



		<b>Semester IV</b>						
3	Core	Paper IX – Food Production & Patisserie IV	3	3	20	55	75	3
		Paper X – Food & Beverage Service IV	3	3	20	55	75	3
	Elective	Elective I	3	3	25	75	100	5
		Paper XI – Computer Applications in Hotel Industry	2	3	20	55	75	3
		Practical III Food Production & Patisserie II	3	4	40	60	100	4
		Practical IV Food & Beverage Service II	3	3	40	60	100	4
		Practical V Computer Applications in Hotel industry	2	3	20	30	50	3
	Allied	Paper IV - Front Office Operations II	2	3	20	55	75	4
		Practical II Front Office Operations	2	3	20	30	50	2
	Diploma	Bakery & Confectionery II	2	3	20	55	75	2
		Bakery & Confectionery Practical	3	3	40	60	100	2
		Tamil @ /Advanced Tamil # (OR) Non-major elective -II (General Awareness#)	2	3	75		75	2
		<b>Semester V</b>						
		Industrial Exposure Training Report					100*	4
		<b>Semester VI</b>						
3	Core	Paper XII – Food & Beverage Management	5	3	20	55	75	3
	Elective	Elective II	4	3	25	75	100	5
	Core	Paper XIII - Food Production & Patisserie V	4	3	20	55	75	3
		Paper XIV – Food & Beverage Service V	3	3	20	55	75	3
	Elective	Elective III	4	3	25	75	100	5
		Practical VI Food Production & Patisserie III	3	4	40	60	100	4
		Practical VII Food & Beverage Service III	3	3	40	60	100	4
	Diploma	Bar Management	2	3	20	55	75	2
		Bar Management Practical	2	3	30	45	75	2
		Extension Activities @	-	-	50	-	50	1
		Total					3600	140

\* : For Industrial training Viva-voice - 20 marks; Project report – 80 marks.

@ No University Examinations. Only Continuous Internal Assessment (CIA)

# No Continuous Internal Assessment (CIA). Only University Examinations.

<b>List of Elective papers (Colleges can choose any one of the paper as electives)</b>		
Elective – I	<b>A</b>	Food Safety & Microbiology
	<b>B</b>	Nutrition & Dietics \$
	<b>C</b>	Food Science in hotel industry \$
Elective – II	<b>A</b>	Food Service Facilities & Planning
	<b>B</b>	Fast food operations \$
	<b>C</b>	Industrial & institutional Catering \$
Elective - III	<b>A</b>	Human Resource Management
	<b>B</b>	Statistics management report \$
	<b>C</b>	Hotel law \$

\$ - yet to be submitted.

**SEMESTER-1**  
**PAPER –I**                      **FOOD PRODUCTION & PATISSERIE – I**  
**UNIT:I**

**AIMS AND OBJECTIVE OF COOKING FOOD:**

**Classification of cooking materials and their uses:**

- (a) Foundation ingredients – Meaning, action of heat on carbohydrates, fats, proteins, minerals and vitamins.
- (b) Fats and oils – Meaning and examples of fats and oils. Hydrogenation of oils, uses of fats and oils, quality for shortenings, commonly used fats and oils, their sources and uses.
- (c) Raising agents – Functions of raising agents, chemical raising agents and yeast.
- (d) Eggs – Uses of egg in cooking, characteristics of fresh eggs, deterioration of eggs, storage of eggs.

**UNIT:II**

- (e) Salt – Uses.
- (f) Liquid –Water, stock, milk, fruit juices, etc., uses of a liquid.
- (g) Flavourings and seasonings – Uses and examples.
- (h) Sweetening agents – Uses and examples.
- (i) Thickening agents.

**UNIT:III**

**Preparation Of Ingredients:**

Washing, Peeling and scraping, pairing, cutting (terms used in vegetable cutting, julienne, Brunoise, Macedoine, Jardiniere, Paysanne), grating, grinding, mashing, sieving, milling, steeping, centrifuging, emulsification, evaporation, homogenization. Methods of mixing food.

**UNIT:IV**

**Stocks:** Meaning, uses and types of stocks, points observed while making stock, recipes for one litre of white, brown and fish stock.

**Glazes:** Meaning and uses.

**Sauces:** Meaning qualities of a good sauce, types of sauces – proprietary sauce and mother sauce.

Recipe for one litre béchamel, veloute, espagnole, tomato, mayonnaise and hollandaise. Derivatives of mother sauces (only name, no recipes). Recipes for the following miscellaneous sauces and their uses: Horseradish sauce, mint sauce, bread sauce, cranberry sauce, cumberland sauce, curry sauce and roast gravy.

**UNIT:V**  
**Methods Of Cooking Food**

Transference of heat to food by radiation, conduction and convection. Magnetron waves meaning, Boiling, poaching, stewing, braising, steaming, baking, roasting, grilling, frying, paper bag, microwave, pot roasting – explanation with examples.

**Equipments used in the kitchen**

Kitchen organization - Main & satellite Kitchen. Duties and responsibilities of each staff.

Cooking fuels - Uses and advantages of different cooking fuels.

**REFERENCE TEXT:**

1. Practical cookery – Ronald Kinton & Victor Ceserani – Hodder Starghton.
2. Theory of Catering – Ronald Kinton & Victor Ceserani – Hodder Starghton.
3. Modern cookery vol I & II for teaching and trade – Thangam E.Philip – Orient Longman.

**SEMESTER – I**

**PAPER – II**

**FOOD & BEVERAGE SERVICE – I**

**UNIT – I**

Introduction to catering – Different types of catering establishments, scope for caterers in the industry, relationship of catering industry with other industries. Status of a waiter/waitress in the catering industry.

Attributes of a waiter. Personal hygiene, punctuality, personality, attitude towards guests, appearance, salesmanship and sense of urgency.

**UNIT – II**

Staff organization – The principle staff of different types of restaurants, duties and responsibilities of restaurant staffs.

Types of restaurants: overview and key characteristics of coffee shop, continental restaurants, specialty restaurants, pubs, night clubs, discotheques, snack and milk bar.

**UNIT – III**

Operating equipments: Classification of crockery, cutlery, glassware, hollowware, flatware, special equipments – Upkeep and maintenance of equipments.

**UNIT – IV**

Ancillary departments: Pantry, still room, silver room, wash-up and hot-plate.

Restaurant service: Misen scene, Misen place. Points to be remembered while laying a table, do's and don'ts in a restaurant, dummy waiter and its uses during service.

### **UNIT – V**

Different types of menu: Origin of menu, table d'hote menu, a la carte menu, French classical menu. Planning of simple menus; food and their usual accompaniments.

### **REFERENCE TEXT:**

1. The Waiter – John Fuller & A.J.Currie – Hutchinson.
2. Modern Restaurant Service. A manual for students & Practitioners – John Fuller – Hutchinson.
3. Food & Beverage Service – Dennis R.Lillicrap & John A. Cousins – ELBS.
4. Food & Beverage Service Training Manual - Sudhir Address – Tata Mc Graw – Hill.

## **ALLIED PAPER I** **SEMESTER – I** **HOUSE KEEPING MANAGEMENT – I**

### **UNIT – I.**

Introduction to Housekeeping Department objective, Types of establishments; organizational structure of housekeeping department (small, medium large); duties and responsibilities of housekeeping personnel.

Functions of Housekeeping Department:

Desk control – records, registers, keys – types and control of keys; interdepartmental co-ordination; guest supplies.

### **UNIT – II**

Cleaning and maintenance of guest rooms/areas:

Cleaning equipment (Manual & Electrical) – selection, use, mechanism, care and maintenance  
Cleaning agents – Selection, classification, use, care and storage;  
Composition, care and cleaning of various surfaces (metals, glass, leather, plastic, ceramics, Care & cleaning of wall finishes...)

Types of guest rooms

Types of cleaning Special cleaning programs, periodical cleaning, spring cleaning, public area cleaning; making up of a guest room – occupied room, vacant room, departure room; Turndown service ; guest room inspection, neglected areas,(an over view): standard contents of a guest room

### **UNIT – III**

Management of linen and uniforms.

