

ALAGAPPA UNIVERSITY

(Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle), Graded as Category-I University and granted autonomy by MHRD-UGC)

DIRECTORATE OF COLLABORATIVE PROGRAMMES



Craft Certificate Course in Food and Beverage Service

Regulations and Syllabus

[For those who join the Course in July 2023 and after]

CHOICE BASED CREDIT SYSTEM

GENERAL INSTRUCTIONS AND REGULATIONS

Craft Certificate course in Food and Beverage Service conducted by Alagappa University, Karaikudi, Tamil Nadu through its Collaborative Institution

_____ at _____.
Applicable to all the candidates admitted from the academic year **2023** onwards.

1. Eligibility:

A pass in the SSLC Examination conducted by the Government of Tamil Nadu, or an examination accepted as equivalent thereto by the Syndicate for admission to **Craft Certificate course in Food and Beverage Service**.

2. Admission:

Admission is based on the marks in the qualifying examination.

3. Duration of the course:

The course shall extend over a period of one year under semester pattern

4. Standard of Passing and Award of Division:

- a. Students shall have a minimum of 40% of total marks of the University examinations in each subject. The overall passing minimum is 40% both in aggregate of Continuous Internal Assessment and external in each subject.
- b. The minimum marks for passing in each theory / Lab course shall be 40% of the marks prescribed for the paper / lab.
- c. A candidate who secures 40% or more marks but less than 50% of the aggregate marks, shall be awarded **THIRD CLASS**.
- d. A candidate who secures 50% or more marks but less than 60% of the aggregate marks, shall be awarded **SECOND CLASS**.
- e. A candidate who secures 60% or more of the aggregate marks, shall be awarded **FIRST CLASS**.
- f. The Practical / Project shall be assessed by the two examiners, by an internal examiner and an external examiner.

5. Continuous internal Assessment:

- a. Continuous Internal Assessment for each paper shall be by means of Written Tests, Assignments, Class tests and Seminars
- b. **25 marks** allotted for the Continuous Internal assessment is distributed for Written Test, Assignment, Class test and Seminars.
- c. Two Internal Tests of 2 hours duration may be conducted during the semester for each course / subject and the best marks may be considered and one Model Examination will be conducted at the end of the semester prior to University examination. Students may be asked to submit at least five assignments in each subject. They should also participate in Seminars conducted for each subject and marks allocated accordingly.
- d. Conduct of the Continuous internal assessment shall be the responsibility of the concerned faculty.
- e. The Continuous internal assessment marks are to be submitted to the University at the end of every year.
- f. The valued answer papers/assignments should be given to the students after the valuation is over and they should be asked to check up and satisfy themselves about the marks they have scored.

- g. All mark lists and other records connected with the continuous Internal Assessments should be in the safe custody of the institute for at least one year after the assessment.

6. Attendance:

Students must have earned 75% of attendance in each course for appearing for the examination.

Students who have earned 74% to 70% of attendance to be applied for condonation in the prescribed form with the prescribed fee.

Students who have earned 69% to 60% of attendance to be applied for condonation in the prescribed form with the prescribed fee along with the medical certificate.

Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the programme.

7. Examination:

Candidate must complete course duration to appear for the university examination. Examination will be conducted with concurrence of Controller of Examinations as per the Alagappa University regulations. **University may send the representatives as the observer during examinations.** University Examination will be held at the end of the each semester for duration of 3 hours for each subject. Certificate will be issued as per the AU regulations. Hall ticket will be issued to the candidates upon submission of the list of enrolled students along with the prescribed course fee.

8. Miscellaneous

- a. Each student possess the prescribed text books for the subject and the workshop tools as required for theory and practical classes.
- b. Each student is issued with an identity card by the University to identify his / her admission to the course
- c. Students are provided library and internet facilities for development of their `studies.
- d. Students are to maintain the record of practicals conducted in the respective laboratory in a separate Practical Record Book and the same will have to be presented for review by the University examiner.
- e. Students who successful complete the course within the stipulated period will be awarded the degree by the University.

9. Fee structure

Course fee shall be as prescribed by the University and 50% of the course fee should be disbursed to University. Special fees and other fees shall be as prescribed by the Institution and the fees structure must intimated to the University. Course fees should be only by Demand draft / NEFT and AU has right to revise the fees accordingly.

10. Other Regulations:

Besides the above, the common regulation of the University shall also be applicable to this programme.

