

**BHARATHIAR UNIVERSITY : COIMBATORE****DIPLOMA IN RESTAURANT SERVICE**  
**(School of Distance Education)****DURATION: 1 YEAR****ELIGIBILITY: 12<sup>th</sup> PASS****For the Candidates admitted from the year 2010-2011****SCHEME OF EXAMINATIONS**

	SUBJECT AND PAPER	EXAMINATIONS	
		DURATION	MARKS
Paper I	The Catering Industry	3	100
Paper II	Food And Beverage Service	3	100
Paper III	The Menu	3	100
Paper IV	Beverages	3	100
Paper V	Bar Management	3	100
Paper VI	Service Practical	3	100
	Total		600

## **Paper I - The catering industry**

### **Unit I**

#### **Introduction**

The evolution of the catering industry, Scope of the department in the industry, Different types of catering establishments, Coordination with other departments- Production, House keeping, Front Office, Security, Accounts & Personnel, Different types of outlets, Attributes of a waiter

### **Unit II**

#### **Staff organization**

Staffing structure of F&B Dept. of 5 star hotel, Qualification and Profile of the staff Duties and responsibilities of the staff, Staffing structure of different F & B outlets Staffing structure of kitchen in five star hotel, Qualification and profile of the personnel, Duties and responsibilities

### **Unit III**

#### **Food service areas**

Specialty restaurants, Coffees shops service, Fast food service, Room service, Banquet service, Bar service, Vending machine service, Ancillary departments

### **Unit IV**

#### **F & B Application**

Compiling lunch and dinner menu French classical menu (4,5, and 7 course) Service of classical hors d oeuvres ,Taking KOT and BOT, Laying of a table, Plate set up, Carrying of a tray, Do's and Don'ts in the restaurant, Care and maintained of equipments

### **Unit V**

#### **Breakfast service**

Introduction, English breakfast, Courses and cover, Continental breakfast, Courses and cover, Buffet breakfast

## **Paper II - Food and Beverage Service**

### **Unit I**

#### **Equipments / service areas**

Familiarization of the following with French terms: cutlery, crockery, glassware, flatware, hollowware, all other equipment used in F & B, Care and maintenance of equipments, Introduction to auxiliary departments: pantry, silver room / plate room, kitchen stewarding, still room, Décor- Light and color, Linen, China, Furniture - table, chair, side board, Points to be considered when purchasing.

### **Unit II**

#### **Methods of service**

Mise – en - Place, Mise-en-Scene, Silver service, Per plated service, Russian service, Family service, Afternoon high tea, Brunch and Supper.

### **Unit III**

#### **Control system**

The control process, Types of KOT / food checks, Taking down orders, Methods of payments, Making bills, Record keeping, Cash handling equipments, POS systems.

### **Unit IV**

#### **Applications 2**

Table layout of different meals, Restaurant reservation, Receiving and seating a guest, Taking an order, Procedure for service at a table (silver), Presentation and encasing a bill French terms.

### **Unit V**

#### **Silver in the restaurant**

Care and maintained of equipments, Cleaning polishing of items, Plate powder method Polivit method, Silver dip method, Burnishing machines.

### **References:**

Food & Beverage Service Management-Bobby George- Sandeep Chatterjee

### **Paper III - The Menu**

#### **Unit I**

\_Origin of menu, Types of menu, Compiling of menus, French classical menu, General accompaniments and cover for classical menu and dish, Table D H'ote, A'la Carte, Wines with menu items.

#### **Unit II**

##### **Cheese**

Introduction, Types of cheese, Cover, service and accompaniments, Classification English cheeses, French cheeses, American cheeses, Swiss cheeses, Wine and cheese

#### **Unit III**

##### **Tobacco**

Processing of tobacco, Types of cigarettes, Types of cigars, Quality of cigars and cigarettes, Importance of tobacco producing countries, Storage and service, Equipments used in service, Pipes and tobacco

#### **Unit IV**

##### **Sandwiches**

Pre requisites for preparation, Types and classifications, Compliments, Service of sandwiches, Beverages with sandwiches.

#### **Unit V**

##### **Ice cream**

Composition , Basic types – American and Italian, Process of ice-cream, Categories of ice-cream-Plain, Parfaits, And Bisques, Storage and service of ice-cream, Temperature for storage of ice cream.

#### **References**

Tobacco- Andrew Steinmetz

Food & Beverage Market Place 3 Volume Set: Equipment, Supplies & Services, Product Categories, Company Profiles (2009) - Gottlieb, Richard

## **Paper IV - Beverages**

### **Unit I**

#### **Introduction**

Classification, Tea - processing, service, High tea, Coffee - service, Other non alcoholic beverages, Aerated waters, syrups, and milkshakes.

### **Unit II**

#### **Wine**

Definition and history of wine making, Structure of grapes, varieties, Vine species, viticulture, verification, Classification, Wine terms, Wine labels, Making of table wine, sparkling wine, fortified wines and aromatized wines, Testing of wines, food suggested for wines

### **Unit III**

#### **Wine producing countries**

prominent wines of France, prominent wines of Italy, Prominent wines of Spain and Portugal, Prominent wines of Germany, Prominent wines of India, Prominent wines of America.

### **Unit IV**

#### **Spirits**

Different methods of production, Types and classification, Production of the following: Gin, Rum, Whiskey, Brandy, Other spirits, Aperitifs, Liqueurs and types, Service.

### **Unit V**

#### **Beer**

Raw materials used in production, Stages of manufacture, Beer terms, Service, Kegs, International beers.

### **Reference**

The complete beverage directory-Robert a Lipinski

World Guide to Beer- Michael Jackson

The Bar And Beverage Book- Costas Katsigris

## **Paper V - Bar operations**

### **Unit I**

#### **Bar Areas**

Types of bars, Area of bar, Front and back bar, Under bar, Bar stock, Bar control, Bar staffing, Opening and closing duties.

### **Unit II**

#### **Cocktails and mixed drinks**

Definition and history, Classification, Recipe, preparation and service of popular, cocktails, Golden rules for serving cocktails

### **Unit III**

#### **Function catering**

Introduction, Function organization, Weddings, Outdoor catering

### **Unit IV**

#### **Application of alcoholic beverages**

Service of wines, Service of champagnes, Service of cigars, Service of cigarettes, Clearance of cigarettes, Service of liquors, Service of spirits, Wine selling etiquette.

### **Unit V**

#### **Job requisitions of F & B personnel**

Identifying job responsibilities, Employee requirement and selecting, Identification of food production systems, Inventory levels for dinnerware, glassware, flatware, Analyzing effects of menus, Outline of receiving, storing and issuing.

#### **Reference:**

The bar and beverage book – Costas Katsigris, Chris Thomas  
Mr. Boston: Official Bartenders guide-Anthony Giglio

## **Paper VI - Service Practical's**

Identification and drawing of culture, Serviettes folds, Laying and relaying of table, cloth, Cleaning and care of equipments, Carrying of a tray, Carrying of a glass, Manipulation of cutlery and crockery, Service of water, Arrangement of sideboard, Table d'hôte and A la card cover, Menu compilation, Receiving of guests, Service of menu items, Service of tea and coffee, Continental breakfast setup, English breakfast setup, Room service order taking, Changing ash tray, Presenting of bill.

#### **Reference:**

Food and beverage service training manuel-Sudhir Andrews  
The Waiter & Waitress and Wait staff Training Handbook: Lora Ardusar