

1	Name of Course	<b>Diploma Course in Catering and Restaurant Management</b>									
2	Max no. of Students	25			Course Code - 401407						
3	Duration	2 year									
4	Course Type	Full Time									
5	No. of Days per week	6 days									
6	No. of hours per day	7 Hrs									
7	Space require	Theory Class Room – 200 sqft, Lab Sub.– 1500 sqft, Lab Elective - 400 sqft <b>Total = 2100 Sq.Ft. + MOU with 2 Star and above Hotel</b>									
8	Entry qualification	S.S.C. Pass									
9	Objective of syllabus	To introduce students with the hotel industry and give them knowledge of different types of services and menu items with their method of preparation and service of different type of beverages. To acquaint students with various management techniques which are needed for professional careers as middle level managers and setting up of own catering unit.									
10	Employment opportunities	Hotels and catering industry.									
11	Teachers Qualification	1) For Vocational subject - B.E. in HMCT 2) For Non Vocational Subject - Master Degree in Concern subject									
12] Teaching Scheme –											
Ppr		Subject Code	Clock Hours / Week		Total						
			Theory	Practical							
1	English (Communication Skill)	90000001	2 Hrs	1 Hrs	3 Hrs						
2	Elective – I		2 Hrs	1 Hrs	3 Hrs						
3	Elective – II		2 Hrs	1 Hrs	3 Hrs						
4	Food & Beverage Service	40140001	3 Hrs	8 Hrs	11 Hrs						
5	Food Production	40140002	3 Hrs	8 Hrs	11 Hrs						
6	Advanced Food and Beverage Service	40140011	3 Hrs	8 Hrs	11 Hrs						
<b>Total</b>					<b>42 Hrs</b>						
13	Internship	<b>Two Month Summer Internship from 1st May to 30th June is Compulsory.</b>									
14] Examination Scheme – Final Examination will be based on syllabus of both years.											
P	Subject	Subject Code	Theory			Practical			Total		
			Duration	Max	Min	Duration	Max	Min	Max	Min	
1	English (Communication Skill)	90000001	3 Hrs	70	25	3 Hrs	30	15	100	40	
2	Elective – I		3 Hrs	70	25	3 Hrs	30	15	100	40	
3	Elective – II		3 Hrs	70	25	3 Hrs	30	15	100	40	
4	Food & Beverage Service	40140001	3 Hrs	100	35	3 Hrs	100	50	200	85	
5	Food Production	40140002	3 Hrs	100	35	3 Hrs	100	50	200	85	
6	Advanced Food and Beverage Service	40140011	3 Hrs	100	35	3 Hrs	100	50	200	85	
<b>Total</b>									<b>900</b>	<b>375</b>	
15	Teachers – Three Teachers per batch for vocational component. For English, Elective-I & II guest faculty on clock hour basis.										
16	<b>Student have to choose any one subject for Elective-I and Elective-II from below given subjects</b>										
a) For Elective I – Student can choose any one subject					b) For Elective II – Student can choose any one subject						
		Code		Subject Name				Code		Subject Name	
		90000011		Applied Mathematics				90000021		Applied Sciences (Physics & Chemistry)	
		90000012		Business Economics				90000022		Computer Application	
		90000013		Physical Biology (Botany & Zoology)				90000023		Business Mathematics	
		90000014		Entrepreneurship							
		90000015		Psychology							