Classification of linen, sizes, selection criteria for the linen items; activities of the linen room; location, equipment and layout of a linen room (basic rules) purchase of linen/linen hire – quality and quantity; storage and inspection; issuing of linen to floors and

departments – procedure and records, stock taking – procedure and records condemned linen. Number of sets, Designing a uniform – functional and aesthetic consideration, layout and planning of a uniform room. (Basic consideration).

#### **UNIT – IV**

##### **Fabrics and fibres:**

Definition: classification of fibres – the characteristics and use of each item in the hotel to be explained –

##### **Stain removal:**

Definition, general rules of stain removal, classification of stain removal methods, classification of stains.

#### **UNIT – V**

##### **Laundry:**

Duties and responsibilities of laundry staffs (laundry manager and shift – in – leader, dry cleaning supervisor, spotter, compressor, laundry clerks, valet runner, laundry attendant) Importance and principles flow process of industrial laundering. Stages in attendant. Importance and principles flow process of industrial laundering, Stages in wash cycle. Equipment, layout and planning of laundry (basic rules) Role of laundry agents, classification of laundry agents ( explain briefly) Dry cleaning guest laundry – services offered, collection and delivering , care in laundering guest articles.

##### **REFERENCE TEXT:**

1. Hotel, Hostel and Hospital Housekeeping – John C.Branson & Margaret Lennaux – Edward Arnold.
  2. Housekeeping Supervision- Jane Fellows – Macdonald & Evans Limited.
  3. Professional Housekeeper.
- 

### **SEMESTER II**

#### **PAPER –III**

#### **FOOD PRODUCTION & PATISSERIE – II**

##### **UNIT:I**

Hors d'oeuvre – Meaning, types – single and Hors d'oeuvre varies. Example for each type. (No recipe).

Salads – Types of salads – simple and composite salads – Example, Salad dressings, Names and recipes for salad dressings only.

Sandwiches – Types of bread used, filling and seasonings used, points observed while making sandwiches, storage of sandwiches, Different types of sandwiches.

Soups – Classification of soups, meaning of each type with examples, (only examples, no recipes)

## **UNIT – II**

Eggs – Basic egg preparations –poached, scrambled, omlette, fried and boiled.

Pastas – Different types of pastas, description of cannelloni, macaroni, noodles, tagliatelli, ravioli and gnocchi(only description).

Fish – Classification with examples, selection and cuts of fish, cooking of fish.

Poultry – Selection of poultry, classification based on size, uses of each type.

Butchery – Selection, cuts, size and uses of lamb, mutton, veal, beef and pork; Bacon, ham, Gammon; steaks. (Description of steaks from sirloin and fillet)

## **UNIT – III**

Vegetables – Classification of vegetables, importance of vegetables in diet, cooking of vegetables, retention of colour, flavour and nutrients while cooking.

Potatoes – Styles of presenting potatoes and their description.

Cheese – Manufacturing, classification, cooking, care and storage of cheese.

Storage – Principles of food storage.

Reheating of food – Points observed while reheating.

## **UNIT – IV**

Pastes – Types of pastes, recipes for short crust pastry, puff pastry, sweet pastry, suet pastry, choux pastry. Reasons for faults in the above preparation. Products made from the above pastries. (Only names, no recipes).

Cakes – Basic mixture for small cakes, reasons for faults.

Sponges – Genoese sponge & chocolate sponge recipes. Reasons for faults.

## **UNIT –V**

Herbs – Uses of herbs.

Spices and condiments – Uses of different spices and condiments.

Colouring and flavouring - Names.

Salami and sausages – Meaning.

Glaces – Meaning and uses.

Yoghurt – Types.

Cereals – Types and uses.

Pulses – Pulses used in Indian cooking.

## **Food Commodities:**

Game – Meaning, types with examples.

Fruits – Kinds with examples.

Nuts – Names of nuts commonly used in cooking.

Cream – Types, description and their uses.

## **REFERENCE TEXT:**

1. Practical cookery – Ronald Kinton & Victor Ceserani – Hodder Starghton.
2. Theory of Catering – Ronald Kinton & Victor Ceserani – Hodder Starghton.
3. Modern cookery vol I & II for teaching and trade – Thangam E.Philip – Orient Longman.

**SEMESTER II**  
**PAPER –IV**                      **FOOD & BEVERAGE SERVICE – II**

**UNIT:I**

Breakfast: Types, menu for each type, terms used in the service of continental breakfast. Cover laying for continental and English breakfast.  
Order taking procedures: In-person, telephone and door hangers.

**UNIT:II**

Types of service: Different styles of service, factors influencing each type, table layout for different styles, advantages and disadvantages, styles of service often implemented these days.

**UNIT:III**

Classification of beverages: Types of beverages, preparation of common non-alcoholic beverages. Examples tea, coffee, milk based drinks, juice, squash and aerated water, other bar non-alcoholic drinks used in dispense and main bar.

**UNIT:IV**

Potato preparation – styles.  
Salads – types, classical salad dressings and salads. Methods of dressing salads.

**UNIT:V**

Cheese – Types and characteristics of English and European cheese, cover and its accompaniments.  
Savoury – types, example for each type, cover laying and its accompaniments.  
Ice-creams – categories of ice-creams – Sundae, parfait, biscuits, bombes and its cover laying.  
Sweets – Meaning of bavoroise, mousse, flan, soufflé, ,custard, jellies, fools. Cover laying, styles of presenting sweets.  
Dessert – Fruits and nuts – cover and accompaniments.

**REFERENCE TEXT:**

1. Modern Restaurant Service, A manual for students & Practitioners – John Fuller – Hutchinson.
2. Food & Beverage Service – Dennis R. Lillicrap & John A.Cousins – ELBS.
3. Food & Beverage Service Training Manual - Sudhir Andrews – Tata McGraw-Hill.

**ALLIED**  
**SEMESTER II PAPER- II HOUSE KEEPING MANAGEMENT -II**

**UNIT:I**

Planning of Housekeeping Department:

Physical survey; specifications; measurement of space; time(total allowed); number of staff required; plan of work and frequency; method of work and time calculated; work schedules and allocation of duty; inspection – standard of work expected.

**UNIT:II**

Attributes of Housekeeping Personnel:

Contract cleaning – types of contract cleaning, advantages and disadvantages.

Housekeeping controls – purchase procedure, stores / budgets and budgetary control.

**UNIT:III**

Safety, security and pest control:

Safety and security: Emergencies and dealing with them; lost & found fire prevention and fire fighting.

Safety awareness and accident prevention: First aid box procedures.

Pest control: Different types of pests found in hotels; areas of infestation; prevention and control of pests.

**UNIT:IV**

Interior Design:

- Basic elements of art and principles of design.
- Colour, colour schemes.
- Qualities of colour, classification, standard colour, harmonies, factors affecting colour scheme. Role of colour in interior design.
- Types of floor and floor finishes and their treatment.
- Role of accessories in selection.
- Special consideration of rooms for physically handicapped and disabled.
- Redecoration and refurnishing of guest rooms.

**UNIT:V**

Flower Arrangement:

- Principles of flower arrangement
- Styles of flower arrangement – Western, Japanese, Free style arrangement.
- Purpose of flower arrangement
- Equipments and materials required.
- Condition of plant material.

**REFERENCE TEXT:**

1. Hotel, Hostel and Hospital Housekeeping – John C.Branson & Margaret Lennaux – Edward Arnold.
2. Housekeeping Supervision – Jane Fellows – Macdonald & Evans Limited.
3. Professional Housekeeper.

**SEMESTER – I & II**  
**PRACTICAL -1**      **FOOD PRODUCTION & PARTISSERIE I**

- Identification of different kitchen equipment, tool and commodities.
- Demonstration of different cuts of vegetables.
- Demonstration of stock and sauces.
- Demonstration on:
  - a. Cuts of fish.
  - b. Cuts of chicken.

