

| 1 | Name of Syllabus | C.C. In Basic Food & Beverage Service (415102) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--|-------|-------|------------|------------|--|--|--------------------------|------------|-----------------|-------|--------|------------|------------|---|----------|-------------------------------|----------|-------|-----|----|---|----------|-------------------------|------|-------|-----|----|---|----------|-------------------------|-------|-------|-----|-----|--|--|-------|--|--|-----|-----|
| 2 | Max.Nos of Student | 25 Students | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Duration | 6 Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Type | Part time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Nos Of Days / Week | 6 Days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Nos Of Hours /Days | 4 Hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Space Required | Workshop = 400 Sq feet <u>Class Room = 200 Sq feet</u> TOTAL = 600 Sq feet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Entry Qualification | 8 th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Objective Of Syllabus/ introduction | 1. Basic Service in Restaurant 2. Mise-en-place and Mise-en-scene of Restaurant 3. Stocking of Hard/Soft Beverages. 4. Clearing of Table 5. Different type of set ups 6. To Know banquets set ups 7. To develop knowledge room service | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Employment Opportunity | He can get employment in Hotel Industries. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Teacher’s Qualification | Diploma / Degree in Hotel Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Training System | <table><tr><th colspan="4">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td colspan="2">Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td colspan="2">24 Hours</td></tr></table> | | | | | | | Training System Per Week | | | | Theory | Practical | Total | | 6 Hours | 18 Hours | 24 Hours | | | | | | | | | | | | | | | | | | | | | | | | |
| Training System Per Week | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Theory | Practical | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 Hours | 18 Hours | 24 Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Exam. System | <table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>41510211</td><td>Basic Food & Beverage Service</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>41510221</td><td>Preparation for Service</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>3</td><td>41510222</td><td>Food & Beverage Service</td><td>PR-II</td><td>6 hrs</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>185</td></tr></table> | | | | | | | Sr. No. | Paper Code | Name of Subject | TH/PR | Hours | Max. Marks | Min. Marks | 1 | 41510211 | Basic Food & Beverage Service | TH-I | 3 hrs | 100 | 35 | 2 | 41510221 | Preparation for Service | PR-I | 3 hrs | 100 | 50 | 3 | 41510222 | Food & Beverage Service | PR-II | 6 hrs | 200 | 100 | | | Total | | | 400 | 185 |
| Sr. No. | Paper Code | Name of Subject | TH/PR | Hours | Max. Marks | Min. Marks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 41510211 | Basic Food & Beverage Service | TH-I | 3 hrs | 100 | 35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 41510221 | Preparation for Service | PR-I | 3 hrs | 100 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 41510222 | Food & Beverage Service | PR-II | 6 hrs | 200 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Total | | | 400 | 185 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Syllabus : - Basic Food & Beverage Service

THEORY - I - Basic Food & Beverage Service

| Sr No | Topics Name |
|--------------|--|
| 1 | Introduction to the institute and in particular to Food & beverages Service course safety precautions observed by the trainees |
| 2 | Maintaining personal cleanliness & Hygiene Practices Carry out basic First Aid treatment/notifying accident. Practicing Fire Safety measures Occupational hazards and safety norms. Safety rules in Food & Beverage service department Basics of Personal Hygiene |
| 3 | Knowledge about F & B service equipment and familiarization of their handling in the F & B service department |
| 4 | Different section in F & B service Department Energy water conservation |
| 5 | Safety rules while laying a table, Information on Mise en place |
| 6 | Napkin folding/how to lay Table cloth/carrying Cutlery |
| 7 | Changing & laying of Table cloth |
| 8 | Handling, upkeep and polishing of silver, Cutlery and crockery |
| 9 | How to use Service cloth, carrying of plates, clearing of plates & Cutlery |
| 10 | Miser-en-scene & Place-en-place |
| 11 | A-la-Carte Cover and Service of different type of Food like Chinese etc. Table-de-hote Cover |
| 12 | Breakfast Covers |
| 13 | Basic idea of banquet and buffets. |
| 14 | Service of alcoholic & Non-alcoholic drinks. |
| 15 | Personality appearance, communication skill and customer dealing, Guest complaint handling |

PRACTICAL – I - Preparation for Service

| Sr No | Topics Name |
|--------------|--|
| 1 | Closing the Restaurant-soiled Linen removal/preparation of Restaurant for next Service period, preparation of checklist. |
| 2 | Knowledge about the type of Cutlery & Crockery/glassware to be used with what type of Dish. |
| 3 | How to use the Tray, tray carrying position, How to lay the tray for breakfast |
| 4 | Arrangement and preparation of Side Board & Service Table |
| 5 | How to place order to the Kitchen and Bar |

PRACTICAL – II - Food & Beverage Service

| | |
|----------|--|
| 1 | Arrangement of silver according to the Menu on the table |
| 2 | Service of Breakfast/Lunch, Dinner, Buffet Service |
| 3 | Basic Cocktails & Mock tails |
| 4 | Service of Wines & Alcoholic Beverages, Knowledge of glasses |
| 5 | Types of Non-alcoholic Beverages & their Service. |

