



फूड प्रोडक्शन में डिप्लोमा
Diploma in Food Production



बेकरी एंड कन्फेक्शनरी में डिप्लोमा
Diploma in Bakery and Confectionery

फूड एंड बेवरेज सर्विस में डिप्लोमा
Diploma in Food & Beverage Service

डेढ़ वर्षीय डिप्लोमा पाठ्यक्रम हेतु सूचना विवरणिका
Information Brochure for One & half year Diploma Programme

IHM LUCKNOW

होटल प्रबंधन, खान-पान प्रौद्योगिकी एवं अनुप्रयुक्त पोषाहार संस्थान, लखनऊ
(पर्यटन मंत्रालय, भारत सरकार की एक स्वायत्त निकाय)

Institute of Hotel Management Catering Technology and Applied Nutrition, Lucknow
(An Autonomous Body under Ministry of Tourism, Government of India)

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1½ Year Diploma – Food Production /
– Bakery and Confectionery /
– Food & Beverage Service

भूचना विवरणिका

Information Brochure

विज्ञान, वाणिज्य, कला एवं अन्य मान्यता प्राप्त विषयों के साथ
10+2 अथवा समतुल्य परीक्षार्थियों हेतु।

Open to Candidates from Science, Commerce, Arts
and Other Recognized Streams of 10+2 in equivalent examination.

प्रदाता :

होटल प्रबन्धन, खान-पान प्रौद्योगिकी एवं अनुप्रयुक्त पोषाहार संस्थान, लखनऊ

सेक्टर-जी, अलीगंज, लखनऊ, उ०प्र०-226024

“पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय”

फोन नं० : 0522-4077414, 415

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Offered By :

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सम्बद्ध :

राष्ट्रीय होटल प्रबंध एवं कैटरिंग तकनालॉजी परिषद्

ए-34, सेक्टर-62, नोएडा - 201309

Affiliated to :

National Council for Hotel Management and Catering Technology

A-34, Sector-62, Noida - 201309

विषय - सूची

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1. Institute of Hotel Management Catering and Nutrition

IHM, Lucknow is an institute of high repute and excellence under the aegis of Ministry of Tourism, Govt. of India & Uttar Pradesh. The institute imparts quality training and education in the field of Hospitality and Tourism Industry.

Established in year 1969 as a Food Craft Institute and upgraded to an Institute of Hotel Management in year 1980 to conduct the 3 years Diploma course, as 5th oldest govt. run IHM of the country. We ranked 6th all across the country according to the Magazine "India Today" & "ASSOCHAM INDIA" in 2016.

This institute offers students the opportunity to develop professional and academic excellence with a view to enjoy a rewarding career as a Hotel or Restaurant Manager, Food & Beverage Manager, Front Office Manager, Executive Chef or as an Executive House-Keeper etc. Whatever be the career choice students expect that the Hospitality training they receive at IHM, Lucknow will allow them to begin work in their profession as soon as they pass out.

AFFILIATION

Institute of Hotel Management is affiliated with **NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY, NOIDA, U.P., INDIA**; which is an apex body under the MINISTRY OF TOURISM, GOVERNMENT OF INDIA.

The National Council for Hotel Management was set up in 1982 with a Board of Governors, comprising Government and trade representatives, to look after its affairs. The Council has been assigned the role of assigning and advertising the Government in the coordinated development of training programs in Hotel Management and related fields. Its main concern is directed towards growth and development of the institutes of Hotel Management & Catering technology all over the country and to affiliate existing institutes of similar nature.

The National council conducts courses at Post Graduation, Graduation, Diploma, Post-Diploma & Certificate levels to develop tomorrow's top professionals in the Hospitality related enterprises. The National Council also prescribes common syllabi for all its courses; conducts research studies in the field of Hotel and Restaurant Management and awards Post Graduation, Graduation, Diploma, Post-Diploma & Certificates to successful candidates.

SALIENT FEATURES

IHM, Lucknow is spread in 5 acres land at the prime location of the city. Institute has 1,10,000 sq.fts of training space making it one of the largest Institutes of Hotel Management across the country.

ALUMNI- Alumni of the institute are spread across the world and are well communicated with each other through regular interaction.

AIM- To take the steps towards fulfilling the human resource requirement of Hospitality industry and do all possible efforts to raise the standard of services being offered to the guest in hospitality industry up to their delight.

