

# **PROGRAM: Certificate Course in Food & Beverage Service**

**(A.Y. 2025-26)**

**School Code: 01**  
**Program code: 03**

**Semester- 1<sup>st</sup>**

**Syllabus for theory and practicals**

<b>School Name: School of Hotel and Tourism Management</b>			
<b>Program- Certificate Course in Food &amp; Beverage Service</b>			<b>Semester-1<sup>st</sup></b>
<b>Course Name- Basics of Food Service</b>			
<b>A.Y 2025-26</b>	<b>Course Code-C030324101</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 50 (MM)</b>
<b>Total Teaching Hours-30</b>	<b>Total Credits-02</b>		<b>ESE Marks-50 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b>			
This course shall take the learner through the basic concepts of Food Service. At the end of this course, the student shall be able to identify the basic styles of service			
<b>Unit</b>	<b>Topics</b>		<b>No. of Teaching hours/ (Lecture)</b>
<b>Unit-1</b>	<b>Food Service Industry</b>		<b>Contact Hours: 6</b>
Chapter 1.1	Introduction to food Service industry In India		2
Chapter 1.2	The sector of food Service industry		1
Chapter 1.3	Types of restaurants and their characteristics		1
Chapter 1.4	Environmental factors influencing food service operation		1
Chapter 1.5	Employment opportunities		1
<b>Unit-2</b>	<b>Food and beverage staff of a hotel</b>		<b>Contact Hours: 06</b>
Chapter 2.1	Function of food and beverages department (food production, food & beverages service, support service)		2
Chapter 2.2	Organization of food and beverages service department		2
Chapter 2.3	Qualities required for food service staff		1
Chapter 2.4	Inter and intra department relationship		1
<b>Unit-3</b>	<b>Food &amp; beverage service equipment and their uses</b>		<b>Contact Hours: 06</b>
Chapter 3.1	Crockery and Glassware with their types and use		2
Chapter 3.2	Care and maintenance of f & b service equipment		2
Chapter 3.3	Linen, Furniture and special equipment used in the F&B service department		2
<b>Unit-4</b>	<b>Types of menu &amp; types of services in hotel industry</b>		<b>Contact Hours: 06</b>
Chapter 4.1	The introduction of different types of menus		2
Chapter 4.2	Styles of food service		2
Chapter 4.3	English, American, French, Waiter		1
Chapter 4.4	Gueridon, Tray, Self, Cafeteria, Russian		1

<b>Unit-5</b>	<b>Preparing the Restaurant -before and after the service</b>	<b>Contact Hours: 06</b>
Chapter 5.1	Mise-en-place and Mise-en-scene	<b>2</b>
Chapter 5.2	Points to be observed while laying the cover	<b>2</b>
Chapter 5.3	Cover laying the procedures prior to guest arrival, during the guest	<b>1</b>
Chapter 5.4	Types of cover	<b>1</b>
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>	
CO1	Introduction to food service industry	
CO2	Departments of f & b service and their functions.	
CO3	Food & beverage service equipment and their uses	
CO4	Types of menu & types of services in hospitality	
CO5	Preparing the restaurant before and after the restaurant	

**Textbooks:**

- Food and Beverage Service\_R. Singaravelavan Oxford second edition\_2020
- 2.Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes \_tenth edition \_ 2020

**Reference books:**

- 1.Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020
- 2. Food &beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

- 1.Different cutlery and crockery and their uses
- 2.Different types of menus and their cover
3. Preparing the restaurant before the service and after the service

**Assessment method:** (Continuous Internal Assessment = 50%, Final Examination = 50%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program-</b> Certificate Course in Food & Beverage Service			<b>Semester-1<sup>st</sup></b>
<b>Course Name-</b> Basics of Beverage Service			
<b>A.Y 2025-26</b>	<b>Course Code-C030324102</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 50 (MM)</b>
<b>Total Teaching Hours-30</b>	<b>Total Credits-02</b>		<b>ESE Marks-50 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b> This course shall take the learner through the basic concepts of Beverage Services. At the end of this course, the student shall be able to identify the basic styles of service.			
<b>Unit</b>	<b>Topics</b>		<b>No. of Teaching hours/ (Lecture)</b>
<b>Unit-1</b>	<b>Non-alcoholic beverages and services</b>		<b>Contact Hours: 06</b>
Chapter 1.1	History of Alcohol, Classification: Stimulating, Energizing, Refreshing		2
Chapter 1.2	Different Types of Brands		2
Chapter 1.3	Different types of Service		2
<b>Unit-2</b>	<b>BAR Service and its operation</b>		<b>Contact Hours: 06</b>
Chapter 2.1	Different types of bars		2
Chapter 2.2	Pubs Lounge bar		2
Chapter 2.3	Dispense bar, Wine bar,		2
<b>Unit-3</b>	<b>Cocktails and their services</b>		<b>Contact Hours: 06</b>
Chapter 3.1	History of cocktails		2
Chapter 3.2	Components of cocktail		2
Chapter 3.3	Cocktail and their base		1
Chapter 3.4	Flavorings colorings and sweetening		1
<b>Unit-4</b>	<b>Mocktails and their services</b>		<b>Contact Hours: 06</b>
Chapter 4.1	History, Components of mocktails		2
Chapter 4.2	Classic style of drink		2
Chapter 4.3	Developing a new mocktail		1
Chapter 4.4	Garnish of drink		1
<b>Unit-5</b>	<b>Introduction to beer</b>		<b>Contact Hours: 06</b>

