

**NATIONAL COUNCIL FOR HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
ONE AND HALF YEAR PROGRAM IN
CRAFTSMANSHIP COURSE IN FOOD PRODUCTION & PATISSIERIE**

COKERY & LARDER THEORY:

OBJECTIVE:

Students acquire knowledge and ability to master various skills in the preparation of Indian, Continental and Chinese dishes by employing good work habits, appropriate cooking techniques, tools and equipment in a manner to prevent nutritional and material loss, waste and damage. They also develop the right attitude to the craft.

THEORY

A. 80%

- Overview of the Catering Industry.
- Kitchen Organisational structure.
- Aims and Objects of Cooking – Definition.
- Classification of raw materials – functions.
- Preparation of Ingredients.
- Methods of mixing food, movements in mixing, weighing and measuring.
- Texture of food.
- Culinary terms.
- Methods of Cooking with special application to cereals (Rice, flours, millets etc.) meat, fish, vegetable, soup, cheese, pulses and egg cookery. Conventional and non-conventional methods of cooking, microwave cooking etc. Fast Food items.
- Leavening agents.
- Selection and identification of varieties of fish, cuts of meat, beef and pork and vegetables available in the local market.
 - Meat preservation – elementary.
- Poultry and Game:
 - Poultry: - Age, quality, market types, preparation, dressing and cuts with its uses;
 - Game: - Furred game and feathered game, preparation and cuts with its uses;
 - Poultry & Game: - Methods of cooking; boiling, poaching, grilling, roasting, frying with proper accompaniments.

- Accompaniments and Garnishes.
- Re-heating of food.
- Balancing of recipes, standardisation of recipes, maintaining recipe files, standard setting, sensory evaluation of recipes.
- Menu planning, principles and application.
- Portion control, standard portion sizes, necessity for control, brief study of how portions are worked out.
- Invalid Cookery.
- Kitchen Organisation.
- Quality Control: Purchasing specification, quality control methodology; prevailing food standards in India; food adulterants as a public health hazard; simple tests in the detection of common food adulterants; Essential Commodities Act – ISI Agmark.
- Recipes and quantities required to produce 10 ltrs. Stock – Chicken, white and brown.
- Description and uses of the following: Roux, blanc, Roux blond and Roux brun. Recipes and quantities required to produce 01 ltr. Of the following: Bachamel sauce, tomato sauce, veloute sauce, espagnole sauce and mayonnaise sauce with the necessary precautions to be observed while preparing these with minimum five derivatives of each.
- Soups: Definition, classification with examples in each group, composition, recipe for 01 ltr. Consommé; popular consommés with 10 garnishes, classical soups.
- Eggs: Structure, selection and quality of; various ways of cooking eggs with example in each method; preservation and storage.
- Farinaceous dishes: Types of recipes and methods of cooking with examples.
- Vegetables: Colour reaction of different types of vegetables to acid, alkali and metals, methods of cooking different vegetables with emphasis on cooking asparagus, artichokes, leek, brussels, sprouts.
- Pulses: Methods of cooking with time and temperature.

B. 20%

- Larder Work: Its functions and management.
- Larder control – Cleanliness of larder and control larder equipment and supplies.
- Hors d'oeuvre and salads: Description of various types of Hors d'oeuvre – Hors d'oeuvre varies, Hors d'oeuvre from singulier and Hors d'oeuvre chaud with example. Classification and description of various salads – simple or plain salads – simple vegetable salads; compound salads – fruit based vegetable based, meat based and fish based compound salads with examples.

- Fish – Types, recognition, presentation, cleaning, preparation, basic cuts and its use and storage.
- Slaughtering techniques – lamb, pork and beef.
- Butchery: Jointing of beef, lamb and mutton and pork, different cuts with its uses and weights, meat preservation – salting, smoking and freezing meat; bacon, gammon and hams.
- Poultry and game – Preparation, dressing and cuts.
- Assembling of a cold buffet, sandwiches and canapés, use of left overs.
- Decorative work including butter sculpture, ice carvings and vegetable carvings.
 - Still room – the function of still room, a knowledge of dessert fruits.

