

# FACULTY OF SCIENCES

## SYLLABUS

### FOR

# DIPLOMA COURSE IN FOOD & BEVERAGE (ONE YEAR & SIX MONTHS) (SEMESTER I-II)

Examinations: 2019 - 20



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## GURU NANAK DEV UNIVERSITY AMRITSAR

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Diploma in Food and Beverage (Semester System)  
(One Year & Six Months)

**SCHEME**

**SEMESTER-I**

Sr.No.	Subject	Distribution of Time			Distribution of Marks			
		Hours per week			Time of Examination			
		TH.	PR.	Total	TH.	HRS.	PR.	HRS.
1.	Food & Beverage Service-I	6	10	16	50	3	75	6
2.	Food & Beverage Service-II	6	8	14	50	3	75	6
3.	Business Communication	2		2	25	2		
4.	Hygiene & Sanitation	2		2	25	2		
5.	*Computer Awareness		01	01				
	<b>Total</b>	<b>16</b>	<b>19</b>	<b>35</b>	<b>150</b>		<b>150</b>	

**Grand Total : 300**

**SEMESTER-II**

Sr. No.	Subject	Distribution of Time			Distribution of Marks			
		Hours per week			Time of Examination			
		TH.	PR.	Total	TH.	HRS.	PR.	HRS.
1.	Food & Beverage Service-I	6	10	16	50	3	75	6
2.	Food & Beverage Service-II	6	8	14	50	3	75	6
3.	Business Communication	2		2	25	2		
4.	Hygiene & Sanitation	2		2	25	2		
5.	*Computer Awareness		01	01				
	<b>Total</b>	<b>16</b>	<b>19</b>	<b>35</b>	<b>150</b>		<b>150</b>	

**Grand Total :300**

**\*Note: This paper carries no marks.**

**Duration of Course:** One Year and Six Months in Hotel Training.

2  
Diploma in Food and Beverage (Semester-I)  
(One Year & Six Months)

**FOOD & BEVERAGE SERVICE-I  
(THEORY)**

**Time: 3 Hrs.**

**Max. Marks: 50**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

**Brief Knowledge of:**

- a) Development of catering industry, job prospects and careers in the catering industry.
- b) Different types of catering establishments.
- c) Relationship of the waiter with i) Customer, ii) Kitchen, and iii) Management.

**SECTION-B**

**Brief Description and Correct Uses of:**

- a) Different types of cutlery, crockery, silverware, flatware, halloware and glassware used in a standard catering establishment.
- b) Different types of equipment Baine Marie, plate warmer, hot plates, microwave oven, ice cream machine, coffee machine, ice cube machine side boards, dish washing machine, glass, washing machine.
- c) Special equipment Nut cracker, grape scissors, Oyster service, caviar, lobsters, snails, cheese. Cigar cutters, wine bottle openers, gueridon equipment.
- d) Different types of restaurant linen, exchange and requisition systems.

**SECTION-C**

Preparation of the restaurant Mis-en-place & mis-en-scene, rules for laying of table and waiting. Using tips for Food/Beverage service. Restaurant vocabulary English and French.

**SECTION-D**

**Various Forms of a Meal Courses:**

Hors d' oeuvres, Potage, Poisson, Entree, Releve (main) Sorbet, Roti, Legumes, Entreme, Savoury, Desserts and cafe.

Table Sauce accompaniments/garnishes:

Meals and Menu planning Different types of Menus (a) Table d'hote, (b) A'la carte, (c) State Banquets, (d) Buffet cold/hot spread, for various types of function.

3  
Diploma in Food and Beverage (Semester-I)  
(One Year & Six Months)

**FOOD & BEVERAGE SERVICE-I  
(PRACTICAL)**

**Time: 6Hrs.**

**Max. Marks: 75**

**Note: Paper will be set on the spot by the Examiner.**

Hygienic handling of cutlery, crockery, glassware and trays.

Laying and relaying of table cloth during and before meals.

Correct use of waiter's cloth, runners, Napkins and Napkin foldings.

Mise-en-scene and Mis-en-place for various types of meals and menus.

Correct handling and practice of service spoons and service forks, silver service.

Serving and clearing of a meal (course by course).

Table d'hote menus, laying for cover and service for lunch and dinner, preparation & service of tea, black coffee, cona coffee, espresso coffee.

**FOOD & BEVERAGE SERVICE-II  
(THEORY)**

**Time: 3 Hrs.**

**Max. Marks: 50**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Simple methods of restaurant sales, controls - K.O.T. flow and billing. Computerized order taking and billing.

**SECTION-B**

**Breakfast** - English, American, Continental and Indian Breakfast (laying & service). Ice creams/Sundaes! Shakes Different types and their service.

**SECTION-C**

**Knowledge** – Buffet, Layout, Display & Service

Banquets, inquiry forms, sitting space, seating arrangements, service formalities, toast procedures.

**SECTION-D**

**Room Service** – Centralized and decentralized Room service of breakfast, snacks, lunches, dinner, Beverages alcoholic or non-alcoholic, Room Service flow chart.

Bar layout, operation and licensing.

**FOOD & BEVERAGE SERVICE-II**  
**(PRACTICAL)**

**Time: 6 Hrs.**

**Max. Marks: 75**

**Note: Paper will be set on the spot by the Examiner.**

- Service and accompaniments of special dishes smoked salmon, caviar, asparagus, grape fruit, antichoke, melon, cheese, fresh fruits.
- Service of breakfast English, Continental and Indian. (for Restaurant Room Service)
- Service of hot beverages Tea, Coffee & Coco.
- Pantry and Still room operation.
- Layout and service of small tea parties and buffets.
- Laying and service of banquets.

