

DIPLOMA IN FOOD & BEVERAGE SERVICES MANAGEMENT

PAPER- I (FUNDAMENTAL OF FOOD & BEVERAGE SERVICE – I)

Unit	Topic
Unit-1	THE HOTEL & CATERING INDUSTRY A. Introduction to the Hotel Industry and Growth of the hotel Industry in India B. Role of Catering establishment in the travel/tourism industry C. Types of F&B operations D. Classification of Commercial, Residential/Non-residential E. Welfare Catering - Industrial/Institutional/Transport such as air, road, rail, sea, etc. F. Structure of the catering industry - a brief description of each,
Unit-2	DEPARTMENTAL ORGANISATION & STAFFING A. Organisation of F&B department of hotel B. Principal staff of various types of F&B operations C. French terms related to F&B staff D. Duties & responsibilities of F&B staff E. Attributes of a waiter F. Inter-departmental relationships (Within F&B and other department)
Unit-3	I FOOD SERVICE AREAS (F & B OUTLETS) A. Specialty Restaurants B. Coffee Shop C. Cafeteria D. Fast Food (Quick Service Restaurants) E. Grill Room F. Banquets G. Bar H. Vending Machines I. Discotheque B. II ANCILLIARY DEPARTMENTS A. Pantry B. Food pick-up area C. Store D. Linen room E. Kitchen stewarding
Unit-4	F & B SERVICE EQUIPMENT Familiarization & Selection factors of:- Cutlery-Crockery-Glassware-Flatware-Hollowware, All other equipment used in F&B Service French terms related to the above
Unit-5	NON-ALCOHOLIC BEVERAGES : Classification (Nourishing, Stimulating and Refreshing beverages) A. Tea -Origin & Manufacture -Types & Brands B. Coffee- Origin & Manufacture-Types & Brands C. Juices and Soft Drinks D. Cocoa & Malted Beverages -Origin & Manufacture

FUNDAMENTAL COURSE IN FOOD & BEVERAGE SERVICE – I (PRACTICAL)

Unit	Topic
Unit-1	Food Service areas – Induction & Profile of the areas, Ancillary F&B Service areas – Induction & Profile of the areas, Familiarization of F&B Service equipment, Care & Maintenance of F&B Service equipment
Unit-2	Cleaning / polishing of EPNS items by: - Plate Powder method - Polivit method - Silver Dip method - Burnishing Machine

Unit-3	Basic Technical Skills Task-01: Holding Service Spoon & Fork Task-02: Carrying a Tray/ Salver Task-03: Laying a Table Cloth Task-04: Changing a Table Cloth during service Task-05: Placing meal plates & Clearing soiled plates Task-06: Stocking Sideboard Task-07: Service of Water Task-08: Using Service Plate & Crumbing Down Task-09: Napkin Folds Task-10: Changing dirty ashtray Task-11: Cleaning & polishing glassware
Unit-4	Tea – Preparation & Service, Coffee - Preparation & Service, Cocoa & Malted Beverages – Preparation & Service
Unit-5	Juices & Soft Drinks - Preparation & Service, Mocktails, Juices, Soft drinks, Mineral water, Tonic water

Recommended books

1. Fuller John & Stanley Thomas, Modern Restaurant Service, Amazon,
2. Bernard Davis and Sally Stone, Food & Beverage Management, Heinemann,
3. Dennis R. Lillicrap & John A. Cousins, Food & Beverage Service, ELBS,

PAPER- II (FOOD & BEVERAGE SERVICE OPERATIONS-I)

Objectives: To make an In Depth study of Function Catering, Planning, Organizing, Staffing, Managing, Marketing and Merchandising an F&B outlet

Course Contents

Unit	Topic
Unit-1	ALCOHOLIC BEVERAGE A. Introduction and definition B. Production of Alcohol □ Fermentation process □ Distillation process C. Classification with examples, DISPENSE BAR A. Introduction and definition B. Bar layout – physical layout of bar C. Bar stock – alcohol & non alcoholic beverages D. Bar equipment.
Unit-2	WINES A. Definition & History B. Classification with examples □ Table/Still/Natural □ Sparkling □ Fortified □ Aromatized C. Production of each classification D. Old World wines (Principal wine regions, wine laws, grape varieties, production and brand names) □ France □ Germany □ Italy □ Spain □ Portugal E. New World Wines (Principal wine regions, wine laws, grape varieties, production and brand names) □ USA □ Australia □ India □ Chile □ South Africa □ Algeria □ New Zealand F. Food & Wine Harmony G. Storage of wines H. Wine terminology (English & French)
Unit-3	BEER A. Introduction & Definition B. Types of Beer C. Production of Beer D. Storage SPIRITS A. Introduction & Definition B. Production of Spirit □ Pot-still method □ Patent still method C. Production of □ Whisky □ Rum □ Gin □ Brandy □ Vodka □ Tequilla D. Different Proof Spirits □ American Proof □ British Proof (Sikes scale) □ Gay Lussac (OIML Scale)
Unit-4	APERITIFS A. Introduction and Definition B. Types of Aperitifs □ Vermouth