PRACTICAL:

INDIAN:

Rice	15 varieties
Indian Bread	05 varieties
Dal	10 varieties
Vegetable	15 varieties
Chutney	05 varieties
Riaite	05 varieties
Egg dishes	05 varieties
Fish dishes	10 varieties
Meat dishes	15 varieties
Chicken dishes	04 varieties
Tandoori dishes - Tandoori fish, naan, kulcha, tandoori roti, sheekh kabab, boti kabab.	
Snacks	20 varieties
Sweets	10 varieties
Special dishes of festivals	05 festival menus.

N.B.: Dishes should be representative of all parts of India with special emphasis on Regional/State Cuisine.

CONTINENTAL:

Stock: White stock, brown stock, chicken stock, pot liquor and emergency stock.

Sauce: Bachelme sauce, Veloute sauce, Tomato Sauce, Espagnole sauce, Hollandaise sauce and Mayonnaise sauce with two derivatives of each.

Compound butters – 03 varieties.

Mint sauce, Horse radish sauce, Bread sauce and Apple Sauce.

Gravies: Brown gravy (thick and thin.)

Soups:

Purees	02 varieties
Cream	04 varieties
Veloute	02 varieties
Broths	02 varieties
Bisques	01 variety
Consommés	02 varieties
Cold soups	02 varieties
Potages	02 varieties

Fish:

Baked	02 varieties
Grilled	02 varieties
Shallow fried	02 varieties
Deep fried	03 varieties
Poached	02 varieties

Chicken & Meat:

Stews	02 varieties
Casseroles	02 varieties
Hot pots	02 varieties
Roasts	02 varieties
Braised	02 varieties
Grilled/Fried	02 varieties
Chicken sautes	05 varieties

Entrees

03 varieties

- Vegetables: Preparation and cooking of vegetables in season and their accompaniments – 10 varieties
- Potatoes – 10 varieties
- Egg, Cheese and Farnaceous dishes.
- Omlettes, Soft boiled eggs, hard boiled eggs, fried eggs, spaghetti and macaroni dishes – 02 varieties.

Sweets:

Mousse	02 varieties
Souffles	02 varieties
Baked	02 varieties
Steamed	02 varieties

Chinese:

Soups	02 varieties
Noodles and rice	04 varieties
Chicken	02 varieties
Pork	02 varieties
Meat	02 varieties
Prawns	02 varieties
Fish	01 dish

- **Pork:** Demonstration & practice of jointing pork carcas (on the job)
Demonstration and practice of pork chops, deboning of pork leg, roast suckling pig (hot & cold), carving of leg of ham.

Poultry: Demonstration and practice on basic cuts, boneless (continental).

Indian curry cuts

Ballotine and jambonneau

Chicken chops

Roast chicken

Demonstration of cold cuts such as terrines, stuffed shoulder and leg of mutton, chicken leaves, mutton leaves, fish leaves pate.

Demonstration and practice of ice soccles, vegetable carvings and aspic jelly.

Demonstration of butter sculpture.

BAKERY & PATISSIERIE - THEORY:

- Bakery Organisational Structure.
- Aims & Objectives of Bakery.
- Introduction of equipment and their uses.
- Raw Materials used in Bakery & Patisserie.
 - Flour: Composition, types, grading, gluten, WAP of flour.
 - Yeast: Elementary knowledge:
 - Functions and uses.
 - Effects of over and under fermentation.
 - Eggs: Uses
 - Sugar
 - Salt: use and effect.
 - Fats
 - Milk
 - Cream
 - Leavening Agents
- Methods of Cake Making and Faults in Cake making.
- Basic methods of Pastry making.
- Methods of preparing Bread and Bread rolls.
 - Faults in bread making.
 - Bread Improvers.
- Icings and its uses.