**Subject - 1 :- Food and Beverage Service – 1<sup>st</sup> YEAR**

**(Subject Code - 40140001)**

THEORY	PRACTICALS
1.1 Introduction to Food and Beverage Service Industry 1.2 Growth and development of the catering industry 1.3 Classification of various sectors: Rail, Ship, Air, Event, Industrial catering 1.4 Various Career opportunities	Introduction to various types of restaurant equipments , Furniture and their correct use.
2.1 F&B Service Brigade 2.2 Organization of F & B Service department 2.3 Duties and Responsibilities of various levels 2.4 Coordination with other departments 2.5 Attributes and staff etiquettes	Sideboard setting according to type of restaurant. Essential items to be kept in the sideboard.
3.1 Restaurant Operations: Types of equipments, sizes, care and cleaning and uses 3.2 Chinaware, Hollowware, Glassware and other electric equipments 3.3 Sideboard and setting according to the type of restaurant.	<ul style="list-style-type: none"> <li>• Cleaning and polishing of various restaurant equipments.</li> <li>• Laying and relaying of tablecloths.</li> <li>• Laying of different types of covers.</li> </ul>
1.1 mise-en place and mise-en – scene 4.2 Back of the House set up like Still room, hotplate, pantry, linen room and silver room.	<ul style="list-style-type: none"> <li>• Napkin folding.</li> <li>• Welcoming the guest.</li> <li>• Seating the guest.</li> <li>• Water service.</li> </ul>
5.1 Menu planning- definition, origin and types of menu 5.2 Principles of menu planning 5.3 French Classical Menu Sequence	Presentation of menus.
6.1 Different types of services 6.2 Russian Service 6.3 French service 6.4 English service 6.5 Silver service 6.6 Gueridon service Introduction	Laying of breakfast covers.

<p>Beverages</p> <p>7.1 Classification of beverages</p> <p>7.2 Non alcoholic beverages and its sub classification</p> <p>7.3 detail study of non alcoholic beverages</p>	<p>Different types of covers for different services.</p>
<p>Alcoholic beverages</p> <p>1.1 classification</p> <p>1.2 Wines: Classification and their service, major wine producing countries and popular brands</p> <p>1.3 Beer: types, storage and service</p> <p>1.4 Spirits: classification, content and service. Popular brand names.</p>	<p>Planning of Indian and continental menus.</p>
<p>Sandwiches and cheese</p> <p>9.1 types of Sandwiches, rules for making sandwiches</p> <p>9.2 types of cheese , country of origin and their correct service with accompaniments</p>	<p>Setting for ala carte service and tabled'hote service.</p>
<p>Breakfast service</p> <p>10.1 Different types of breakfast</p> <p>10.2 Breakfast menus</p> <p>10.3 roomservice breakfast</p> <p>10.4 Buffet breakfast</p>	<p>Correct glassware for correct drink.</p>

## Subject - 1 :- Food and Beverage Service – 2<sup>nd</sup> YEAR

THEORY	PRACTICALS
Banquets and buffets- 1.1 types of banquets and buffets 1.2 Set up menu and service 1.3 Function prospectus and function diary	Revision of previous year practicals.
Cigars and cigarettes 2.1 Introduction to Cigars and cigarettes 2.2 Brands and codes 2.3 Service Procedure	Compilation of 5,6,7 course menus.
Beer 3.1 Introduction and Manufacturing Process 3.2 Brewing Process 3.3 Types of beer 3.4 Service of beer	French Classical Menu-Planning the menu and setting the covers as per the menu.
Wines of France 4.1 Introduction to wines 4.2 grading 4.3 Wine producing districts of France 4.4 champagne 4.5 Introduction and History 4.6 Manufacturing Process 4.7 brands	Taking Guest order.
Cocktails and Bar Equipments 5.1 Introduction and Definition 5.2 Method of mixing cocktails 5.3 Rules for making cocktails 5.4 Popular Cocktails with recipes	Course wise service of food and clearance of food coursewise and different methods of clearance.
System of Order taking 6.1 definition 6.2 Procedure for taking an order 6.3 types of KOTs 6.4 Bar order Ticket	Preplated service. Breakfast Service- Continental, English and Tray set ups.
Methods of Billings and Payments 7.1 Cash 7.2 Credit 7.3 Accounts 7.4 Ncr/Ecr	<ul style="list-style-type: none"> <li>• Crumbing of the table</li> <li>• Clearance of soiled Ash Trays.</li> </ul>
Principles for planning a restaurant -Layout -expenses - furniture - Décor -Accessories - Linen - Budget	Project as in Management