Individual practical for students to be conducted in the criteria listed below:  
15 sets of continental menus consisting of 5 dishes (Salads/Hors d oeuvres, soup, main course – (pasta, Ritz, Pilaf, Chicken, steak, beef, lamb), Vegetable/potato preparation.

Sweets – Hot or cold.

Menu can be compiled by the respective colleges.

**\* Note: No Indian menu should be considered.**



**SEMESTER – I & II**  
**PRACTICAL -II**                      **FOOD & BEVERAGE SERVICE – I**

1. Appraising and drawing of cutlery, crockery, glassware and miscellaneous equipments.
2. Serviette folds.
3. Laying and relaying of table cloths.
4. Cleaning and polishing / wiping of cutlery, crockery and glassware.
5. Carrying a light tray.
6. Carrying a heavy tray.
7. Carrying glasses.
8. Handling cutlery and crockery.
9. Manipulating service spoon and fork.
10. Service of water.
11. Arrangement of sideboard.
12. Table d'hote cover laying.
13. A la carte cover laying.
14. Practice of simple menu compilation.
15. Receiving the guests, presenting the menu, taking orders.
16. Service of Hors d'oeuvre.
17. Service of soup, fish, pastas.
18. Service of main course.
19. Service of salads.
20. Service of sweet.
21. Service of Cheese.
22. Service of non – alcoholic drinks, tea, coffee.
23. Continental breakfast cover and tray set up.
24. English breakfast cover and tray set up.
25. Taking orders through telephone for room service.
26. Changing ashtray during service.
27. Presenting the bill.



**ALLIED**  
**SEMESTER – I & II**  
**PRACTICAL- I      HOUSE KEEPING MANAGEMENT**

1. Identification of cleaning equipment – selection, use, mechanism, care and maintenance.
  2. Identification of cleaning agents – classification, use and care.
  3. Thorough cleaning of various surfaces/finishes.
  4. Polishing (metal, leather, wood, plastic etc.)
  5. Bed making – Evening service.
  6. Laundry – Basic principles of laundry, stain removal.
  7. Linen inventory
  8. Room inspection.
  9. Flower arrangement.
  10. Guest room layout drawing.
  11. Duty rota preparation for house keeping department.
-



## **PAPER V - FOOD PRODUCTION & PATISSERIE-III**

### **Unit 1**

Introduction to Indian cuisine, culinary terms ingredients used in Indian cuisine - Thickening agents, sweetening's agents, bundling agents, raising agents, methods of cooking used, utensils used in Indian cuisine –Hindu, Muslim, Christians Jains.

### **Unit 2**

Basic Indian gravies- white, yellow, makini, chettinadu, green gravies- recipes, dishes prepared from the above gravies. Indian breads- Naan, roti, parathas, hussi roti, batis and their varieties.

Indian rice preparations – varieties pulav, biryani, objectives of dhum cooking, Indian sweet preparations. Recipes preparations.  
Indian salads and soups –recipes preparations.

### **Unit 3**

Introduction to Tandoori cooking, seasoning of Tandoori pot. Tandoori marination – objectives and importance. Tandoori masalas, Tandoori preparations - chicken, mutton, fish, prawns, cottage cheese, recipes of methods of preparation.

### **Unit 4**

Regional cuisines of India-Punjab, Kashmir, Bengal, Goa, Maharashtra, Parsi, Gujurathi, Kerala, Andhra, Tamilnadu. Ingredients, masalas method of cooking, characteristics. Dishes with recipes, ingredients, masalas methods of cooking, characteristic of Andhra Pradesh, Kerala, Tamilnadu, Chettinadu cuisine and its features. Dishes with recipes.

### **Unit 5**

Indian breakfast preparation-popular Indian break fast prep. with recipes-dosas, idlies, doklas, pathri, Indian snacks and chat preparation-Recipes and method of preparation.  
Indian festival dishes, recipes and methods of preparation.

Reference text Prashad cooking with Indian masters by J.Indersingh Karla

Publisher Allied Publishers.

Text Food Heritage of India by Vimala Patil...

Modern Cookery Vol – I

## **SEMESTER - III**

### **PAPER-VI : FOOD & BEVERAGE SERVICE – III**

#### **Unit I**

Floor / Room service: Meaning, Full & Partial room service, Break fast service in room, tray & trolley ser-up for room service.

Lounge service: Meaning, organization of lounge service.

Afternoon tea service: Means for high tea & afternoon tea, order of service.

Reception tea service: Meaning & procedure.

#### **Unit II**

Checking, control & Billing: Introduction & checking systems

Types of checking & checks copies, triplicate system, checking for wines & other drinks.

The Bill - method of making a bill & setting the account

Tobacco - Important tobacco producing countries of the world, quality of cigars & cigarettes serviced in hotel, strength & size of cigars, service method.

#### **Unit III**

Alcoholic beverage: Meaning, classification of alcoholic beverages.

Beer: Manufacturing process, types of beer, sizes of draught beer containers, beer mixed drinks. Spirit strength calculation methods (sikes, Gay Lussac and US).

Spirit production methods - pot still and patent still.

#### **Unit IV**

Whisky - production of malt & grain whisky, styles of whisky.

Brandy - types, production and styles of cognac & Armagnac

Production & styles of Rum, Gin & Vodka.

Production & styles of tequila and other spirits.

#### **Unit V**

Vermouth: Meaning, types, production & styles.

Cider & Perry: Meaning, production & styles.

Aperitifs & Digestives: Meaning of Calvodos, Applejack, Poire Williams, Kirsch, Slivovitz, Framboise, Marc.

Liqueurs: Meaning, colour, flavour & country of origin of Absinthe, Advocaat, Abricotine, Anisette, Aurum, Benedictine, Chartreuse, Cointreau Crème de menthe, crème de mokka, all curacaos, Dram buie, Glavya, Gold wasser, grand marnier, Kahlua, Sambuca, Tia Maria, Vander hum.

### **REFERENCE TEXT**

1. Modern restaurant Service – A manual for students and Practitioners – John Fuller – Hutchinson
2. Food & Beverage Service – Dennis.R. Lillicrap & John.A.Cousins – ELBS

3. Food & Beverage Service Training Manual – Sudhir Andrews – Tata McGraw-Hill
4. The Students Guide to Food and Drink – John Cousins & Andrew Durkan – Hodder & Stoughton
5. Table & Bar – Jeffery Clarke
6. The Beverage Book - John Cousins & Andrew Durkan – Hodder & Stoughton
7. The International Guide to Drinks – United Kingdom Bar tenders Guild

### **SEMESTR-III**

#### **PAPER- VIII : TOURISM MARKETING MANAGEMENT**

##### **UNIT-I**

Tourism concepts-Motivation for travel –Barriers to travel -Forms of tourism-Travel industry network – Tourism and tourism product.

Need for planned development- planning process – Demand and supply –factors in fluencing tourism development – What constitute tourism attractions-Government role in planning tourism – Tourism planning in India.

##### **UNIT-II**

Need for marketing in Tourism – Defining Tourism marketing – The tourism Product.

Special features of Tourism Marketing - Marketing process - Marketing research – Market segmentation. Market targeting - Tourism promotion -Advertising. Public relation technique.

##### **UNIT-III**

Thomas cook - American Express - Cox & King - Scope and role of retailers - Modem travel agencies - Travel organization – handling a client-WATA guidelines.

##### **UNIT- IV**

Emergence of tour operator - Package tour - Marketing a package tour Tour brochure. Passenger reservation form Booking conditions – Traveler’s advice - Elements in tour brochure - Marketing of brochure.

##### **UNIT-V**

Role of communication in travel - Modern mass media techniques - Computer technology in tourism - Use of computers by Airlines - Role of computers in reservations - Computers in railways - Videotex system.

##### **REFERENCE TEXT:**

1. Successful Tourism Management — Pran Nath Seth - Sterling Publishers Private Limited.
2. Tourism Marketing Management — A.K.Bhatia — Sterling Publishers Private limited.

