

மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
திருநெல்வேலி – 627 012

**Manonmaniam Sundaranar University
Thirunelveli – 627 012.**



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON
ACADEMIC AFFAIRS HELD ON FRIDAY
THE 27th OCTOBER 2017.**

**Syllabus for Diploma in Food and Beverage Service Course offered
through Directorate of Vocational Education
(Community Colleges and Extension Learning Programme)
from 2017 – 2018**

DIPLOMA IN FOOD AND BEVERAGE SERVICE**SCHEME OF EXAMINATIONS**

Subject code	Title of the Paper	Credit	Hours	Passing Minimum
Semester I				
C17FB11/E17FB01	Food and Beverage Service	6	90	40/100
C17FB12/E17FB02	Food & Beverage Service Management	6	90	40/100
C17FB13/E17FB03	Food and Beverage Production	6	90	40/100
C17CE10/E17CE10	Communicative English	6	90	40/100
C17FBP1/E17FBP1	Food Service Practical	4	60	40/100
Semester II				
C17FB21/E17FB04	Hygiene and Maintenance	6	90	40/100
C17FB22/E17FB05	Hotel Administration	6	90	40/100
C17LS23/E17LS05	Life Skill	6	90	40/100
C17FB24/E17FB06	Nutrition	10	150	40/100
C17FBP2/E17FBP2	Beverage Service Practical	4	60	40/100

Eligibility for admission: Pass in 12thstd 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 paper is 40%. Classification will be done on the basis percentage marks of the total marks obtained in all the papers and as given below:

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

Syllabus**FIRST SEMESTER**

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

SECOND SEMESTER

Paper-VI	: Hygiene and Maintenance
Paper-VII	: Hotel Administration
Paper VIII	: Life Skill
Paper- IX	: Nutrition
Paper – X	: Beverage Service Practical

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

(C17FB11/E17FB01) PAPER I FOOD AND BEVERAGE SERVICE

UNIT-I 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 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 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 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 Non-Alcoholic Beverages.

Tobacco, Varieties of Tobacco.

REFERENCE TEXT:

Food and Beverage Service Training Manual – Sudhir Andrews.

**(C17FB12/E17FB02) PAPER-II FOOD & BEVERAGE SERVICE
MANAGEMENT**

1. Guerdon and Flambé service.
2. Buffet.
3. Banquets.
4. Equipments and ingredients required for cocktail bar.
5. The idle bar layout.
6. Restaurant layout and equipment.
7. Merchandising or menus.
8. Cellar Management
9. Basics of Super mission
10. Tips and Service Charges
11. Sales Orientation
12. Discipline
13. Cost reducing Methods
14. Briefing
15. Training your team
16. Tip distribution

17. Staff scheduling
18. Performance Appraisal
19. Assignment of duties
20. Attendance
21. Checkpoint for supervision
22. After closing
23. Carving
24. Special food Service
25. Leadership
26. Motivation

REFERENCE TEXT:

Food and Beverage Service - Vijay Dhawan.

Food and Beverage Service - Sudhir Andrews.

(C17FB13/E17FB03) PAPER III – FOOD AND BEVERAGE PRODUCTION

UNIT – I

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

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

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

UNIT – IV

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

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

(C17CE10/E17CE10) Paper IV Communicative English

Unit I: Learning context

Concept of learning – Learning style –Grammatical framework – sentence framing
– paragraph and texts

Unit II: Reading

Basic concept – Purposes of reading-Decoding-Reading materials – Barriers of
reading

Unit III: Writing

Basic concept-Writing style-Terminology-stages-English spelling and punctuation
– Written texts

Unit IV: Speaking

Language functions-Conversation- Features of spoken English – Types of English
course: functional English, English literature, advance English – Phonetic

Unit V: Developing Communication Skills

Meaning –Classroom presence- Features of developing learning process- Practical
skills and Listening- uses of communicative English

References Books:

1. Raman, m.&S. Sharma (2011) communication skills, OUP,New Delhi: India
2. Lata, P.&S. Kumar(2011) communication skills, OUP,New Delhi: India,
- 3.Leech,G&J.Svartvik(2002) A communicative grammar of English, Pearson,India,
4. Sethi, J. and P.V. Dharmija (2007) A course in Phonetics and spoken English.
Second edition, Prentice hall: New Delhi

(C17FBP1/E17FBP1) PAPER-V FOOD SERVICE PRACTICALS

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.