BAKERY & PATISSIERIE – PRACTICAL:

Pastry	04 varieties
Yeast goods	03 varieties
Cookies and Biscuits	04 varieties
Small Cakes	04 varieties
Fatless sponge	
Genoise sponge	
Butter sponge	
Fruit Cake	
Fruit leaves	
Muffins	
Icings	
Butter – Royal	
Fondent	

American frostings
Marzipan
Bread varieties
Sugar confectionery
Ice creams

Term Work:

Each candidate shall produce a certificate from the Principal of the Institute that he/she has completed in a satisfactory manner the practical course mentioned above.

Note: Some emphasis on bulk food preparation.

COSTING

Objective:

Students will develop ability to identify cost elements, such as materials, labour and overheads and to price several products with a desired cost and profit percentages. They will cultivate an attitude to cost reduction and elimination of waste by adherence to standardised procedures and practices.

Theory:

- Importance of costing and cost control, methods of costing and costing methodology in Catering business, emphasis on batch costing.
- Cost classification into materials, labour and overheads and their percentage analysis on net sales for clear understanding of their relative importance.
- Materials costing, use of standardised recipes, materials cost control through basic operating activities like purchasing, receiving, storage issuing, production, sales and accounting, yield analysis from time to time.
- Materials costing as an aid to pricing by a suitable mark up policy, sales mix to achieve desirable contribution.
- Control of labour costs and overheads, periodical percentage analysis, calculation of overhead allocation rates.
- Cost behaviour into variable, fixed and semi variable and its impact on unit cost.
- Cost reporting system – daily, monthly and for special managerial decisions.

HYGIENE:

Objective:

Students develop an attitude to correct habits of personnel and environmental hygiene to ensure complete safety of processed foods sold/food served/baked goods sold to customers.

Theory:

- Definition of Hygiene, its application to everyday life.
Personal Hygiene – Care of skin, hair, hands, feet, teeth; use of cosmetics and jewellery.
- Food borne diseases – Causative organisms, route of contamination and control measures; precautions to be taken by food handlers. Reporting of cold, sickness, boils, septic wounds etc. Good grooming, clean and correct uniform; diet and exercise. Evaluation of personal hygiene.
- Illustrations of cultures of smears of fingers with an without washing and washing with ordinary and anti-bacterial soaps.
- Storage of food – correct handling of food; techniques of correct storage. Temperature at which bacteria are killed or their growth retarded; storage temperatures of different commodities to prevent bacterial contamination and spoilage or growth.
- Safe and correct disposal of garbage.
- Rodents and insects as carriers of food borne diseases – rodent and insect control techniques. Special stress on control of rats and cockroaches.
- Care of premises and equipment – impervious washable floors and walls. Cleaning table tops, floor etc. with sodium hypochlorite (100 p.p.m.) Good ventilation and lighting. Smooth flow of work – prevention of overcrowding and back tracking; care of dark corners, crevices and cracks.
- Cleaning of equipment and personal tools immediately after use.
- Use of hot water in the washing process.
- Legal administration and quality control – laws relating to food hygiene.

EQUIPMENT, MAINTENANCE AND SERVICES:

Objective:

Students acquire knowledge of the safety aspects of electricity, gas and other fuels, their comparative efficiency, the equipment available for the specific craft, their specifications and cost.

Theory:

- Elementary study of services with particular reference to economy and safety in their use.
- Heat and temperature – types
- Types of fuels – solid, liquid, gas and electricity; comparison, cost and efficiency.
- Types of fuel gas – properties, striking back; safety precautions; meter reading.
- Conductors and non-conductors; meaning of Ampere; Volt, Watt, fuse and earthing. Short circuit – causes and remedies; Different types of thermostat, meter reading.
- Breakdown maintenance and preventive maintenance equipment.
- Fire precautions – different types of fires – extinguishers, common fire hazards.
- The equipment available for the specific craft, their specifications and cost.
- Routine use, care and cleaning of all fixed and movable equipment including refrigerators, mixers, peelers, incubators, autoclaves, mincers etc.