OBJECTIVES- To impart quality training and education in the field of Hospitality and Tourism Industry and offer students the opportunity to develop professional and academic excellence with a view to enjoy a rewarding career in Hotels, Restaurants and allied profession. We assist the students in developing their personality with due emphasis to discipline, dedication, attitude and commitment along with imparting knowledge and skill.

FACULTY- The faculty of IHM, Lucknow have national and international exposure and fully committed to impart knowledge and skill keeping pace with latest trend of hospitality Industry.

2. 1 ½ Year Diploma in Food Production/Bakery & Confectionery/Food & Beverage Service.

Overview of the Syllabus :

1. FOOD PRODUCTION-

Food Production and requirement, culinary history and recipes, hot and cold food, confectionery and bakery, equipment and tools, menu planning and mise en place, cost control, larder work establishing and evaluation standard recipe cards, Indian, Chinese and advanced Continental Cookery.

2. BAKERY AND CONFECTIONERY -

Art & Science of Making Yeast Product, Cake, Pastry, Puffe, Chocolate, Cheese etc.

3. FOOD & BEVERAGE SERVICE -

Preparation and techniques of services, restaurant and special event service, consumer interests and styles, restaurant equipment, types of beverages and bars, planning and merchandising, conventions, table plans, protocol Gueridon services, restaurant layout and etiquette, formal and informal gathering, seating arrangements.

3. Career Opportunities for Diploma Holders

- Kitchen /Food & Beverage Service Trainees in Hotels
- Hospital and Institutional Catering Trainees
- Cabin Crew in National & International Airlines
- Trainees in Tourism Development Corporations and Resort properties
- Kitchen/ Food and Beverage Service trainee positions in Hotels
- Indian Navy/Indian Army/Armed forces Canteen Hospitality services;
- Guest/Customer Relation Executive in Hotel and other Service Sectors;
- Resort Management

- Self-employment through entrepreneurship.
- Multinational companies for their hospitality services.
- Retail, Entertainment, Life style, and Social catering.

4. Eligibility for admission

4.1 Qualifying Examination

A pass in 10+2 system of Senior Secondary examination or its equivalent with English as one of the compulsory subject. Those appearing in 10+2 or equivalent examination can also appear in Diploma courses. Provisional admission will stand cancelled if proof of having passed the qualifying examination (10+2 or its equivalent) is not submitted at the time of admission. The offer of admission is subject to verification of original certificates/documents at the time of admission.

If any candidate is found ineligible at a later date even after admission to the Institute, his/her admission will stand cancelled.

4.2 Age limit

There is no age restriction for appearing in Diploma Programme as per the New Education Policy. As such, candidate of any age who fulfills the other eligibility criteria (as stated in clause 4.1 above) can apply.

5. Reservation of seats

Reservation for SC/ST/OBC/EWS categories as per the rules of the Government of India.

6. Availability of seats

Diploma in Food Production	-	58 Seats
Diploma in Bakery and Confectionery	-	35 Seats
Diploma in Food and Beverage Service	-	58 Seats

**The Competent Authority reserves the right to increase or decrease the number of seats.*

7. Guidelines for filling up the application forms

The candidates are advised to go through the Admission Brochure carefully and acquaint themselves with all requirements in respect to filling up of the Application Form. It will be the sole responsibility of the candidate to make sure that he/she is eligible and fulfils all the conditions prescribed for admission.

8. Admission Process

8.1 Allotment of seats

Allotment of seats shall be done on the basis of the merit of marks obtained on the basis of class 10th and 12th marks.

8.2 Documents required

When a candidate is granted admission he/she must produce the following documents in Original for verification, failing which he/she will not be granted admission.

1. A school or college leaving certificate.
2. Mark sheet of class 10th and 12th.
3. Proof of Date of Birth.
4. Character Certificate issued by last attended school/college.
5. Reserve Category Certificate.
6. IHM Lucknow fee receipt issued.
7. Income certificate issued by the Competent Authority.

8.3

Payment of fees	1 st Term	2 nd Term
1. Diploma In Food Production	₹24,200/-	₹18,500/-
2. Diploma In Bakery & Confectionery	₹24,200/-	₹18,500/-
3. Diploma in Food and Beverage Service	₹19,700/-	₹14,500/-

Students selected for admission in various programs of Diploma Courses are required to pay above prescribed fee in two installments each at the time of Admission and in December respectively against their course offered after getting their roll number from the institute.

Fee includes Refundable Caution Money for Diploma in Food Production: ₹3000/-

Diploma in Bakery and Confectionery: ₹3000/-

Diploma in Food & Beverage Service: ₹2500/-

Fee once paid will not be refunded except the refundable caution money.