### **PRACTICAL III - Food Production & Patisserie II**

Demonstration on

1. Indian rice preparations
2. Indian gravies
3. Indian chaats
4. Indian breakfast preparations
5. Indian snacks preparations
6. Indian breads-naan, rotis, parathas, phulkas with variations
7. Indian pulaos
8. Indian Biryanis
9. Indian dal varieties
10. Tandoori marinations
11. Indian sweets

To Formulate 15 sets of menu consisting of 5 dishes from the following regions:

1. Andhra Pradesh.
2. Bengal
3. Chettinadu
4. Goa
5. Gujrat
6. Kashmir
7. Kerala
8. Maharashtra
9. Punjab
10. Rajasthan
11. Tamil Nadu.

The menu can be compiled by the respective colleges.

Chinese Practicals

Demonstration

1. Chinese rice preparations
2. Chinese noodles
3. Chinese meat & fish preparations

Chinese cooking styles:

Dishes prepared in the following styles

1. Shanghai
2. Cantonese
3. Peking
4. Szechwan

Sri Lankan

1. Basic Sri Lankan gravies
2. Sri Lankan rice preparations
3. Sri Lankan curries
4. Sri Lankan Biryanis

A 5 course menu to be compiled consisting of [soup, fish preparation, Chinese rice/noodles, meat preparation, sweet/dumplings etc. using the above styles by the respective colleges]

Reference:

1. Modern cookery VOL-I Thangam E Philip
2. Rotis and naans of India Purabi
3. Babbar
4. Mithai- Parmila Parmar
5. Food heritage of India
6. The art of chinese cooking-Hamlyn
7. The best of Chinese cooking-Betty Yew, Times book international
8. Complete Asian cook book Chairmaine Solomon, lansdowne

### INTERNATIONAL CUISINE

Demonstration on dishes prepared by cold kitchen

- 1.Panada
- 2.Various types of forcemeat
- 3.Galantine
- 4.Terrine
- 5.Pate
- 6.Mousse and Mousseline
- 7.Souffle
- 8.Quenelies
- 9.Stuffing
- 10.Aspic work
- 11.Chaud froid
- 12.Arrangement of cold cuts on mirror platters
- 13.Simple and compound salads
- 14.Sandwiches
- 15.Smorbroad
- 16.Cold garnishes
- 17.Cold sauces
- 18.Carvings

1 set of menu consisting of cold preparations given above must be compiled

To Formulate 15 sets of menu consisting of 5 dishes from the following regions consisting of [soup, egg/pasta preparations, fish preparations, main course, vegetable and sweet]

1. Italian-3 sets of menu
2. Japanese- 1 set menu
3. Russian- 1 set menu
4. Mexican- 1 set menu
5. American- 1 set menu
6. Greek- 1 set menu
7. Malaysian- 1 set menu



## **SEMESTER-III & IV**

### **GROUP-A CORE**

#### **PRACTICAL IV : FOOD & BEVERAGE SERVICE - II**

(For the students admitted during 2007 - 2008 onwards)

1. Recollecting I year portions.
2. Enumeration of glassware.
3. Beverage order taking procedure.
4. Service of red wine.
5. Service of white wine.
6. Service of rose wine.
7. Service of Sherry, Port, Madeira and Marsala.
8. Service of sparkling wine.
9. Service of bottled beer, canned beer and draught beer.
10. Service of brandy.
11. Service of whisky.
12. Service of gin.
13. Service of vodka.
14. Service of rum.
15. Service of tequila.
16. Service of aromatized wine.
17. Service of liqueur.
18. Service of liqueur coffee and spirit coffee.
19. Service of aperitifs.
20. Service of digestives.
21. Service of cocktails.
22. Compiling a wine list.
23. Compiling a menu with wine suggestions.
24. Service of cigar and cigarettes.
25. Service of High tea.
26. Service of Afternoon tea.



Types of hotel guests – pleasure travelers, DFIT, FFIT, GIT, Special interest tours, incentive tours, back to back series tours, business travelers, CVGR, convention and conference guests.

The front office department – Functions and components of front office department. Organization chart of a front office department (large, medium and small). Attributes of front office staff.

## **UNIT – II**

Duties of front office personnel – Reservationists, Receptionist, Information Assistant, front office cashier, Bell captain, Bell boy, concierge, Telephone Operator, Guest relations executive, front office manager, lobby manager, Business center co-ordinator, Night auditor.

Equipments used in front office - information rack, alphabetical rack, mail and key rack, computers, billing machines, folio well, PBX,PABX, EPABX, Log book. Lay out of a front office counter – manual, semi – automated and computerized. Guest cycle.

## **UNIT – III**

Reservation – functions of a reservation system, types of reservation – Guaranteed, non – guaranteed, advanced and confirmed. Reservation enquiry, sources of reservation – corporate clients, group travelers ,pleasure travelers, current guests, travel agents, airline, central reservation system, intersell agencies, property direct, group reservations.

The reservation process – The reservation request, accepting or denying a request. Accepting a reservation – the reservation form, importance of guest history, Reservation confirmation, confirmation number. Charting the reservation data ( reservation charts-density chart, Whitney reservation system). Modifying a reservation.

Reservation maintenance – Guaranteed reservation, non- guaranteed reservation, credit card guaranteed, advance deposit, other guaranteed reservations, over- booking, no-shows, group reservations- special details.

## **UNIT –IV**

Registration /check – in procedure – Main duties of the reception department. Basic check – in activities:

- (a) Preparation of guest arrival (room status availability, arrival and departure list, special request, VIP and frequent stay guests, guest history record).
- (b) Registration (registration form – its use, black list, pre – arrival registration.)
- (c) Room assignment and room rate (special requests, early check – in, walk – in, scanty baggage).
- (d) Checking methods of payments (direct, bill to company, processing a credit card, travel agents vouchers, transfer credit/debit, advance deposits).
- (e) Issuing the key and escorting the guest (role of bell desk, bell boy arrival errand card, and key card).
- (f) Completing the forms – arrival and departure register ‘C’ form, alphabetical guest register, guest folio, arrival intimation notice.
- (g) Housekeeper’s report- housekeeping discrepancy report, various terms – SB, DND, DL, DC Sleeper, SO, OOO, VR, CO.
- (h) Taking position formula plus and minus position.

- (i) Turning away a guest, handling overbooking at the reception counter.
- (j) Handling amendments like room charge.
- (k) Handling group/crew arrivals (pre-arrival procedures, arrival procedures, opening of master folio, rooming list).
- (l) Handling guest mail and messages.

## **UNIT- V**

Types of folios (guest, master, non- guest), allowances, paid – outs.

Check –out procedures- Role of bell desk, cashier, and late check – outs.

Methods of account settlements and procedure for accepting such settlements. Creating a good lasting impression. Updating front office records (room status/ room rack, arrival/ departure register, guest history cards, departure intimation notice).

Calculation of house count, room count, percentage of single occupancy, percentage of double occupancy.

Front office security functions- The role of front office in key control, electronic card key, handling the grand master key, lost keys, damaged keys, keys given against key cards.

Safe deposit locker (key and their control, safe deposit registration card). How to deal with lost and found. Emergency procedures – medical, robber/theft, fire, death.

## **ALLIED PRACTICAL II**

### ***FRONT OFFICE PRACTICALS***

1. Check-in and check-out procedures
2. Telephone handling skills, social skills,
3. Reservation procedure, identification of rooms through the use of conventional and destiny charts.
4. Role play of the following staffs Doorman, Bellboy, Receptionist, Information assistant, Cashier.
5. Dealing with guest mail and messages, hotel mail, staff mail.
6. Modes of bill settlement.
7. Handling guest complaints and solving problems.
8. Places of interest in and around Tamilnadu. General awareness about the places of interest in India.
9. General awareness of capitals, currencies and airlines of countries.
10. Calculation of Statistical information: house count, room position, percentage of room occupancy, percentage of single occupancy, percentage of foreign occupancy, percentage of local occupancy, percentage of walk-ins. Percentage of early departures, percentage of late departures, percentage of early arrivals, percentage of no-show, average room rate, average room rate per person.
11. Front office procedures- scanty baggage, wake up call procedures, left luggage procedures

Reference:

Front Office training Manual-Sudhir Andrews



**PAPER IX**  
**FOOD PRODUCTION AND PATISSERIE –IV**  
**SYLLABUS**

**Unit-1**

Chinese cuisine -characteristics, ingredients used , equipments used .Regional varieties Dishes – recipes & preparation method.

