School of Hospitality and Culinary Art

The Neotia University

Course Name	Food and Beverage Service Operation 1
Course Code	CC-CAP102
Course Duration	15 weeks
Semester	First
Core/Elective	Core - Culinary Art
Credit Points	2
Weekly Delivery/ Contact Hours	04 Hours per week
Resource Requirements	Practical lab, Various Food & Beverage service equipments
Class conducted at Building	School of Hospitality and Culinary Art
Prepared by	Mr. Vivek Anand

Course Description

This course will help our students in gaining various service knowledge about the Hospitality industry in depth. Students will learn the basics of food and beverage service techniques which actually follows in a 5* hotel.

Course Outcomes (COs)/ Learning Outcomes (LOs)

After completion of the semester students will be able to perform various types of services followed in the Hospitality Industry. Students will be able to identify F&B service euipments. They must be able to clean and maintain various f&b equipments. Our students should be able to do the various table setup and should be able to identify and rectify various issues occured during service of food & beverage items.

Prescribed and Recommended Readings:

Required Textbook(s) Food and Beverage Service by R. Singaravelavan. Food and Beverage Service by Sudhir Andrews.

Recommended Reading(s)

Food and Beverage Service book by Dennis Lillicrap and Vijay Dhawan

Parameters required from the students: Basic knowledge of food, Non-Alcoholic beverages i.e. Tea,Coffee etc.

	Syllabus for practical	
actical N	Particulars	Duration
1	Food Service areas – Induction & Profile of the areas	3 Hr 45 Mins.
2	Ancillary F&B Service areas – Induction & Profile of the areas	3 Hr 45 Mins.
3	Familiarization of F&B Service equipment	3 Hr 45 Mins.
4	Familiarization of F&B Service equipment	3 Hr 45 Mins.
5	Care & Maintenance of F&B Service equipment	3 Hr 45 Mins.
6	Cleaning / polishing of EPNS items PREPARATION FOR SERVICE (RESTAURANT)	3 Hr 45 Mins.
7	Organizing Mise-en-scene and Mise-en-Place	3 Hr 45 Mins.
8	Opening, Operating & Closing duties PREPARATION FOR SERVICE (RESTAURANT) Organizing Mise-en-scene and Mise-en-Place Opening, Operating & Closing duties	3 Hr 45 Mins.
9	Opening, <u>Operating & Closing duties</u> Basic Technical Skills : Holding Service Spoon & Fork <u>Carrving a Trav / Salver</u> Basic Technical Skills :	3 Hr 45 Mins.
10	Basic Technical Skills : Laying a Table Cloth <u>Changing a Table Cloth during service</u> Basic Technical Skills :	3 Hr 45 Mins.
11	Basic Technical Skills : Placing meal plates & Clearing soiled plates Stocking Sideboard Basic Technical Skills :	3 Hr 45 Mins.
12	Basic Technical Skills : Service of Water Using Service Plate & Crumbing Down	3 Hr 45 Mins.
13	TABLE LAY-OUT & SERVICE: A La Carte Cover , Table d' Hote Cover English Breakfast Cover, American Breakfast Cover	3 Hr 45 Mins.
14	TABLE LAY-OUT & SERVICE: Continental Breakfast Cover, Indian Breakfast Cover Afternoon Tea Cover , High Tea Cover	3 Hr 45 Mins.
15	PROCEDURE FOR SERVICE OF A MEAL	3 Hr 45 Mins.

			B.Sc in	Culinary Art						
CUDIECT.	Food and Beverage		ANUAL NO:		Focultur Sumit	Dec				
SUBJECT:	Operation 1	-	ANUAL NU:							
	Food Service areas	-			HOURS:	3 hours 45 mins				
TOPIC:	Induction & Profile	e of the S	EMESTER:	1	Approved By:	Deputy Director				
	areas				Approved by:	Deputy Director				
LEARNING C	DUTCOME									
Students shou	uld able to identify the	various areas of	F&B departme	ent.						
Students will	be able to explain the	importance and	uses of various	area of F&B depart	tment.					
RESOURCES	: Projector, Screen &	laptop etc.								
REFERENCE	S: Food and Beverag	e Service by R.	Singaravelava	ın.						
	DRIAL: https://youtu.be	/r_VPsyxYz2k								
METHODOL					TA OX					
PA	RTICULARS	TIME	Check t	the body temperatu	TASK	ry students, They must wash and				
			Check							
Hygiene &	Grooming Check up	10 minutes								
				Check hair cut nails	shaving shoe polis	h, uniform and service tools				
						ion about the various areas of F&				
Briefing		15 minutes								
			· Do	's and Don'ts of Pra	cticals					
				Videos will be shown to the students of the various areas of F&B.						
Practical Der	monstration	2hr 45 minutes		Induction - Food & Beverage area. Importance of each and every area.						
			Importan	ce of each and ever	y area.					
Check learnin	g outcome	15 minutes	Questions	s will be asked relat	ed to the various a	reas of F&B department.				
Closing		20 minutos	to be sw	vitched off. If any Ec	quipments have be	en used , it should be washed and				
Closing 20 minutes				wiped. All the items to be kept at its place.						
POSSIBLE SO	OURCES OF ERRORS	& RECTIFICATI	ON :							
	POSSIBLE ERROR	RS			RECTIFICATIO	DN				
Students may	mix-match the function	ons of various F8	B Assignme	ent may be given to	the students relate	ed to all F&B areas with its				
RESULT ANA	ALYSIS		·							
If the class w	vill be conducted prope	rly, the students	will be able to	know about the var	rious f&b areas					
		5,								

