

Syllabus on Vocational Education and Training Course (VTC)

Paper Title	: Food and Beverage Services - I							
CODE	: VTC: 244.1							
Number of Credits	: 4							
Semester	: III							
No. of Theory Hours Per Week	: One (1 hour)							
No. of Practical Hours per Week	: Three (3 Hours)							
Outline of the Paper:								
Type of Course	Units in the VTC	Hours	Credits	Total Marks	Distribution of Marks (as per OC-8)			
Food and Beverage Services - I	Unit-I Theory (25 Marks)	15	4	100	In-Semester		End-Semester	
					Theory	Practical	Theory	Practical
	Unit-II to IV Theory (75 Marks)	90						15
Marks Distribution	: Internal Assessment: 40 : External Assessment: 60							
Course Objectives	<ol style="list-style-type: none"> To familiarize students with the Food & Beverage industry, its core/ancillary Departments, and the basic technical skills needed to work. 							
Course Learning Outcome	At the end of the course students are able to: <ol style="list-style-type: none"> describe an overview of food and beverage service and its ancillary departments. identify the organizational structure of the Food and Beverage Department assess the working procedures and use the skills required in managing these departments. devise food and beverage service operations. 							
Unit I: (Theory) 15 Hours	The Hotel & Catering Industry: <ul style="list-style-type: none"> Introduction to the Hotel Industry Role of catering establishment in the travel/tourism industry Introduction to the Food and Beverage Industry Types of catering establishments 							
UNIT-II: (Practical) 30 Hours	Departmental Organization and Staffing: <ul style="list-style-type: none"> Introduction to Food & Beverage Operations Organization of F&B department of hotel Job Descriptions & Job Specifications of F& B Service Staff Competencies and Basic Etiquette of F& B Service Staff Attitude & Attributes of Food & Beverage Personnel Inter-departmental coordination 							
UNIT-III: (Practical) 30 Hours	Food & Beverage Service and Ancillary Departments <ul style="list-style-type: none"> Food Service areas – Induction & Profile of the areas Ancillary F&B Service areas – Induction & Profile of the areas Restaurant, Coffee Shop, Room Service, Bars, Banquets, 							

	<p>Discotheques</p> <ul style="list-style-type: none"> • Still Room, Pantry, Grill Room, Snack Bar, executive lounges, business centers & Night Clubs etc. • Mise -en- scene & Mise-en-place: Dusting, vacuuming, arranging tables and chairs • Linen replenishment, accompaniments, condiments, sideboard • Usage and understanding of French hospitality terminology
<p>UNIT-IV: (Practical) 30 Hours</p>	<p>Basic Technical Skills:</p> <ul style="list-style-type: none"> • Holding Service Spoon & Fork, Carrying a Tray / Salver, Laying a Table Cloth, Changing a Table Cloth during service, Welcoming and seating of Guest, Interaction with guest on arrival at the restaurant, Placing meal plates & Clearing soiled plates, • Stocking Sideboard, Using Service Plate & Crumbing Down, • Practice of different serviette folds. • Service of Water
<p>Suggested Readings</p>	<ol style="list-style-type: none"> 1. Andrews, Sudhir, Food & Beverage Service Training Manual, Tata McGraw Hill, New Delhi. 2. Cousins John A. & Andrew Durkan, The Beverage Book, Hodder Arnold H&S Publication. 3. Dhawan, Vijay, Food & Beverage Service, Frank Bros Publication, New Delhi. 4. Lillicrap Dennis, Cousins John & Smith Robert, Food & Beverage Services, Hodder & Stoughton Educational, London.
<p>Requirements</p>	<ul style="list-style-type: none"> • Food & Beverage (F&B) Training Lab • Computer Lab • Demonstration Area • Service Areas • Ancillary Areas • Housekeeping Tools • Skill Development Stations • Mock Restaurant • Setup Resources • Practice Equipment: Trays, salvers, tablecloths, service plates, and cutlery for hands-on practice. • Instructional Videos: Visual guides demonstrating proper techniques for various service skills. • Serviette Folding Samples: Examples of different serviette folds for students to practice and master. • Any other item as required
<p>Qualified Instructors</p>	<ul style="list-style-type: none"> • Experienced professionals from the hotel and catering industry to provide both theoretical knowledge and

