of Guest room
5. House keeping in Institutions

Objectives:

1. Planning the house keeping department
2. organizing the house keeping department
3. Interior decoration
4. Layout of Guest room
5. House keeping in Institutions

CONTENTS:-

S. No.	Topic	Periods
01	PLANNING AND ORGANISING THE HOUSE KEEPING DEPARTMENT	(20)
01.01	Area inventory list	
01.02	Frequency schedules	
01.03	Performance and Productivity standards	
01.04	Standard Operating manuals – Job procedures	
01.05	Job allocation and work schedules	
01.06	Calculating staff strengths & planning duty rosters, team work and leadership in HK Training in HKD, devising training programmes for HK staff	
01.07	Budget and budgetary controls	
01.08	The budget process	
01.09	Stock records – issue and control	
02	HOUSEKEEPING IN INSTITUTIONS & FACILITIES OTHER THAN HOTELS	(08)
03	CONTRACT SERVICES	(08)
03.01	Types of contract services	
03.02	Guidelines for hiring contract services	
03.03	Advantages & disadvantages of contract services	
04	SAFETY AND SECURITY	(04)
04.01	Safety awareness and accident prevention	
04.02	Fire safety and fire fighting	
04.03	Crime prevention and dealing with emergency situation	
05	INTERIOR DECORATION	(20)
05.01	Elements of design	
05.02	Colour and its role in décor – types of colour schemes	
05.03	Windows and window treatment	
05.04	Lighting and lighting fixtures	
05.05	Floor finishes	
05.06	Carpets	
05.07	Furniture and fittings	
05.08	Accessories	
06	LAYOUT OF GUEST ROOMS	(06)
06.01	Sizes of rooms, sizes of furniture, furniture arrangement	
07	NEW PROPERTY COUNTDOWN	(04)
08	EMERGENCY AND WATER CONSERVATION IN HOUSEKEEPING OPERATIONS	(02)

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M.: 80

Objective (selection type)	25%
Short answers	25%
Long answer	50%

Book Recommended

1. Text Book of House Keeping - Sudhir Andrews
2. Professional Management of House Keeping Operation - Thomas J.A. Jones

F & B CATERING MANAGEMENT

Subject code
36604

No. of Periods
In one Session
70

THEORY

No. of Periods per week		
L	T	P/S
05	0	0

Full Marks	: 100
Final Marks	: 80
Terminal Marks	: 20

Rationale:

1. Beverage control
2. Inventory control
3. Sales control
4. Food control
5. Cost dynamics

Objectives:

1. Beverage control
2. Inventory control
3. Sales control
4. Food control
5. Cost dynamics

Sl. No.	Topics	Hours
01	COST DYNAMICS	04
01.01	Elements of Cost	
01.02	Classification of Cost	
02	INVENTORY CONTROL	14
02.01	Importance	
02.02	Objective	
02.03	Method	
02.04	Levels and Technique	
02.05	Perpetual Inventory	
02.06	Monthly Inventory	
02.07	Pricing of Commodities	
02.08	Comparison of Physics and Perpetual Inventory	
03	BEVERAGE CONTROL	10
03.01	Purchasing	
03.02	Receiving	
03.03	Storing	
03.04	Issuing	
04	SALES CONTROL	06
04.01	Procedure of Cash Control	
05	BUDGETARY CONTROL	06
05.01	Define Budget	
05.02	Types of Budget	
05.03	Budgetary Control	
06	VARIANCE ANALYSIS	06
06.01	Standard Cost	
06.02	Standard Costing	
06.03	Cost Variances	
06.06	Overhead Variance	
06.07	Fixed Overhead Variance	
06.08	Sales Variance	
06.09	Profit Variance	
07	BREAKEVEN ANALYSIS	08
07.01	Breakeven Chart	
07.02	P V Ratio	
07.03	Contribution	
07.04	Marginal Cost	
07.05	Graphs	
08	MENU MERCHANDISING	06
08.01	Menu Control	
08.02	Menu Structure	
08.03	Planning	
08.04	Pricing of Menus	
08.05	Types of Menus	
08.06	Menu as Marketing Tool	
08.07	Layout	
08.08	Constraints	

09	MENU ENGINEERING	06
09.01	Definition and Objectives	
09.02	Methods	
09.03	Advantages	
10	MIS	04
10.01	Reports	
10.02	Daily Food Cost	
10.03	Monthly Food Cost	

SCHEME OF EXAMINATION FOR FINAL EXAMINATION F.M.: 80

Objective (selection type)	25%
Short answers	25%
Long answer	50%

Book Recommended

- | | | |
|-----------------------------------|---|------------------------------------|
| 1. F & B Catering Mgt. | - | John Fuller |
| 2. Catering Mgt. & Administration | - | American Hotel & Motel Association |
| 2. Theory of Catering | - | Victor Ceserani |

TOURISM MARKETING (Elective)

Subject code
36605 A

No. of Periods
In one Session
60

Theory

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	: 100
Final Marks	80
External Marks:	20

Rationale:

This course familiarises the student with marketing concepts, techniques and skills as required in the marketing of tourism product and attractions.