The mode of payment of fee would be both online and Offline.

For Online Mode: The Payment can be made through Debit Card/Credit card & net Banking by Using institute website www.ihmlucknow.com

For Offline Mode: Students are required to get the print out of the Challan from the Institute website www.ihmlucknow.com

8.4 Merit, scholarship and financial assistance

As per the Uttar Pradesh Government policy Scheduled Caste/Scheduled Tribe and other categories candidates can avail financial assistance from the respective State Government Welfare Department for which Institute will issue bonafide certificate indicating fee received from the student.

8.5 Commencement of academic session

Induction for the batch will commence from July.

9. Syllabus

DIPLOMA IN FOOD PRODUCTION

COOKERY

THEORY :

- Unit-1 :** Importance of kitchen in Hotel & Catering establishments; Aims and objectives of Cooking, classification of raw materials, preparation of ingredients, methods of mixing foods, effect of heat on various foods, weighing and measure, texture of food, Culinary terms.
- Unit-2 :** Methods of cooking with special application to meat, fish, vegetables, cheese, pulses and egg. Conventional and non-conventional methods of cooking, solar cooking, microwave cooking, fast food operation. Varieties of fish, meat and vegetables. Accompaniments, garnishes and rechauffe.
- Unit-3 :** Balancing of recipes, standardization of recipes, standard yield, maintaining recipe files. Menu planning, portion control, brief study of how portions are worked out. Invalid cookery. Purchasing specifications, quality control, Indenting and Costing.
- Unit-4 :** Description and use of the following :
Basic stocks, Aspics & Jellies.
Roux blanc, Roux blond and Roux brun.
Recipes and quantities required to produce 10 litre of stock, white & brown. Recipes required to produce one liter of the following:
Béchamel sauce, tomato sauce, veloute' sauce, espagnole sauce, Hollandaise and mayonnaise sauce with the necessary precautions to be observed while preparing these, with minimum five derivatives of each.
Soup – Definition, classification of soups with example in each group, recipe for one litre consommé, 10 popular consommés with their garnishes.
- Unit-5 :** Eggs – Structure, selection of quality, various ways of cooking eggs with example in each method and prevention of blue ring formation.
- Unit-6 :** Vegetables – Effect of heat on different vegetables in acid/alkaline medium and reaction with metals. Method of cooking different vegetables with emphasis on cooking asparagus, artichokes, brussel sprouts.
- Unit-7 :** Theory of Bread making, Bread rolls, Bread sticks, Indian Breads.

- Unit-8:** Pastry – Recipes of short crust pastry, puff pastry, flaky pastry choux paste, danish pastry and their derivatives. Recipes and method of preparation of plain ice cream.
- Unit-9:** Kitchen stewarding and upkeep of equipment.
- Unit-10:** Staff organisation of Kitchen, coordination with the Departments.

COOKERY - PRACTICALS

Familiarization of tools / equipment and their use.

Indian

Rice	08 varieties
Indian Bread	10 varieties
Dal	10 varieties
Vegetables	15 varieties
Chutney	05 varieties
Raita	05 varieties
Egg dishes	03 varieties
Fish dishes	05 varieties
Meat dishes	08 varieties
Chicken dishes	08 varieties
Shorba	02 varieties
Tandoor dishes	Tandoori chicken, tandoori fish, seek kabab, boti kabab.
Snacks	10 varieties
Sweets	08 varieties

Special dishes for festivals – 5 festival menus (Note: emphasis on regional cuisines)

Continental :

Stock	White stock, brown stock, fish stock.
Sauce	Bechamel sauce, veloute sauce, tomato, espagnole, hollandaise and mayonnaise with 5 derivatives of each. Demi glace, Mint sauce, horse raddish, bread sauce and apple sauce.
Compound Butters	3 varieties.

Soups :

Purees	2 varieties
Cream	3 varieties
Veloute	2 varieties
Broths	2 varieties
Bisques	1 varieties
Consommés	5 varieties
Cold Soups	2 varieties
Potages	2 varieties

Fish :

Baked	2 varieties
Grilled	2 varieties
Shallow fried	2 varieties
Deep fried	4 varieties
Poached	2 varieties

Chicken and other Meats :

Stew	2 varieties
Casseroles	2 varieties
Roast	2 varieties
Braised	2 varieties
Grilled/Baked	2 varieties
Chicken (Sautes)	5 varieties
Entrees	3 varieties
Pork	2 varieties
Steaks	3 varieties

Vegetables :

Preparation and cooking of vegetables	10 varieties.
Potatoes	10 varieties.