			B.Sc in	Culinary Art					
SUBJECT:	Food and Beverage S Operation 1		MANUAL NO:	2	Faculty: Sum	it Das			
	Ancillary F&B Servio	e areas			HOURS:	3 hours 45 mins			
TOPIC:	- Induction & Profile		SEMESTER:	1					
	areas			-	Approved By:	Deputy Director			
LEARNING O	UTCOME								
Students shou	ld able to identify the v	arious ancilla	ary areas of F&I	B department.					
Students will	be able to explain the in	nportance an	d uses of variou	us ancillary area of	F&B department.				
RESOURCES	: Projector, Screen & la	aptop etc.							
REFERENCE	S: Food and Beverage	Service by I	R. Singaravela	van.					
	RIAL:https://youtu.be/y								
	· · · · · · · · · · · · · · · · · · ·		_						
METHODOL	DGY:								
	RTICULARS	TIME			TASK				
Hygiene & Gi	rooming Check up 1	o minutes	Check	5 1		ery students, They must wash and			
						sh, uniform and service tools			
Briefing	1	5 minutes	· Inst	ruct students abou	t practicals and the	e ancillary areas of F&B Service.			
				Videos will be shown to the students of the various ancillary areas of F&B.					
Practical Der	nonstration 2	hr 45 minute		Induction - Ancillary sections of F&B.					
			Function	ns & Importance of	each and every an	cillary areas.			
Check learnin	g outcome 1	5 minutes	Questio	Questions will be asked related to ancillary areas of F&B.					
			Stude	ents must close the	windows and Curt	ain of the area. All the lights and			
Closing	2	o minutes	Fan	s to be switched off	f. If any Equipmen	ts have been used , it should be			
				washed and wiped. All the items to be kept at its place.					
POSSIBLE SC	OURCES OF ERRORS &	RECTIFICA	TION :						
	POSSIBLE ERRORS	6			RECTIFICATI	ON			
				inctions of the one	illary areas has to				
If the Function	ns of the Ancillarv areas	s has not bee	n All the f	unctions of the and		be carried out perfectly.			
	ns of the Ancillary areas 1 . Hurdle may occur du				5	be carried out perfectly.			
perfomed wel	l , Hurdle may occur du				5	be carried out perfectly.			
	l , Hurdle may occur du					be curried out perfectly.			

			B.Sc in C	ulinary Art					
	Food and Beverage	e Service		-					
SUBJECT:	Operation	1 MAI	NUAL NO:	3	Faculty: Sum	it Das			
	Familiarization of	F&-B			HOURS:	3 hours 45 mins			
TOPIC:	Service equipment	SEI	MESTER:	1	Approved By:	Deputy Director			
LEARNING C	DUTCOME								
Students shou	uld able to identify the	various types of C	Cutlery and Cr	ockery.					
Students will	be able to explain the	uses of cutlery an	d Crockery as	per its types.					
	: Various types of Cu S: Food and Beverag			n.					
VIDEO TUTO	RIAL:https://drive.goog	le.com/file/d/1Nvbz	<u>V-jt3QrAfBaVU</u>	<u>Jwwt9lA7s7p12Ccy</u>	/view?usp=sharing				
METHODOL	OGY:								
PAI	RTICULARS	TIME			TASK				
Hygiene & G	ygiene & Grooming Check up 10 minutes			sanitize their hands. Hand gloves, face masks should be on. Social distancing has to be maintained while checking at entrance. Check hair cut, nails, shaving, shoe polish, uniform and service tools					
Briefing	riefing 15 minutes			on will be given re	elated to Cutlery &	Crockery.			
			Introducti	Introduction will be given about the various category of Cutlery and Crocker					
Practical Der	nonstration	2hr 45 minutes	Familariza	Familarization with various types of cutlery and crockery.					
			Uses of ea	Uses of each types of cutlery and crockery.					
Check learnin	g outcom	15 minutes	Questions	will be asked rel	ated to various cut	lery and crockery.			
			Studen	ts MUST wash ar	nd wipe each & eve	ry equipment as well as the area			
Closing		20 minutes		they have used during their practical. The garbage MUST be disposed in					
U U			5	U	-	Garbage MUST not be thrown ir			
			0		Ĩ				
POSSIBLE SO	OURCES OF ERRORS	& RECTIFICATIO	N:						
	POSSIBLE ERRO	RS			RECTIFICATI	ON			
While selectir	ng and Identifying var	ious types of Cutle	ry Students l	nave to draw vari	ous types of Cutle	ry and Crockery on their journal			
RESULT ANA	ALYSIS								
If the class w	ill be conducted prope	erly, the students v	vill be able to	explain various (Cutlery and Crocke	ry alongwith its uses.			
	1 1	• *							