(C17FB21/E17FB04) PAPER VI HYGIENE AND MAINTENANCE

UNIT-I 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 Purification of Air, Ventilation Systems, Air Pollution and its Prevention.

UNIT-III Role of natural lighting, Light as an insect repellent, Irradiation for Sterilization, Harmful effect of lighting.

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

UNIT-V 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.

UNIT-VI 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, Boils skincare.

UNIT-VII 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.

UNIT-VIII Refrigeration and cold storage principle, Methods cleaning and maintenance.

(C17FB22/E17FB05) PAPER-VII HOTEL ADMINISTRATION

UNIT – I 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 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 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 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 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.

(C17LS23/E17LS05) PAPER VIII (LIFE SKILL)

(Common to All Courses)

UNIT-I ATTITUDE : Positive thinking – Goal setting – Problem Solving and Decision making – Leadership and Team Work.

UNIT-II COMMUNICATION SKILLS: Oral communication: Concept of English language – Fluency – Verbal communication in official and public situations.

UNIT-III COMMUNICATION SKILLS: Written Communication: Comprehension – Writing a formal letter like application for Job, enquiry, reply, complaint and such others – preparation of Resume, Curriculum Vitae.

UNIT-IV COMPUTING SKILLS – 1: Introduction to Computers, its various components and their respective functions – Memory storage devices – Microsoft (MS) Office – MS Word.

UNIT-V COMPUTING SKILLS – 2 Internet Basics – Origin of Internet – MODEM – ISP – Upload – Download – e-mail – Origin of worldwide web (www) Browsers – Search engines.

Reference books:

Life skill, Manonmaniam Sundaranar University Publications Division (2011)

(C17FB24/E17FB06) PAPER IX – NUTRITION

UNIT – I

Introduction to Nutrition – Definition of Food and Nutrition – Importance of food – Functions of food – Classification of Nutrients – Macro Nutrients, Carbohydrates, Simple (Monosaccharide's, Disaccharides), Complex (Polysaccharides) – Fats, Saturated, Unsaturated – Proteins, Based on structure) Fibrous, Globular and Intermediate, Based on composition.

UNIT – II

Macro Nutrients – Carbohydrates - Functions of Carbohydrates - Sources - Recommended Daily Allowances - Effects of Deficiency and excess intake of Carbohydrates - Fats – Functions of Fats- Sources - Recommended Daily Allowances - Effects of Deficiency and excess intake of Fats - Proteins - Functions of Proteins- Sources - Recommended Daily Allowances - Effects of

Deficiency and excess intake of Proteins – Water – Functions – Source - Recommended Daily Allowances.

UNIT – III

Micro Nutrient – Vitamins - Functions - Sources - Recommended Daily Allowances - Effects of Deficiency and excess intake of Vitamins of B – Complex Group – Vitamin C – Vitamin A - Vitamin D - Vitamin E - Vitamin K – Minerals - Functions, Sources, Recommended Daily Allowances - Effects of Deficiency and excess intake of Calcium – Iron – Iodine – Sodium – Phosphorous.

UNIT – IV

Conserving Nutrients – During Storing - During Food Preparation, Washing, Peeling, Cutting, Chopping, Slicing, Pounding, Grinding, Soaking, Sprouting, Fermentation, Mixing – During Cooking – Balanced Diet – Definition and its importance – Factors affecting balanced diet.

UNIT – V

Menu Planning – Nutritionally balanced meals as per three food group system – Factors affecting meal planning – Calculation of Nutritive value of dishes and meals – Critical evaluation of a given meal – Menu planning for special needs – Obesity, Diabetes, Hypertension, Cardiac.

REFERENCES

1. Textbook of Nutrition and Dietetics - [Sharda Gupta, Santosh Jain Passi, Rama Seth, Ranjana Mahna & Seema Puri Kumud Khanna](#).
2. Nutrition: 1 (Food and Nutrition) - [Pegasus](#).
3. Nutrition Science - [R Gajalakshmi](#)
4. Handbook of Nutrition And Dietetics - [Dr. Jyoti Singh](#) (Author)

(C17FBP2/E17FBP2)PAPER- X BEVERAGE SERVICE PRACTICALS

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.