**CRAFT CERTIFICATE COURSE IN FOOD AND BEVERAGE
SERVICE**

Semester	Subject code	Subject name	Credits	Int. Marks	Ext. Marks	Total
I	21011	Food & Beverage Service	2	25	75	100
	21012	Food & Beverage Service Practical	2	25	75	100
	21013	Restaurant Hygiene and Work Safety	2	25	75	100
	21014	Communicative English	2	25	75	100
II	21021	Industrial Exposure Training	8	50	150	200
		Total	16	150	450	600

Subject Code	Subject name	Credits
21011	FOOD & BEVERAGE SERVICE	2
UNIT-I	<p>CLASSIFICATION OF F & B OPERATIONS</p> <ul style="list-style-type: none"> • Commercial – Hotels, Motels, Restaurants, Hospitals, Resorts, Pubs, Snack bars, Fast food restaurants, Airlines, Rail, Sea Catering, Mobile, Theme parks and Food courts. • Welfare (Industrial-Factories, Offshore - Project site, Institutional – Student Hostel, Armed forces catering, Hospitals, Noon meal scheme), Different F & B Service outlets. Standalone Restaurants, Coffee Shop, Room Service, Banquets, Barbeque, Discotheque, Off premises Catering, Take away, Home delivery, Chain of Restaurants, Coffee bars & tea boutiques. Staff Hierarchy of the various F & B Service outlets in a star hotel - Duties, Responsibilities, Attributes of Food and Beverage Service Personnel. Departmental relationship (Within F & B and with other Departments) • Co-operation, Co-ordination, Communication. Mis-en-scene & Mis-en-place (definition & procedure), Briefing, Method of Service, French Service and American Service, English Service and Russian Service, Introduction to Gueridon service and flambé service. Indian Thali Service and South Indian Leaf Service, Room Service, Room service equipment, Location, Room service order taking procedures, Tray setups for different services. 	
UNIT-II	<p>CLASSIFICATION OF RESTAURANT EQUIPMENT</p> <ul style="list-style-type: none"> • Furniture – table, chair, Boaster chairs, side board, and reception desk, Linen – table cloth, napkin, waiter’s cloth, satin, slip cloth, frill, Crockery – plates, bowls, cups and saucers, Cutlery – spoon, fork, knife and tong, Glass ware – Tumbler. Footed ware and stemware, Chaffing dishes – Round, square, Rectangle, Special Equipments and their use • (Pastry slice, Swizzel stick, Pastry fork, Corn-on-the cob holder, Lobster pick, cheese knife, Caviar knife, crab cracker, Nut Cracker, Grape Scissors, Preserve container, Ice cream scoop, grape fruit spoon, lobster pick, carving fork, Pizza cutter, Asparagus holder sugar sachet container (Low calorie sugar, Brown sugar). Ancillary section in Food and Beverage Department still room, Silver room, Wash-up, area, Pantry, Linen store and dispense bar. 	

UNIT-III	ORIGIN OF THE MENU <ul style="list-style-type: none"> • Basic Types of Menu - Table d’hote, A la Carte, Buffet menu, Cyclic menu, Diet menu • Menu Compiling – Purpose to compile a menu, Factors to be considered while compiling • a menu, Menu Sequence, Compiling a South Indian vegetarian and Non-Vegetarian Lunch menu and Dinner menu. French Classical Menu – Compiling with Accompaniments and Garnishes (17 courses), Types of Meals, Breakfast – Indian, English, American, Continental and Health Breakfast. Brunch, Lunch – Working Lunch, Diet Lunch, Buffet Lunch. High -Tea, Dinner, Supper or Late night meal. Non-alcoholic Beverages, Tea, coffee, milk, juices (Fresh & Canned), aerated drinks
UNIT-IV	<ul style="list-style-type: none"> • Introduction to the Beverages and classification of Beverages - Introduction to wine • Classification of wines, Table wine, Sparkling wine, Fortified wine, Aromatized wine, Grape • Constituents of grape, Types - Red, White - Production of Wine, Crushing & de stemming - Fermentation – Pressing - Ageing - Malalactic fermentation – Filtration & Fining – Blending – Bottling - Storage and of wines. Old World Wines - France - History, Grape Varieties and famous Brand Names, Germany - History, Grape Varieties and famous Brand Names, Italy- History, Grape Varieties and famous Brand Names, Wines of other countries - Spain, Portugal, Australia, India. Food and Wine Harmony - Wine Terminology (Ageing, Acidity, Bouquet, Corked, Tanin, Must, Remuage, agraffe, Solera, Decanting, Racking, Sediment, Sekt, Vatting, Ullage, Vinsity, Vintage, Viticulture, Vat and oaky) - BEER - introduction, Types and Production, Storage, Micro Brewery
UNIT-V	<ul style="list-style-type: none"> • Introduction of Spirits - Method of Production, Pot Still Method, Patent Still Method • Introduction to the following spirits, their production in brief, types and their origin. Brandy, Whiskey, Gin, Rum, Vodka and Tequila • Different Proof for Spirits, American Proof, British Proof, Gay Lussac, Aperitif • Vermouth and Bitter, Liqueurs - Production, Categories and Popular Liqueurs • Mocktails and Cocktails • Components of Cocktail, Equipment, Methods, Points to note while making cocktail • Introduction to Banquets - Types of Banquets, Function Prospectus, Compiling Banquet Menu, Types Of Buffet (Sitting Buffet, Standing Buffet, Fork Buffet, Finger Buffet), Off Premises Catering, Fast Food Service, K.O.T & B.O.T – Manual & Electronic.
Reference Book: <ol style="list-style-type: none"> 1. Basic Food and Beverage Service (BHA – 102), written by D. RAJESON PRAKASAM, Published by School of Management studies, Tamilnadu Open University, Chennai. 	