## LIST OF TOOLS & EQUIPMENT FOR FOOD & BEVERAGE SERVICE

Sr.No.	Name of the Item	Qty
1.	Service tables with baize (6* 2 ½ )	8 Nos
2.	Additional chairs	12 Nos
3.	Wash basins	02
4.	Soap dispenser	01
5.	Crockery set for 25 trainees	02 Nos
6.	Glass & jugs (including different types of wine glasses)	01 Set
7.	Table linen	12 No
8.	Side board of 8 tables	03 No
9.	Storage cupboards	2 No
10.	Coffee pots, sugar pots and milk jugs (silver types)	02 set
11.	Service counter	01 Nos
12.	Tea urn	01 No
13.	Cutlery set for 25 trainees as per eleven course menu (silver type)	01 set
14.	1-Electric Geyser	01 No
15.	1-Weighing scale	01 No
16.	Silver service trays/salver etc.	8 No
17.	Sample preparation trolley	1 No
18.	Cona Coffee set	02 No
19.	1-Refrigerator (Large size)	01 No
20.	Hot plates for 3 side boards	3 No
21.	Sundry equipment	As required
22.	Bar Counter with mirror & Bar	01 No
23.	Fire extinguisher	02

### Books for reference:

1. Food and beverage service – Dennis Lillicarp and John cousins
2. The Professional Waiter-Peter Howard and Jeffery Puckeridge
3. Professional Food and Beverage Service- Brian Varghese
4. Food and Beverage Service manual – Sudhir Andrews.

**Subject - 2 :- Food Production – 1<sup>st</sup> YEAR**  
**(Subject Code - 40140002)**

THEORY	PRACTICALS
<p>Introduction To Cookery)            1.1 Culinary History, Origin of Modern Cookery, Modern Developments In Equipments &amp; Technology.            1.2 Fuels used in cooking gas, Charcoal, wood, electricity,            1            06 16            Precautions Advantages &amp; Disadvantages.            1.3 Kitchen Staffing In Various Category Hotels, Duties &amp; Responsibilities Of Chefs ,Inter Department Co-Ordination</p>	<p>Identification of various kitchen equipments, their utility, precautions in handling and maintenance</p>
<p>Classification Of Raw Materials According To Their Functions            2.1 Salt- Types &amp; Uses            2.2 Fats &amp; Oil – Uses, Storage, Rendering, Classification,Hydrogenation Of Fat            2.3 Raising &amp; Leavening Agents            2.4 Thickening &amp; Binding Agents- Starch, Edible Gums,Egg, Coconut, Curd, Tamarind, Different Paste &amp; Powders.            2.5 Sweetening Agents- Types, Uses, And Sugar Cooking Stage.            2.6 Liquid- Types &amp; Uses.            2.7 Flavorings &amp;. Seasonings – Types Of Herbs &amp; Spice,Importance, Differentiate Between Herbs, Spices &amp;Condiments            2.8 Eggs- Structure, Uses, Food Value, Composition, Selection, Storage.</p>	<p>Introduction to various raw materials – Perishables and non perishables            Basic cuts of vegetables, fish and meat.</p>
<p>Methods of cooking food:            3.1 Aims &amp; Methods of Cooking Food, Definitions, Rules, Advantages &amp; Disadvantages.            3.2 Techniques used in pre preparation, Combining &amp;Mixing In Preparation Of Food, Various Texture, HeatTransfer            3.3 Culinary Terms, List Of Culinary (A-J), Terms</p>	<p>Practice of 4 course Indian menu comprising of simple dishes with proper garnishes and accompaniments.(20 menus)</p>
<p>Hygiene- Safety            4.1 Personal Hygiene, Kitchen Hygiene, food hygiene            4.2 Kitchen equipments &amp; tools, classification of kitchen equipments according to their six modes of operation,Care &amp; up keep of kitchen equipments, gas ranges,Mixers &amp; Grinders, Refrigerator</p>	
<p>Commodities            5.1. Vegetables &amp;Fruits- Classification, Selection, Composition,Storage, Standard Vegetables, Cuts of Potato            5.2. Classification of Fruits &amp; Its Uses            5.3 Rice &amp;Pulses- Various Varieties of Rice &amp; Pulses, Different Rice Product, Uses            5.4 Fish &amp; Shellfish- Classification With Example,</p>	<p>Preparation of various types of Indian snacks like pakoras, Poha, Uppuma, South Indian variety etc.(20 varieties</p>