Srilankan cuisine: characteristics, ingredients used , equipments used, Dishes with recipes & preparation method.

Thai cuisine: characteristics, ingredients used , equipments used, Dishes with recipes & preparation method.

Malaysian cuisine: characteristics, ingredients used , equipments used, Dishes with Recipes & preparation method.

Indonesian cuisine- characteristics, ingredients used , equipments used.

**Unit-II**

Italian cuisine: characteristics, ingredients used , equipments used, Dishes with recipes & preparations method.

Japanese cuisine: characteristics, ingredients used , equipments used, Dishes with recipes & preparations method.

Russian cuisine: characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

**Unit- III**

Spanish cuisine: characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

Mediterranean cuisine characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

*Greek – characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.*

**Unit –IV**

Scandinavian cuisines: Characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

Mediterranean cuisine characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

Mexican cuisine: characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

American cuisine: characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

**Unit –V.**

Fusion cuisine: Characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

Eclectic cuisine-Characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

World marche - Characteristics, ingredients used, equipments used, Dishes with recipes & preparation method.

**Reference Text:**

The Asian cook book by Charmie Solomon  
Text books: La rouse gastronomique  
Theory of catering by Ronald kinton, Victor cesrani, and David fosket.

**SEMESTER - IV**

**PAPER - X FOOD & BEVERAGE SERVICE – IV**

**Unit - I**

Wines: Meaning, classification of wines production (Red, white, rose sparkling wine production, Aromatized & herbal wines: Meaning & production factors influencing the quality of the wine.

**Unit - II**

Wines of France: Classification of French wines, important communes & their wines of Bordeaux, Burgundy, Alsace, Loire and Champagne.

Champagne: Importance, production method, styles of champagne and bottle sized - terms.

Wines of Germany: Classification of German wines wine producing regions & wines of Germany.

**Unit III**

Wines of Italy: classification of Italian wines, and wine producing regions. Famous wines of Italy.

Wines of South Africa, California, Australia, Spain, Portugal - Regions and famous wines.

Production & styles of Sherry, Port, Madeira, Marsala

Wine & food: Wines served with different sources of the meal, suggestions for food & wines combination.

Examples of wines served with: Shell fish, soup, pasta, Fish, Red, and Pink & White meat, cheese, sweet and dessert.

**Unit IV**

Cocktail - Meaning, types of curtail, points observed while making cocktails,

Recipes of Whisky, rum, Gin, Brandy, Vodka, Tequila, Champagne based cocktails.

(Given in reference text only) Mocktails - Meaning and recipes of famous mock) spirit

coffee - Meaning, Method of preparation and examples of some spirit coffee (Irish,,

Scandinavian, Monk's, Royal, Dutch, Mexican, German, Italian, Caribbean, Calypso, etc)

**Unit - V**

Beverage list - meaning & important. Method & order of clisting & pricing beverages.

Dispense bar: Meaning, glassware & equipment used in the dispense bar, Garnishes & Kitchen supplies used in dispense bar.

Stocking of alcoholic beverages and bar control

Bar Design: Space requirement of bar counter seating area and bar stools. Lighting arrangements and interiors designing of bar.

### **REFERENCE TEXT**

1. Modern restaurant Service – A manual for students and Practitioners – John Fuller – Hutchinson
2. Food & Beverage Service – Dennis.R. Lillicrap & John.A.Cousins – ELBS
3. Food & Beverage Service Training Manual – Sudhir Andrews – Tata McGraw-Hill
4. The Students Guide to Food and Drink – John Cousins & Andrew Durkan – Hodder & Stoughton
5. The Hamlyn Book of Wines – The Hamlyn Publishing Group Ltd.
6. Table & Bar – Jeffery Clarke
7. The Beverage Book - John Cousins & Andrew Durkan – Hodder & Stoughton
8. The International Guide to Drinks – United Kingdom Bar tenders Guild

## **Paper XI : COMPUTER APPLICATIONS IN HOTEL INDUSTRY**

### **Unit- 1**

Computer appreciation and dos, introduction, characteristics, history, generations, classifications, application of computer, hardware and software, operating systems, computer languages. DOS file, directory, Changing the directory, creating a new directory, copying files, deleting files, changing filename, date and time, type, print. Windos2000, windows basics, introduction, starting windows, using mouse, moving & designing windows, maximizing, minimizing and restoring windows using menus in windows.

### **Unit- 2**

Word, introduction to word, editing a document, move and copy text and help system, formatting text & paragraph, finding & replacing text and spell checking, using tabs, enhancing documents, columns, tables & other features, using graphics, templates & wizards using mail merge, miscellaneous features of word.

### **Unit- 3**

Introduction of worksheet & excel, getting started with excel, editing cells and using commands and functions, moving and copying, inserting and deleting rows & columns, getting help and formatting a worksheet, printing the worksheet, creating charts, using date and time and addressing modes, naming ranges and using statistical, math and financial functions. Database in a worksheet, additional formatting commands and drawing tool bar, miscellaneous commands and functions, multiple worksheets and macros.

#### **Unit- 4**

Power point basics editing text adding subordinate points, deleting slides, working in outline view, using design templates, adding graphs, adding organization Charts, running an electronic slide show, adding special effects.

#### **Unit- 5**

Access basics, creating a table, entering and adding records, changing a structure, working with records, creating forms, establishing relationship using queries to extract information, using reports to print information.

### **SEMESTER – IV**

#### **ALLIED PAPER- IV FRONT OFFICE OPERATIONS –II**

##### **UNIT – I**

Front Office Salesmanship: Upgrading; Front office reception as a sales department: guidelines to selling – by telephone, face to face; selling to the business person, conference and group business – How to compete in the market.

Guest relation and social skills: The role of Guest relations officer; types of guest problems; Skills necessary for dealing with problems; solving problems; handling complaints; course of action to take when handling problems; follow up action; telephone handling skills.

##### **UNIT – II**

Flow of guest information between sections of front office and other departments; importance of log book; reservations; reception; mail and information; bell desk; front office cashier; telephones; housekeeping department; sales department; engineering department; accounts department.

Information/ bell desk/ concierge : Functions of the information department; handling guest mail and messages; registered and insured mail ; guest tickets and special requests ; information binder ; Lobby hierarchy; duties of the bell desk; luggage handling ; running errands; vending stamps; scanty luggage guest; control on bell captain; concept of concierge.

##### **UNIT – III**

Functions of front office accounting systems: Guest accounting cycle; the check out procedure; settlement of guest accounts; late check outs, methods of accounts settlement and procedure for accepting such settlements.

Cash settlement – local currency, foreign currency, traveler’s cheque, personal cheque, bank credit cards; credit settlement; settlement of corporate account ; travel agents vouchers.

Creating a good and lasting impression; updating front office records.

Room status/ room rack; alphabetical guest register; arrival / departure register; departure information notice; guest history cards.

#### **UNIT –IV**

Credit control : Meaning ; Objectives ; hotel credit control policy ; accounts settled by credit card or charge card ; credit control measures required when receiving reservations; credit control measures at check – ins; credit control measures during occupancy; credit control measures by other sales department ; credit control measures at check – out; credit control measures after guest departure; preventing walk –outs.

#### **UNIT – V**

Forecasting: Importance of forecast, how to forecast, useful forecasting data; format of reservation forecast; calculation of reservation forecast (room revenue).

Tariffs: Establishing room rates; the rule of thumb approach; Hubbart formula, differential room rates, seasonal rates.

Yield management: Concept of yield management; hospitality application; measuring yield; formulas.

Differential rates – Potential average single rate, multiple rates, potential average double rate, multiple occupancy percentage, and rate spread, potential average rate, room rate achievement factor. Booking horizons (booking lead time) using booking forecast, to maximize yield; multiple rates; displacement to transient business.

