

APPENDIX - J

MADURAI KAMARAJ UNIVERSITY

**SYLLABUS FOR ONE YEAR
DIPLOMA IN FOOD AND BEVERAGE SERVICES
Non-Semester Pattern
(Effective from the Academic Year 2008-09 onwards)**

1. Eligibility: 10th Pass

2. Duration: One Year

3. Subjects of Study:

The total number of subjects of study will be 5 papers (3 theory and 2 Practicals) under Non-Semester pattern.

4. Scheme of Examinations:

Sl. No.	Name of the Subject	Max. Marks	Duration of Exam
1	Basics Of Food And Beverage Services	100	3 Hours
2	Food And Beverage Services Management	100	3 Hours
3	Business Communication	100	3 Hours
4	Food Services (Practical)	100	3 Hours
5	Beverage Services (Practical)	100	3 Hours

5. Pattern of Theory Question Paper

Max.Marks:- 100

Time:- 3 Hrs.

Part- A

(10X 2 Marks= 20 Marks)

(Answer any 10 out of 12 Questions, Q. No 1 to 12)

Part –B

(6 X5 Marks= 30 Marks)

(Answer any 6 out of 8 questions, Q. No 13 to 20)

Part – C

(5X 10 Marks= 50 Marks)

(Answer any 5 out of 7 questions, Q. No. 21 to 27)

6. Declaration of Result

a) Passing minimum 35 marks out of 100

b) CLASS will be awarded as under :

35–49 – Third Class 50–59 – Second Class 60 and Above First Class

PAPER I BASICS OF FOOD AND BEVERAGE SERVICES

UNIT-I :- Introduction to the Food and Beverage Service Industry-

- The evolution of Catering Industry
- Types of Catering Establishments- Sectors

UNIT- 2 :- Food and Beverage Service Areas in a Hotel

- Introduction to the Food and Beverage operations.
- various Food and Beverage Outlets. □ Back areas: Still Room, Wash-up, Hot-Plate, Plate Room, Kitchen Stewarding

UNIT –3 :- Food and Beverage Equipment

- Operating equipment, Requirements, Criteria for selection quantity and types.
- Classification of crockery/ cutlery/ glassware/ hollowware/ flatware/ special equipment/ furniture / Linen / Disposables

UNIT-4:- Food and Beverage Service Personnel

- Staff organization- □ Duties and responsibilities of service staff – Job Descriptions and Job Specifications,
- Attitude and Attributes of Food and Beverage Service Personnel and □ Basic Etiquettes for catering staff., □ Interdepartmental relationship.

UNIT-5 :- Menus and Covers

- Introduction and definition: Cover, different layouts, □ Menu Planning, considerations and constraints, □ Menu Terms, □ Menu Design, □ French Classical Menu, Classical Foods and its Accompaniments, □ Indian Regional dishes, accompaniments and service.
- **Types of meals** – □ Breakfast – Introduction, Types, Service methods, al la carte, and TDH setups. □ Brunch, Lunch, Hi- tea, □ Supper, □ Dinner,

Books For Reference:

- **Food & Beverage service** – Denis Lillicrap & John Cousins (ELBS Publications, London (1998)
- **Food & Beverage Service** – Vijay Dhawan
- **Food and Beverage Services- Training Manual** - Sudhir Andrews (TATA Mc. Graw Hill Publishers, New Delhi, 2004).
- **Food and Beverage Services** – Bobby George
- **Table & Bar** - Jeffrey Clarke, Hodder and Staughton Publishers, 1997)

PAPER II FOOD AND BEVERAGE SERVICES MANAGEMENT

UNIT –1 :- Food and Beverage Service Methods

- Table Service – Different styles of service, □ Specialized Service
- Billing methods – Duplicate and Triplicate system, KOTs and BOTs. Computerized KOTs,

UNIT 2 : The Bar

- Basics of Bar Architecture, Glassware used for different types of beverages. Basic equipments and garnishes used by a Bar man,
- Operational systems (From receiving a Guest to settling a Bill) , Inventory Control, Formats of recipe cards, requisition sheets, consumption, pilferages etc.

UNIT 3 : Classification of Beverages

- Non-alcoholic beverages -Stimulating (Types of Tea, Coffee, Cocoa etc) - Refreshing (Mineral water, Soda, Soft drinks, Squashes, Fruit juices etc)

UNIT 4 . Alcoholic Beverages

- Wines, Spirits, Liqueurs, Beer, Cider, Perry and other drinks, Definition, Manufacture and types of wines.
- The two types of producing spirits, Manufacture of different types of spirits, Manufacture of Beer and examples of different types of Beer

UNIT 5 : MIXOLOGY AND BEVERAGE CONTROL

- Definition of a cocktail, Mixing equipments and garnishes used for making a cocktail, Different types of a cocktail , Examples of Cocktail recipes, Bartending terms
- Objectives of Food and Beverage Control, Break even point and Menu pricing, Purchasing, Receiving, Storing, and Issuing, Calculation of Food cost and and Beverage cost.

Books For Reference:

- **Food & Beverage service** – Denis Lillicrap & John A. Cousins (ELBS Publishers, London, 1998)
- **Food & Beverage Service** – Vijay Dhawan
- **Food and Beverage Services- Training Manual** - Sudhir Andrews (TATA Mc. Graw Hill Publishers, New Delhi, 2004).
- **Food and Beverage Services** – Bobby George
- **Modern Restaurant Service** - John Fuller - Stanley Thrones Publications 1992.
- **The International Guide to Drinks** - U.K. Bar Tenders Guild (Vermillion Publications, London, 1994)

PAPER III BUSINESS COMMUNICATION

UNIT 1

- Fundamentals and Basics of Letter Writing □ Practice of letter writing

UNIT 2

- Speech improvement: Pronunciation, stress, accent, common phonetic difficulties □connective drills, exercises

UNIT 3

- Introducing oneself, Speaking to Superiors, Speaking to Celebrity , Speaking to subordinates □ Public speaking, Preparing a speech, Good diction and clarity

5

UNIT 4

□ How to introduce a speaker, Profile of a good speaker □ Importance of Etiquettes and manners in the Hotel Industries

UNIT 5

□ Essentials of Group Discussions □ Ideas of C.V Making and Bio-data

REFERENCES

Communication Skills : A Practical Approach : Hema Srinivasan et all, Frank Brothers,

English Conversation and Practice : Grant Taylor , MCGRAW HILL

PRACTICALS

PRACTICAL 1.

4. FOOD SERVICE (PRACTICAL)

Arranging the side Board, Spreading and Relaying a Table cloth, Napkin Foldings, Setting a cover for Break Fast and Luncheon Menus, Poring water, Services of Appetizer, Salads, Soups, Continental, Indian , Chinese and Italian pastas. Services of Cigarettes and Cigars, changing ash tray.

PRACTICAL 2.

5. BEVERAGE SERVICE (PRACTICAL)

Services of Wines, Spirits, Liqueurs, Beer, Cider, Perry and other drinks, Cocktail Making and Decoration of Cocktail and Mock tails.