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SUBJECT:	Food and Beverage Operation		MANU	AL NO:	4	Faculty: Sum	it Das			
						HOURS:	3 hours 45 mins			
TOPIC:	OPIC: Familiarization of F&B Service equipment SEMES		STER:	1	Approved By:	Deputy Director				
LEARNING C	DUTCOME									
Students shou	uld able to identify the	e various ty	pes of Fur	niture and (Glassware.					
Students will	be able to explain the	uses of var	ious Furni	itures and C	Glasswares.					
DECOUDCEC	. Mariana familia da Circ									
RESOURCES	: Various types of Fu	rniture &	Jassware							
DEFEDENCE	S: Food and Bevera	a Samica I	W D Sina	aravolavor						
	S: Food and Beverag					/view?uen-charing				
METHODOL			<u>i/ 111 v UZ v -J</u> I		<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>					
	RTICULARS	TI	ИE			TASK				
Hygiene & G	rooming Check up	10 minute	S		v 1		ery students, They must wash and			
				Ch	eck hair cut, nails	s, shaving, shoe poli	sh, uniform and service tools			
Briefing		15 minute	8	Faculty will expalin about the practical in which he/she will cover various						
briening		15 minute	Furniture & Glasswares which will be explained during the practical							
				Introduction to Glassware and Furniture.						
Practical Der	nonstration	2hr 45 minutes		Familarization of Various types of glassware and Furnitures.						
				Uses of eac	ch types of furni	ture and glassware	2			
Check learnin	g outcom	15 minutes		-		ated to furniture a	0			
Closing		20 minutes	;	they have used during their practical. The garbage MUST be disposed in						
				tiley na	we used during	then practical. The				
POSSIBLE SO	OURCES OF ERRORS	& RECTIF	CATION :	-						
	POSSIBLE ERRO	RS				RECTIFICATI	ON			
For a human	being it is very hard t	o remembe	r every	Students h	ave to draw eacl	h category of glass	wares and Furnitures on their			
thing, After th	ne practical students r	nay forget t	he size,	journals.						
ypes and use	s of various glassware	e and furnit	ure.							
RESULT ANA	ALYSIS									
	vill be conducted prop									

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SUBJECT:	Food and Beverage Operation		MANUA	L NO:	5	Faculty: Sumit Das	S		
TOPIC:	Care & Maintenan Service equipment	SEMES		STER:	1	HOURS: Approved By:	3 hours 45 mins Deputy Director		
LEARNING O	UTCOME								
Students shou	ld able to identify the	various cle	aning&ma	intaining pr	ocedure of f&b	equipments .			
	Various F&B equip					owware etc.			
	S: Food and Beverag				•				
VIDEO TUTO	RIAL:https://www.you	<u>utube.com/w</u>	vatch?v=bO	4 <u>d7V8Vcuo</u>					
METHODOLO									
	TICULARS	TI	ME			TASK			
	ooming Check up	10 minute		Check the	oody temperatu		dents, They must wash and sanitize		
	0 1			Check hair cut, nails, shaving, shoe polish, uniform and service tools					
Briefing		15 minutes	S	Faculty will	give explaination	on on care & maintenan	ce of various F&B equipments.		
Practical Dem	onstration	2hr 45 min		Instruction to be given regarding care and maintenance of f&b equipments.					
Check learning	goutcom	15 minutes		Questions v		ated to care and Maintai	nance of various f&b equipments.		
Closing		20 minutes					pment as wen as the area they have disposed in designated areas after		
POSSIBLE SO	URCES OF ERRORS	& RECTIFI	CATION :						
	POSSIBLE ERRO	RS				RECTIFICATION	1		
F&B equipmer	nts may got damaged	while clean	ing.	Have to exp	plain the handlin	ng and cleaning techniqu	les during the practical.		
RESULT ANA	LYSIS								
If the class wi	ll be conducted prope	erly, the stu	dents will	be able to cl	ean various f&b	equipments.			

SUBJECT: TOPIC: LEARNING OI	Food and Beverage Operation								
TOPIC:	Operation								
		1	MANUAL NO:	6	Faculty: Sum	it Das			
	Cleaning / polishing of EPNS items				HOURS:	3 hours 45 mins			
LEARNING OU			SEMESTER:	1	Approved By:	Deputy Director			
	UTCOME								
Students shoul	ld able to identify the	e various challe	enges occurred dui	ring cleaning sil	verware items.				
Students will b	be able to explain var	ious methods	of silverware clear	ing .					
RESOURCES:	Silverware, cleaning	g agent etc.S							
		() ! !		_					
	: Food and Beverag		-	1.					
/IDEO TUTOI	RIAL: https://youtu.l	be/OHqRuol5(<u>14</u>						
METHODOLO	CV ·								
	TICULARS	TIME	,		TASK				
	ooming Check up	10 minutes		e body temperat		ery students, They must wash and			
			Cł	neck hair cut, nail	s, shaving, shoe poli	sh, uniform and service tools			
Briefing		15 minutes	Instructio	on will be given	by faculty for Clear	ning and Polishing of EPNS items			
			Polish the	Polish the silverware by using a dry glass polishing cloth and wipe them dry.					
Practical Dem	onstration	2hr 45 minute	Take a con	Take a container and pour boiling water and add small amount of vinegar into					
Tuccicui Deini		+5		it for cleaning purpose.					
			Corretha		the cleaning cloth	using your right hand kooping it			
Check learning	outcom	15 minutes	Questions	will be asked re	lated to the Cleanii	ng/polishing silverware items.			
		<u> </u>	Student	Students MUST wash and wipe each & every equipment as well as the area					
Closing		20 minutes	they ha	they have used during their practical. The garbage MUST be disposed in					
POSSIBLE SO	URCESTOFFERRORS	& RECTIFIC	ATION :						
	POSSIBLE ERRO				RECTIFICATI	ON			
Гhe chemical r			is not We have to	o follow the guid		nile cleaning Silverware items.			
done properly				0					
RESULT ANAI			1						