#### **REFERENCE TEXT:**

1. Basic hotel front office procedures – Peter Renner – Van Nostrand Reinhold.
2. Managing front office operation – Michael L. Kasavana – Education Institute AHMA.
3. Hotel & Motel Front desk Personnel – Grace Paige and Jane Paige – Van Nostrand Reinhold.
4. Principles of Hotel Front Office Operations – Sue Baker, Pam Bradley & Jeremy Huyton – Cassell.
5. Front office Procedures, social skills and management – Petrabbol & Sue Lowry – Butterworth Huneman.

### **PRACTICAL V : COMPUTER APPLICATIONS IN HOTEL INDUSTRY**

#### **MS-DOS**

Creating directories, sub-directories, files, listing, the sub-directories and files page wise, displaying the contents of the files.

Copying, renaming, deleting the files, changing and removing a directory.

#### **MS-WORD**

Text manipulation, changing the font size, font type, and font style, making the text bold, underlining the text, aligning the text (Centre, justify, left, right), cut, copy, paste.

Paragraph indenting & spacing, bullets & numbering, spelling & grammar check, inserting a picture from clip art, auto shapes, and word art.

Table manipulation- creating tables, inserting & deleting rows & columns, changing width & height, changing table borders. Mail merge concept, printing formats.

### **MS-EXCEL**

Entering the data, changing the fonts, changing row heights & column width, formatting the data, sorting the data.

Formula processing- creating simple formula, using function (ABS, SQRT, LEN, SUM, ROUND, AVG, COUNT, CONCATENATE, FIND).

Inserting & Formatting charts, inserting pictures, printing formats.

### **MS-POWER POINT**

Creating simple presentations, saving, opening and existing presentation, creating a presentation using Auto content wizard & template.

Using various auto- layouts, charts, table, bullets & clip art.

Viewing an existing document in various views-outline view, slide view, slide show view, slide sorter view and note pages view.

## **SEMESTER-VI**

### **PAPER-XII**

### **FOOD & BEVERAGE MANAGEMENT**

#### **UNIT-I**

Food & Beverage Management: Introduction - Food & Beverage function - Responsibilities & objectives of F&B department - Constraints of food & beverage management - Cost & market orientation (Cost structure & profitability, demand for product, capital intensity, nature of the product).

The meal / drink experience: Food & drink, variety in menu choice, level of service, value for money, interior design, atmosphere & mood, expectation & identification, location / accessibility and staff.

#### **UNIT-II**

Purchasing: The nature of purchasing - The main duties of purchase manager - Importance of purchase functions - The purchasing procedure - The selection of a supplier - supplier rating - Aids to purchasing - The purchasing of food & beverages - Standard purchase specification: Meaning & objective - The purchase specification for food & beverages.

Receiving: Objective - Receiving procedure - Receiving of expensive commodities -Returnable containers - Blind receiving - Dispatch to stores or user department -Clerical procedures & forms used.

#### **UNIT-III**

Storing & issuing: Storing & issuing of food & beverages.

Stock taking of food & beverages - Stock turnover - Stock levels.

Food control: Objectives of food cost control - The essentials of a control system -

Calculation of food cost - Methods of food control -Food. control check list -

Obstacles to food cost control.

Beverage Control: Objectives of beverage control - Calculation of beverage cost - Methods of beverage control - Beverage control checklist.

#### **UNIT-IV**

Elements of cost: Cost defined, basic concepts of profit, control aspect, pricing aspects.  
Cost dynamics: Fixed & variable costs - Break even charts - Turn over & unit costs.  
Variance analysis: Standard cost - Standard costing - Cost Variances - Material Variances - Overhead variances - Labour variances - Fixed overhead variances - Sales variance.

#### **UNIT-V**

Selling: The pricing problem - Pricing objectives - 4 pricing problems - Practical applications of pricing - Fixed selling price - En pension terms - Control of cash & credit sales - Control by selling price - Aids to pricing. Sales control: Manual system and Machine system.

Operating yard stick: Total food & beverage sales - Departmental profit - Ratio of food & beverage sales - Departmental profit - Ratio of food & beverage sales to total sales - Average spending power - Sales mix - Payroll costs - Index of productivity -Stock turnover - Sales per seat available - Rate of seat turnover - Sales per Waiter.

#### **REFERENCE TEXT:**

- 1) Food & Beverage Management - Bernard Davis & Sally Stone - ELBS.
- 2) Profitable Food & Beverage Management - Richard Kotas & Chandana Jayawardena - Hodder & Stoughton.
- 3) Food Cost Control - Richard Kotas & Bernard Davis - International Text Book Company.
- 4) Food Costing & Budgeting - Boardman - Heinneman.
- 5) Food & Beverage Operations - David Fearn - Newnes, Butterworth.
- 6) Cost Accounting, Principles & Practice - S.P. Jain & K.L. Narang - Kalyani Publishers.
- 7) Food & Beverage Operations, Cost control & System Management - Charles Levinson, Prentice Hall.
- 8) Principles of Food, Beverage and Labour Cost Control - Paul R. Dittmer -John Wiley & Sons.

### **SEMESTER-VI**

#### **PAPER-XIII FOOD PRODUCTION & PATISSERIE - V**

##### **UNIT-I**

Larder: Essentials of larder control, Importance and functions of larder in main kitchen, relationship with other section of main kitchen, Duties and responsibilities of Larder chef, Equipments and tools used in larder, Floor plan or layout of a larder.

##### **UNIT-II**

Force meat: Meaning, uses types and recipes.

Panada: Meaning, uses, types and recipes.

Compound butters: Meaning, uses, types and recipes and examples.

Marinade: Different types and uses.

Brine: Types and uses.

Aspic jelly: Uses and preparation.

Chaud Froid: Uses and preparation.

Sauces: Types and preparation.

### **UNIT-III**

Garnishes: Importance, names of garnishes used with soup, fish, beef, veal, poultry and game.

Cold Preparation: Galantine, Ballotine, terrine, Pate terrine, mousse, souffle, mousselines, quenelles etc. Recipes for the above.

Ice carving: Equipment, ice preparation, making a template, melting effects, storage.

### **UNIT-IV**

Kitchen organization: Allocation of work - Job description/Duty rosters, production planning production scheduling, production quality & quantity control, forecasting, budgeting.

Kitchen stewarding: Importance of kitchen stewarding, Organization of the kitchen stewarding department, equipments found in kitchen stewarding department, work flow in kitchen stewarding, garbage disposal.

### **UNIT-V**

Kitchen Management: Objectives, Meal production, Indenting, purchasiQgsStoring, cost control, yield, portion control.

Standard Recipe - Importance of standard recipe. Advantages and disadvantages. Left over utilization.

### **REFERENCE TEXT:**

1. Practical cookery - Ronald Kinton & Victor Ceserani - Hodder Starghton.
2. Theory of Catering - Ronald Kinton & Victor Ceserani - Hodder Starghton.
3. Food & Beverage Management - Bernard Davis & Sally stone - ELBS.
4. The Professional Chef (TV Edition) - Le Roi A. Polsom.
5. Larousse Gastronomique - Cookery Encyclopedia - Paul Hamyln.
6. The Book of Ingredients - Jain Grigson
7. Professional Cooking - Wayne Gisslen
8. The New Catering Reporter (Vol.1)-H.LCracknell and G.Noble.
9. The Complete Guide to Art of Modern Cookery - Escoffier.
10. The Cookery Year - Readers Digest Association Ltd.
11. Practical Professional Cookery - Cracknell & Kaullmann.
12. Contemporary Cookery - Caserani & Kinton and Foskett.
13. Cookery an Introduction - Caserani & Kinton.
14. Chef Manual Of Kitchen Management - John Fuller.
15. Le Repertoire de la Cuisine - Jaggi Ceon & Sons.
16. Food Fundamentals - William Margaret.

**SEMESTER - VI**  
**PAPER-XIV                      FOOD & BEVERAGE SERVICE – V**

**UNIT-I**

Guendon Service: Introduction, Mise en place for gueridon. Special equipments used, care & maintenance of equipment, taking the order, method of serving the dish at the table, carving and jointing at the table, carving trolley, dishes prepared on the gueridon, flambeing.

