Fwd: Six month skill courses

Sati Mohandas <stmhnds@gmail.com>

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Madam/Sir,

continuation of email dated 15th July, 2014 forwarding the syllabus for the 3 courses i.e FP, F&B Service, housekeeping under the 6 months training programme for HSRT pass-outs, the syllabus for these 3 courses is being resent with marginal modifications along with the syllabus for bakery and patisserie course for information and guidance.

Regards,

Sati Mohandas
Consultant/HSRT

4 attachments

- Bakery & Patisserie.pdf
  108K

- Food & Beverage Service.pdf
  126K

- Food Production.pdf
  154K

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[Signature]

Copy to: Spare fire (Acc't)
24 WEEKS CERTIFICATE COURSE

IN

Bakery and Patisserie

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Must have passed 8 weeks Certificate course in Bakery &amp; Patisserie under “Hunnar Se Rozgar Tak”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>Institute: 17 weeks x 5 days x 6 hours per day</td>
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<tr>
<td></td>
<td>Industry: 06 weeks x 6 days x 8 hours per day</td>
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</table>

TEACHING SCHEME

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1</td>
<td>Bakery Theory</td>
<td>50 Hours</td>
</tr>
<tr>
<td>2</td>
<td>Patisserie &amp; confectionery Theory</td>
<td>30 Hours</td>
</tr>
<tr>
<td>3</td>
<td>Hygiene</td>
<td>30 Hours</td>
</tr>
<tr>
<td>4</td>
<td>Equipment, Maintenance &amp; Safety</td>
<td>30 Hours</td>
</tr>
<tr>
<td>5</td>
<td>Behavioural / attitude training</td>
<td>20 Hours</td>
</tr>
<tr>
<td>6</td>
<td>Bakery Practical</td>
<td>160 Hours</td>
</tr>
<tr>
<td>7</td>
<td>Patisserie &amp; Confectionery Practical</td>
<td>160 Hours</td>
</tr>
<tr>
<td>8</td>
<td>Industrial Training/Exposure</td>
<td>280 Hours</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>760 Hours</td>
</tr>
</tbody>
</table>
BAKERY THEORY

1. Introduction & scope of Bakery & Patisserie.
2. Organisation of Bakery department.
4. Structure of wheat grain.
5. Milling of wheat and role of bran and germ.
6. Flours: Constituents of flours, water absorption power of flour, gluten, grades of flour.
7. Raw material required for bread making
8. Role of flour, water, yeast, salt, Sugar, milk and fats
9. Types of yeast
10. Bread making process
11. Characteristics of good bread
12. Bread faults and their remedies.
13. Bread improvers and their role
14. Knowledge of oven and baking temperatures
15. Bakery layout

PATISSERIE & CONFECTIONERY THEORY

1. Cake making ingredients – Flour, Sugar, Shortening and egg.
3. Fats and oil.
4. Leavening agents and their role
5. Cake making methods
6. Characteristics of good cakes
7. Cake faults and their remedies.
8. Principles of Pastry making
9. Types of Pastries, method of preparation and their derivatives
10. Types of basic icings.
11. Preparation of basic cookies and biscuits.
12. Knowledge of basic desserts
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.

- Definition of Hygiene, its application to everyday life.
- Personal Hygiene – Care of skin, hair, hands, feet, teeth; use of cosmetics and jewellery.
- Good grooming, clean and correct uniform; diet and exercise.
- Reporting of cold, sickness, boils, septic wounds etc.
- Food borne diseases – Causative organisms, route of contamination and control measures; precautions to be taken by food handlers.
- 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.
- Smooth flow of work – prevention of overcrowding and back tracking; care of dark corners, crevices and cracks.
- Importance of cleaning of equipment and personal tools immediately after use. Use of hot water in the washing process.
EQUIPMENT, MAINTENANCE AND SAFETY

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.

- 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.
- Routine use, care and cleaning of all fixed and movable equipment including refrigerators, ovens, proving chambers, dough kneaders, sheeters etc.
BAKERY PRACTICAL

Basic Breads: white bread, brown bread, whole wheat bread, French baguette, garlic bread, bread sticks, masala bread, pizza base, raisin bread.
Bread rolls; soft rolls,
Buns; Fruit Buns; Chelsea buns
Rich doughs: Bricche, dough nuts, Danish; Pastry; Croissants; Fruit Savarin.

Patisserie & Confectionery Practical

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

Flaky/Puff pastry -khara biscuits; veg patties; chicken patties; mutton patties; cheese straws; patty cases; mille feuille gateaux; apple flan; cream horns.

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

Short crust pastry: Lemon curd tart; jam tart.

Icing: Basic cream icing, butter icing; ganache, Royal icing; meringue; marzipan; glace icing.

Pastry: Pineapple pastry, chocolate pastry.

Cakes & Gateaux: Cakes by different methods (e.g. sponge cake; Madeira cake; Genoise; fatless sponge; rich cake; fruit cake, madeleine cake, cup-cakes)
Birthday cake; cheese cakes; black forest; gateaux; apple strudel.