6  
Diploma in Food and Beverage (Semester-I)  
(One Year & Six Months)

**BUSINESS COMMUNICATION  
(THEORY)**

**Time: 2 Hrs.**

**Max. Marks: 25**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Introduction, Definition, objectives of effective communication.

**SECTION-B**

Principles of effective communication and the importance of good communication.

**SECTION-C**

Types of communication-formal, informal, verbal, written, horizontal, vertical.

**SECTION-D**

Communication with guest and Body language.

**HYGIENE & SANITATION  
(THEORY)**

**Time: 2Hrs.**

**Max. Marks: 25**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Role of Hygiene in Food Service and Dish washing areas, care of premises and equipment.

**SECTION-B**

Personal hygiene, care of skin, hand and feet. Food handlers hygiene, protective clothing.

**SECTION-C**

Dishwashing methods, manual and machine dish washing merits and demerits.

**SECTION-D**

Garbage disposal different methods advantage and disadvantages.

Pest Control Rodents and insect control techniques, special stress on control of flies, rats and cockroaches.



**COMPUTER AWARENESS**

**Note: This paper carries no marks.**

Computer fundamentals

Information concepts and processing

Elements of a computer processing system

Hardware, features and uses

Input/output devices

Software concept

Diploma in Food and Beverage (Semester-II)  
(One Year & Six Months)

**FOOD & BEVERAGE SERVICE-I  
(THEORY)**

**Time: 3 Hrs.**

**Max. Marks: 50**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Different forms of service Russian American, French, Indian and English.

**SECTION-B**

Staff organization of F&B Dept, and inter & intra departmental coordination.

Significance of pantry & still room in F&B operation, Functions of pantry and sections of pantry.

**SECTION-C**

Silver polishing methods (a) Polivit method, (b) Plate powder, (c) Burnishing method

Kitchen stewarding. Board specifications of light and heavy duty equipment, Restaurant, Pantry and Still room equipment.

**SECTION-D**

**Modern Trends in the Hotel and Catering Industry:**

- Hotels
- Fast Food outlets
- Adventure Tourism
- Theme Restaurants
- Welfare Catering

10  
Diploma in Food and Beverage (Semester-II)  
(One Year & Six Months)

**FOOD & BEVERAGE SERVICE-I  
(PRACTICAL)**

**Time: 6 Hrs.**

**Max. Marks: 75**

**Note: Paper will be set on the spot by the Examiner.**

Receiving and seating the guests, presenting menu cards and taking the order from guests and writing of KOT.

Passing the order to the Kitchen & pickup.

Making and presentation of a bill.

Organizing parties and functions Buffets & Banquets.

Indian and Chinese food service procedures.

Daily briefing and system of tips distribution.

**FOOD & BEVERAGE SERVICE- II  
(THEORY)**

**Time: 3 Hrs.**

**Max. Marks: 50**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

**Wine** – Definition, making and classifications of wines, wine quality and labeling.

Wine trade terms main wine producing countries, wine brand names. Services of red, white and sparkling wines, fortified wines, Aperitifs.

**SECTION-B**

**Spirit**– Whiskey, rum, brandy, gin, vodka and their famous brands.

**Liqueurs** – Different types with their predominant flavorings and famous ten brands.

**SECTION-C**

**Cocktails** – Classification, rules of making cocktail and recipe of 50 cocktails.

**SECTION-D**

**Beer** – Manufacture, service, storage types and brands of beer.

Dispensing of spirits.

Storage of alcoholic beverages and cellar management.

Tobacco-cigars, cigarettes and its brand and strength.

12  
Diploma in Food and Beverage (Semester–II)  
(One Year & Six Months)

**FOOD & BEVERAGE SERVICE- II  
(PRACTICAL)**

**Time: 6 Hrs.**

**Max. Marks: 75**

**Note: Practical paper will be set on the spot by the Examiner.**

1. Wine service Taking the order, presenting the bottle, opening of cork and service of red, rose, white and sparkling wines.
2. Service of cocktails and liqueurs. Service of beer.
3. Preparation and service of certain gaeridon dishes Crepe suzette, Banana au Rum, peach flambe, pepper steak, steak drane.
4. Service of cigars and cigarettes.
5. Different types of salad dressings.

13  
Diploma in Food and Beverage (Semester-II)  
(One Year & Six Months)

**BUSINESS COMMUNICATION  
(THEORY)**

**Time: 2 Hrs.**

**Max. Marks: 25**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Essentials of good business letter and types of letters Official, D.O.

**SECTION-B**

Letter writing Circular, Memo, Notice, U.O. Note.

**SECTION-C**

Applications Bio-data (C.V.) covering letter, Invitations, Greetings, Apologies.

**SECTION-D**

Use of telephone, fax, taking telephonic orders, telephone etiquettes.

**HYGIENE & SANITATION  
(THEORY)**

**Time: 2 Hrs.**

**Max. Marks: 25**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Food Poisoning Causative factor and the precautions to be taken by food handlers.

**SECTION-B**

Food Storage Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.

**SECTION-C**

Municipal health laws.

**SECTION-D**

Golden rules of first aid and treatment for cuts, wounds, burns.

**COMPUTER AWARENESS**

**Note: This paper carries no marks.**

Application of computers with reference to hotel operations, processing of table orders and computerized billing.