Objective:

This course familiarises the student with marketing concepts, techniques and skills as required in the marketing of tourism product and attractions.

Block-1	Understanding Entrepreneurship and Management	10
Unit 1	Introduction to Tourism Marketing - Approaches, Relevance and Role	
Unit 2	Market Segmentation	
Unit 3	Tourism Markets: International and Domestic	
Block-2	Market Analysis	10
Unit 4	Marketing Research	
Unit 5	Competitive Analysis and Strategies	
Unit 6	Forecasting for Tourism and its Products	
Unit 7	Role of Technology in Tourism Marketing	
Block-3	Marketing Mix	10
Unit 8	Product Designing	
Unit 9	Pricing Strategies	
Unit 10	Promotion Strategies	
Unit 11	Distribution Strategies	
Unit 12	The Fifth P: People, Process and Physical Evidence	
Block-4	Marketing Mix: Specific Situations	10
Unit 13	Familiarization Tours	
Unit 14	Seasonal Marketing	
Unit 15	Tourism Fairs and Travel Markets	
Block-5	Accommodation Marketing	10
Unit 16	Star Category Hotels	
Unit 17	Alternate Accommodation	
Unit 18	Supplementary Accommodation	
Unit 19	Linkages in the Trade	
Block-6	Transport and Travel Services Marketing	10
Unit 20	Air Lines Marketing	
Unit 21	Tourist Transport Marketing	
Unit 22	Travel Agency Marketing	
Unit 23	Tour Operators Marketing	

SCHEME OF EXAMINATION FOR FINAL EXAMINATION F.M.:80

Objective (selection type)	25%
Short answers	25%
Long answer	50%

Book Recommended

- | | | |
|--|---|---------------|
| 1. Marketing for Hospitality & Tourism | - | Philip Kotler |
| 2. Marketing Management | - | Rajiv Lal |

HUMAN RESOURCE MANAGEMENT (Elective)

Subject code
36605 B

No. of Periods in one
session
60

THEORY

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	:	100
Final Marks	:	80
Terminal Marks	:	20

Rationale:

1. Human Resource Planning
2. Job Evaluation Methods
3. Recruitment and Selections
4. Human Resource Audit
5. Task Analysis

Objective

1. Human Resource Planning
2. Job Evaluation Methods
3. Recruitment and Selections
4. Human Resource Audit
5. Task Analysis

Sl. No.	Topic	Periods
01	Human Resource Planning	
01.01	Micro	
01.02	Macro	
02	HRD applications in Hotel Industry	
03	Relevance of HRD in Hotel Industry	
04	Personnel Office	
04.01	Functions	
04.02	Operations	
05	Hotel Environment and Culture	
06	HRD System	
07	Job Evaluation	
07.01	Concepts	
07.02	Scope	
07.03	Limitations	
08	Job Analysis and Job Description	
09	Job Evaluation Methods	
10	Task Analysis	
11	Demand and Supply Forecasting	
12	Human Resource Information System	
13	Human Resource Audit	
14	Human Resource Accounting Practices	
15	Recruitment and Selection	
16	Attracting and Retaining Talents	
16.01	Strategic Interventions	
17	Induction and Placement	
18	Staff Training and Development	
19	Training Methods and Evaluation	
20	Motivation and Productivity	
21	Motivation and Job Enrichment	
22	Career Planning	
23	Employee Counseling	
24	Performance Monitoring and Appraisal	
25	Transfer, Promotion and Reward Policy	
26	Disciplinary Issues	
27	Employees Grievance Handling	
28	Compensation and Salary Administration	

29	Employee Benefits and Welfare Schemes
30	Labour Laws and Regulations Related to Hotel Industry
31	Gender Sensitivities
32	Emerging Trends and Perspectives
33	Impacts of Mergers and Acquisitions on Human Resource Practices