Chapter 5.1	History and Classification of beer	2
Chapter 5.2	Service of beer	2
Chapter 5.3	Storage	1
Chapter 5.4	Different types of Brands	1
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>	
CO1	Define and classify different alcoholic and non-alcoholic beverages.	
CO2	Differentiate different beverages on the menu.	
CO3	Match wines with Indian & International food items	
CO4	Define and classify different Mocktails	
CO5	Define and classify different Beer	

**Textbooks:**

- . Food and Beverage Service\_R. Singaravelavan Oxford second edition\_2020
- 2.Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes  
\_tenth edition\_2020

**Reference books:**

- 1.Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020
- 2. Food &beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

- 1.Different types of non-alcoholic beverages
- 2.Different types of menus and their cover
3. Preparing the restaurant before the service and after the service

**Assessment method:** (Continuous Internal Assessment = 50%, Final Examination = 50%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program-</b> Certificate Course in Food & Beverage Service			<b>Semester-1<sup>st</sup></b>
<b>Course Name-</b> Basics of Bar & Banquet Management			
<b>A.Y 2025-26</b>	<b>Course Code-C030324103</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 50 (MM)</b>
<b>Total Teaching Hours-30</b>	<b>Total Credits-2</b>		<b>ESE Marks-50 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b> Objective this course aims to provide the practical knowledge and skills of bar operation and its management so that the learner can be capable of working skilfully. Learners will able to understand the setup of banquets, types of banquets			
<b>Unit</b>	<b>Topics</b>		<b>No. of Teaching hours/ (Lecture)</b>
<b>Unit-1</b>	<b>Types, classification of bar</b>		<b>Contact Hours: 06</b>
Chapter 1.1	Hotel Bar, Nostalgia Bar, Plastic Bar, The Specialty Bar, The Irish PUB		<b>2</b>
Chapter 1.2	The Cocktail Bar, The College Bar		<b>1</b>
Chapter 1.3	The Pub, Sports Bar		<b>1</b>
Chapter 1.4	The Vertically Challenged Bar		<b>1</b>
Chapter 1.5	The Neighborhood Dive,		<b>1</b>
<b>Unit-2</b>	<b>Service of alcoholic beverages</b>		<b>Contact Hours: 06</b>
Chapter 2.1	Service of wine & beer		<b>2</b>
Chapter 2.2	Service of spirits		<b>2</b>
Chapter 2.3	Service of Liqueur, & Cocktails		<b>2</b>
<b>Unit-3</b>	<b>FUNCTION CATERING</b>		<b>Contact Hours: 06</b>
Chapter 3.1	Banquets Types & Menu		<b>2</b>
Chapter 3.2	Types of function		<b>1</b>
Chapter 3.3	Service method		<b>1</b>
Chapter 3.4	Table plans (spacing, set up, banquet style setup)		<b>1</b>
Chapter 3.5	Function booking and organization		<b>1</b>
<b>Unit-4</b>	<b>Customer care and payment methods</b>		<b>Contact Hours: 06</b>
Chapter 4.1	Creating First Impressions		<b>2</b>

Chapter 4.2	Face to Face Interaction	1
Chapter 4.3	Sample Audit Checklist for Customer Service In Bar	1
Chapter 4.4	Modes of Payment in Bars	1
Chapter 4.5	Cash Handling Controls	1
<b>Unit-5</b>	<b>Supervisory function</b>	<b>Contact Hours: 06</b>
Chapter 5.1	Supervisory function in food service operation	1
Chapter 5.2	Service operation	1
Chapter 5.3	Allocation of table, handling tips, stock taking, requisition	2
Chapter 5.4	Sales analysis	1
Chapter 5.5	Break-even point calculations, training the staff, handling complaints	1
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>	
CO1	To understand the objective of bar, types of bars, bar area types of bar concept in modern culture	
CO2	Service of different alcoholic beverages	
CO3	Learners will able to understand about the banquet and types of banquets Function catering.	
CO4	How to do guest care and different method of payment, audit checklist	
CO5	Supervisory function in food service function	

**Textbooks:**

- Food and Beverage Service\_R. Singaravelavan Oxford second edition\_2020
- 2.Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes  
\_tenth edition\_2020

**Reference books:**

- 1.Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020
- 2. Food &beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

- 1.Different types of bars
2. Banquets Types & Menu, types of function
3. Allocation of table, handling tips, stock taking, requisition