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	Food and Beverage	Service			-				
SUBJECT:	Operation	L	MANU	AL NO:	7	Faculty: Sum	it Das		
	PREPARATION FO	R							
SERVICE (RESTAU		RANT)				HOURS:	3 hours 45 mins		
TOPIC:	Organizing Mise-e		SEME	STER:	1				
101101	and Mise-en-Place		02.02		-				
						Approved By:	Deputy Director		
LEARNING OU	UTCOME								
Students shoul	d able to identify and	l rectify the	e various c	hallenges o	occurred during m	nise-en-place and i	mise-en-scene.		
Students will b	e able to explain the	importanc	e of doing	mise-en-pl	ace and mise-en-s	scene.			
RESOURCES	All f&b equipments	cleaning	agente d	uster etc					
nibo e nello.	in ico equipments	, ciculling	ugents, u	uster etc.					
REFERENCES	: Food and Beverag	o Sorvico	hy R Sind	raravolavo	n				
				garavelava	11.				
	RIAL:https://youtu.be,	<u>/b4gjaHQ18</u>	<u>3nivi</u>						
METHODOLO			ME	1					
PAR	TICULARS	11	ME	Chock th	a body tomporatu	TASK	ery students, They must wash and		
				CHECK UI	e bouy temperatu		ity students, they must wash and		
Hygiene & G	rooming Check up	10 m	inutes	Check hair cut, nails, shaving, shoe polish, uniform and service tools					
Briefing		15 minute	S						
				Facul	ty will brief the st	tudents about mis	e-en-place and mise-en-scene.		
				Take utmost and great care while washing and stocking of the service					
Practical Dem	onstration	2hr 45 mir	nutes	Maintain all service tools, trolley, and equipment clean and in order all					
				Clean your working area and the surroundings properly and keep away					
Check learning	outcom	15 minutes		Questions will be asked related to mise-en-place and mise-en-scene.					
ol 1				Students woor wash and wipe each & every equipment as well as the area					
Closing 20 minutes			5	they have used during their practical. The garbage MUST be disposed in					
POSSIBLE SO	URCES OF ERRORS	& RECTIF	ICATION	:					
	POSSIBLE ERRO	RS				RECTIFICATI	ON		
While doing th	e mise-en-place brea		mage of	While doin	ng the mise-en-pl		ndle all the equipments carefully.		
equipments m	-	0	0 -		C F		· · · · · · · · · · · · · · · · · · ·		
RESULT ANAI	LYSIS								
If the class wil	l be conducted in a s	yatematic v	way studer	nt will be al	ole to differentiate	e between mise-er	-place and mise-en-scene, and		
	to know about the pu	maga of de	ing this						

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	Food and Beverag	ge Service				
SUBJECT:	Operation	1	MANUAL NO:	8	Faculty: Sum	it Das
	PREPARATION FO				HOURS:	3 hours 45 mins
TOPIC:	TOPIC: Opening, Operating Closing duties		SEMESTER:	1	Approved By:	Deputy Director
LEARNING O	UTCOME					
Students shou	ld able to identify an	d rectify the	various challenges	occurred during op	pening, operating	and closing of F&B Outlet.
Students shou	ld be able to list dow	n the duties	to be followed duri	ng opening, operat	ing and closing .	
RESOURCES	: All f&b equipment	s cleaning a	agents duster etc			
RESUURCES:		s, cicalilig a				
REFERENCES	S: Food and Bevera	ge Service b	y R. Singaravelava	an		
VIDEO LINK:	https://youtu.be/RBcs	<u>y62wqtc</u>				
METHODOLO						
	RTICULARS	TIN 10 minutes		ne body temperatu	TASK	ery students, They must wash and
Trygiene a di	tooning check up	10 minutes		• •		sh, uniform and service tools
Briefing		15 minutes	Briefing	g will be given relat	ted to opening, op service staff	erating and closing duties of F&B
			Expalnat	ion of the Opening	and Closing check	klist.
Practical Den	nonstration	2hr 45 mint				klist. spect all service tools, trolley, and
Practical Den	nonstration	2hr 45 mint	utes As per th While op	e Opening and Close erating hours Clear	sing checklist - In ning of buffet cou	spect all service tools, trolley, and nters,stacking of various
		2hr 45 mint 15 minutes	As per th While op Question	e Opening and Clor erating hours Clear s will be asked rela	sing checklist - In ning of buffet cou	spect all service tools, trolley, and
Practical Den Check learning			As per th While op Question F&B staff	e Opening and Clor erating hours Clear s will be asked rela	sing checklist - In ning of buffet cou ited to the opening	spect all service tools, trolley, and nters,stacking of various
			As per th While op Question F&B staff	e Opening and Closerating hours Clear s will be asked rela	sing checklist - In ning of buffet cou ited to the opening a wipe cach a cou	spect all service tools, trolley, and nters,stacking of various g, operating and closing duties of
Check learning		15 minutes	As per th While op Question F&B staff	e Opening and Closerating hours Clear s will be asked rela	sing checklist - In ning of buffet cou ited to the opening a wipe cach a cou	spect all service tools, trolley, and nters,stacking of various g, operating and closing duties of
Check learning Closing		15 minutes 20 minutes	As per th While op Question F&B staff they	e Opening and Closerating hours Clear s will be asked rela	sing checklist - In ning of buffet cou ited to the opening a wipe cach a cou	spect all service tools, trolley, and nters,stacking of various g, operating and closing duties of
Check learning Closing	g outcom	15 minutes 20 minutes 5 & RECTIFI	As per th While op Question F&B staff they	e Opening and Closerating hours Clear s will be asked rela	sing checklist - In ning of buffet cou ited to the opening a wipe cach a cou	spect all service tools, trolley, and nters,stacking of various g, operating and closing duties of any equipment as wen as the area e garbage MUST be disposed in
Check learning Closing POSSIBLE SO	g outcom DURCES OF ERRORS	15 minutes 20 minutes 5 & RECTIFI	As per th While op Question F&B staff they CATION :	e Opening and Clor erating hours Clear s will be asked rela	sing checklist - In- ning of buffet cou ted to the opening a wipe cach a coo heir practical. The RECTIFICATIO	spect all service tools, trolley, and nters,stacking of various g, operating and closing duties of any equipment as wen as the area e garbage MUST be disposed in
Check learning Closing POSSIBLE SO service will ge	g outcom DURCES OF ERRORS POSSIBLE ERRO et affected if the open	15 minutes 20 minutes 5 & RECTIFI DRS iing, operatin	As per th While op Question F&B staff they CATION :	e Opening and Clor erating hours Clear s will be asked rela	sing checklist - In- ning of buffet cou ted to the opening a wipe cach a coo heir practical. The RECTIFICATIO	spect all service tools, trolley, and nters,stacking of various g, operating and closing duties of ry equipment as wen as the area e garbage MUST be disposed in ON
Check learning Closing POSSIBLE SO service will ge clocing proceed RESULT ANA	g outcom DURCES OF ERRORS POSSIBLE ERRO et affected if the open hurse will not be follo LYSIS	15 minutes 20 minutes 5 & RECTIFI DRS hing, operation	As per th While op Question F&B staff they 1 CATION :	e Opening and Clor erating hours Clear s will be asked rela is. have used during t sks should be perfo	sing checklist - In- ning of buffet cou ited to the opening a wipe cach a coo heir practical. The heir practical. The RECTIFICATION ormed as per the p	spect all service tools, trolley, and nters,stacking of various g, operating and closing duties of ry equipment as wen as the area e garbage MUST be disposed in ON