**NATIONAL COUNCIL FOR HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
SIX MONTHS PROGRAM IN
CRAFTSMANSHIP COURSE IN FOOD & BEVERAGE SERVICE**

FOOD SERVICE - THEORY:

Objective:

The students acquire and develop knowledge of the Hotel and Catering Industry and its relation to their own particular jobs within the industry; knowledge of different types of service; knowledge of menu items including ingredients and method of preparation, accompaniments and garnishes, mis-en-place for service.

COURSE CONTENT:

- Development of Catering Industry and brief description of different types of catering establishments.
- Catering as a career and job prospects in the Hotel Industry.
- Staff organisation of Food and Beverage Department.
- Attributes and Attitudes.
- Different types of cutlery used in a good catering establishments, their description and correct use.
- Different types of crockery used in good catering establishments, their description and correct use.
- Different types of glassware used in good catering establishments, their description and use.
- Different types of silver and flatware used for the service of food, their description and use.
- Different types of special equipment e.g. Nut cracker, grape scissors, service gear for the service of Oysters, Caviare, Lobster etc. Cigar cutter, wine bottle openers, Gueridon equipment etc, their description and use.
- Equipment layout, Side board.
- Different types of Menus – A la carte; Table – d’hote.
- Menu and meal planning.
- Various courses of a meal:
 - Hors d’oeuvre
 - Soup
 - Fish

- Entrée
- Joint
- Sorbet
- Roast
- Vegetable and Potato preparations
- Salads
- Accompaniments and garnishes
- Sweet
- Savoury
- Dessert and Coffee.
- Rules for laying the table and side board and Mis-en-place.
- Rules for waiting at the table and some useful tips for good service.
- Different sections of kitchen and their staff organisation in brief.
- Silver polishing:
 - Polivit method
 - Plate powder method
 - Burnishing method
 - Silvo method
- Restaurant vocabulary – English and French.
- Relationship of waiter with:
 - Customer
 - Kitchen
 - Management
- Simple methods of Restaurant controls.
- Breakfast – different types, laying and service. Breakfast menu items and their preparation.
- Banquets: Booking and banquet enquiry from: Seating space:
 - Seating arrangements; Banquet menu – service formalities.
 - Toast procedures.
- Buffet – layout – display – service.
- Room service – House Rules, Equipment, Butler Service.
- Snack Bar and Cafeteria.

BEVERAGE SERVICE - THEORY:

- Beverage Classification.
- Basic knowledge of the history, composition and service alcoholic and non-alcoholic beverages; knowledge of the equipment used in restaurants and auxiliary areas.
- Wines: Definition of wines; making of wines in general; broad categories of wines; trade names of famous wines.
- Service of white wine, red wine and sparkling wine.
- Storage of alcoholic beverages.
- Brief description about spirits, whisky, rum, brandy and vodka.
- Basic knowledge of portions and cost control.
- Basic knowledge of liqueurs, mineral waters.
- Dispensing of spirits.
- Cocktails – different types of important cocktails and recent Rules for making cocktails.
- Bear making – service, trade names, storage and types.
- Simple Beverages – hot and cold and their preparation.

FOOD & BEVERAGE SERVICE – PRACTICALS:

Objective:

The students develop skills in preparing mis-en-scene and mis-en-place for service, skills in taking orders, advising on menu choice, service of food and beverage and presenting of bills.

FOOD SERVICE:

- Apprising and drawing of silver, cutlery, crockery and special equipment.
- Hygienic handling of cutlery, crockery, glassware and trays.
- Proper laying and relaying of table cloth during meals.
- Correct use of waiters cloth.
- Arrangement of silver and other tables, side board appointments according to different menus.
- Correct methods of handling and re-laying of silver, glassware etc., during the meals.
- Correct handling and practice of service spoon and service fork for silver service.
- Service and clearing of a meal, course by course. Different methods of service.
- Napkin foldings.