Farinaceous dishes :

Spaghetti and macaroni dishes	2 varieties.
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Egg:

Breakfast egg preparation	5 varieties
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Sweets:

Mousse	3 varieties
Souffles	3 varieties
Baked	3 varieties
Steamed (Pudding)	3 varieties

Chinese:

Soups	2 varieties
Noodles & Rice	4 varieties
Chicken	2 varieties
Pork	2 varieties
Meat	2 varieties
Prawns	2 varieties
Fish	1 dish
Vegetables	3 varieties

LARDER

THEORY:

- Unit-1:** Larder - Organization & layout.
Larder control – Maintenance & upkeep of larder equipment and supplies.
- Unit-2:** Hors d'oeuvre and salads – classification.
- Unit-3:** Fish - Classification, sealing, cleaning, preparation, basic cuts and its uses and storage.
- Unit-4:** Butchery – Cuts of beef, lamb, mutton and pork, its uses and weights.
- Unit-5:** Poultry and Game :
Poultry – Classification, preparation, dressing and cuts with its uses. Game – Furred game and feathered game, preparation cuts with
- Unit-6:** Assembling of cold buffets, sandwiches and canapes. Proper storage of leftovers.
- Unit-7:** Different types of forcement and their uses. Decorative work including sculptures, ice carvings, vegetable and fruit carvings.
- Unit-8:** Cleaning and care of Larder equipment.

LARDER

PRACTICALS:

Preparation of various simple and compound Hors'deuvres :
Simple salads 5 varieties

Compound Salads :

Fruit based	2 varieties
Fish based	2 varieties
Meat based	2 varieties
Vegetable based	2 varieties

Preparation of salad dressings 3 varieties

BUTCHERY :

- c) Lamb and Mutton – Demonstration of jointing mutton carcasses. Deboning of mutton leg and shoulder.
Curry cuts and boti kababs.
- d) Pork – Demonstration and preparation of pork chops, deboning of pork leg.
- e) Fish – cuts of fish and its use in cold buffets.
- f) Poultry – Dressing, trussing and deboning.

COMMODITIES AND FOOD COSTING

THEORY :

- Unit-1 :** Cereals – Wheat, rice, maize.
Breakfast Cereals – Uses and storage of Cornflakes, puffed rice, pressed rice.
- Unit-2 :** Pulses – Types and uses of pulses.
- Unit-3 :** Fresh fruits and vegetables, classification of fruit and vegetables and its use.
- Unit-4 :** Dairy products – Milk and its composition and storage, classification and uses of cheese, butter & cream.
- Unit-5 :** Prevailing food standards in India, food adulteration as a public health hazard, simple tests in the detection of common food adulterants, Essential Commodities Act-ISI Agmark.

- Unit-6 :** Herbs, spices and condiments – classification and uses of different types of herbs and condiments.
- Unit-7 :** Brief introduction of Tea, Coffee, Cocoa and its procurement, storage and use. Food flavors, essences and colors with brand names.
- Unit-8 :** Methods of food preservation – long term and short term methods. Convenience food – sugar preserves and confectionery gums.
- Unit-9 :** Importance of costing and cost dynamics – variable and semi-variable and fixed cost.
- Unit-10 :** Elements of cost – material, labour and overhead.
- Unit-11 :** Cost control procedure through Purchasing, Receiving, Storing issuing and preparation, portion control.

HYGIENE & NUTRITION

HYGIENE

- Unit-1 :** Personal hygiene, care of skin, hand and feet. Food handlers hygiene, protective clothing.
- Unit-2 :** Dishwashing methods – manual and machine dish washing – merits and demerits.
- Unit-3 :** Garbage disposal – different methods – advantage and disadvantages.
- Unit-4 :** Food Poisoning – Causative factors and the precautions to be taken by food handlers.
- Unit-5 :** Food Storage – Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.
- Unit-6 :** Pest Control - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches.
- Unit-7 :** Municipal health laws.
- Unit-8 :** Golden rules of first aid and treatment for cuts, wounds, burns.