<p>Selection, Storage, Cuts Of Fish, 5.5 Poultry &amp; Game Classification, Selection, Various Cuts Of Poultry, Trussing</p>	
<p>Vegetable cookery 6.1 Classification, selection procedure and their different cuts. 6.2 Methods of cooking, vernacular names</p>	
<p>Milk and Milk Products 7.1 Milk – Introduction and Processing of milk, Pasteurization, Homogenization 7.2 Cream- Inroduction, Processing and types 7.3 Butter- Inroduction, Processing and Types 7.4 Cheese- Introduction, Processing , classification with examples, types and cooking with cheese and uses.</p>	Preparation of basic mother sauces
<p>Foundation of continental Cookery 8.1 Stock- Definition, Classification, rules for making stock, standard recipes of one litre stock. 8.2 soups- Classification , Basic recipes , consommé and garnishes for various soups 8.3 Sauces- Classification , composition and basic recipes.</p>	Practice of 4 course continental menu comprising of soups , vegetables , fish and desserts.(10 menus)
<p>Introduction to Bakery 9.1 Basic Principles of bakery and bakery terms 9.2 different methods of Bread making : Faults and Remedies 9.3 Cakes- Different types, faults and remedies 9.4 Cookies- Different types , faults and remedies</p>	Demonstration of bakery items like- bread, puff pastry, flaky pastry and cookies.(12 practicals)
<p>Garde Manger 10.1 Salads and salad dressings 10.2 Classification and types of salads 10.3 Accompaniments and garnishes 10.4 Rechauffe cookery</p>	

## Subject - 2 :- Food Production – 2<sup>nd</sup> YEAR

THEORY	PRACTICALS
Meat cookery 1.1 Structure of meat 1.2 Factors affecting tenderness of meat 1.3 Cuts of lamb and mutton 1.4 Selection, uses of its cuts	Basic Cuts of Lamb and Mutton
Wheat 2.1 Structure, composition and types of wheat 2.2 Types of flour and its uses 2.3 bread: role of each ingredients, common faults, baking temperature 2.4 Cake: role of each ingredients, common faults, baking temperature 2.5 Cookies and biscuits: role of each ingredients, common faults, baking temperature	Egg cookery- Fried, Boiled, Scrambled, Poached and Omelettes Practise of Mother Sauces
Pastry: 3.1 Short-crust, laminated, choux and hot water/ Rough puff 3.2 Recipe and method of preparation 3.3 Difference and uses of each pastry 3.4 care to be taken while preparing pastry 3.5 Role of each ingredients	Demo of Bakery Practicals: Danish Pastry, Choux Pastry Puff pastry Cakes with decoration 2 varieties Cookies and breads Demonstration
Culinary terms K-Z	
Menu planning 5.1 Principles of menu planning 5.2 theme dinners 5.3 Industrial catering 5.4 transport Catering- Air, Rail and Sea	5- Course Continental menu 5- Course Indian menu
Indenting 6.1 quantity food indents 6.2 Portion Sizes 6.3 Space allocation 6.4 Equipment allocation 6.5 staffing	Continental Snacks 10 varieties
Kitchen Stewarding 7.1 Importance 7.2 Equipments 7.3 Garbage Disposal 7.4 Disposal methods	Basic Vegetable and fruit carving

### LIST OF TOOLS & EQUIPMENT FOR FOOD PRODUCTION

S.N	Name Of the item	Qty.
1	Working tables (Stainless Steel)	05 Nos
2	Chopping Boards (Wooden/Plastic)	10 Nos
3	L.P.Gas Cooking Range (+Oven & Griller)	02 Nos
4	Cooking Range (High)	01 No
5	Dry Store Shelf	04 Nos
6	Refrigerator-365 Ltr. And' 65 Ltr.	2 One each size