**UNIT-II**

Function catering: Introduction, types of function, function service staff and responsibilities, service methods in function catering, booking and organization of functions, function menus, wines tabling, seating arrangements, banquets lay-outs. Instructions to service staffs, order of service for a formal function, reception and ordering of wines. Weddings organization - procedure at a wedding buffet, reception, family line-up, procedure for toasts. Planning of buffets - both sit down and fork buffets, procedures required for exhibitions, seminars, fashion shows, trade fairs etc.

**UNIT-III**

Outdoor catering: Meaning, preliminary survey of the place and comfort of party, hiring of service personnel, making a list of service equipment required, setting" up counters and allotting stations.

Specialized forms of service: Hospital tray service, Airline service, Railway service.

**UNIT-IV**

Menu Engineering: Meaning, Menu Engineering Terminology, Menu Engineering Worksheet, Remedial action, Problems and Limitations.

Menu Merchandising: Methods of pricing menus, Shape & fold of menu,,Size of menu, Type & colour of paper or card, Typefaces, Layout, Printing & reprinting.

**UNIT-V**

Budgeting for the F&B Department: Budgeting control, the budgeting cycle, limiting factors, sales forecasting.

Staff organization and training: Staff organization, level of demand, duty rota, staff training, terms used in training, planning of training.

Customer relation: Introduction, minimizing customer relation problems, customer satisfaction.

Social skills.

**REFERENCE TEXT:**

1. Modern Restaurant Service, A manual for students & Practitioners - John Fuller - Hutchinson.
2. Food & Beverage Service - Dennis R. Lillicrap & John A. Cousins - ELBS.
3. Food & Beverage Service Training Manual - Sudhir Andrews - Tata McGraw-Hill.
4. Food & Beverage Management - Bernard Davis & Sally Stone - ELBS.
5. Profitable Food & Beverage Management - Richard Kotas & Chandana Jayawardena - Hodder & Stoughton.

## **SEMESTER – VI**

### **PRAC-VI FOOD PRODUCTION & PATISSERIE - III**

(For the students admitted during 2007 - 2008 onwards)

#### **DEMONSTRATION ON THE FOLLOWING:**

- (a) Ice carving
- (b) Vegetable carving
- (c) Butter carving
- (d) Aspic Jelly preparation and presentation
- (e) Force meat
- (f) Panades
- (g) Galantine
- (h) Ballotine
- (i) Pate terrine

#### **CONTINENTAL CUISINE (INDIVIDUAL)**

To formulate 20 sets of menu consisting of 6 dishes from the following courses mentioned below:

Hors-doeuvres - Simple or Compound

Soup

Egg

Pasta/rice Fish

Mutton/Veal/Beef/Pork Poultry/Furred

game/Feathered game Potatoes

Vegetables/Salads

Sweet

Savoury

#### **International cuisine Menu**

Sri Lankan – 2 set

Malaysian – 1 set

Japanese - 1 set

Italian - 2 set

Spanish - 1 set

Mexican - 1 set

Mediterranean – 1 set

American - 1 set

#### **REFERENCE TEXT:**

1. Practical cookery - Ronald Kinton & Victor Ceserani - Hodder Stoughton. '
2. The Professional Chef (IV Edition) - Le Roi A. Pdlson.
3. Larousse Gastronomique - Cookery Encyclopedia - Paul Hamlyn.
4. Professional Cooking - Wayne Gisslen



## SEMESTER-VI

### GROUP-A CORE

### PRAC-VII FOOD & BEVERAGE SERVICE - III

(For the students admitted during 2007 - 2008 onwards)

1. Recollecting I and II year portions.
2. Preparing duty rota.
3. Banquets:
  - (a) Booking procedure
  - (b) Preparing banquet menus
  - (c) Space area requirements
  - (d) Table plans/Arrangements
  - (e) Service toasting
  - (f) Informal banquets (Viz., Reception, Cocktail parties, Seminar, Exhibitions, Fashion shows, Trade fair, Wedding, Outdoor catering etc)
4. Buffets:
  - (a) Area requirements
  - (b) Planning & Organization
  - (c) Sequence of food (Indian & Continental)
  - (d) Types of buffet display
  - (e) Equipment supplies
  - (f) Checklist.
5. Gueridon Service:
  - (a) Types of trollies
  - (b) Gueridon equipment
  - (c) Gueridon ingredients
  - (d) Service of courses and dishes from gueridon.



**UNIT III:**

Biscuits\_ meaning and preparation

Cookies\_ Production, Sandwich Cookies, Ice box Cookies, bar Cookies, macaroons, wafers and lace cookies, assorted cookies

**UNIT IV:**

Different types of Paste: Short crust, Sweet crust, Rough puff, puff paste, choux paste, Suet paste\_ preparation, faults and products of the above pastes.

**UNIT V:**

Icings, Fillings and Glazes\_ Different types of Icings, Fillings and Glazes and their uses, Chocolate and Sugar Confectionery, Liqueur Chocolate, toffees and boiled sweets, fudges, pulled sugar, blown sugar, pastilles and petit fours.

**Reference:**

The new International Confectioner. Edited by Wilfred J.France. F.Inst.BB. (Unit V)

Pub: Virtue and company

Practical baking\_ William J Sultan (Unit III) Pub: Van Nostrand Reinhold

Professional baking\_ Wayne Gisslen (Unit I & II) Pub: John Wiley and Sons

Practical cookery\_ Kinton and Ceserani (Unit IV) Pub: Hodder and Stoughton

**DIPLOMA – PAPER II  
BAKERY AND CONFECTIONERY - II**

**Unit-I**

Basic paste-Short crust paste, puff paste, rough puff paste, Sugar paste, suet paste, choux paste. Recipe For the above paste . Possible reasons for faults in the above pastes.

**Unit-II**

Pies- Introduction , production of pies. Rolling a pie dough and lining pans ,preparation of fillings for pies. Production of fruit pies and common problems with fruit pies, preparation of cream and chiffon. Common problems.

Tarts and tartlets- procedure for making tarts shells, variations. Strudel& phylo- preparation, baked meringues- procedure for making meringues.

**Unit-III**

Cake making methods- cake formula balance- common faults in cakes, Cake decoration- colour-design-templates- texture- equipment- wedding cake proportion- casting moulds- monogram- lettering- stencils- modern cake decoration with royal icing.

Sponges-Basic preparation methods- types of sponges- petit fours-preparation of syrups &glaces-steps involved in preparing large cakes- Wedding cakes, birthday cakes, gateaux basic preparation

**Unit IV**

Icings- basic ingredients used- classification. Fondant preparation- types- parfait icing- royal icing;

Chocolate and Sugar Confectionery, Liqueur Chocolate, toffees and boiled sweets, fudges, pulled sugar, blown sugar, pastilles .

### **Unit V**

Hot sweets-Charlottes, fritters, pancakes, puddings, dumplings.,

Cold sweets-Bavarois, mousse, fruit dessert - method of preparation.

Savoury goods- basic preparation- toppings- fillings- piping- examples of piping equipment & procedures..

## **DIPLOMA – PRACTICAL BAKERY AND CONFECTIONERY**

Yeast Goods

Crisp crusted Bread

Soft crusted Bread

Sour dough white bread

Baba and Savarin

Danish Pastry

Brioche

Croissants

Bread rolls

Muffins

Dough nuts

Cookies

Biscuits

Puff paste, Sweet crust, cakes:

***Puff Pastry***

***Fruit flan***

Custard Flan

Fruit Pies

Tarts.