NUTRITION

- UNIT-1 :** Definition of nutrition, definition of a calorie, daily caloric requirements for different age groups, factors. Food groups and their role in balance diet.
- UNIT-2 :** Carbohydrates and proteins – Classification, sources, functions, Recommendatory Daily Allowance (RDA), excess and deficiency.
- UNIT-3 :** Fats - classification according to sources, difference between animal fat and vegetable fat, functions, Recommendatory Daily Allowance (RDA), excess and deficiency.UNIT-4 : Minerals – Importance of Minerals with special emphasis on calcium and iron (function & sources).
- UNIT-5 :** Vitamins in diet – Fat soluble – A, D, E & K water soluble, B-complex, Thiamin, Niacin, Riboflavin and Vitamin C, sources, functions, Recommendatory Daily Allowance, excess and deficiency.
- UNIT-6 :** Health Foods & Menus for diabetic, heart, blood pressure patients, specific requirements for sports men/women.

Computer Applications in Food Production

(to be taught in practical classes)

- Unit-1 :** Computer fundamentals:
History
Information concepts and processing Elements of a computer processing system Hardware, features and uses Input/Output devices
Software concepts – MS DOS, MS OFFICE (use).
- Unit-2 :** Introduction to Windows. Introduction of computers for accounting records and controls.

10. SYLLABUS

DIPLOMA IN BAKERY & CONFECTIONERY

Eligibility	: 10+2 (H.S.C)/S.S.C. or equivalent
Title	: Diploma
Duration	: One Year + six months industrial release (Training)
Teaching Hour per week	: 35
No. of weeks of effective teaching	: 36
Industrial Training	: 24 weeks

Sl No.	Subject	Distribution of Time			Distribution of Time				MTS	
		Hours Per Week			Councils Exam					
		TH	PR	Total	TH	HRS	PR	HRS	TH	PR
1.	Bakery	04	12	16	100	3	150	6	20	20
2.	Confectionery	04	12	16	100	3	150	6	20	20
3.	Hygiene and Sanitation	01	-	01	50	2	-	-	10	-
4.	Commodities and Costing	01	-	01	50	2	-	-	10	-
5.	Computer Awareness	-	01	01	-	-	-	-	-	-
	Total	10	25	35	300		300		60	40

Grand Total = 700

Pass (Theory)	: 35%
Pass (Practical)	: 40%
Aggregate	: 40%

Council's Examination :

TH	: Marks for Council Examination theory marks
PR	: Marks for external Practical
MTS	: Mid term sessionals

BAKERY

THEORY:

1. Introduction & scope of Bakery & Confectionery, Bakery terms. Organisation chart of Bakery.
2. Structure of wheat grain.
3. Milling of wheat and role of bran and germ.
4. **Flours :**
Different types of flours available, constituents of flours, PH Value of flour, water adsorption power of

- flour, gluten, dustiest capacity of flour, grade of flour.
5. Raw material required for bread making :
 - Role of flour, water, yeast, salt.
 - Sugar, milk and fats.
 6. Methods of bread making :
 - straight dough method
 - delayed salt method
 - no time dough method
 - sponge and dough method
 7. Characteristics of good bread :
 - External characteristics volume. symmetry of shape
 - Internal characteristics colour, texture, aroma, clarity and elasticity.
 8. Bread faults and their remedies.
 9. Yeast An elementary knowledge of Baker's yeast, the part it plays in the fermentation of dough and conditions influencing its working. Effect of over and under fermentation and under proofing of dough and other fermented goods.
 10. Bread diseases Rope and mold-causes and prevention.
 11. Bread improvers improving physical quality.
 12. **Oven & Baking** : Knowledge and working of various types of oven. Baking temperatures for bread, confectionery goods.
 13. Bakery layout The required approvals for setting up of a Bakery Government procedure and Byelaws :
 - Selection of site
 - Selection of equipment
 - Layout design
 - Electricity.
 14. Quality control :
 - of raw material
 - of finished products

BAKERY PRACTICALS

Bread rolls; Bread sticks & soft rolls; Buns; Hot Cross Buns; Fruit Buns; Danish; Pastry; Croissants; Brioche; Fermented dough nuts; Chelsea buns; Russian stollen Basic bun dough. Savarin dough, Bread/Brown Bread, Vienna bread; Fancy bread; French bread; whole meal bread; Masala bread; Milk bread; Raisins bread; Current loaf; Fruit bread; Pizza base.

CONFECTIONERY

THEORY:

1. Cake Making ingredients Flour, Sugar, Shortening and egg.
2. Moistening agents.
3. Fats and oil.
4. Leavening agents.
5. Cake making methods-sugar batter process, flour batter process, genoise method and blending and rubbing method.