7	Mixer	01 No
8	Weighing Machine	01 No
9	Frying Pan-Non-Stick/Medium/Small/Large	8-3/2/1/2
10	Kadai-Large/Small	5-2 /3
11	Heavy Bottom Pan Small/Big	5-3 and 2
12	Aluminum Degchi-15Ltr./12 Ltr.	2 One each size
13	Tawa- General/Large	3-2 and 1
14	Wok (Chinese Kadai)	02 Nos
15	Roiling Pin and Rolling Base	02 Nos
16	Cooker-1 Ltr/2 Ltr.,	2-One each size
17	Mandolin Grater	01 No
18	Wooden Spatula	10 Nos
19	Strainers-(Conical/Strainers)	7-3 and 4
20	Perforated Spoon	5 Nos
21	Steel Bowls-Small/Medium/Big	16each size
22	Steel Slicer	16 Nos
23	Steel Basin	05 Nos
24	Collander	05 Nos
25	Baking Try	05 Nos
26	Holder(Togs/bowl)	05 Nos
27	Saucepan	05 Nos
28	Plastic Trays-Big/Small	6-3 each size
29	Pie Dish	6 Nos
30	Steel & Plastic Mugs	3 Each
31	Steel Plates	16 Nos
32	Steel Spoons	16 Nos
33	Baloon Whisk	05 Nos
34	Measuring Jars	03 Nos
35	Containers (For keeping dry items)	32 Nos
36	Grinding Stone	02 Nos
37	Bread Moulds	05 Nos
38	Coconut Grater	02 Nos
39	Dustbins	05 Nos

BOOKS FOR REFERENCE:

1. Modern cookery for teaching and Trade - Thangam Phillip
2. Theory of Cookery - K. Arora
3. Basic Bakery- J.C. Dubey
4. Professional Cooking- Wayne Gisslen.

## Subject - 3 :- Advanced Food and Beverage Service – 1<sup>st</sup> YEAR

(Subject Code - 40140011)

THEORY	PRACTICALS
Aperitifs and Liqueurs <ul style="list-style-type: none"><li>• Introduction and methods of extraction of liqueurs</li><li>• Different types of liqueurs</li><li>• Important brand names (Indian &amp; origin)</li><li>• Types of Aperitifs</li></ul>	Service of Liqueurs Important cocktails
Introduction to spirits <ul style="list-style-type: none"><li>• Introduction and definition</li><li>• Method of production of spirit</li><li>• Pot Still Method</li><li>• Patent Still Method</li><li>• Production of Spirits</li></ul>	Various spirits Method of service
Bar Operations <ul style="list-style-type: none"><li>• History and origin</li><li>• Types of Bar</li><li>• Parts of a bar- The front Bar and the back bar</li><li>• Bar Staffing</li><li>• Bar equipments- small and other equipments</li></ul>	Setting up of a bar Handling bar
Function Catering <ul style="list-style-type: none"><li>• Banquets- Introduction</li><li>• Types of Banquets</li><li>• Organization of Banquet department</li><li>• Duties and responsibilities of Banquet staff</li></ul>	Organizing buffets for various functions. Other conference detailed set ups. Various set ups for different functions.
Buffets <ul style="list-style-type: none"><li>• Introduction</li><li>• Types of Buffet</li><li>• Factors to plan buffets</li><li>• Area Requirement</li><li>• Planning and Organization</li><li>• Menu Planning</li><li>• Sequence of Food</li><li>• Display</li><li>• Buffet equipments</li></ul>	Different types of buffets and their set ups. Organizing at site tandoor or Barbeque counters.
Basic Operating activities <ul style="list-style-type: none"><li>• Purchasing</li><li>• Receiving</li><li>• Storing</li><li>• Issuing</li><li>• Pricing</li></ul>	Handling various day to day operations.