**Assessment method:** (Continuous Internal Assessment = 50%, Final Examination = 50%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program-</b> Common Subject of Certificate Courses ( <b>Bakery &amp; Confectionery, Food production &amp; patisserie, and Food &amp; beverage service</b> )			<b>Semester-1<sup>st</sup></b>
<b>Course Name-</b> Hygiene, Nutrition & Sanitation*			
<b>A.Y 2025-26</b>	<b>Course Code-</b> C030124104	<b>Batch-</b> 2025-2026	<b>CIE Marks-</b> 50 (MM)
<b>Total Teaching Hours-</b> 30	<b>Total Credits-</b> 02		<b>ESE Marks-</b> 50 (MM)
<b>Type of Course-</b> Theory			<b>Total Marks-</b> 100 (MM)
<b>Course Objectives/Course Description</b> The aim of this syllabus designed is to provide the theoretical knowledge about the food Hygiene, nutrition and sanitation.			
<b>Unit</b>	<b>Topics</b>	<b>No. of Teaching hours/ (Lecture)</b>	
<b>Unit-1</b>	<b>Food Microbiology</b>	<b>Contact Hours: 06</b>	
Chapter 1.1	Introduction	2	
Chapter 1.2	Microorganism groups important in food microbiology- Viruses, Bacteria, Fungi (Yeast & Molds), Algae, Parasites	2	
Chapter 1.3	Factors affecting the growth of microbes	1	
Chapter 1.4	Beneficial Role of Microorganisms	1	
<b>Unit-2</b>	<b>Food Contamination</b>	<b>Contact Hours: 06</b>	
Chapter 2.1	Classification of Food	1	
Chapter 2.2	Contamination and cross-contamination	1	
Chapter 2.3	Spoilage of various food with the storing method	1	
Chapter 2.4	Hand-Washing Procedure	1	
Chapter 2.5	First Aid definition, types of cuts, wounds, lacerations with reasons and precautions.	2	
<b>Unit-3</b>	<b>Sanitary Procedure &amp; Safe Food Handler</b>	<b>Contact Hours: 06</b>	
Chapter 3.1	Receiving, Storage, Preparation, Cooking, Holding, and Service of The Food	1	
Chapter 3.2	Personal Hygiene discussing all the standards.	1	
Chapter 3.3	Hand-Washing Procedure	2	
Chapter 3.4	First Aid definition, types of cuts, wounds, lacerations with reasons and precautions.	2	
<b>Unit-4</b>	<b>Basic Aspects of Nutrition</b>	<b>Contact Hours: 06</b>	
Chapter 4.1	Definition of Food and Nutrition	1	
Chapter 4.2	Importance of Food- Physiological, Psychological and Social	1	

Chapter 4.3	Functions of food (in maintaining good health)	<b>1</b>
Chapter 4.4	Classification of nutrients- macro and micro nutrients Carbohydrates, Fats (saturated and unsaturated)	<b>1</b>
Chapter 4.5	Proteins (based on structure and composition), Water (functions, sources, Recommended Daily Allowance), Effect of deficiency and excess intake of -vitamins and minerals	<b>2</b>
<b>Unit-5</b>	<b>Different Nutrients and Their Functions</b>	<b>Contact Hours: 06</b>
Chapter 5.1	Macro Nutrients- Carbohydrates, Fats, Proteins, Water.	<b>2</b>
Chapter 5.2	Micro Nutrients- Vitamins, Minerals.	<b>1</b>
Chapter 5.3	Function, sources, excess, and deficiency of Nutrients.	<b>2</b>
Chapter 5.4	Recommended Daily Allowances (RDA) of Nutrients.	<b>1</b>
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>	
CO1	Understand Food Microbiology, Food Contamination and Spoilage	
CO2	To know sanitary procedure during food handling	
CO3	Understand the importance of personal hygiene	
CO4	Develop basic awareness of important nutrients	
CO5	To know nutritional requirements for human beings	

**Textbooks:**

- **Food Science, 2018** B Srilakshmi (Author)

**Reference books:**

- Food Science and Nutrition, 2023, Sunita Roy Chowdhury and Bani Tamber Aeri (Author).

**Assignment:**

1. **Food Contamination and Diseases.**
2. Different types of **Nutrition.**
3. Write the notes on microbiology.