6. Correct temperature for baking different varieties of cakes.
7. Pastry making, principles and various derivatives.
8. Characteristics of cakes : External; Internal.
9. Balancing of cake formula.
10. Cake faults and their remedies.
11. Types of icing.
12. Preparation of cookies and biscuits. Factors affecting the quality of biscuits/cookies.
13. Storage of confectionery product.
14. Various types of ice creams and bombs.

PRACTICALS- CONFECTIONERY

Cakes by different methods (e.g., sponge cake, Madiera cake; genoise; fatless sponge; rock cake; fruit cake),

Biscuits & Cookies : Plain biscuits; piping biscuit; cherry knobs; langue-de-chats; (cats tongue) salted biscuits; nut biscuits; coconut biscuit; melting moment; macaroon; tricolour biscuits; chocolate biscuits; marble biscuits; nan-khatai; short bread biscuits; Ginger biscuits; cheese biscuits; cream fingers.

Choux pastry : Chocolate eclair; profitroll suchard; cream buns.

Short crust pastry : Lemon curd tart; jaw tart.

Icing : Fondant; American frosting; Butter cream icing; Royal icing; gum paste; marzipan; marshmallow; lemon meringue; fudge; almond paste; glaze icing.

Toffees : Milk toffee; chocolate; stick jams; liquor chocolate.

Ice Cream : Pineapple pastry, chocolate pastry.

Cakes & Gateaux : Queen cakes, fruits cake; birthday cake; easter eggs; chocolate dippings; wedding cakes; cheese cakes; black forest gateaux; gateaux religious; apple strudel; strudel; Dough nuts; fruit gateaux baba-au-rhum, savarin chantilly; meringue; Swiss rolls and Madeline cake.

Pudding : Bavarois, ginger pudding; cold lemon souffle; chocolate mousse; charlottes royale; charlotte russe; charlotte arlequine; bavaroise rubane; souffle praline; fruit trifle.

INDIA SWEETS :

Chenna	-	Rasgulla, Chamcham, Pakiza, Chenna Toasi, Rasmalai
Khoya	-	Gulab Jamun, Barfi
Sugar	-	Mysore Paak, Ghewar
Flour/Beasn	-	Patisa, Shakarpare, Hawla Kaddo, Pedas
Milk	-	Kheer, Rabri
Nuts	-	Barfi, Chekki

HYGIENE & SANITATION

- Unit-1 : Role of Hygiene in Bakery.
- Unit-2 : Personal hygiene, care of skin, hands and feet. Food handlers hygiene, protective clothing.
- Unit-3 : Dishwashing methods - manual and machine dish washing merits and demerits.
- Unit-4 : Garbage disposal - different methods advantage and disadvantages.
- Unit-5 : Food Poisoning - Causative factor and the precaution to be taken by food handlers.

- Unit-6 : Food Storage - Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.
- Unit-7 : Pest Control - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches.
- Unit-8 : Municipal health laws.
- Unit-9 : Golden rules of first aid and treatment for cuts, wounds, burns.

COMMODITIES COSTING & ACCOUNTS

Section-I (Accounts and Costing) :

- Book Keeping, double entry, journal, simple cash book and types of accounts.
- Purchase book, purchase return book, Stores requisition.
- Sales book, Sales return book, Cash voucher/Credit voucher book.
- Percentage and discounts.
- Preparation of invoices and debit/credit notes.
- Introduction to ingredient cost, labour cost, overheads, gross profit, net profit, calculation of cost price and catalogue price.

Section-II (Commodities)

- Sugar
- Cocoa, Chocolate
- Milk
- Butter
- Cream
- Cheese
- Food colours
- Flavours & essences
- Dry fruits and nuts used in confectionery
- Fresh and preserved fruits products.
- Food laws Agmark.

COMPUTER APPLICATIONS IN BAKERY

(to be taught in practical classes)

- Unit-1 : Computer fundamentals
History
Information concepts and processing
Elements of a computer processing system
Hardware, features and uses
Input/output devices
Software concepts MS DOS, MS OFFICE (use).
- Unit-2 : Introduction of Windows. Introduction of computers for accounting records and controls.

11. Syllabus

DIPLOMA IN FOOD & BEVERAGE SERVICE

FOOD & BEVERAGE SERVICE _ I

SYLLABUS :

THEORY :

Unit-1 : Brief knowledge of:

- a) Development of catering industry, job prospects and careers in the catering industry.
- b) Different types of catering establishments.
- c) Relationship of the waiter with – i) Customer, ii) Kitchen, and iii) Management.