List of Tools and Equipment for Food & Beverage Service (Heavy Duty Equipment)

| S.N. | Name of items | Quantity |
|-------------|---------------------------|-----------------|
| 1 | Juice extractor | 1 No. |
| 2 | Cork screw-waiters friend | 5 Nos. |
| 3 | Ice bucket | 1 No. |
| 4 | Ice tongs | 2 Nos. |
| 5 | Opticmeasure pourer | 2 Nos. |
| 6 | Breadand Butterplates | 12 Nos. |
| 7 | Half plate | 12 Nos. |
| 8 | Dinner plates 25 cms | 12 Nos. |
| 9 | Tea cups | 12 Nos. |
| 10 | Egg dish (round) | 06 Nos. |
| 11 | Salad plates | 06 Nos. |
| 12 | Butter knives | 12 Nos. |
| 13 | Coffee spoon | 12 Nos. |
| 14 | Dessert fork | 12 Nos. |

| | | |
|----|------------------------------------|---------|
| 15 | Dessert knife | 12 Nos. |
| 16 | Desert spoons | 12 Nos. |
| 17 | Fishknife | 12 Nos. |
| 18 | Fishfork | 12 Nos. |
| 19 | Fruit knife | 12 Nos. |
| 20 | Fruitfork | 12 Nos. |
| 21 | Pastry fork | 12 Nos. |
| 22 | Service spoon | 12 Nos. |
| 23 | Service fork | 12 Nos. |
| 24 | Steak knives | 06 Nos. |
| 25 | Soupspoons | 12 Nos. |
| 26 | Sugar tongs | 06 Nos. |
| 27 | Butter dish with cover | 06 Nos. |
| 28 | Cruet set -pepper and salt | 06 Nos. |
| 29 | Coffee pots | 06 Nos. |
| 30 | Creamers | 06 Nos. |
| 31 | Entreesdishes | 12 Nos. |
| 32 | Finger bowls | 06 Nos. |
| 33 | Hors d'oeuvres tray | 03 Nos. |
| 34 | Milk jugs | 12 Nos. |
| 35 | Menu stands | 12 Nos. |
| 36 | Sauce boats | 06 Nos. |
| 37 | Sugar bowls | 06 Nos. |
| 38 | Tea strainer | 06 Nos. |
| 39 | toast rack | 03 Nos. |
| 40 | Water jugs | 12 Nos. |
| 41 | Brandy ballon | 12 Nos. |
| 42 | Champagne flute | 12 Nos. |
| 43 | Champagne saucer | 12 Nos. |
| 44 | Goblet | 12 Nos. |
| 45 | High ball glass | 12 Nos. |
| 46 | Juice glass | 12 Nos. |
| 47 | Liquor glass | 12 Nos. |
| 48 | Portglass | 12 Nos. |
| 49 | Sherry glass | 12 Nos. |
| 50 | Whisky saucer | 12 Nos. |
| 51 | Cocktail glasses | 12 Nos. |
| 52 | Bread Boats | 12 Nos. |
| 53 | Carving knife | 1 No. |
| 54 | Carving Board | 02 Nos. |
| 55 | Fruit stand | 02 Nos. |
| 56 | Platecover | 06 Nos. |
| 57 | Sugar bowl | 06 Nos. |
| 58 | Service Tables 36"x36"x30" | 06 Nos. |
| 59 | Wooden chairs | 24 Nos. |
| 60 | Bar counter | 01 No. |
| 61 | Display unit | 01 No. |
| 62 | Refrigerator (Double door 350 ltr) | 01 No. |
| 63 | Storage cupboards | 02 Nos. |
| 64 | Glass rack | 02 Nos. |

| | | |
|----|------------------------------------|--------------------|
| 65 | Sample preparation trolley | as per requirement |
| 66 | Wash basin | 01 No. |
| 67 | Soap dispenser | 01 No. |
| 68 | Electric geyser | 01 No. |
| 69 | Micro oven | 01 No. |
| 70 | Table cloth 54"x54" | 12 Nos. |
| 71 | Table Napkins 18"x18" | 48 Nos. |
| 72 | Moulton | 06 Nos. |
| 73 | Tea Urn | 01 No. |
| 74 | Trainee Lockers | as per requirement |
| 75 | Computer with Printer | 01 No. |
| 76 | Restaurant demo software | 01 No. |
| 77 | Instructor cupboard, Table & chair | 1 each |
| 78 | Trays | 06 Nos. |
| 79 | Round Salvers (12") | 06 Nos. |
| 80 | Table Accompaniments | 06 each |
| 81 | Water jugs | 06 Nos. |
| 82 | Chopping board | 01 No. |
| 83 | Wine stand | 01 No. |
| 84 | Frills | 06 Nos. |
| 85 | Wine opener | 02 Nos. |
| 86 | Culling knife | 01 No. |
| 87 | Crockery & Cutlery | as per requirement |
| 88 | Tea pot & coffee pot (Silver) | as per requirement |
| 89 | Fire extinguisher | 02 |