Sponge cakes

Plum cakes

Swiss rolls

Genoise sponge

Chiffon cakes

Petit fours

Chocolates

**Reference:**

Professional Baking  
Wayne Giessien  
Pub : John wiley & sons

Practical Baking - Vth edition  
William J. Sultan  
Pub : Van Nostrand reinhold

New International Confectioner  
Wilfred J. France  
Pub : Virtue & company

**DIPLOMA PAPER  
BAR MANAGEMENT**

- UNIT-I : Introduction to bar operations , Bar layout, Design Space, Bar equipments & supplies.
- UNIT II : various types of bar hence purchase procedures for bar.
- UNIT III : Records of ledgers maintained in the bar, bar costing, bar procedures.
- UNIT IV : Bar tending - How to operate a successful bar.  
Bar sales - How to increase bar sales Bar customer requirements, bar control procedures..
- UNIT V : Cocktails – Preparation methods, recipes, types.  
Juggling - Art of juggling.

- REF. BOOK THEORY:** 1. How to operate a successful Bar. By Christopher Egeston Thomas. Publisher – John Wiley & Sons.
2. The restaurant from concept to operation by John Walker & Donaland. Publisher – John Wiley & Sons.
3. Food & Beverage Management by Bernard Davis & Hundberg & Sally Stone. Publisher – Heinemann publications.

**BAR MANAGEMENT PRACTICAL**

1. Compiling a alcoholic beverage list
2. Service of Wires.
3. Service of spirits.
4. Service of Specality coffee.
5. Service of Liquors.
6. Service of Mocktails.
7. Service of Cocktail.
8. Bar tending procedures..

- REF. BOOK PRACTICAL :** **Food and beverage service by Dennis Lilicrap & John cousins.**  
**Publisher – ELBS.**

## **ELECTIVE I - A**

### **FOOD SAFETY & MICROBIOLOGY**

#### **UNIT –I**

Safety : Importance of safety – Accidents from structural inadequacies – Accidents from improper placement of equipment in spaces – Accidents due to nature and behavior of people at work – Accidents from improper selection, installation, maintenance and storage of equipment – Safety procedure – Training – Safety engineering – Enforcement of safety – Safety education.

#### **UNIT –II**

Introduction to microbiology: Relation of microbiology to hygiene – classification of micro – organisms. Factors affecting the growth of micro – organism.

Bacteria: Morphology –size, shape structure, reproduction, beneficial and harmful effect of bacteria.

Yeast: Morphology – size, shape, structure, reproduction, beneficial and harmful effect of yeast.

Mold: classification – Rhizopus, Mucor, Aspergillus, Penicillium, reproduction.

#### **UNIT –III**

Food hygiene & General hygiene : Introduction – types of food contamination – food contamination in meat, poultry, game, raw vegetables & fruits, cereals, dairy products, fish – shellfishes –destroying micro – organisms in food.

#### **UNIT – IV**

Food – borne infection & diseases: food poisoning by micro – organism.

Food intoxication: Botulism – Organism, toxin, foods involved, diseases caused.

Prevention of outbreaks. Staphylococcus intoxication – exenterotoxin, foods involved, prevention of outbreaks. Mycotoxins – Aflatoxin its significance in food.

Food infection: Salmonellosis – source of salmonella, foods involved, prevention of outbreaks. Clostridium perfringens gastroenteritis – foods involved, prevention of outbreaks. Enteropathogenic Escherichia coli, Shigellosis – effect.

#### **UNIT – V**

Food hygiene regulation: Equipment – requirement for food premises – food safety Act – Offence.

Food sanitation, control & inspection: Inspection of drinking water, plant water, sewage water, equipment, cleaning, sanitizing.

HACCP: Health analysis – critical control points, health of employees.

#### **REFERENCE TEXT:**

1. Managing Food Hygiene – Nicholas Johns – Macmillan Publication 1991.
2. Food Microbiology – W.C. Frazier / D.C. Westhoff – MacGraw Hill 1978.
3. Catering Management An Integrated Approach – Mohini Sethi, Surjeet Malhan – New Age International.

## **ELECTIVE II – A FOOD SERVICE FACILITIES PLANNING**

### **UNIT-I**

Food service facilities planning: Introduction, Design & layout.  
Planning: Characteristics, scope, objectives, facilitating production, materials handling, space utilization, maintenance and cleaning, cost control, investment in equipment; labour utilization, supervision, flexibility.

### **UNIT-II**

The planning process: Preliminary planning information, prospectus, commissioning planners, developing the concept, equipment requirements, space requirements, developing preliminary plans, preparation of final plans, preparing specifications, bidding & awarding contracts, constructions. Preparing the prospectus: Importance, customer & user characteristics, development of the menu, service, atmosphere, operational characteristics. The feasibility study: Importance, the market survey, site analysis, cost estimates, operating capital, projected income.

### **UNIT-III**

Functional planning: Functions, concepts of flow, functional requirements, receiving, storage, preparation, cooking, baking, serving, dishwashing, pot & pan washing, waste disposal, other requirements.

Planning the atmosphere: Atmosphere & mood, color, lighting, acoustics, noise and music, climate control, furnishings, exterior design, advertising & public relations.

### **UNIT-IV**

Work place design: Developing work places, work place environment, concepts of motion economy, materials handling, designing safe work places.  
Equipment requirements: Methods, equipments check list, broilers, griddles, ovens, ranges, steam-jacketed kettles, steamers, ware washing equipments. Waste disposals, equipment selection.

### **UNIT-V**

Space requirements: Introduction, space estimates, total facility size, dining areas, production areas, space calculations, receiving area, storage areas, serving areas dining areas.

Layout facilities: Space arrangement, flow, other criteria for layout, layout configurations, relationship charts for layout, layout guides, layout of storage areas, layout of main cooking areas, layout of preparation areas, layout of serving areas, layout of dishwashing areas.

### **REFERENCE TEXT:**

1. How to Plan & Operate a Restaurant - Dukas.P - Hayden book Co.
2. Profitable Food & Beverage Management Planning - Green E.F., Drake G.G. and Sweeney F.J -- Hayden book Co.

3. Financial Management for the Hospitality Industry - Caiman M.M - Cbt Publishing Co.
4. Quantity Food Production, Planning & Management - Knight.J and Kotschevar L.H - CBI Publishing Co.
5. Sound, Noise & Vibration Control - Yerges L.F - Van Nostrand Reinhold.
6. Work Analysis and Designs for Hotels, Restaurants & Institutions - Kazarian E.A - AVI Publishing Co.
7. A Modern Guide to Food Service Equipments - Avery A.C - CR1 Publishing Co.
8. Food Service Planning: Equipment & Layout - Kotschevar I.h & Terrell.M.E - John Willey & Sons.
9. Systematic Layout Planning - Muther. R - Cahners Publishing Co
10. Food Service Facilities Planning - Edward A. Kazarian - Van Nostrand Reinhold.

### **ELECTIVE III – A HUMAN RESOURCE MANAGEMENT**

#### **UNIT-I**

Human Resource Management - Meaning, nature, scope, and objective - Functions of Human Resource Department - The role of HR Manager - Organization of HR Department - HR policies & procedures.

#### **UNIT-II**

Manpower planning - Concept, organization & practice, Manpower planning techniques - Short term and long term planning.  
Recruitment & Selection - Job analysis - Description - Job specification - Selection Process - Tests & Interviews—Placement & Induction.

#### **UNIT-III**

Performance appraisal - Job evaluation & merit rating - Promotion - Transfer and demotion - Human relations - Approaches to good human relations - Job satisfaction - morale and discipline - Labour turnover - Punishment

#### **UNIT-IV**

Wages and salary administration - Development Sound Compensation structure. Direct & Indirect costs, Fringe benefits, CTC (Cost to Company) Concepts & its implications - Regulatory provisions - Incentive system - Labour welfare and social security - Safety, health & security - retirement benefits to employees.

#### **UNIT-V**

Industrial relations - Trade unionism - Grievance handling - Developing Grievance Handling System - Managing conflicts - Collective bargaining and workers participation.

#### **REFERENCE TEXT**

1. Personnel Management - C.B.Mamoria - Himalaya Publishing House.
2. Personnel Management in Indian Organizations - Pramod Verma.
3. Personnel Management - Edwin B.Flippo - Tata McGraw Hill.
4. Personnel Management & Industrial Relations - Tripathi - Sultan Chand & Sons.