Unit-2 : Brief description and correct uses of:

- a) Different types of cutlery, crockery, silverware, flatware, hollowware and glassware used in a standard catering establishment.
- b) Different types of equipment – Baine Marie, plate warmer, hot plates, microwave oven, ice cream machine, coffee machine, ice cube machine, side boards, dish washing machine, glass washing machine.
- c) Special equipment – Nut cracker, grape scissors, Oyster service, caviar, lobsters, snails, cheese. Cigar cutters, wine bottle openers, gueridon equipment.
- d) Different types of restaurant linen, exchange and requisition systems.

Unit-3 : Preparation of the restaurant – Mis-en-place & mis-en-scene, rules for laying of table and waiting. Useful tips for Food/Beverage service. Restaurant vocabulary – English and French.

Unit-4 : Various forms of a meal courses:

Hors d' oeuvres, Potege, Poisson, Entrée, Releve (main), Sorbet, Roti, Legumen, Entrement, Savoury, Desserts and Cafe.

Unit-5 : Table Sauces – accomplishments/garnishes.

Unit-6 : Meals and Menu planning – Different types of Menus

- (a) Table d'hote,
- (b) A'la carte,
- (c) State Banquets,
- (d) Buffet – cold/hot spreads, for various types of function.

- Unit-7:** **Different forms of service** – Russian, American, French, Indian and English.
- Unit-8:** Staff organisation of F&B Deptt., and inter & intra departmental coordination. Unit-9: Silver polishing methods –
- (a) Polivit method
 - (b) Plate powder
 - (c) Burnishing method.
- Unit-10:** Significance of pantry & still room in F&B operation, Functions of pantry and sections of pantry.
- Unit-11:** Kitchen stewarding. Broad specifications of light and heavy duty equipment, Restaurant, Pantry and Still room equipment.
- Unit-12:** **Modern trends in the Hotel and Catering industry:**
- Ecotels
 - Fast Food outlets
 - Adventure Tourism
 - Theme Restaurants
 - Welfare Catering

PRACTICALS:

- Hygienic handling of cutlery, crockery, glassware and trays.
- Laying and relaying of table cloth during and before meals.
- Correct use of waiter's cloth runners, Napkins and Napkin foldings.
- Mise-en-scene and Mise-en-place for various types of meals and menus.
- Correct handling and practice of service spoons and service forks, silver service.
- Serving and clearing of a meal (course by course).
- Table d'hote menus, laying for cover and service for lunch and dinner, preparation & service of tea, black coffee, turkish coffee, cona coffee, espresso coffee.
- Receiving and seating the guests, presenting menu cards and taking the order from guests and writing of KOT.
- Passing the order to the Kitchen & pickup.
- Making and presentation of a bill.
- Organising parties and functions – Buffets & Banquets.
- Indian and Chinese food service procedures.
- Daily briefing and system of tips/distribution.

FOOD & BEVERAGE SERVICE – II

THEORY :

Simple methods of restaurant sales, controls – K.O.T flow and billing. Computerized order taking and billing.

Breakfast - English, American, Continental and Indian Breakfast (laying & service).

Ice creams / Sundaes / Shakes - Different types and their service.

Knowledge - Buffet, Layout, Display & Service.
Banquets, inquiry forms, sitting space, seating arrangements, service formalities, toast procedures.

Room Service - Centralised and decentralised – Room service of breakfast, snacks, lunch, dinner; Beverages - alcoholic or non-alcoholic. Room Service flow chart.

Wine - Definition, making and classifications of wines, wine quality and labeling. Wine trade terms – main wine producing countries, wine brand names. Service of red, white and sparkling wines, fortified wines, Aperitifs.

Spirits - Whiskey, rum, brandy, gin, vodka and their famous brands.

Liqueurs - Different types with their predominant flavourings and famous ten brands.

Cocktails - Classification, rules of making cocktail and recipe of 50 cocktails.

Beer - Manufacture, service, storage types and brands of beer.

- Bar lay out, operation and licensing.
- Dispensing of spirits.
- Storage of alcoholic beverages and cellar management.
- Tabaco - cigars, cigarettes and its brand and strength.

PRACTICALS :

Service and accompaniments of special dishes - smoked salmon, caviar, asparagus, grape fruit, artichoke, melon, cheese, fresh fruits.