			B.Sc i	in Culinary	Art	
SUBJECT:	Food and Beverage Operation 1		NUAL NO:	9	Faculty: Sum	nit Das
	Basic Technical Ski	lls :			HOURS:	3 hours 45 mins
ΤΟΡΙC:	Holding Service Spe Fork	SE	MESTER:	1	Approved By:	Deputy Director
	Carrying a Tray / S	alver				
LEARNING O						
	ld able to identify and	-	-		ing the service gea	ır.
Students will	be able to explain the l	handling techniq	ues of service gea	r and salver.		
RESOURCES :	Service spoon, fork&	k salver.				
DEFEDENCE	S: Food and Beverage	- Comrise by D	ingonovolovon			
	<u> </u>		÷	·		
	RIAL: https://drive.goo	<u>gle.com/file/d/1N</u>	<u>Re7CznS8EI7HQ89</u>	<u>pipnWO5fSlfRX</u>	<u>-2J/view?usp=shar</u>	<u>111g</u>
METHODOLO	TICULARS	TIME			r	ſASK
	coming Check up	10 minutes	Check the b	ody temperat		ery students, They must wash and sanitize their
<i>J</i> 0	0 1 1			•		hoe polish, uniform and service tools
Briefing		15 minutes	Faculty	will explain ab	C	nd various types of trays used in F&B service artment.
Practical Den	nonstration	2hr 45 minutes			e of holding a serv e of carrying a tra	
Check learning	g outcom	15 minutes	-		C C	ervice gear and holding a tray/salver.
Closing		20 minutes			-	ery equipment as wen as the area they have used e disposed in designated areas after the practical
POSSIBLE SO	URCES OF ERRORS	& RECTIFICATI	JN :			
	POSSIBLE ERROR					IFICATION
Food items ma RESULT ANA	ay fall on the guest tab	le if service gear	or Have to prac	tice more and	more to become a	n expert in termsof handling service gear and
	ill be conducted prope	1 .1 . 1 .				