	<p>practical training</p> <ul style="list-style-type: none">• Collaborations with local hotels and catering companies for internships, field visits, and hands-on training opportunities.
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Paper Title	: Food and Beverage Services -II								
CODE	: VTC: 264.1								
Number of Credits	: 4								
Semester	: IV								
No. of Theory Hours Per Week	: One (1 hour)								
No. of Practical Hours per Week	: Three (3 Hours)								
Outline of the Paper:									
Type of Course	Units in the VTC	Hours	Credits	Total Marks	Distribution of Marks (as per OC-8)				
Food and Beverage Services - II	Unit-I Theory (25 Marks)	15	4	100	In-Semester		End-Semester		
					Theory	Practical	Theory	Practical	
	Unit-II to IV Theory (75 Marks)	90			25				
						15		60	
Marks Distribution	: Internal Assessment: 40 : External Assessment: 60								
Course Objectives	1. To acquaint students with the Food & Beverage Services methods, equipment, and table/trolley laying procedures.								
Course Learning Outcome	At the end of the course students are able to: 1. identify and maintain different types of equipment used in food and beverage service 2. describe the different methods of care and maintenance of Food and Beverage Service Equipment 3. identify the types of meals, service and table layout. 4. demonstrate the table/ tray and trolley cover set up.								
Unit I: (Theory) 15 Hours	Food & Beverage Service Equipment <ul style="list-style-type: none"> • Cutlery • Crockery • Glassware • Flatware • Hollowware • Other equipment used in F&B Service 								
UNIT-II: (Practical) 30 Hours	Care & Maintenance of F&B Equipment <ul style="list-style-type: none"> • Cleaning/polishing of EPNS items by: <ul style="list-style-type: none"> - Plate Powder method - Polivit method - Silver Dip method - Burnishing Machine • Cleaning & polishing glassware • Cleaning & polishing brassware 								
UNIT-III: (Practical) 30 Hours	Food & Beverage Service Methods <ul style="list-style-type: none"> • Types of Meals • Brunch, Lunch, Afternoon tea, Hi-Tea, Dinner, Supper 								

	<p>and others.</p> <ul style="list-style-type: none"> • Table Service-Silver/English, Family, American, • Butler/French, Russian, Self Service-Buffer & Cafeteria, • Specialized Service-Gueridon, Tray, Trolley, Lounge, Room, etc., • Single Point Service-Take Away Vending, Kiosks, Food Courts & Bars, Automates • Tea & Coffee– Preparation & Service • Service of Dessert (Fresh Fruit & Nuts) • Types of Table layouts for banquets
<p>UNIT-IV: (Practical) 30 Hours</p>	<p>Table Lay-Up and Service</p> <ul style="list-style-type: none"> • Task-01: A La Carte Cover • Task-02: Table d’ Hote Cover T • Task-03: English Breakfast Cover • Task-04: American Breakfast Cover • Task-05: Continental Breakfast Cover • Task-06: Indian Breakfast Cover • Task-07: Afternoon Tea Cover • Task-08: High Tea Cover <p>Tray/Trolley Set-Up & Service</p> <ul style="list-style-type: none"> • Task-9: Trolley Tray Breakfast set up and service for rooms • Task-10: Room Service Trolley Setup • Task-11: Room Service Amenities Set-up In Rooms
<p>Suggested Readings</p>	<ol style="list-style-type: none"> 1. Andrews, Sudhir, Food& Beverage Service Training Manual, Tata McGraw Hill, New Delhi. 2. Dhawan, Vijay, Food & Beverage Service, Frank Bros Publication, New Delhi. 3. John A. Cousins & Andrew Durkan, The Beverage Book, Hodder Arnold H&S Publication. 4. Lillicrap Dennis, Cousins John & Smith Robert, Food & Beverage Services, Hodder & Stoughton Educational, London.
<p>Requirements</p>	<p>Classroom Facilities:</p> <ul style="list-style-type: none"> • Training and Service Manuals • Recipe Books • Instructional Videos • Display Room • Equipment Lab • Cleaning Stations • Cleaning Supplies • Mock Restaurant • Specialized Service Stations • Table Setup Area • Room Service Setup • Cover Layout Guides

	<ul style="list-style-type: none"> • Trolley and Tray Equipment <p>Any other as and when required</p> <p>Industry Partnerships</p> <ul style="list-style-type: none"> • Collaborations with local hotels and catering businesses for internships, field trips, and hands-on training.
Qualified Instructors	<ul style="list-style-type: none"> • Instructors with experience in Food and Beverage Services and teaching. • Certifications or relevant qualifications in Food and Beverage Services