**Assessment method:** (Continuous Internal Assessment = 50%, Final Examination = 50%)

<b>School Name:</b> Ability Enhancement for Common Subject from SGU basket			
<b>Program- Certificate/Undergraduate</b>			<b>Semester-1<sup>st</sup></b>
<b>Course Name-Professional Communication</b>			
<b>A.Y 2025-26</b>	<b>Course Code-</b> BSGUAE2404	<b>Batch-</b> <b>2025-2026</b>	<b>CIE Marks- 50 (MM)</b>
<b>Total Teaching Hours-30</b>	<b>Total Credits-02</b>		<b>ESE Marks-50 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b>			
This course is designed to give you a comprehensive view of communication, its scope and importance in business and the role of communication in establishing a favourable outside the firm environment, as well as an effective internal communications program.			
<b>UNIT</b>	<b>Topics</b>		<b>No. of Teaching hours/ (Lecture)</b>
<b>Unit-1</b>	<b>Concept of Communication</b>		<b>Contact Hours: 05</b>
Chapter 1.1	<b>Definition of Communication:</b> Understanding what communication is.		<b>2</b>
Chapter 1.2	<b>Elements of Communication:</b> Sender, message, medium, receiver, feedback.		<b>1</b>
Chapter 1.3	<b>Importance of Communication:</b> Why communication is crucial in personal and professional life.		<b>1</b>
Chapter 1.4	<b>Communication Process:</b> How communication works, including encoding, transmitting, and decoding		<b>1</b>
<b>Unit-2</b>	<b>Types of Communication</b>		<b>Contact Hours: 06</b>
Chapter 2.1	<b>Verbal Communication:</b> Speaking and listening.		<b>1</b>
Chapter 2.2	<b>Non-Verbal Communication:</b> Body language, facial expressions, gestures.		<b>2</b>
Chapter 2.3	<b>Written Communication:</b> Writing emails, reports, and other documents.		<b>1</b>
Chapter 2.4	<b>Visual Communication:</b> Using images, charts, and graphs to convey information.		<b>1</b>
Chapter 2.5	<b>Digital Communication:</b> Understanding communication via digital platforms like social media, email, and messaging apps		<b>1</b>
<b>Unit-3</b>	<b>Email Writing and Business Letters</b>		<b>Contact Hours: 06</b>
Chapter 3.1	<ul style="list-style-type: none"> <li>• <b>Email Writing:</b> <ul style="list-style-type: none"> <li>○ Structure of an email (subject line, salutation, body, closing).</li> <li>○ Professional language and tone.</li> <li>○ Email etiquette.</li> <li>○ Common mistakes to avoid.</li> </ul> </li> </ul>		<b>3</b>
Chapter 3.2	<ul style="list-style-type: none"> <li>• <b>Business Letters:</b> <ul style="list-style-type: none"> <li>○ Types of business letters (cover letters, inquiry letters, complaint letters, etc.).</li> </ul> </li> </ul>		<b>3</b>

	<ul style="list-style-type: none"> <li>○ Format and structure of business letters.</li> <li>○ Language and style for formal correspondence.</li> <li>○ Practical exercises in writing emails and business letters.</li> </ul>	
<b>Unit-4</b>	<b>Barriers to Communication</b>	<b>Contact Hours: 06</b>
Chapter 4.1	<b>Physical Barriers:</b> Noise, distance, and environmental factors.	<b>1</b>
Chapter 4.2	<b>Psychological Barriers:</b> Stress, emotions, and perceptions.	<b>1</b>
Chapter 4.3	<b>Language Barriers:</b> Differences in language and vocabulary.	<b>1</b>
Chapter 4.4	<b>Cultural Barriers:</b> Different cultural backgrounds and norms.	<b>1</b>
Chapter 4.5	<b>Organizational Barriers:</b> Hierarchies, rules, and regulations within organization	<b>2</b>
<b>Unit-5</b>	<b>Application of Communication Skills</b>	<b>Contact Hours: 07</b>
Chapter 5.1	Presentation and Interviews - Speeches - Customer Care/Customers Relations - Public Relations	<b>1</b>
Chapter 5.2	Overcoming Communication Barriers	<b>1</b>
Chapter 5.3	<b>Strategies for Effective Communication:</b> Clear messaging, active listening, and feedback.	<b>1</b>
Chapter 5.4	<b>Improving Verbal and Non-Verbal Skills:</b> Practice and techniques.	<b>1</b>
Chapter 5.5	<b>Cultural Sensitivity:</b> Understanding and respecting cultural differences.	<b>1</b>
Chapter 5.6	<b>Technological Aids:</b> Using technology to enhance communication	<b>1</b>
Chapter 5.7	<b>Practical Exercises:</b> Role-playing, group discussions, and case studies.	<b>1</b>
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>	
CO1	Communicate effectively in a corporate setting and otherwise	
CO2	Overcome the varied obstructions to communication and be an adept listener	
CO3	Display effective interpersonal communication, maintaining the decorum of the settings	
CO4	Have hands-on writing business letters and expertise in drafting technical documents	
CO5	Deliver effective presentations in professional environment, tackle group discussions and face interviews	

**Textbooks:**

Business Communication: By P.D Chaturvedi

Business Communication: By Shirley and Taylor

**Reference books:**

Business Communication: Building Critical Skills by Kitty O. Locker, Stephen Kyo Kaczmarek, , Publisher: Irwin/McGraw-Hill