SUBJECT: Food and Beverage Service Operation 1 MANUAL NO: 10 Faculty: Sumit Das TOPIC: Laying a Table Cloth Changing a Table Cloth during service 1 HOURS: 3 hours 45 mins TOPIC: Laying a Table Cloth Changing a Table Cloth during service 1 HOURS: 3 hours 45 mins Students will be able to show how to change the table cloth during service. 5 Deputy Director Students will be able to identify and rectify various challenges occurred during laying a table cloth. RESOURCES: Restaurant table, table cloth & baize cloth. REFERENCES: Food and Beverage Service by R. Singaravelavan. VIDEO TUTORIAL -https://youtu.be//VpaczaAluQ METHODOLOGY : PARTICULARS TIME TASK Particular 10 mutues Check the body temperature of each ard every students, They must wash a Check thair cut, nails, shaving, show polish, uniform and service tools Briefing 45 minutes Demonstration and practice of loading the table cloth. Practical Demonstration 15 minutes Demonstration and practice of chaling a table cloth i.e. steps involved i laying it, Elc. Check learning outcom 15 minutes Students MUS MUS Must Must Must Aver are each are eacut at every equipment as we as use are stude in they have used				B.Sc in C	ulinary Art			
HOURS: 3 hours 45 mins TOPIC: Laying a Table Cloth Changing a Table Cloth Inchance cancice SEMESTER: 1 HOURS: 3 hours 45 mins LEARNING OUTCOME Students will be able to show how to change the table cloth during service. Mapproved By: Deputy Director Students will be able to identify and rectify various challenges occurred during laying a table cloth. Students Students RESOURCES: Restaurant table, table cloth & baize cloth. TASK TASK PARTICULARS TIME Check the body temperature of each and every students, They must wash a Check hair cut, nais, shaving, shoe polish, uniform and service tools Briefing 15 minutes Demonstration and practice of holding the table cloth. Demonstration and practice of holding the table cloth. Practical Demonstration 15 minutes Demonstration and practice of holding the table cloth. Demonstration and practice of holding the table cloth. Demonstration and practice of holding the table cloth. POSSIBLE SOURCES OF ERRORS & RECTIFICATION : Exercise Section Sec	SUBJECT:	Operation 1	MANU	JAL NO:	10	Faculty: Sum	iit Das	
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	aving may n			Tablecloth	has to be well in			
				1 auteciuli				
		ill be conducted prope						

			B.Sc i	n Culinary Art					
SUBJECT:	Food and Beverage Service Operation 1		MANUAL NO		Faculty: Sum	Faculty: Sumit Das			
TOPIC:	Basic Technical Skills : Placing meal plates & Clearing soiled plates				HOURS:	3 hours 45 mins			
			SEMESTER:	1					
			SEMESTER.	1	Approved By:	Deputy Director			
	Stocking Sideboar	d							
LEARNING O									
	ald able to identify and		0	occurred during plac	ing and clearing th	e plates.			
Students will	be able to show how	to stock the	sideboard.						
RESOURCES	: Restaurant table, p	lates, servi	ice equipment, s	ideboard.					
REFERENCE	S: Food and Bevera	ge Service	by R. Singaravel	avan.					
VIDEO TUTO	RIAL: https://drive.go	ogle.com/fil	<u>e/d/1NRMnQQRLy</u>	TVIyrqpxIgR2cdemZe	L_wfr/view?usp=sha	aring			
METHODOLO									
	RTICULARS		ME	It the hedre tomore	TASK	www.atudanta They must weak a			
Hygielle & G	rooming Check up	10 minute	es Chec	• •		ery students, They must wash ar sh, uniform and service tools			
Briefing		15 minute	S	ulty will explain abo	ut the practical in v	which he/she will brief about the			
				placing of plates and	clearance of soile	d plates from the guest table.			
	nonstration			Demonstration and practice of holding the plates.					
Practical Den		2hr 45 min		Demonstration and practice of placing fresh and clearing soiled plates .					
				Demonstration and practice of stocking sideboard.					
Check learning	g outcom	15 minutes	-	Questions will be asked related to the placing of plates, clerance of plates and					
			stocki	stocking of sideboard.					
Closing	osing 20 minutes they have used during their practical.					ractical. The garbage MUST be disposed in			
POSSIBLE SC	DURCES OF ERRORS		ICATION :		RECTIFICATI	ON			
Students might place or clear the equipment from			rom Have	Have to explain and practice in the correct manner.					
Students migh		1		r and prace					
RESULT ANA									

]	B.Sc in C	ulinary Art				
	Food and Beverage	e Service							
SUBJECT: Operation 1					12	Faculty: Sumit Das			
	Basic Technical Skills :					HOURS:	3 hours 45 mins		
TOPIC:	Service of Water								
	Using Service Plate &		SEMESTER:		1	Approved By:	Deputy Director		
Crumbing Down						Арргочей Бу.			
	Napkin Folds								
LEARNING C	UTCOME								
Students shou	ıld able to identify and	d rectify va	rious challe	enges occu	rred during servic	e of water.			
Students will	be able to show how t	to do the cr	umbing.						
Students shou	ld be able to fold the	napkins in	different w	/ays.					
RESOURCES	: Restaurant table, p	lates, serv	ice equipn	nent, side	board, glasswaye	, water bottle, w	zater jug, napkin etc.		
REFERENCE	S: Food and Bevera	ge Service	by R. Sing	aravelava	n.				
	RIAL- https://youtu.b	e/nX4d1xYe	<u>NgU</u>						
METHODOL				-					
	RTICULARS rooming Check up		ME	Chock th	o body tomporatu	TASK	and and the must week on		
Hygiene & G	rooming Check up	10 minute	s		• •		ery students, They must wash and service tools		
Briefing 15		15 minute	15 minutes		Faculty will brief the students about the practicals in which they'll be doing service of water, crumbing, various napkin fold etc.				
				Demonstration and practice of serving water from water iug & from bottle.					
Practical Der	nonstration	2hr 45 minutes		Demonstration and practice of crumbing and changing of Ashtray.					
					ation and practice				
Check learnin	g outcom	15 minutes	;	Questions will be asked related to service of water, crubing techniques, variou					
				napkin fo	ds etc.	a mpe caen a en	er y equipment as wen as the area		
Closing 20 minutes				they have used during their practical. The garbage MUST be disposed in					
				5	0	*			
POSSIBLE SO	OURCES OF ERRORS	& RECTIF	ICATION :						
	POSSIBLE ERRO					RECTIFICATI	ON		
Spillage of w	iter may happen on th	-	lo while						
		ie guest tab	ie wille	Will have to follow the methods, practice more and more with bottle of water					
pouring it to t RESULT ANA				and with	the lugs.				
TC (1	ill be conducted prop	erly the str	idente will	he able to	serve the water a	nd do the crumbi	ng properly		