2. Food and Beverage Training Manual –by Sudhir Andrews
3. The Waiter – by Fuller and Cume
4. Food and Beverage Service – by D.R. Lillicrap
5. Modern Restaurant/Service –by John Fuller
6. Restaurant Planning, Design and Construction – Katz.
7. Food and Beverage Management – Barnard Davis, Lockwood and Stone
8. Food and Beverage Management – John Cousins, David Foskett, Gillespie.

Subject Code	Subject name	Credits
21012	FOOD & BEVERAGE SERVICE PRACTICAL	2
<ol style="list-style-type: none"> 1. Familiarization and handling of Equipment 2. Drawing of various types of spoons, Forks, Sugar pot, Coffee pot, Tea pot and other small equipment. 3. Arrangements of side board (Dummy Waiter), Laying and relaying of table cloth 4. Menu card designing, setting up of covers for various meals and menus. 5. Different type of Napkin Folding (At least 15 types) 6. Receiving the guest (Procedure), Taking guest orders in the Restaurant. Silver service & Clearance for each course. 7. Service of Non-Alcoholic beverages, Presenting & Settling of bills (Cash, Credit, Credit card, Debit cards) 8. Arrangement and Carrying of Room Service Trays, Frilling & Buffet counter decorations. 9. Thali meal service and South Indian Authentic Banana Leaf service. 10. Identification of bar equipment and glassware used in service of alcoholic and non-alcoholic beverages. 11. Service of Wines – White/Rose Wine, Red Wine, Sparkling Wine, Taking Order, Presentation Posture, Wine Label Reading, Opening of Bottle, Decanting, Serving. 12. Taking order for Alcoholic Beverage, knowledge of popular brands of Brandy, Whiskey, Gin, Rum, Vodka and Tequila 13. Service of Spirits - Serving Neat - On the Rocks - Long Drinks 14. Service of Aperitif, Liqueur, Beer - Mocktail demo 15. Different Liquor Based Cocktails Demo - Vodka, Whisky, Brandy, Rum, Gin, Beer, Wine & Tequila 16. Bar flairing 		
<p>Reference Books:</p> <ol style="list-style-type: none"> 1. Food and Beverage Service – Dennis Lillicrap 2. The Beverage Book – Andrew Durkan and John Cousins 3. Wine Appreciation – Richard P Vine 4. The complete guide to cocktails and drinks – Stuart Walton 5. The Hospitality Managers Guide to Wines Beers and Spirits – Albert W.A.Schmid 		

Subject Code	Subject name	Credits
21013	RESTAURANT HYGIENE AND WORK SAFETY	2
UNIT-I	<ul style="list-style-type: none"> • Personal Hygiene: Definition – Positive good health – Care of skin, hair, hand, feet, teeth- Prevention of body odour – Choice and care of clothing including shoes – Importance of health and personality – Cleanliness – Good grooming. • Importance of oral hygiene. 	
UNIT-II	<ul style="list-style-type: none"> • Establishment Hygiene: Layout of department – Maintenance of floors and walls, good • Ventilation – Smooth flow of work – Prevention of overcrowding- Cleaning of equipment and personal tools immediately after use. • Food service temperatures – Avoiding cross – contamination – Good food display to avoid food spoilage. 	
UNIT-III	<ul style="list-style-type: none"> • Garbage Disposal • Ill effects of garbage • Eco-friendly method of garbage disposal • Pest control measures. • Disease caused by pests. 	
UNIT-IV	<ul style="list-style-type: none"> • Basic first aid in emergencies – Basic treatment of wounds – Minor burns- Scalds and other minor injuries – General safety rules for restaurant staff. • Fire extinguishers and fire safety. 	
UNIT-V	<ul style="list-style-type: none"> • Dish washing – Manual and mechanical procedure with its advantages and disadvantages – Two sink method – Three sink method- Machine dish washing. 	
<p>Reference Books:</p> <ol style="list-style-type: none"> 1. Theory of catering – Victor cessarani 2. Preventive medicine – Park and park 		