**Assignment:** Business Letters: Barriers to Communication. E.Mail writing.

**Assessment method:** (Continuous Internal Assessment = 50%, Final Examination = 50%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program- Certificate Course in Food &amp; Beverage Service</b>			<b>Semester-1<sup>st</sup></b>
<b>Course Name- Basics of Food Service Lab</b>			
<b>A.Y 2025-26</b>	<b>Course Code- C030324151</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 60 (MM)</b>
<b>Total Teaching Hours-150</b>	<b>Total Credits-5</b>		<b>ESE Marks-40 (MM)</b>
<b>Type of Course- Practical</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b> This syllabus designed aims to provide skilled and practical knowledge of food service, handling the equipment, laying and relaying table.			
<b>Sr. No.</b>	<b>Topics</b>		<b>No. of Teaching hours/ Practical (150)</b>
<b>Practical -1</b>	Familiarization with F&B Equipment		<b>10</b>
<b>Practical -2</b>	Care, cleaning, and polishing of F&B equipment		<b>10</b>
<b>Practical -3</b>	Mise-en-place and mise-en-scene for different meal periods		<b>10</b>
<b>Practical -4</b>	Pantry preparations and service		<b>10</b>
<b>Practical -5</b>	Laying and relaying of table cloth		<b>10</b>
<b>Practical -6</b>	Different types of Napkin folding		<b>10</b>
<b>Practical -7</b>	Handling of the service spoon and the service fork		<b>10</b>
<b>Practical -8</b>	How the Water service is done in front of the guest and thumb the rules Service using trays and salvers		<b>10</b>
<b>Practical -9</b>	Holding tray and salver in the restaurant service		<b>10</b>
<b>Practical -10</b>	How to do clearance after a meal and between meal.		<b>10</b>
<b>Practical -11</b>	Different types of waiter services (English and American)		<b>10</b>
<b>Practical -12</b>	Gueridon service, self, and cafeteria service.		<b>10</b>
<b>Practical -13</b>	Different types of setups as per out let.		<b>10</b>
<b>Practical -14</b>	Different types of crockery used in the restaurant and their care and cleaning		<b>10</b>
<b>Practical -15</b>	Cove re-laying during the service		<b>10</b>
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>		
CO1	Handling different food and beverages equipment		

CO2	Cleaning and polishing of F&B equipment, different set-up pre-preparation
CO3	Napkin folds set-up of table clothes
CO4	Handling of service gear, service of water
CO5	Application of different types of services to the guests in the restaurant

**Textbooks:**

1. Food and Beverage Service\_R. Singaravelavan Oxford second edition,2020
2. Training Manual for Food & Beverage service, Lillicraps John Cousins, Suzanne Weekes, tenth edition,2020

**Reference books:**

1. Food & Beverage Service , Cletus Fernandes Notion press first edition\_2020
2. Food & beverages services , Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

1. Different cutlery and crockery and their uses, cleaning, and polishing
2. Different napkin folds and how to make it paste the picture print out .
3. Different types of service and types of restaurant

**Assessment method:** (Continuous Internal Assessment = 60%, Final Examination = 40%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program-</b> Certificate course in Food & Beverage Service			<b>Semester-1<sup>st</sup></b>
<b>Course Name:</b> Basics of Beverage Service Lab			
<b>A.Y 2025-26</b>	<b>Course Code-C030324152</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 60 (MM)</b>
<b>Total Teaching Hours-150</b>	<b>Total Credits-05</b>		<b>ESE Marks-40 (MM)</b>
<b>Type of Course- Practical</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b> This syllabus aims to provide skilled and practical knowledge of beverage service			
<b>Sr. No.</b>	<b>Topics</b>		<b>No. of Teaching hours (150)</b>
Practical -1	Service of Tea and coffee		10
Practical -2	Service of Non-alcoholic Beverages		10
Practical -3	Serving from the coffee machine and the Service of coffee variations		10
Practical -4	Wine service- Service of Table wines		10
Practical -5	Wine service- Aromatized wines		10
Practical -6	Wine service- Fortified wines		10
Practical -7	Wine service –Sparkling wine		10
Practical -8	Food and wine Harmony and Wine Appreciation		10
Practical -9	Service of hard liquors		10
Practical -10	Service of liqueurs		10
Practical -11	Preparation and service of classical cocktails		10
Practical -12	Service of different types of beer		10
Practical -13	Service of Cocktails		10
Practical -14	Service of Mocktails		10
Practical -15	Service of Snacks with beverages		10
<b>Course Outcomes</b>	End of the course the students will be able to do the following.		
CO1	The service of tea and coffee		
CO2	Use different types of glassware to serve different alcoholic and Non - alcoholic beverages.		
CO3	Prepare cocktails according to accepted standards.		
CO4	The service of different types of beer		
CO5	The service of liquors and hard liquors		

**Textbooks:**

Food and Beverage Service\_R. Singaravelavan Oxford second edition\_2020

2.Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes \_tenth edition\_2020

**Reference books:**

1.Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020

2. Food &beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

- 1.Service of different types of tea and coffee
2. Wine service- Service of Table wines
3. Food and wine Harmony and service of different cocktail