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M.:80

Objective (selection type)	25%
Short answers	25%
Long answer	50%

Book Recommended

- | | | |
|---|---|---------------|
| 1. Human Resources Development & Management | - | Jagmohan Negi |
| 2. Personnel Management | - | P.C.Thripathi |

FOOD SAFETY & QUALITY (Elective)

Subject code
36605 C

No. of Periods in
one Session
60

Theory

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks : 100
Final Marks : 80
Terminal Marks : 20

Rationale:

1. Food Preservation and Spoilage
2. Micro Organisms in Food
3. Hygiene and Sanitation in Food Sector
4. Quality Assurance
5. Food Laws and Regulations

Objectives:

1. Food Preservation and Spoilage
2. Micro Organisms in Food
3. Hygiene and Sanitation in Food Sector
4. Quality Assurance
5. Food Laws and Regulations

01	Basic introduction To Food Safety, Food Hazards& Risks, Contaminants and Food Hygiene	01
02	MICRO ORGANISMS IN FOOD	04
02.01	General characteristics of Micro Organisms based on their occurrence and structure	
02.02	Factor affecting their growth in food (intrinsic and extrinsic)	
02.03	Common food borne micro organisms	
02.03.01	Bacteria(spores/capsules)	
02.03.02	Fungi	
02.03.03	Viruses	
02.03.04	Parasites	
03	FOOD SPOILAGE & FOOD PRESERVATION	06
03.01	Types & Causes of spoilage	
03.02	Sources of contamination	
03.03	Spoilage of different products (milk and milk products, cereals and cereal products, meat, eggs, fruits and vegetables, canned products)	
03.04	Basic principles of food preservation	
03.05	Methods of preservation (High Temperature, Low Temperature, Drying, Preservatives & Irradiation)	
04	BENEFICIAL ROLE OF MICRO-ORGANISMS	02
04.01	Fermentation & Role of lactic and bacteria	
04.02	Fermentation in Foods (Dairy foods, vegetable, Indian foods, Bakery products and alcoholic beverages)	
04.03	Miscellaneous (Vinegar & anti-biotic)	
05	FOOD BORNE DISEASES	02
05.01	Types (Infections and intoxications)	
05.02	Common diseases caused by food borne pathogens	
05.03	Preventive measures	
06	FOOD ADDITIVES	02
06.01	Introduction	
06.02	Types (Preservatives, anti-oxidants, sweeteners, food .colours and flavours, stabilizers and emulsifiers)	
07	FOOD CONTAMINANTS & ADULTERANTS	06
07.01	Introduction to Food Standards	
07.02	Types of Food contaminants (Pesticide residues, bacterial toxins mycotoxins, seafood toxins, metallic contaminants, residues from packaging material)	
07.03	Common adulterants in food	
07.04	Method of their detection (basic principle)	
08	FOOD LAWS AND REGULATIONS	04
08.01	National – PFA Essential Commodities Act (FPO, MPO etc.)	
08.02	International – Codex Alimentarius, ISO	
08.03	Regulatory Agencies – WTO	
08.04	Consumer Protection Act	
09	QUALITY ASSURANCE	04

09.01	Introduction to Concept of TQM, GMP and Risk Assessment	
09.02	Relevance of Microbiological standards for food safety	
09.03	HACCP (Basic Principle and implementation)	
10	HYGIENE AND SANITATION IN FOOD SECTOR	06
10.01	General Principles of Food Hygiene	
10.02	GHP for commodities, equipment, work area and personnel	
10.03	Cleaning and disinfection (Methods and agents commonly used in the hospitality industry)	
10.04	Safety aspects of processing water (uses & standards)	
10.05	Waste Water & Waste disposal	
11	RECENT CONCERNS	03
11.01	Emerging pathogens	
11.02	Genetically modified foods	
11.03	Food labeling	
11.04	Newer trends in food packaging and technology	
11.05	BSE (Bovine Serum Encephalopathy)	

REFERENCES:

1. Modern Food Microbiology by Jay. J.
2. Food Microbiology by Frazier and Westhoff
3. Food Safety by Bhat & Rao
4. Safe Food Handling by Jacob M.
5. Food Processing by Hobbs Betty
6. PFA Rules

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M.:80

Objective (selection type)	25%
Short answers	25%
Long answer	50%

FRONT OFFICE MANAGEMENT

Subject code
36606

No. of Periods
In one Session
50

Practical

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	: 50
External Marks	: 40
Internal Marks	: 10

Rationale:

- (1) Planning and Evaluation of Front Office Operation
- (2) Budgeting
- (3) Computer Application in Front Office
- (4) Room Division

Objectives:

- (1) Planning and Evaluation of Front Office Operation
- (2) Budgeting
- (3) Computer Application in Front Office
- (4) Room Division

Sl. No.	Topic
1	HMS Training - Hot Function keys
2	How to put message
3	How to put a locator
4	How to check in a first time guest
5	How to check in an existing reservation
6	How to check in a day use
7	How to issue a new key
8	How to verify key
9	How to cancel a key
10	How to issue a duplicate key
11	How to extend a key
12	How to print and prepare registration cards for arrivals
13	How to program keys continuously
14	How to program one key for two rooms
15	How to re-program one key
16	How to make a reservation
17	How to create and update guest profiles
18	How to update guest folio
19	How to print guest folio
20	How to make sharer reservation
21	How to feed remarks in guest history
22	How to add a sharer
23	How to make add on reservation
24	How to amend a reservation
25	How to cancel a reservation
26	How to make group reservation
27	How to make a room change on the system
28	How to log on cashier code
29	How to close a bank at the end of each shift
30	How to put a routing instruction
31	How to process charges
32	How to process a guest check out
33	How to check out a folio
34	How to process deposit for arriving guest
35	How to process deposit for in house guest
36	How to check room rate variance report
37	How to process part settlements
38	How to tally allowance for the day at night
39	How to tally paid outs for the day at night
40	How to tally forex for the day at night
41	How to pre-register a guest
42	How to handle extension of guest stay
43	handle deposit and check ins with voucher
44	How to post payment
45	How to print checked out guest folio
46	Check out using foreign currency
47	Handle settlement of city ledger balance
48	handle payment for room only to Travel Agents
49	Handle of banquet event deposits
50	How to prepare for sudden system shutdown
51	How to checkout standing batch totals
52	How to do a credit check report
53	How to process late charges on third party

54	How to process late charges to credit card
55	How to check out during system shut down
56	Handling part settlements for long staying guest
57	How to handle paymaster folios
58	How to handle bills on hold

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M. : 40

Internal - 40%

External - 60%

Book Recommended

- | | | |
|--|---|----------------|
| 1. Front office management | - | R.K.Sinha |
| 2. Front office management | - | S.K.Bhatnagar |
| 3. Hotel front office – training manual | - | Sudhir Andrews |
| 4. Hotel front office – systems and procedures | - | Ravi Aggrawal |

ACCOMMODATION MANAGEMENT

Subject code
36607

No. of Periods
in one Session
50

Practical

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	: 50
External Marks	: 40
Internal Marks	: 10

Rationale:

1. Planning the house keeping department
2. organizing the house keeping department
3. Interior decoration
4. Layout of Guest room
5. House keeping in Institutions

Objectives:

1. Planning the house keeping department
2. organizing the house keeping department
3. Interior decoration
4. Layout of Guest room
5. House keeping in Institutions

Sl. No.	Topic	Hours
01	First Aid	16
01.01	First aid kit	
01.02	Dealing with emergency situation	
02	Special Decorations	12
03	Layout of a guest room	12
04	Team cleaning	12
05	Devising training modules/standard operating procedures/inspection check lists	08

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M. 40

Internal	-	40%
External	-	60%

Book Recommended

1. Text book of House Keeping - Sudhir Andrews
2. Professional management of House keeping operation - Thomas J.A. Jones

PROFESSIONAL STUDIES & ENTREPRENEURSHIP

Subject code
36608

No. of Periods
in one Session
50

SESSIONAL

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	: 50
External Marks	: 30
Internal Marks	: 20

Rationale:

The paper has been introduced to achieve dual purpose for the students. Firstly, this course provides the basics of Professional management and secondly it also prepares the student to develop self reliance by becoming an entrepreneur. This makes them conversant with their duties and responsibility to make them successful in their career by developing profession expertise.

Objective:

The paper has been introduced to achieve dual purpose for the students. Firstly, this course provides the basics of Professional management and secondly it also prepares the student to develop self reliance by becoming an entrepreneur. This makes them conversant with their duties and responsibility to make them successful in their career by developing profession expertise.

