



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்  
**MANONMANIAM SUNDARANAR UNIVERSITY**

**SYLLABUS FOR DIPLOMA IN FOOD AND BEVERAGE SERVICE  
PROGRAM OFFERED THROUGH DIRECTORATE OF VOCATIONAL  
EDUCATION (COMMUNITY COLLEGES AND VOCATIONAL SKILL DEVELOPMENT  
CENTRES) FROM 2019 - 2020**



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON  
ACADEMIC AFFAIRS HELD ON WEDNESDAY  
THE 22<sup>nd</sup> JANUARY 2020**

**DIPLOMA IN FOOD AND BEVERAGE SERVICE**

உணவு மற்றும் பானம் சேவையில் பட்டயம்

**SCHEME OF EXAMINATION**

Subject code	Title of the Course	Credit	Hours	Passing Minimum
<b>Semester I</b>				
C19FB11/E19FB01	Food and Beverage Service	6	90	40/100
C19FB12/E19FB02	Food & Beverage Service Management	6	90	40/100
C19FB13/E19FB03	Food and Beverage Production	6	90	40/100
C19CE10/E19CE10	Communicative English	6	90	40/100
C19FBP1/E19FBP1	Practical I-Food Service	4	120	40/100
<b>Semester II</b>				
C19FB21/E19FB04	Hygiene and Maintenance	6	90	40/100
C19FB22/E19FB05	Hotel Administration	6	90	40/100
C19LS23/E19LS05	Life Skill	6	90	40/100
C19FBP2/E19FBP2	Practical II-Beverage Service	4	120	40/100
C19FBPW/ E19FBPW	Project work	10	150	40/100

**Eligibility for admission:** Pass in 10<sup>th</sup>std examination conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent examination.

**Examination:** Passing Minimum for each Course is 40%. Classification will be done on the basis percentage marks of the total marks obtained in all the Courses and as given below:

40 % but less than 50 %	- Third class
50 % but less than 60 %	- Second class
60 % and above	- First class

**Theory Paper**

Internal Marks-25

External Marks-75

## **Syllabus**

### **FIRST SEMESTER**

Course-I	: Food and Beverage Service
Course-II	: Food & Service Management
Course-III	: Food and Beverage Production
Course-IV	: Communicative English
Course-V	: Practical I-Food Service

### **SECOND SEMESTER**

Course-VI	: Hygiene and Maintenance
Course-VII	: Hotel Administration
Course-VIII	: Life Skill
Course- IX	: Practical II-Beverage Service
Course – X	: Project work

**\*(Semester Pattern for Community College only)**

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### **PROGRAM OBJECTIVES:**

**When the student completes the program, he/she will be able to:**

- Prepare food plans and meals for restaurants, hotels, canteens, and basically any establishment that serves food to a large number of people.
- Properly welcome guests and take food and beverage orders promote food and beverage products and provide food and beverage service to guests.
- Demonstrate skills in bar operation and maintenance and cocktail preparation and mixing.

**SEMESTER I**  
**COURSE I**  
**(C19FB11/E19FB01)FOOD AND BEVERAGE SERVICE**

**OBJECTIVES**

- To learn about the restaurants and the services provided by the restaurants.
- To study the production of alcoholic and non-alcoholic beverages.

**UNIT-I**

**18 Hrs**

Introduction of Hotels and its Origin - Knowledge of Waiter – Job description of Waiter - Restaurant and types of Restaurant – Coffee shop, Continental & Specialty Restaurant, Grill Room, Dining Room, Snack Bar, Discotheque and Night Club -Organizational Hierarchy Chart of a Restaurant

**UNIT-II**

**18 Hrs**

Basic etiquette for Restaurant Staff - Knowledge of other department. Types of Menu – French, Alacarte, and Table d’ hote - Grooming For Waiter and Waitress - Service equipment – Linen, Chinaware, Glassware.

**UNIT-III**

**18 Hrs**

**Preparation for Service** – Mise-en-Scene, Mise-en-Place, Sideboard - Safety in Restaurant for Server.

**Sanitation and Hygiene**

Type of Service – English Service, French Service, Silver Service, American Service Cafeteria Service, Counter Service, Grill Room Service, Room Service and Buffet Service.

