

RISALI INSTITUTE OF MANAGEMENT  
VISAKHAPATNAM – HYDERABAD

Diploma in Hotel Management – 1 Year

Syllabus: 2020 - 2021

**Food and Beverage Production**

To develop a comprehensive knowledge of professional cookery in the hotel and catering industry. To induce in the student professional competence at commis de cuisine in any type of food production operation. To give a basic idea of Indian and other types of cookery and related matters

Unit 1

Introduction of cookery- definition – origin

Equipment's used in kitchen- Safety procedures in handling equipment's. The working environment.

Kitchen organization –Hierarchy and kitchen staffing.

Duties and Responsibilities of each staff – Role of executive chef Co-operation with other departments.

Unit 2

Cooking fuels –advantage and disadvantages Foundation ingredients

Action of heat on carbohydrates, fats, proteins minerals and vitamins Transference of heat to food by radiation conduction and convection

### Unit 3

Aims and objectives of cooking food –Techniques used in preparation

Method of cooking food – roasting, frying, baking, poaching, boiling, stewing, braising steaming, grilling, microwave, pot roasting, spit roasting.

Care and preparation to be taken in each method Raw materials of cooking food.

### Unit 4

Basic principles of food production- Effect of heat on vegetables, cuts of vegetables Vegetable: classification, importance in diet. Classification.

Fruits: classification, uses of fruits in cookery salads and salads dressing

Stock- definition, preparation of stock, recipes, storage of stock, uses of stock, care and precaution in stock making.

Soups- classification with example, basic recipe, consommé and accompaniments for soups.

Sauces-classification, recipe for mother sauces, derivatives, quality of good sauce, types of sauce

### Unit 5

Meat-cookery – introduction, cuts of beef, veal/ lamb / mutton / pork /chicken Fish– classification- with examples, cuts of fish, selection, shellfish, cooking of fish Egg- cookery, selection, uses, method of cooking

Shortening –fats and oils, advantages and disadvantages, role of shortening and variety Quality of food production – equipments, classification, care and maintains.

Modern developments in equipments manufacture

# FOOD & BEVERAGE SERVICE

## UNIT -1

Introduction to Catering-Different types of catering establishment, Relation of catering industry with other Industries. Staff organization in different types of Restaurant, Duties & Responsibilities of Restaurant staff, Classification of Restaurant, Types of Restaurants, Status of waiter, Attributes of a waiter.

## UNIT -2

Classification of Operating equipment used in Restaurant of their uses.

Ancillary departments: still room,Pantry,hot plates.

Restaurant service Mis en scene,Mis enpla.

Table laying-points to remember when laying a table, uses of a dummy waiter

## UNIT -3

Menu-Meaning, Types, food & their usual accomplishments, French classical menu, Types of service different styles, Factors influencing styles of service Advantages & dis advantages.

## UNIT-4

Breakfast-Types, cover lying, Terms used.

Classification of Beverage-Preparation of Non-Alcoholic beverage, Examples of Non-Alcoholic beverage.

## UNIT-5

Order taking procedures in Restaurant, Room service types, Order taking procedures for room service –Telephone, door hangers.

Cover laying for foods-Hors d'oeuvre, fish, main course, sweet, cheese, savory.

Savory-examples types.

Ice cream-meaning, categories.

## FRONT OFFICE SYLLABUS

### UNIT -1

Introduction to Hotel Industry:

Hospitality & its origin, Define Hotel, Hotel eco-tourism & growth.

Classification of Hotels-Size, Star, Location cliental, Ownership basic, Length of stay level of service management and Affiliation.

Types of Room & Room rates, Types of Meal plan used in the Hotel Industry, Types of Guests

### UNIT -2

Organizational/Hierarchy chart, Front office Co-ordination with other Department, Front office functional area duties & Responsibilities of Front office person, Front office layout & Equipment, Front office operation Guest cycle, Front office system.

### UNIT -3

Information of Bell desk & Equipment, introducing of a Bell desk, Bell desk (Scanty left luggage procedure, luggage handling), paging, Mail & Message handling, Changing of Room, Function of Information service.

### UNIT-4

Reservation:Types (Guaranteed & Non-Guaranteed) Importance & functions, Modes & Services of Reservation, Corporate clients, Group Reservation Guest cycle

Reservation Enquiries, Accepting or Denying reservation cancellation & Amendments.

#### UNIT-5

Introduction to the Reservation section, Basic check in & Check out activities, Sign of registration & pre-registration activities, Processing VIP, Foreigners & group registration

Subject: 5    Communication Skills in English

Unit - I            Listening Skills

Unit-II            Functional English - I

Unit - III            Functional English – II

Unit - IV            Situational English

Module – A            Vocabulary

Module – B            Verbs

Module – C            Interview Skills

\*Modules A, B, C will be dealt with on a daily basis throughout the year.

Subject: 6 Communication Skills in Hindi

UNIT -1

Basics of Hindi

Communication in Hindi

General Hindi meanings (Relations, Food, Actions & Description words)

UNIT -2

Vachan, Shabd, Vakyaprayog, Vilom (Grammar)

Listening skills

Usage of words

UNIT -3

Sentence formation, Translation in Hindi, Self introduction and Sentence for workplace, Sentence for daily routine

UNIT-4

Reading Skills

Story telling

Writing Skills

UNIT-5

Conversations, Role plays