1			B.Sc in Cu	ılinary Art			
	Food and Beverage						
SUBJECT:	Operation	-	UAL NO:	13	Faculty: Sum	lit Das	
Т	ABLE LAY-OUT &	:			HOURS:	3 hours 45 mins	
-	ERVICE:			1			
TOPIC:	La Carte Cover ,		ESTER:		Approved By:	Deputy Director	
	lote Cover	SEM					
Ε	nglish Breakfast	Cover,					
Α	merican Breakfas	st Cover					
LEARNING OUT	COME					-	
Students should a	able to identify and	l rectify various call	enges occurre	ed during doing t	he varous set ups	3	
Students will be a	able to explain and	do the various set u	ups.				
	Food and Beverag	ge Service by R. Sin /WBGbuCCovrc	agaravelavan	•			
METHODOLOGY							
PARTI Hygiene & Groo	CULARS	TIME 10 minutes	Check the	body tomporatiu	TASK	ery students, They must wash an	
frygrene & 6100	ning check up	10 minutes		• •		sh, uniform and service tools	
Briefing		15 minutes	-			to various types of set-ups	
			Practice for the set up of Ala carte & Table d' hote.				
	onstration		Practice for the set up of English breakfast.				
Practical Demor	nstration	2hr 45 minutes	Practice for			note.	
Practical Demor	istration	2hr 45 minutes		the set up of En			
		2hr 45 minutes 15 minutes	Practice for Questions	the set up of En the set up of An will be asked rela	glish breakfast. nerican breakfast. ited to various typ	bes of set-ups.	
Practical Demor Check learning o Closing			Practice for Questions	the set up of En the set up of An will be asked rela	glish breakfast. nerican breakfast. Ited to various typ a wipe cach a coo		
Check learning o Closing	utcom	15 minutes	Practice for Questions v ortugent they ha	the set up of En the set up of An will be asked rela	glish breakfast. nerican breakfast. Ited to various typ a wipe cach a coo	bes of set-ups.	
Check learning o Closing	utcom	15 minutes 20 minutes & RECTIFICATION	Practice for Questions v ortugent they ha	the set up of En the set up of An will be asked rela	glish breakfast. nerican breakfast. Ited to various typ a wipe cach a coo	bes of set-ups. Ty equipment as wen as the area e garbage MUST be disposed in	
Check learning o Closing POSSIBLE SOUF	utcom RCES OF ERRORS POSSIBLE ERRO	15 minutes 20 minutes & RECTIFICATION	Practice for Questions to they ha	r the set up of En r the set up of An will be asked rela	glish breakfast. nerican breakfast. ited to various typ a wipe cach a coo heir practical. The RECTIFICATIO	bes of set-ups. A y equipment as wen as the arc e garbage MUST be disposed in ON	
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			B.Sc in	Culinary Art					
	Food and Beverag	e Service							
SUBJECT:	•		MANUAL NO:	14	Faculty: Sumit Das				
	TABLE LAY-OUT &								
	SERVICE:				HOURS:	3 hours 45 mins			
TOPIC	Continental Break	cfast							
TOPIC:	Cover, Indian Breakfast Cover		SEMESTER:	1	Approved By:				
						Deputy Director			
	Afternoon Tea Co	ver , High							
LEARNING OU				-		•			
	ld able to identify an	d rectify vario	us callenges occu	rred during doing t	he varous set uos				
	be able to explain an		÷.	<u> </u>					
	*		•						
RESOURCES:	Crockery, Flatware	e, glassware, i	Budvase, cruet s	et etc.					
REFERENCES	: Food and Bevera	ge Service by	R. Singaravelava	an.					
VIDEO TUTOF	RIAL:-https://youtu.l	pe/WBGbuCCov	<u>vrc</u>						
METHODOLO	GY:								
	TICULARS	TIM			TASK				
Hygiene & Gro	Hygiene & Grooming Check up 10 minutes			Check the body temperature of each and every students, They must wash and Check hair cut, nails, shaving, shoe polish, uniform and service tools					
			(Lneck hair cut, hails,	snaving, shoe polis	sn, uniform and service tools			
Duiofin -			Faculty	Faculty will brief the students about the setup guidelines which they have to					
Briefing		15 minutes	-						
				perfom during their practical under the proper guidance of him/her. Practice for the set up of continental breakfast.					
1			-						
Due at a -1 D	an atmatian	ohn ('	Practice	for the set up of co	ntinental breakfas				
Practical Dem	onstration	2hr 45 minut	es Practice	for the set up of con for the set up of Inc	ntinental breakfas lian breakfast.	it.			
Practical Dem	onstration	2hr 45 minut	es Practice : Practice : Practice :	for the set up of con for the set up of Inc for the set up of Aft	ntinental breakfas lian breakfast. ernoon tea & Hig	h tea.			
Practical Dem Check learning		2hr 45 minut	es Practice Practice Practice Question	for the set up of Inc for the set up of Inc for the set up of Aft is will be asked rela	ntinental breakfas lian breakfast. ernoon tea & Hig	it.			
Check learning			es Practice : Practice : Practice : Question practical	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s.	ntinental breakfas lian breakfast. rernoon tea & Hig ited to the set ups	h tea.			
			es Practice : Practice : Practice : Question practical	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s.	ntinental breakfas lian breakfast. ernoon tea & Hig ited to the set ups	h tea. which has been done during the			
Check learning		15 minutes	es Practice : Practice : Practice : Question practical	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s.	ntinental breakfas lian breakfast. ernoon tea & Hig ited to the set ups	h tea. which has been done during the			
Check learning		15 minutes	es Practice : Practice : Practice : Question practical	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s.	ntinental breakfas lian breakfast. ernoon tea & Hig ited to the set ups	h tea. which has been done during the			
Check learning Closing	g outcom	15 minutes 20 minutes	es Practice : Practice : Question practical they	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s.	ntinental breakfas lian breakfast. ernoon tea & Hig ited to the set ups	h tea. which has been done during the			
Check learning Closing	g outcom URCES OF ERRORS	15 minutes 20 minutes S & RECTIFIC.	es Practice : Practice : Question practical they	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s.	ntinental breakfas lian breakfast. ernoon tea & Hig ited to the set ups a wipe cach a coo heir practical. The	h tea. which has been done during the ry equipment as wen as the area e garbage MUST be disposed in			
Check learning Closing POSSIBLE SO	g outcom URCES OF ERRORS POSSIBLE ERRO	15 minutes 20 minutes 8 & RECTIFIC.	es Practice : Practice : Question practical they ATION :	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s. This moor wash ar have used during t	ntinental breakfas dian breakfast. Ternoon tea & Hig ted to the set ups a wipe cach a coo heir practical. The RECTIFICATIO	h tea. which has been done during the cry equipment as wen as the area e garbage MUST be disposed in ON			
Check learning Closing POSSIBLE SO	g outcom URCES OF ERRORS POSSIBLE ERRO not be able to do it p	15 minutes 20 minutes 8 & RECTIFIC.	es Practice : Practice : Question practical they ATION :	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s. This moor wash ar have used during t	ntinental breakfas dian breakfast. Ternoon tea & Hig ted to the set ups a wipe cach a coo heir practical. The RECTIFICATIO	h tea. which has been done during the ry equipment as wen as the area e garbage MUST be disposed in			
Check learning Closing POSSIBLE SO Students may I RESULT ANAI	g outcom URCES OF ERRORS POSSIBLE ERRO not be able to do it p	15 minutes 20 minutes 5 & RECTIFIC. DRS properly if thay	es Practice : Practice : Practice : Question practical they ATION :	for the set up of con for the set up of Inc for the set up of Aft is will be asked rela s. This WOOT wash and have used during the understand the con	ntinental breakfas dian breakfast. Ternoon tea & Hig ted to the set ups a wipe cach a coo heir practical. The RECTIFICATION cept of doing the	h tea. which has been done during the cry equipment as wer as the area e garbage MUST be disposed in ON			