**Assessment method:** (Continuous Internal Assessment = 60%, Final Examination = 40%)

# **PROGRAM: Certificate Course in Food & Beverage Service**

**(A.Y. 2025-26)**

**School Code: 01**  
**Program code: 03**

**Semester- 2nd**

**Syllabus for theory and practicals**

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program- Certificate Course (Food &amp; Beverage Service)</b>			<b>Semester-2<sup>nd</sup></b>
<b>Course Name- Food Service</b>			
<b>A.Y 2025-26</b>	<b>Course Code-C030324201</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 50 (MM)</b>
<b>Total Teaching Hours-30</b>	<b>Total Credits-02</b>		<b>ESE Marks-50 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b> This course is design for understanding of different types of breakfast, menu knowledge table laying skills and methods used in the restaurant with different style.			
<b>UNIT-1</b>	<b>Topics</b>		<b>No. of Teaching hours/ (Lecture)</b>
<b>Unit-1</b>	<b>DIFFERENT TYPES OF BREAKFAST</b>		<b>Contact Hours: 06</b>
Chapter 1.1	Continental breakfast		2
Chapter 1.2	American breakfast		2
Chapter 1.3	English breakfast		1
Chapter 1.4	Indian breakfast		1
<b>Unit-2</b>	<b>Menu knowledge</b>		<b>Contact Hours: 06</b>
Chapter 2.1	Compound butter, sauces		2
Chapter 2.2	Examples of dishes and their description for french classical menu		2
Chapter 2.3	Cover and accompaniments for selected dishes		1
Chapter 2.4	French culinary term		1
<b>Unit-3</b>	<b>Specialised F&amp;B Catering</b>		<b>Contact Hours: 06</b>
Chapter 3.1	Airline catering		2
Chapter 3.2	Hospital catering		2
Chapter 3.3	Cruise line catering		1
Chapter 3.4	Railway Catering & Catering services in Armed forces		1
<b>Unit-4</b>	<b>Kitchen Stewarding</b>		<b>Contact Hours: 06</b>
Chapter 4.1	Role, duties and responsibilities		2
Chapter 4.2	Hierarchy		2
Chapter 4.3	Equipment		2
<b>Unit-5</b>	<b>Styles of service</b>		<b>Contact Hours: 06</b>
Chapter 5.1	Silver, American		2

Chapter 5.2	Russian	<b>2</b>
Chapter 5.3	Trolley	<b>1</b>
Chapter 5.4	Buffet Cafeteria, Family, QSR, English, and Room Service	<b>1</b>
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>	
CO1	Different types of breakfast service	
CO2	Learners will understand Menu knowledge	
CO3	Learners will understand About airline, railway, cruise, hospital catering	
CO4	Learners will have knowledge About kitchen and restaurant stewarding	
CO5	Learners will understand different forms of service.	

**Textbooks:**

- Reference books: 1. Food and Beverage Service \_R. Singaravelavan Oxford second edition\_2020
- 2.Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes \_tenth edition\_2020

**Reference books:**

- 1.Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020
- 2. Food & beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

- 1.Different types of breakfast
- 2.Menu knowledge and specialized different catering
3. Different types of service (Silver, American etc)

**Assessment method:** (Continuous Internal Assessment = 50%, Final Examination = 50%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program- Certificate Course in Food &amp; Beverage Service</b>			<b>Semester-2<sup>nd</sup></b>
<b>Course Name- Beverage Service</b>			
<b>A.Y 2025-26</b>	<b>Course Code-C030324202</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 50 (MM)</b>
<b>Total Teaching Hours-30</b>	<b>Total Credits-02</b>		<b>ESE Marks-50 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b> This course shall take the learner through the basic concepts of wines, spirits, liqueurs and other spirits			
<b>UNIT-1</b>	<b>Topics</b>		<b>No. of Teaching hours/ (Lecture)</b>
<b>Unit-1</b>	<b>WINES</b>		<b>Contact Hours: 06</b>
Chapter 1.1	Classification of wines and Production of wines		1
Chapter 1.2	New world vs old world wines		1
Chapter 1.3	Grape varieties and Brand names		1
Chapter 1.4	Service of Red, white, sparkling wines		1
Chapter 1.5	Aperitif wines: Service and popular brands		1
Chapter 1.6	Fortified wines: Service and popular brands		1
<b>Unit-2</b>	<b>SPIRITS</b>		<b>Contact Hours: 06</b>
Chapter 2.1	Whisky, Rum, Gin, Vodka, Brandy, Tequila		2
Chapter 2.2	Classification		2
Chapter 2.3	Brands		1
Chapter 2.4	Service		1
<b>Unit-3</b>	<b>LIQUEURS</b>		<b>Contact Hours: 06</b>
Chapter 3.1	Classification of liqueurs		2
Chapter 3.2	Color and flavor		2
Chapter 3.3	Famous brands at least 10		2
<b>Unit-4</b>	<b>FOOD AND WINE HARMONY</b>		<b>Contact Hours: 06</b>
Chapter 4.1	Matching wines with international menu		2
Chapter 4.2	Matching wines with Indian menus		2
Chapter 4.3	Wine with Asian food		2

<b>Unit-5</b>	<b>OTHER SPIRITS</b>	<b>Contact Hours: 06</b>
Chapter 5.1	Introduction	<b>2</b>
Chapter 5.2	Absinthe, Pastis	<b>2</b>
Chapter 5.3	Akvavit, Sake, Tiquira	<b>1</b>
Chapter 5.4	Grappa, Marc, Fenny	<b>1</b>
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>	
CO1	Understand alcohol strength of drinks	
CO2	Understand effect of alcohol on human body.	
CO3	Learners will understand Match wines with Indian & International food items	
CO4	Learners will understand Food and wine harmony	
CO5	Understand different other spirits	