Book Recommended

1. Entrepreneurship - Michael E. Gordon
2. Entrepreneurship - K.P.Sharma

ACCOMODATION MANAGEMENT

Subject code
36609

No. of Periods
In one Session
60

SESSIONAL

No. of Periods per week		
L	T	P/S
00	0	0

Full Marks	:	50
External Marks	:	30
Internal Marks	:	20

Rationale:

1. Planning the house keeping department
2. organizing the house keeping department
3. Interior decoration
4. Layout of Guest room
5. House keeping in Institutions

Objective:

1. Planning the house keeping department
2. organizing the house keeping department
3. Interior decoration
4. Layout of Guest room
5. House keeping in Institutions

Sl. No.	Topic	Hours
01	First Aid	16
01.01	First aid kit	
01.02	Dealing with emergency situation	
02	Special Decorations	12
03	Layout of a guest room	12
04	Team cleaning	12
05	Devising training modules/standard operating procedures/inspection check lists	08

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M. 50

Internal - 40%
External - 60%

Book Recommended

1. Text Book of House Keeping - Sudhir Andrews
2. Professional Management of House Keeping Operation - Thomas J.A.Jones

RESEARCH METHODOLOGY & PROJECT WORK

Subject code
36610

No. of Periods in
one Session
50

SESSIONAL

No. of Periods per week		
L	T	P/S
04	0	0

Full Marks	: 50
External Marks	: 30
Internal Marks	: 20

Rationale:

Research Methodology will be taught in the theory class to prepare students on how to approach the subject of Project Report in the 3rd year. Inputs can be given to the students during the institute tenure but topics allotted only after return from IT. This will help students perceive the subject in a better fashion while the vacation period between the two years (2nd & 3rd year) utilized for exploratory research and self study. Final preparation of the project will be done only in the 3rd year under guidance.

Objectives:

Research Methodology will be taught in the theory class to prepare students on how to approach the subject of Project Report in the 3rd year. Inputs can be given to the students during the institute tenure but topics allotted only after return from IT. This will help students perceive the subject in a better fashion while the vacation period between the two years (2nd & 3rd year) utilized for exploratory research and self study. Final preparation of the project will be done only in the 3rd year under guidance.

Sl. No.	Topic	
01	INTRODUCTION TO RESEARCH METHODOLOGY	15
01.01	Meaning and objectives of Research	
01.02	Types of Research	
01.03	Research Approaches	
01.04	Significance of Research	
01.05	Research methods vs Methodology	
01.06	Research Process	
01.07	Criteria of Good Research	
01.08	Problem faced by Researches	
01.09	Techniques Involved in defining a problem	
02	RESEARCH DESIGN	10
02.01	Meaning and Need for Research Design	
02.02	Features and important concepts relating to Research design	
02.03	Different Research design	
02.04	important Experimental Designs	
03	SAMPLE DESIGN	10
03.01	Censure and sample Survey	
03.02	Implication of Sample design	
03.03	Criteria for selecting a sampling procedure	
03.04	Characteristics of a good sample design	
03.05	Different types of Sample design	
03.06	Measurement Scales	
03.07	Important scaling Techniques	
04	METHODS OF DATA COLLECTION	05
04.01	Collection of Primary Data	
04.02	Collection through Questionnaire and schedule collection of Secondary data	
04.03	Difference in Questionnaire and schedule	
04.04	Different methods to collect secondary data	
05	DATA ANALYSIS INTERPRETATION AND PRESENTATION TECHNIQUES	10
05.01	Hypothesis Testing	
05.02	Basic Concepts concerning Hypothesis Testing	
05.03	Procedure and flow diagram for Hypothesis Testing	
05.04	Test of Significance	
05.05	Chi-Square Analysis	
05.06	Report Presentation Techniques	

RESEARCH PROJECT

The purpose of research is to seek answers to problems through the application of scientific methodology, which guarantees that the information is reliable and unbiased. This information is utilized to make conclusions and recommend solutions. Good research depends on addressing key points based on a checklist approach. Some elementary factors need to be kept in mind while preparing a research and deciding the topic, these could be based on its relevance, feasibility, coverage, accuracy and research, objectivity and ethics.

Based on the above principles, the research project would be prepared by a student under guidance of a faculty member, familiar with the scientific research methodology. The research would clearly spell out the objective, its findings, adopted, a conclusion and recommendations. The research project will then be presented to a panel of internal and external examiner through a report and viva voce.

Two hours per week have been allocated for guiding students in undertaking the research project. Research Methodology has already been taught in the 2nd year and topic for research allotted to students. In the 3rd year the student will undertake practical field research and preparation of the project. At term end, the research project will be presented before a panel. The research project will carry weightage of 100 marks equivalent to six credits.

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M.:40

Internal	40%
External	60%

Book Recommended

- | | | |
|-----------------------------------|---|----------------------------|
| 1. Research Methodology | - | Eduardo Salas |
| 2. Research Methods in Psychology | - | Professor Glynis Breakwell |