- Receiving and seating the guests, presenting the menu, and taking the order from the customer.
- Passing the order to the kitchen, co-ordinating orders.
- Making and presentation of bills.
- Service and accompaniments of special dishes, smoked salmon, caviars, pats de fote gras, asparagus, borsch, grape fruit, melon, cheese, fresh fruits.
- Service of breakfast: English, Continental, Indian, American Egg preparation and other Breakfast items, cereals for breakfast.
- Room Service Mis-en-place for meals, snacks and beverages, both for tray and trolley service – proper loading of trays, carrying and service. Execution of orders to the room.
- Layout and service of small tea parties.
- Sandwiches – preparation and service.
- Banquets lay up and service formal and semi formal.
- Preparation and service of certain Gueridon dishes e.g. Crepe Suzette, Banana flambé, peach flambé, pepper steak.
- Suitable placing of arrangements on different sizes and shapes of tables in a restaurant.
- Coffee shop service.
- Packed foods – Packing and service, Take away.

BEVERAGE SERVICE:

- Service of water and other simple beverages – milk shakes, iced tea, cold coffee, chocolate, lassi, juices etc.
- Service of hot beverages, tea and coffee.
- Service of white wine, red wine and sparkling wines – presenting the bottle, removing the cork and service.
- Service of spirits, whisky, rum, gin, brandy etc.
- Service of cocktails and liqueurs.
- Service of beer.
- Service of cigars and cigarettes and their storage. Choice of cigars, famous brands of cigars and Cigarettes.

COMMUNICATION:

Objective:

Students will be able to comprehend and communicate specific terms of speech in the specified areas; write essential reports.

COURSE CONTENT:

- Messages, booking.
- Use of Vocabulary of the food and beverage.
- General: Reported speech and dialogue writing; Role Plan Analysing Situation; Dictation and comprehension related to the food & beverage industry.
- Verbal:
 - Telephone Conversation.
 - Person to person – with colleagues, customer, subordinate superiors, F&B Terminology.
 - Social skills – Courtesy, apology, compliments, suggestion, recommendation, suggested selling.
- Non-Verbal:
 - Body language – Gestures, Posture, Body movement, Hands etc.
 - Written:
 - Language
 - Use of F&Bs terminology.
 - Reservation, log book, message, KOT, billing, incident reports, bulletin boards.

PANTRY OPERATION – PRACTICAL:

- PANTRY LAYOUT of a speciality Restaurant.
 - Different sections of the Pantry:
 - Main pantry
 - Still Room
 - Silver Room/Plate Room
 - Scullery/Wash up
 - Floor Pantry

- Different equipment required in the Pantry, their operation, handling and upkeep.
 - Major Equipment:
 - Food Service Counter
 - Hot Section and Cold Section
 - Coffee Machine
 - Microwave Oven
 - Salamander
 - Juicer/Blender (Electric)
 - Plate Warmers
 - Dish Washing Machine
 - Ice Cream Counter
 - Ice Cube Machine
 - Water Cooler
 - Refrigeration
 - Minor Equipment:
 - Proper upkeep and maintenance of all Holloware and Crockery.

- Mise-en-place for breakfast and meals:
 - Coffee making
 - Tea making
 - Care and Service of Juices
 - Sandwiches preparation
 - Soda fountain operation
 - Burgers preparation

CRAFTSMANSHIP COURSE IN FOOD & BEVERAGE SERVICE

MINIMUM STANDARD OF ADMISSION : **10TH CLASS OF 10+2 OR
EQUIVALENT EXAMINATION WITH ENGLISH**

DURATION : **24 WEEKS**

TEACHING PER WEEK : **35 HOURS**

NO. OF EFFECTIVE TEACHING : **20 WEEKS**

INDUSTRIAL TRAINING : **04 WEEKS**

Sl. No.	Subject	Teaching Scheme		Examination Scheme					
		Theory	Practical	No. of papers and their duration		Theory			
				Theory	Practical	Internal	External	Total	
01	Food Service	06	11	01 (03 hrs.)	01	20	80	100	
02	Beverage Service	04	10	01 (03 hrs.)	01	20	80	100	
03	Communication	02	--	--	--	--	--	--	
04	Pantry Operation	--	02	--	01 (02 hrs.)	--	--	--	
		12	23						200
GRAND TOTAL : 450									