- **Service of breakfast** – English, Continental and Indian. (for Restaurant/Room Service) Service of hot.
- **Beverages** – Tea, Coffee & Coco.
- Pantry and Still room operation.
- Layout and service of small tea parties and buffets. Laying and service of banquets.
- **Wine service** – Taking the order, presenting the bottle, opening of cork and service of red, rose, white and sparkling wines.
- **Service of spirits** – whiskey, rum, gin, brandy and vodka.
- Service of cocktails and liqueurs.
- Service of beer.
- Preparation and service of certain gueridon dishes - Crepe suzette, Banana an Rum, peach flambe, pepper steak, steak diane.
- Service of cigars and cigarettes.
- Different types of salad dressings.

BUSINESS COMMUNICATION

- UNIT-1 :** Introduction – Definition, objectives, principles of effective communication and the importance of good communication.
- UNIT-2 :** Types of communication – formal, informal, verbal, written, horizontal, vertical.
- UNIT-3 :** Essentials of good business letter and types of letters – Official, D.O.
- UNIT-4 :** Letter writing - Circular, Memo, Notice, U.O. Note, applications Bio-data (C.V.) covering letter, Invitations, Greetings, Apologies.
- UNIT-5 :** Use of telephone, fax, taking telephonic orders, telephone etiquette's.
- UNIT-6 :** Communication with guest and Body language.

HYGIENE & SANITATION

- Unit-1 :** Role of Hygiene in Food Science and Dish washing areas, care of premises and equipment.
- Unit-2 :** Personal hygiene, care of skin, hand and feet. Food handlers hygiene, protective clothing.

- Unit-3 :** Dishwashing methods – manual and machine dish washing – merits and demerits.
- Unit-4 :** Garbage disposal – different methods – advantage and disadvantages.
- Unit-5 :** Food Poisoning – Causative factors and the precautions to be taken by food handlers.
- Unit-6 :** Food Storage – Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.
- Unit-7 :** Pest Control - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches.
- Unit-8 :** Municipal health laws.
- Unit-9 :** Golden rules of first aid and treatment for cuts, wounds, burns.

COMPUTER AWARENESS
(to be taught in practical classes)

- Unit-1 :** Computer fundamentals:
Information concepts and processing
Elements of a computer processing system
Hardware, features and uses
Input/Output devices
Software concepts
- Unit-2 :** Application of computers with reference to hotel operations, processing of table orders and computerized billing.

12. UNIFORM

The students will be required to present themselves with proper uniform in the practical & theory classes.

- Diploma in Food Production and
- Diploma in Bakery & Confectionery

Practical Uniform

MALE/FEMALE : Black trouser, white chef coat, scarf, chef cap, black socks, black shoes.

Theory Uniform :

MALE/FEMALE : Black trouser, white full sleeves shirt, institute prescribed tie, black socks & black shoes.

- Diploma in Food & Beverage Service

Practical Uniform

MALE/FEMALE : Black trouser, white shirt, Black vest coat, institute prescribed tie, black socks & black shoes.

Theory Uniform :

MALE/FEMALE : Black trouser, white full sleeves shirt, institute prescribed tie, black socks & black shoe.

Attendance :

Students must attend classes, all examination. The students must not refrain themselves from any institute activity without sanctioned leave. Regular and punctual attendance is required in all classes for which the student is enrolled.

Each student is required to put in a minimum of 75% attendance failing which he/she shall not be appear for final examination. 10 % relaxation may be given by the principal in case of medical sickness.

Cellphone

The students are strictly prohibited to use of Cell phones in class rooms, corridor etc. unless in the case of emergency.





DIPLOMA COURSES

S. No.	Diploma in FP		Diploma in B&C		Diploma in FB	
	Subject Name	Subject Code	Subject Name	Subject Code	Subject Name	Subject Code
1	Cookery (T)	DFP-01	Bakery (T)	DBC-01	Food Service (T)	DFB-01
2	Cookery (P)	DFP-11	Bakery (P)	DBC-11	Food Service (P)	DFB-11
3	Larder (T)	DFP-02	Confectionery (T)	DBC-02	Beverage Service (T)	DFB-02
4	Larder (P)	DFP-12	Confectioner (P)	DBC-12	Beverage Service (P)	DFB-12
5	Nutrition	DFP-03	Commodities	DBC-03	F&B Control	DFB-03
6	Commodities	DFP-04	Hygiene & Sanitation	DCS-01	Hygiene & Sanitation	DCS-01
7	Hygiene & Sanitation	DCS-01	Food Cost	DCS-02	Business Communication	DCS-03
8	Food Cost	DCS-02				