			B	.Sc in C	ulinary Art				
SUBJECT:	Food and Beverage Service Operation 1		MANUAI	L NO:	15	Faculty: Sumit Das			
	TOPIC: PROCEDURE FOR SERVICE OF A MEAL					HOURS:	3 hours 45 mins		
ΤΟΡΙC:			SEMESTER:		1	Approved By:	Deputy Director		
LEARNING O	UTCOME								
	2			U	e	ving various proc	edure involved in serving a meal		
and also under	rstand the step by ste	p process o	f serving a i	meal to t	he guest.				
RESOURCES:	Dummy Telephone,	Register,	Restaurant	table, C	hairs etc.				
REFERENCES	5: Food and Beverag	e Service l	oy R. Singai	ravelava	n.				
	RIAL: https://drive.goo	ogle.com/file	e/d/1ND4qUV	WzTAbc63	gPh6aEOHKB4X70j	OsrY/view?usp=sh	aring		
METHODOLO	GY:								
	PARTICULARS		ME		TASK				
Hygiene & Grooming Check up 10 minu		10 minute	S	Check the body temperature of each and every students, They must wash and Check hair cut, nails, shaving, shoe polish, uniform and service tools					
			F				sh, uniform and service tools ure which has to be performed via		
Briefing		15 minutes		role play during the practical.					
		2hr 45 minutes		Taking Guest Reservations					
Practical Dem	onstration			Receiving & Seating of Guests					
				Order taking & Recording					
					Order proces	sing (passing or	lers to the kitchen)		
Check learning outcom 15 minutes		Ç	Questions will be asked related to the procedure of serving a meal.						
Closing	Closing 20 minute		;	they have used during their practical. The garbage MUST be disposed i					
POSSIBLE SO	URCES OF ERRORS	& RECTIFI	CATION :						
POSSIBLE ERRORS				RECTIFICATION					
Students migh	t not able to follow ea	ach and eve	ery H	lave to p	ractice in proper se	equence.			
procedure invo	olved in serving a me	al.							
RESULT ANA	LYSIS		I						
If the class wi	ll be conducted prope	erly, the stu	dents will b	e able to	follow the procedu	are of serving a n	neal.		