**UNIT-IV**

**18 Hrs**

Break Fast – Continental and English-Cover and Type of Cover-Beverage Service and its Classification-Alcoholic Beverages-Wines, Beer, Whisky, Brandy, Gin, Rum, Vodka.

**UNIT-V**

**18 Hrs**

Non-Alcoholic Beverages-Tobacco, Varieties of Tobacco.

**REFERENCE TEXT:**

- Food and Beverage Service Training Manual – Sudhir Andrews.

## **COURSE-II**

### **(C19FB12/E19FB02)FOOD & BEVERAGE SERVICE MANAGEMENT**

#### **OBJECTIVES**

- To provide student with knowledge on the layout of restaurant and bar
- To introduce the management concepts in food and beverage service

#### **Unit I**

**18 Hrs**

Guerdon and Flambé service-Buffer-Banquets-Equipments and ingredients required for cocktail bar.

#### **Unit II**

**18 Hrs**

The idle bar layout- Restaurant layout and equipment-Merchandising or menus. Cellar Management-Basics of Super mission.

#### **Unit III**

**18 Hrs**

Tips and Service Charges-Sales Orientation-Discipline-Cost reducing Methods.

#### **Unit IV**

**18 Hrs**

Briefing-Training your team-Tip distribution-Staff scheduling-Performance Appraisal-Assignment of duties-Attendance.

#### **Unit V**

**18 Hrs**

Checkpoint for supervision-After closing-Carving-Special food Service-Leadership-Motivation.

#### **REFERENCE TEXT:**

- Food and Beverage Service - Vijay Dhawan.
- Food and Beverage Service - Sudhir Andrews.

## **COURSE III**

### **(C19FB13/E19FB03)FOOD AND BEVERAGE PRODUCTION**

#### **OBJECTIVES**

- To introduce the art of cookery and various kitchen layout with its function
- To study the classification and uses of cookery.
- To learn the importance of cooking food and principles of balanced and healthy diet.

#### **UNIT – I**

**18 Hrs**

An overview of the Global Hospitality Industry and Catering Services – Introduction to Art of Cookery – Culinary History - Nouvelle Cuisine, Fusion Cuisine, Cuisine Minceur, Popular International Cuisine. Characteristics, menu terms, names of dishes – Basic culinary terms: Indian – Oriental – Western.

#### **UNIT – II**

**18 Hrs**

Section of the Kitchen with layout and functions – Receiving area, Storage area Dry and cold butchery and vegetable preparation area, Cooking area – Hot kitchen, Cold Kitchen, Bakery and Confectionary.

#### **UNIT – III**

**18 Hrs**

Classification – Heat generating, Refrigerating, Kitchen machinery, Storage, Tables hand tools, Weighing and measuring, Pot wash, holding utensils stillroom.

#### **UNIT – IV**

**18 Hrs**

Classification with examples and uses of cookery – Cereals, Pulses, Vegetables and fruits, eggs, seafood and fresh water fish, red and white meat, dairy products nuts and oilseeds, fats and oils, sweetening agents, spices and condiments, leavening agents, herbs, essence and flavors, food colouring agents.

#### **UNIT – V**

**18 Hrs**

Importance of cooking food – Principles of balanced and health diet – Carbohydrate rich foods – Protein rich foods – Fat rich foods – vitamin rich foods – Mineral rich foods.- preparation of various types of Beverages.

#### **REFERENCES**

1. Modern cookery for teaching and the trade – Volume I & II - Thangam E.Philip
2. Prashad Cooking with Indian Masters - J. Kalra and Gupta Sing
3. Theory of Catering – Kinton and Ceasarani
4. Theory of Cooking – Krishna Arora
5. Basic Cookery – Martland and Welsby

## Course IV

### (C19CE10/E19CE10)COMMUNICATIVE ENGLISH

#### 1. **Basic Grammar:**

- a. Review of grammar
- b. Remedial study of grammar
- c. Simple sentence
- d. Word passive voice etc.

#### 2. **Bubbling Vocabulary:**

- a. Synonyms
- b. Antonyms
- c. One – work Institution

#### 3. **Reading and Understanding English**

- a. Comprehension passage
- b. Précis – writing
- c. Developing a story from hints.