	(Definition, Types & Brand names) □ Bitters (Definition, Types & Brand names)
Unit-5	LIQUEURS A. Definition & History B. Production of Liqueurs C. Broad Categories of Liqueurs (Herb, Citrus, Fruit/Egg, Bean & Kernel) D. Popular Liqueurs (Name, colour, predominant flavour & country of origin)

FOOD & BEVERAGE SERVICE OPERATIONS - PRACTICAL

Unit	Topic
Unit -1	Dispense Bar – Organizing Mise-en-place Task-01 Wine service equipment Task-02 Beer service equipment Task-03 Cocktail bar equipment Task-04 Liqueur / Wine Trolley Task-05 Bar stock - alcoholic & non-alcoholic beverages Task-06 Bar accompaniments & garnishes Task-07 Bar accessories & disposables
Unit -2	Service of Wines Task-01 Service of Red Wine Task-02 Service of White/Rose Wine Task-03 Service of Sparkling Wines Task-04 Service of Fortified Wines Task-05 Service of Aromatized Wines Task-06 Service of Cider, Perry & Sake
Unit -3	Service of Aperitifs Task-01 Service of Bitters Task-02 Service of Vermouths, service of Beer Task-01 Service of Bottled & canned Beers Task-02 Service of Draught Beers, Service of Spirits Task-01 Service styles – neat/on-the-rocks/with appropriate mixers Task-02 Service of Whisky Task-03 Service of Vodka Task-04 Service of Rum Task-05 Service of Gin Task-06 Service of Brandy Task-07 Service of Tequila
Unit -4	Service of Liqueurs Task-01 Service styles – neat/on-the-rocks/with cream/en frappe Task-02 Service from the Bar Task-03 Service from Liqueur Trolley, Wine & Drinks List Task-01 Wine Bar Task-02 Beer Bar Task-03 Cocktail Bar, Matching Wines with Food Task-01 Menu Planning with accompanying Wines □ Continental Cuisine □ Indian Regional Cuisine Task-02 Table laying & Service of menu with accompanying Wines □ Continental Cuisine □ Indian Regional Cuisine

Recommended books:

1. Bernard Davis and Sally Stone , Food & Beverage Management , Heinemann,
2. Peter Jones , Food Service Operations , A Comprehensive Survey of the Catering Industry now in its second edition , Cassell,
3. Fuller John , Essential Table Service for Restaurants , Hutchinson,
4. Ronald F. Cichy & Paul E. Wise , Food & Beverage Service , EI-AH&LA,
5. Kazarian , Food Service Facilities Planning , Van Nostrand Reinhold.

PAPER- III (HYGIENE & NUTRITION)

UNIT	TOPIC
Unit-1	<p>BASIC ASPECTS A. Definition of the terms Health, Nutrition and Nutrients B. Importance of Food – (Physiological, Psychological and Social function of food) in maintaining good health. C. Classification of nutrients, ENERGY A. Definition of Energy and Units of its measurement (Kcal) B. Energy contribution from macronutrients (Carbohydrates, Proteins and Fat) C. Factors affecting energy requirements D. Concept of BMR, SDA, Thermodynamic action of food E. Dietary sources of energy F. Concept of energy balance and the health hazards associated with Underweight, Overweight</p>
Unit-2	<p>MACRO NUTRIENTS Carbohydrates □ Definition □ Classification (mono, di and polysaccharides) □ Dietary Sources □ Functions □ Significance of dietary fibre (Prevention/treatment of diseases) Lipids □ Definition □ Classification : Saturated and unsaturated fats □ Dietary Sources □ Functions □ Significance of Fatty acids (PUFAs, MUFAs, SFAs, EFA) in maintaining health □ Cholesterol – Dietary sources and the Concept of dietary and blood cholesterol Proteins □ Definition □ Classification based upon amino acid composition □ Dietary sources □ Functions □ Methods of improving quality of protein in food (special emphasis on Soya proteins and whey proteins)</p>
Unit-3	<p>MACRO NUTRIENTS A. Vitamins □ Definition and Classification (water and fats soluble vitamins) □ Food Sources, function and significance of: 1. Fat soluble vitamins (Vitamin A, D, E, K) 2. Water soluble vitamins (Vitamin C, Thiamine, Riboflavin, Niacin, Cyanocobalamin Folic acid B. MINERALS □ Definition and Classification (major and minor) □ Food Sources, functions and significance of : Calcium, Iron, Sodium, Iodine & Flourine, WATER □ Definition □ Dietary Sources (visible, invisible) □ Functions of water □ Role of water in maintaining health (water balance)</p>
Unit-4	<p>BALANCED DIET □ Definition □ Importance of balanced diet □ RDA for various nutrients – age, gender, physiological state MENU PLANNING □ Planning of nutritionally balanced meals based upon the three food group system □ Factors affecting meal planning □ Critical evaluation of few meals served at the Institutes/Hotels based on the principle of meal planning. □ Calculation of nutritive value of dishes/meals.</p>