Subject Code	Subject name	Credits
21014	COMMUNICATIVE ENGLISH	2
UNIT-I	REVIEW AND EXPANSION OF FOUNDATIONS <ul style="list-style-type: none"> • Review of basic grammar concepts: verb tenses, articles, prepositions. • Expanding vocabulary: synonyms, antonyms, idiomatic expressions. • Reading comprehension: short texts and simple questions. • Writing: Describing daily routines, activities, and personal experiences. 	
UNIT-II	Effective Communication <ul style="list-style-type: none"> • Advanced sentence structures: complex sentences, clauses. • Expressing opinions, agreement, and disagreement. • Vocabulary for discussing current events, news, and trends. • Listening practice: Dialogues and discussions on various topics. 	
UNIT-III	NARRATIVES AND DESCRIPTIONS <ul style="list-style-type: none"> • Past tenses: simple past, past continuous, past perfect. • Describing people, places, and experiences in detail. • Writing a personal narrative or short story. • Reading and analyzing longer texts: main ideas, details, and themes. 	
UNIT-IV	PRACTICAL LANGUAGE SKILLS <ul style="list-style-type: none"> • Functional language: making suggestions, giving advice, making comparisons. • Expressing preferences and making choices. • Role-playing real-life situations: travel, social interactions, problem-solving. • Writing formal and informal emails, letters, or messages. 	
UNIT-V	PROFICIENCY DEVELOPMENT <ul style="list-style-type: none"> • Advanced grammar topics: reported speech, conditionals, passive voice. • Developing critical thinking skills through discussion and analysis. • Vocabulary expansion: specialized terms in various fields (business, technology, culture). • Final project: Presentation or essay on a chosen topic. 	

Reference Books:

1. "English Grammar in Use" by Raymond Murphy
2. "Word Power Made Easy" by Norman Lewis
3. "Reading Explorer" by Nancy Douglas and David Bohlke
4. "Writing with Power" by Peter Elbow
5. "Advanced Grammar in Use" by Martin Hewings
6. "How to Disagree Without Being Disagreeable" by Pauline Wallin
7. "Practice Makes Perfect: English Conversation" by Jean Yates
8. "Descriptive English" by S.P. Bakshi
9. "Narrative Writing: Learning a New Model for Teaching" by George Hillocks Jr.
10. "The Art of Short Story" by Dana Gioia and R.S. Gwynn
11. "English Idioms in Use" by Felicity O'Dell and Michael McCarthy
12. "Practical English Usage" by Michael Swan
13. "Fluent English: Perfect Natural Speech, Sharpen Your Grammar, Master Idioms, Speak Fluently" by Barbara Raifsnider
14. "Writing Business Letters and Emails" by Jane B. Smith
15. "Critical Thinking: A Student's Introduction" by Gregory Bassham, William Irwin, and Henry Nardone
16. "The Craft of Research" by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams

SUBJECT CODE	SUBJECT NAME	CREDITS
21021	INDUSTRIAL EXPOSURE TRAINING	8

Note:

- Internship for 8 weeks at a stretch is compulsory.
- After the internship, practical examination for internship will be conducted during the II Semester examinations.

Mark Allocation:

Internal Marks:

Log Book	35	
Attendance	15	50

External Marks:

Training Report	60	
Presentation	60	
Viva	30	150

Total Marks

200

Certificate Programme

Passing minimum

- A candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the End Semester Examinations and 40% marks in the Internal Assessment and not less than 40% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- The passing minimum for CIA shall be 40% out of 25 marks (i.e.10 marks) in Theory/ Practical Examinations.
- The passing minimum for University Examinations shall be 40% out of 75 marks (i.e. 30 marks) for Theory /Practical papers.
- The candidates not obtain 40% in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests or by submitting assignments.
- Candidates, who have secured the pass marks in the End-Semester Examination and in the CIA but failed to secure the aggregate minimum pass mark (E.S.E + C I.A), are permitted to improve their Internal Assessment mark in the following semester and/or in University examinations.
- A candidate shall be declared to have passed in the Dissertation/Project report/Internship report if he/she gets not less than 40% marks in the Internal Assessment and End Semester Examinations and not less than 40% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- A candidate who gets less than 40% in the Dissertation / Internship/ Project Report must resubmit the thesis. Such candidates need to take again the Viva-Voce on the resubmitted report/thesis.