#### 4. **Writing English**

- a. Writing Business letters.
- b. Paragraph writing
- c. Essay writing
- d. Dialogue writing

#### 5. **Speaking English**

- a. Expressions used under different circumstances
- b. Phonetics

#### **Reference :**

1. V.H.Baskaran – “English Made Easy”
2. V.H.Baskaran – “English Composition Made Easy”  
(Shakespeare Institute of English Studies, Chennai)
3. N.Krishnaswamy – “Teaching English Grammar”  
(T.R.Publication, Chennai)
4. “Life Skill” – P.Ravi, S.Prabakar and T.Tamzil Chelvam,  
M.S.University, Tirunelveli.

**COURSE-V  
PRACTICAL I**

**(C19FBP1/E19FBP1)FOOD SERVICE**

**OBJECTIVES**

- To familiarizing with the techniques of arrangement of different items
  - To understand how to process the orders.
1. Arranging tables and chairs in position
  2. Laying of table cloth and changing of table cloth
  3. Table cover laying Ex, Cutlery, Crockery, Glassware, Ashtray, Cruet Set, Bud Vaz.
  4. Different types of napkin folding.
  5. Serving Tecq. Basic = Food & Beverage
  6. Different types of table laying
    - Ala Carte                    -            Continental Breakfast
    - Table'd' hote            -            English breakfast
  7. Handling of Service Equipments
  8. Clearance of Soiled Plates.
  9. Taking Order and Preparing K.O.T.
  10. Identifying different sizes of Crockery and Glassware.



**SEMESTER II**  
**COURSE VI**  
**(C19FB21/E19FB04)HYGIENE AND MAINTENANCE**

**OBJECTIVES**

- To learn about the importance of water, air and natural lighting.
- To study about the treatment and disposal of sewage.
- To study the hygiene of raw and cooked foods and the personal hygiene of staffs.
- To learn the methods of cleaning and maintenance of equipments as well as the food items

**UNIT-I**

**18 Hrs**

Importance of Water, Sources of Water Supply, Purification, Examination of Water, Public Bath and Swimming Pool, Hygiene of Ice Making, Aerated Water, Water Born Diseases.

**UNIT-II**

**18 Hrs**

Purification of Air, Ventilation Systems, Air Pollution and its Prevention, Role of natural lighting, Light as an insect repellent, Irradiation for Sterilization, Harmful effect of lighting.

**UNIT-III**

**18 Hrs**

Kitchen equipment cleaning and maintenance, Cleaning and maintenance of walls, hoods, ranges, deep fat fryer, Food mixtures, Chopping blocks, Slicers, Juicers, Salamander other equipment and kitchen areas, Refrigeration and cold storage principle, Methods cleaning and maintenance.

**UNIT-IV**

**18 Hrs**

Sewage Disposal, Collection and Removal of Refuse, Disposal of refuse, Open type and closed type sewage systems; Grease traps Care of sewage, sanitary lathices, Garbage Disposal, Identification Generation Points, Classification Storage, and Disposal.

**UNIT-V**

**18 Hrs**

Hygienic storage of Raw and Cooked foods, Types of micro organisms present in the food, Food poisoning, Food borne diseases, Causes of Food spoilages, Food sanitation, Personal hygiene of staff, Illness, Uniform and grooming, Purpose of Protect clothings, Food handling in service areas and in preparation areas, Toilet facilities and related requirements for staff dealing with outs.

**Reference**

1. Hygiene in food processing - H.L.M Lelieveld, John Holah, David Napper.
2. Food and beverage service – John Cousins, Dennis Lillicrap, Suzanne Weekes.

**COURSE-VII**  
**(C19FB22/E19FB05)HOTEL ADMINISTRATION**

**OBJECTIVES**

- To learn about the hospitality industry and hotel business
- To learn the variety of classifications of hotel and management activities in hotels.
- To study the security measures in hotel

**UNIT – I**

**18 Hrs**

**HOSPITALITY, HOTELS, HOTEL GUEST AND GUEST RELATIONS**

Introduction, Origins of hospitality industry, Nature of hospitality industry, Hospitality market, Hotel definitions, History of hotels and accommodation industry, Development and growth in India, Hotel business; Hotel services, Various departments, sub departments and sections in a large hotel; Some problems of the hotels, Hotel guest, Customer relations.