**Textbooks:**

- Food and Beverage Service\_R. Singaravelavan Oxford second edition\_2020
- 2.Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes  
\_tenth edition\_2020

**Reference books:**

- 1.Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020
- 2. Food &beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

- 1.Different types of wine and sprits
2. Different types of Whisky, Rum, Gin, Vodka, Brandy, Tequila
3. Matching wine and food wine harmony

**Assessment method:** (Continuous Internal Assessment = 50%, Final Examination = 50%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program- Certificate Course in Food &amp; Beverage Service</b>			<b>Semester-2nd</b>
<b>Course Name- Food &amp; Beverage Management</b>			
<b>A.Y 2025-26</b>	<b>Course Code- C030324203</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 50 (MM)</b>
<b>Total Teaching Hours-30</b>	<b>Total Credits-02</b>		<b>ESE Marks-50 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b> This syllabus aims to provide knowledge of operating multi-unit service area and control of food & beverages cost calculating of gross profit organizing different events and party.			
<b>UNIT-1</b>	<b>Topics</b>		<b>No. of Teaching hours/ (Lecture)</b>
<b>Unit-1</b>	<b>Introduction to food and beverages management</b>		<b>Contact Hours: 09</b>
Chapter 1.1	Introduction, introduction to food Control, Objective of food and Beverage control		2
Chapter 1.2	Control cycle, food and beverage management (planning, organizing, coordinating, directing, controlling)		3
Chapter 1.3	Factors affecting food and beverage		2
Chapter 1.4	Food and beverage management in fast food outlet, in hospital, restaurant, hotels		2
<b>Unit-2</b>	<b>Menu management</b>		<b>Contact Hours: 09</b>
Chapter 2.1	Introduction to menu, types of Menus		3
Chapter 2.2	Menu costing and pricing		3
Chapter 2.3	Menu planning, menu merchandising, menu engineering		3
<b>Unit-3</b>	<b>New trends in food and beverage management</b>		<b>Contact Hours: 09</b>
Chapter 3.1	Introduction, yield management, price management, quality management		3
Chapter 3.2	Approach towards total quality		2
Chapter 3.3	Tools for continuous improvement, strategic management, six sigma		2
Chapter 3.4	Marketing, marketing of services, market segmentation, marketing mix		2
Chapter 3.5	Sales promotion, advertising		
<b>Unit-4</b>	<b>Different types of Control</b>		<b>Contact Hours: 09</b>

Chapter 4.1	Purchasing control, receiving control (introduction perishables and nonperishables, standard purchase specification, methods of purchasing food and beverages purchase order)	1
Chapter 4.1	Production control, sales control (food cost formula for calculating food cost inventory control)	1
Chapter 4.2	Forecasting	2
Chapter 4.3	Budgetary control (types of budgets, budget process)	2
Chapter 4.4	Preparing budget for the food and beverage section	1
Chapter 4.5	storing issue and inventory control (standard procedure for storing of food and beverages, bin card, par stock issuing inventory control)	1
Chapter 4.6	Labor control (labor cost scheduling of employee's overtime, payroll analysis)	1
<b>Unit-5</b>	<b>Cost and sales concepts</b>	<b>Contact Hours: 09</b>
Chapter 5.1	Introduction to cost, elements of cost, material, labour, expense	2
Chapter 5.2	Types of cost, sales, profit volume relationship	2
Chapter 5.3	Break even analysis	2
Chapter 5.4	Margin of safety	2
Chapter 5.5	Variance analysis	1
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>	
CO1	Introduction to food and beverages control, management factors affecting food and beverages	
CO2	Menu management, different types of menus, menu costing and pricing	
CO3	Yield management, price management approach towards total quality	
CO4	Different types of control, Purchasing control, menu merchandising, menu engineering	
CO5	Types of cost, sales, profit volume relationship, Break-even analysis	

**Textbooks:**

- Food and Beverage Service\_R. Singaravelavan Oxford second edition\_2020
- 2.Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes \_tenth edition\_2020

**Reference books:**

- 1.Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020
- 2. Food & beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

- 1.Diffrenet control cycle Food and beverage management in fast food outlet
2. Tools for continuous improvement, strategic management, applying six sigma
3. Types of cost, sales, profit volume relationship analysis