Paper Title	: Food and Beverage Services -III							
CODE	: VTC: 364.1							
Number of Credits	: 4							
Semester	:VI							
No. of Theory Hours Per Week	: One (1 hour)							
No. of Practical Hours per Week	: Three (3 Hours)							
Outline of the Paper:								
Type of Course	Units in the VTC	Hours	Credits	Total Marks	Distribution of Marks (as per OC-8)			
Food and Beverage Services - III	Unit-I Theory (25 Marks)	15	4	100	In-Semester		End-Semester	
					Theory	Practical	Theory	Practical
	Unit-II to IV Theory (75 Marks)	90	4	100		15		60
Marks Distribution	: Internal Assessment: 40 : External Assessment: 60							
Course Objectives	1. To acquaint students with menu planning, room service, and service of alcoholic and non-alcoholic beverages.							
Course Learning Outcome	At the end of the course students are able to: 1. plan a menu planning, cover, accompaniments & food and beverage service 2. explain the principles, layout, and setup of room service 3. create services for non-alcoholic beverages 4. devise services for alcoholic beverages.							
Unit I: (Theory) 15 Hours	Menu Planning <ul style="list-style-type: none"> • Origin of Menu, Objectives of Menu planning • Types of Menu, Courses of French Classical Menu-Sequence, Examples from each course, Cover of each course, French Names of dishes • Classical Foods & its Accompaniments with Cover • Special Food Service - Cover, Accompaniments & Service • Necessity and functions of a control system, F&B Control cycle & monitoring • Practice of menu compilation in French 							
UNIT-II: (Practical) 30 Hours	Room Service <ul style="list-style-type: none"> • Introduction, General principles, Pitfalls to be avoided, Cycle of Service, Scheduling and staffing, Room service menu planning, Forms & formats, Order taking, Thumbrules, Suggestive selling, Breakfast cards • Layout and setups of common meals • Use of technology for better room service and time management • Billing methods- Duplicate & Triplicate System, KOTs & 							

	<p>BOT's. Computerized KOT's</p> <ul style="list-style-type: none"> • Preparing KOT and presenting Bill to the guest • Procedure for Service of a Meal
<p>UNIT-III: (Practical) 30 Hours</p>	<p>Non- Alcoholic Beverages</p> <ul style="list-style-type: none"> • Classification (Nourishing, Stimulating and Refreshing beverages), • Tea- Origin & Manufacture, Types & Brands, • Coffee-Origin & Manufacture, Types & Brands, • Juices and Soft Drinks, Mocktails& Recipe of popular mocktails • Cocoa & Malted Beverages - Origin & Manufacture • Service of Juices, Soft Drinks, and Mocktails • Service of Cocoa & Malted Beverages
<p>UNIT-IV: (Practical) 30 Hours</p>	<p>Alcoholic Beverage</p> <ul style="list-style-type: none"> • Introduction and definition • Classification • Beer • Spirits (Whisky, Rum, Gin, Brandy, Vodka, Tequila) • Wines • Identification of different types of glassware and wine bottles from different regions. • Practicing menu compilation with wines to match the course and service of the same • Service of white, sparkling, old red, and rose wine. • Reading a wine label
<p>Suggested Readings</p>	<ol style="list-style-type: none"> 1. Andrews, Sudhir, Food& Beverage Service Training Manual, Tata McGraw Hill, New Delhi. 2. Dhawan, Vijay, Food & Beverage Service, Frank Bros Publication, New Delhi. 3. John A. Cousins & Andrew Durkan, The Beverage Book, Hodder Arnold H&S Publication. 4. Lillcrap Dennis, Cousins John & Smith Robert, Food & Beverage Services, Hodder & Stoughton Educational, London.
<p>Requirements</p>	<p>Room Service</p> <ul style="list-style-type: none"> • Room Service Training Lab. • Computer Lab Resources: • Room Service Manuals • Technology Tools • Billing Systems • Role-Playing Materials <p>Non-Alcoholic Beverages</p> <ul style="list-style-type: none"> • Beverage Lab. • Demonstration Area

	<ul style="list-style-type: none"> • Beverage Manuals • Recipe Books • Service Equipment <p>Alcoholic Beverages</p> <ul style="list-style-type: none"> • Bar Training Lab • Wine Cellar • Alcoholic Beverage Manuals • Glassware and Bottle Identification • Wine Pairing Guides • Role-Playing Materials <p>Any other item as required</p>
Qualified Instructors	<ul style="list-style-type: none"> • Experienced professionals from the food and beverage industry to provide expert guidance and training. • Certifications or relevant qualifications in Food and Beverage Services