**UNIT – II**

**18 Hrs**

**CLASSIFICATION OF HOTELS** Basis of classification of hotels, Residential, Semi residential, Transit hotels, Resort hotels, Commercial hotels, suburban hotels, Retirement hotels, Green hotels, Floating hotels, International hotels, Motels, Casino hotels, Condominiums, Apatite, Auberge, Gasthof, Herberge, Boarding houses, Holiday villages, Supplementary accommodation, Bed and breakfast Inns, Time shares, Boutique hotels, Level of services, Conference hotels, All suite hotels Types of rooms, Changing pattern of accommodation sector, Service apartments.

**UNIT – III**

**18 Hrs**

**HOTEL ORGANIZATION** Introduction, Organization and hotel, Importance of organization, Prerequisites of organization , Purpose of organization, Characteristics of organization, Concept of organization, Models of organization, Organizational missions, Objectives, goals and strategies with relation to hotel, Areas, Divisions, Departments and sections, Organization chart, Organization of a large hotel, Management of human resources of front office, Role of human resource department.

**UNIT – IV**

**18 Hrs**

**BUDGETING** Definition, Kinds of budget, Production, advantage of budget control, Limitations of Budgeting, Operating expenses budget, Cost of sales budget, Selling and distribution cost budget, Labour cost budget, Overhead cost budget, Budgeted profit and loss account, Making of Front office budget, Refining budget, Forecasting room revenue, Estimating expenses.

**UNIT – V**

**18 Hrs**

**HOTEL AND GUEST SECURITY** Introduction, Room Break-Ins Security, Bomb threat security, Importance of security system, Types of security, Fire-main causes, Basic types of fire, Fire fighting training, Safety and fire precaution, Some disastrous hotel fires, Guide to extinguishers likely to be used in catering areas, Handling emergency situations.

**REFERENCE TEXT:**

- Front office Management -Sushil Kumar Bhatnagar.

## Course VIII

### (C19LS23/E19LS05) Life Skill

#### I Life Coping or adjustment

- (a) External and internal influence in one's life
- (b) Process of coping or adjustment
- (c) Coping with physical change and sexuality
- (d) Coping with stress, shyness, fear, anger far live and criticism.

#### II Attitude

- (a) Attitude
- (b) Self acceptance, self – esteem and self actualization
- (c) Positive thinking

#### III Problem Solving

- (a) Goal Setting
- (b) Decision Making
- (c) Time Management and stress Management.

#### IV Computers

- (a) Introduction to Computers
- (b) M.S.Office
- (c) Power Point

#### V Internet

- (a) Introduction to internet
- (b) E – mail
- (c) Browsing

#### References:

- 1) Life Skill Programme course I & II by Dr. Xavier Alphona MCRDCE Publications. R.K.Mutt Road, Chennai – 28
- 2) ஆளுமைபண்புவளர்த்தல் மற்றும் தகவல் தொடர்பு by M.Selvaraj Community College, Palayamkottai
- 3) “Life Skill” –P.Ravi, S.Prabahar & T.Tamil Chelvam, M.S. University, Tirunelveli

**COURSE IX  
PRACTICAL II**

**(C19FBP2/E19FBP2) BEVERAGE SERVICE**

**OBJECTIVES**

- To familiarize with the service techniques of different beverages.
  1. Care and Maintenance of Glassware.
  2. Order taking for wines.
  3. Service of different types of wine.
  4. Service of Champagne.
  5. Order taking for Beer / Service of Bottled Beer / Service of Draught Beer.
  6. Order taking for Spirits / Service of Whisky, Rum, Gin, Brandy, Vodka.
  7. Making and service of Cocktails / Mocktails / Mixed Drinks.
  8. Service of Liquor.
  9. Service of Cigars and Cigarettes.
  10. Service of Non-alcoholic beverages.

**COURSE- X**

**(C19FBPW/E19FBPW) PROJECT WORK**

**OBJECTIVES**

- To develop the ability of the students by performing a project on students choice of any one topic in the area of food and beverage service.

The project should be based on a field study and independent research leading to the area of specialization chosen by the student. The student in consultation of the faculty guide should select an appropriate topic which is acceptable to the panel of examiners. The topic should bear relationship to the subject specialization of the student.

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