## Subject - 3 :- Advanced Food and Beverage Service – 2nd YEAR

THEORY	PRACTICALS
Beverage Control Procedure <ul style="list-style-type: none"> <li>• Calculation of Beverage Cost</li> <li>• Banquet and Function Bar system</li> <li>• Bar Procedures</li> <li>• Malpractices in a bar beverage control</li> <li>• Standard drink recipes</li> <li>• Use of automatic dispensing machine-advantages and disadvantages.</li> </ul>	Same can be conducted as previous year.
Food and Beverage service control <ul style="list-style-type: none"> <li>• Objectives of F&amp;B Control</li> <li>• Fundamentals of F&amp;B Control</li> <li>• Obstacles of F&amp;B Control</li> <li>• Food control checklist</li> <li>• Records maintained in F&amp;B Department</li> </ul>	Design various formats to be maintained at the bar. Procedures to control malpractices at the bar.
Menu and Beverage List <ul style="list-style-type: none"> <li>• Basic Menu Criteria</li> <li>• Beverage List</li> <li>• General Presentation</li> <li>• Bar Checklist</li> </ul>	Prepare a sample menu and Bar (wine) list.
Principles of success selling 4.1 Selling techniques and telephone sales 4.2 Tools for selling	Plan a restaurant or an outdoor catering for a small group or college functions.
Designing a Food and Beverage Operation <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Types of design</li> <li>• Physical Layout</li> <li>• Steps in planning</li> <li>• Factors to be considered while planning F&amp;B Outlet</li> <li>• Various types of set ups</li> <li>• Décor, Furniture Fixtures etc.</li> </ul>	
Budgetting <ul style="list-style-type: none"> <li>• Definition</li> <li>• Classification of budgets</li> <li>• Importance of budgeting</li> <li>• Types of budgets</li> <li>• Expenses</li> <li>• Budget Planning Process</li> <li>• Project report on income and expenses.</li> </ul>	
Training <ul style="list-style-type: none"> <li>• Purpose of training</li> <li>• Training at various levels</li> <li>• Importance and need at specific intervals to boost the morale of the employees</li> </ul>	
Manpower Handling <ul style="list-style-type: none"> <li>• Organizing staff duties</li> <li>• Managing offs and Holidays during rush hours.</li> <li>• Trainees schedules</li> </ul>	

## List of Tools and Equipment for Advanced Food and Beverage Service

### In addition Tools & Equipment for Advanced Food and Beverage Service

Sr No	Name of Item	Qty
01	Water Purifier Reverse Osmosis	01 No
02	Bottle Holder cum Measure for Beverages (OPTIK)45 MI	05Nos
03	Icebox Chiller	01 NO
04	Espresso Machine and Coffee Grinder	01 No
05	Minibar Fridge	02 No
06	Display Food Cabinet	01 No
07	Room Service Trolley	01 No
08	Carafe Borosil Small	05 No
09	Carafe Borosil Large	05 Nos
10	Soup Flask	05 No
11	Pastry Trolley	01 No
12	Set of Milk Cream & Sugar Pot	10 No

- टिप :- १) अभ्यासक्रमातील विषयानुसार किचन / रेस्टोरेंट / फ्रन्ट ऑफीस / हाऊस किपींग / काम्युटर लॅब इत्यादी प्रशिक्षणाची स्वतंत्र सुविधा (Set Up) आवश्यक राहिल.
- २) फूड फेस्टीवल / थिम डीनर इत्यादी प्रशिक्षण कार्यक्रम वर्षातून किमान एक वेळा आयोजित करणे आवश्यक राहिल.

#### Books for reference :-

1. Essentials of Management- Joseph's L. Massie
2. Management by Organizational Behaviour- Paul Heresy
3. Basic Management Skills For All – Kenneth Blanchard & E.H. Mcgrath
4. Food and Beverage Management – Bernard Davis Edward
5. Textbook of Food and Beverage service- SN Bagchi and Anita Sharma
6. Food and Beverage Service- Vijay Dhawan.

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