**Assessment method:** (Continuous Internal Assessment = 50%, Final Examination = 50%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program- CERTIFICATE COURSE in Food &amp; Beverage Service</b>			<b>Semester-2<sup>nd</sup></b>
<b>Course Name- Food Service Lab</b>			
<b>A.Y 2025-26</b>	<b>Course Code-: C030324251</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 60 (MM)</b>
<b>Total Teaching Hours-150</b>	<b>Total Credits-05</b>		<b>ESE Marks-40 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b> This course is envisaged to develop skills related to professional food service in aspiring candidates. And to understand the french classical menu.			
<b>UNIT-1</b>	<b>Topics</b>		<b>No. of Teaching hours</b>
<b>Practical -1</b>	Laying and service of a special Table d'hôte menu		<b>10</b>
<b>Practical -2</b>	Laying and service of breakfast set up on trays		<b>10</b>
<b>Practical -3</b>	Service Sequence- Greeting, seating, order taking, serving and bill presenting		<b>10</b>
<b>Practical -4</b>	Briefing and de briefing		<b>10</b>
<b>Practical -5</b>	Organizing buffets		<b>10</b>
<b>Practical -6</b>	Banquet seating plan practice		<b>10</b>
<b>Practical -7</b>	Service of hors d'oeuvre		<b>10</b>
<b>Practical -8</b>	Service of potage, Oeufs		<b>10</b>
<b>Practical -9</b>	Service of Farineaux		<b>10</b>
<b>Practical -10</b>	Service of Poission, Entrée, Releve		<b>10</b>
<b>Practical -11</b>	Service of Roti		<b>10</b>
<b>Practical -12</b>	Service of legumes		<b>10</b>
<b>Practical -13</b>	Service of salads		<b>10</b>
<b>Practical -14</b>	Service of buffet froid		<b>10</b>
<b>Practical -15</b>	Service of Savoureux, boissons		<b>10</b>
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>		
CO1	Silver service, clearance, service of Table d'hôte, breakfast setups		
CO2	Handle and maintain equipment according to accepted standards		
CO3	Deliver quality food service in the training restaurant.		

CO4	Briefing and de briefing
CO5	Setup of different types of buffets, Service of french classical menu

**Textbooks:**

- Food and Beverage: Service\_R. Singaravelavan oxford second edition\_2020
- Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes \_tenth edition\_2020

Reference books:

- Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020
- Food & beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

- 1.Producers of serving different course and their accompaniment
- 2.laying Table d hote menu
3. Preparing the different types of bills

**Assessment method:** (Continuous Internal Assessment = 60%, Final Examination = 40%)

<b>School Name:</b> School of Hotel and Tourism Management			
<b>Program- CERTIFICATE COURSE in Food &amp; Beverage Service</b>			<b>Semester-2nd</b>
<b>Course Name- Beverage Service Lab</b>			
<b>A.Y 2025-26</b>	<b>Course Code-C030324252</b>	<b>Batch 2025-2026</b>	<b>CIE Marks- 60 (MM)</b>
<b>Total Teaching Hours-150</b>	<b>Total Credits-05</b>		<b>ESE Marks-40 (MM)</b>
<b>Type of Course- Theory</b>			<b>Total Marks-100 (MM)</b>
<b>Course Objectives/Course Description</b>			
This course is envisaged to develop skills related to professional Beverage service in aspiring candidates.			
	<b>Topics</b>	<b>No. of Teaching hours/</b>	
<b>Practical -1</b>	Raising of toast	<b>10</b>	
<b>Practical -2</b>	Setting up formal banquet Arrangements	<b>10</b>	
<b>Practical -3</b>	Making of different mocktails	<b>10</b>	
<b>Practical -4</b>	Making of different cocktails	<b>10</b>	
<b>Practical -5</b>	Setting up a bar	<b>10</b>	
<b>Practical -6</b>	Preparation of garnishes and mixes for the bar	<b>10</b>	
<b>Practical -7</b>	Storage of wines	<b>10</b>	
<b>Practical -8</b>	Storage of beer	<b>10</b>	
<b>Practical -9</b>	Storage of spirits	<b>10</b>	
<b>Practical -10</b>	Responsible Service of Liquor Preventing trouble	<b>10</b>	
<b>Practical -11</b>	Responsible Service of gin, tequila	<b>10</b>	
<b>Practical -12</b>	Responsible Service of vodka	<b>10</b>	
<b>Practical -13</b>	Potential Problem Situations	<b>10</b>	
<b>Practical -14</b>	Complaints and Refusal of Service	<b>10</b>	
<b>Practical -15</b>	Handling different situation, according to time	<b>10</b>	
<b>Course Outcomes</b>	<b>End of the course the students will be able to do the following.</b>		
CO1	Render different type of beverage service as per SOP.		
CO2	Practice responsible service of liquor, storage of different alcohol		
CO3	Learners will understand different Setting up of a bar		
CO4	Learners will understand Service of liquor		
CO5	How to handle different Potential Problem Situations		

**Textbooks:**

- Food and Beverage Service\_R. Singaravelavan Oxford second edition\_2020
- Training Manual for Food & Beverage service\_ Lillicraps John Cousins, Suzanne Weekes  
\_tenth edition\_2020

**Reference books:**

- Food & Beverage Service \_Cletus Fernandes Notion press first edition\_2020
- Food & beverages services \_Dr Amandeep Singh, Dr. Hardman Singh Bhinder

**Assignment:**

1. Making different types of cocktails and mocktails
2. Different types of situations handling
3. Basic manners of Storage of spirits according to Sop

**Assessment method:** (Continuous Internal Assessment = 60%, Final Examination = 40%)