Unit-5	MASS FOOD PRODUCTION □ Effect of cooking on nutritive value of food (QFP) NEWER TRENDS IN FOOD SERVICE INDUSTRY IN RELEVANCE TO NUTRITION AND HEALTH □ Need for introducing nutritionally balanced and health specific meals □ Critical evaluation of fast foods □ New products being launched in the market (nutritional evaluation)
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PAPER- IV (FOOD & BEVERAGE MANAGEMENT-I)

Unit	Topic
Unit-1	PLANNING & OPERATING VARIOUS F&B OUTLET A. Physical layout of functional and ancillary areas B. Objective of a good layout C. Steps in planning D. Factors to be considered while planning E. Calculating space requirement F. Various set ups for seating G. Planning staff requirement H. Menu planning I. Constraints of menu planning J. Selecting and planning of heavy duty and light equipment K. Requirement of quantities of equipment required like crockery, Glassware, Cutlery - steel or silver etc. L. Suppliers & manufacturers M. Approximate cost N. Planning Décor, furnishing fixture etc
Unit-2	FUNCTION CATERING BANQUETS A. History B. Types C. Organisation of Banquet department D. Duties & responsibilities E. Sales F. Booking procedure G. Banquet menus BANQUET PROTOCOL □ Space Area requirement □ Table plans/arrangement □ Misc-en-place □ Service □ Toast & Toast procedures INFORMAL BANQUET □ Réception □ Cocktail parties □ Convention □ Seminar □ Exhibition □ Fashion shows 08 25% □ Trade Fair □ Wedding □ Outdoor catering
Unit-3	FUNCTION CATERING BUFFETS A. Introduction B. Factors to plan buffets C. Area requirement D. Planning and organisation E. Sequence of food F. Menu planning G. Types of Buffet H. Display I. Sit down J. Fork, Finger, Cold Buffet K. Breakfast Buffets L. Equipment M. Supplies N. Check list
Unit-4	GUERIDON SERVICE A. History of gueridon B. Definition C. General consideration of operations D. Advantages & Dis-advantages E. Types of trolleys F. Factor to create impulse, Buying – Trolley, open kitchen G. Gueridon equipment H. Gueridon ingredients
Unit-5	KITCHEN STEWARDING A. Importance B. Opportunities in kitchen stewarding C. Record maintaining D. Machine used for cleaning and polishing E. Inventory

FOOD & BEVERAGE MANAGEMENT-I (PRACTICAL)

Unit	Topic
Unit -1	Planning & Operating Food & Beverage Outlets Class room Exercise □ Developing Hypothetical Business Model of Food & Beverage Outlets □ Case study of Food & Beverage outlets - Hotels & Restaurants
Unit -2	Function Catering – Banquets □ Planning & organizing Formal & Informal Banquets □ Planning & organizing Outdoor caterings, Function Catering – Buffets Planning & organizing various types of Buffet
Unit -3	Gueridon Service □ Organizing Mise-en-place for Gueridon Service □ Dishes involving work on the Gueridon Task-01 Crepe suzette Task-02 Banana au Rhum Task-03 Peach Flambe Task-04 Rum Omelette Task-05 Steak Diane Task-06 Pepper Steak
Unit -4	Kitchen Stewarding □ Using & operating Machines □ Exercise – physical inventory

Reference Books:

1. Food Service Management Bhojwani, M.: Rajat publications New Delhi.
2. Hospitality Management: Theories and Practices Ratti, Manish
3. Basics of Catering Management: *Its Inevitability* Narayan, U.
4. Food Service Management Ratti, Manish. Rajat publications New Delhi
5. Food & Beverage service operation Vijay Dhavan.
6. Hotel Tourism and Hospitality Management Ratti M: Rajat publications New Delhi
7. The Bar & Beverage book Costas Katsigris & Thomas.