Basic Desserts: Ginger pudding; cold lemon soufflé; chocolate mousse; charlottes royale; soufflé praline; fruit truffle, caramel custard, bread pudding

INdIAN SWEETS:

Rasgulla, Cham cham, Rasmalai
Gulab Jamun, Barfi
Shakarpure, Halwa, Ladoo, Peda
Kheer, Rabri
Barfi, Chekki.
INDUSTRIAL TRAINING/ EXPOSURE

Student will log in 280 hours of on the job training after 17 weeks of in institute training i.e. 6 weeks x 6 days x 8 hours and can avail one day leave.
24 WEEKS CERTIFICATE COURSE

IN

FOOD AND BEVERAGE SERVICE

Eligibility: Must have passed 6 weeks Certificate course in Waiter under Hunnar Se Rozgar Tak Scheme

Age: Maximum 30 years as on 1st July of the Academic year

Duration: 24 weeks (17 weeks in Institute + 6 weeks industrial exposure + one week assessment)

Institute: 17 weeks x 5 days x 6 hours per day

Industry: 06 weeks x 6 days x 8 hours per day

TEACHING SCHEME

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course</th>
<th>Duration</th>
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<tr>
<td>1</td>
<td>Food Service Theory</td>
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<td>2</td>
<td>Beverage Service Theory</td>
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<td>3</td>
<td>Communication</td>
<td>30 Hours</td>
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<td>4</td>
<td>Behavioural / attitude training</td>
<td>20 Hours</td>
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<td>5</td>
<td>Food Service Practical</td>
<td>180 Hours</td>
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<td>6</td>
<td>Beverage Service Practical</td>
<td>60 Hours</td>
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<tr>
<td>7</td>
<td>Pantry Operation</td>
<td>30 Hours</td>
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<td>8</td>
<td>Industrial Training/ Exposure</td>
<td>280 Hours</td>
</tr>
<tr>
<td>9</td>
<td>Total</td>
<td>760 Hours</td>
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</tbody>
</table>
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:

- Catering as a career and job prospects in the Hotel Industry.
- Development of Catering Industry and brief description of different types of catering establishments.
- Staff organisation of Food and Beverage Department.
- Attributes and Attitudes.
- Different types of cutlery used in 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.
- Equipment layout, Side board.
- Different types of Menus – A la carte; Table d’hote.
- Menu and meal planning.
- Various courses of a meal
- 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.
- 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.
- Buffet – layout, display and service.
➤ Room service – House Rules & equipment used.
➤ Coffee shop and Cafeteria service.

BEVERAGE SERVICE THEORY

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

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

COURSE CONTENT:

➢ Messages
➢ Booking.
➢ Use of food and beverage vocabulary.
➢ Reported speech and dialogue writing; Role Play, Analysing Situation; Dictation and comprehension related to the food & beverage industry.

➢ Verbal:
  • Telephone Conversation.
  • Person to person – with colleagues, customer, subordinate superiors.
  • Social skills – Courtesy, apology, compliments, suggestion, recommendation, suggested selling.

➢ Non-Verbal:
  • Body language – Gestures, Posture, Body movement, Hands etc.
  • Written:
    • Language
    • Use of Food & Beverage Service terminology.
    • Reservation, log book, message, KOT, billing, incident reports, bulletin boards.
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.

- 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 waiter's cloth.
- Arrangement of silver and other tableware, side board appointments according to different menus.
- Correct method of handling and re-laying of silver, glassware etc., during 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 folding.
- Receiving and seating the guests, presenting the menu, and taking order from the customer.
- Passing the order to the kitchen, co-ordinating orders.
- Making and presentation of bills.
- Service of breakfast: English, Continental, Indian and American.
- Preparation of Egg, cereals and other Breakfast items.
- 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.
- Banquet laying - formal & semi-formal service.
- Coffee shop service.
**BEVERAGE SERVICE PRACTICAL**

- Service of water and other simple beverages – milk shakes, iced tea, cold coffee, chocolate, 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.
PANTRY OPERATION PRACTICAL

➤ PANTRY LAYOUT of a 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
INDUSTRIAL TRAINING:

Student will log in 280 hours of on the job training after 17 weeks of in institute training i.e. 6 weeks x 6 days x 8 hours and can avail one day leave.
24 WEEKS CERTIFICATE COURSE

IN

FOOD PRODUCTION

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<tr>
<td>Teaching Scheme</td>
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<td>Demo/ practical: 4 hours per day</td>
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<td>1</td>
<td>Cookery Theory</td>
<td>80 Hours</td>
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<tr>
<td>2</td>
<td>Hygiene</td>
<td>30 Hours</td>
</tr>
<tr>
<td>3</td>
<td>Equipment, Maintenance &amp; Safety</td>
<td>30 Hours</td>
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COOKERY THEORY

A. Introduction to Cookery

1. Overview of the Catering Industry.
2. Kitchen Organizational structure.
3. Aims and Objects of Cooking – Definition.
5. Preparation of Ingredients.
7. Culinary terms.

B. Basic Principals of Cookery

1. Texture of food.
2. Methods of Cooking with special application to cereals (Rice, flours, millets etc.) meat, fish, vegetable, soup, cheese, pulses and egg cookery.
3. Conventional and non-conventional methods of cooking, microwave cooking etc. Fast Food items.
4. Leavening agents.
5. Selection and identification of varieties of fish, cuts of meat, beef and vegetables available in the local market.
7. Poultry: - Age, quality, market types, preparation, dressing and cuts with its uses:
8. Poultry: - Methods of cooking; boiling, poaching, grilling, roasting, frying with proper accompaniments.
9. Eggs: Structure, selection and quality of; various ways of cooking eggs with example in each method; preservation and storage.
10. Soups: Definition, classification with examples in each group, composition, recipe for 01 ltr.
11. Farinaceous dishes: Types of recipes and methods of cooking with examples.
12. 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.
13. Pulses: Methods of cooking with time and temperature.
15. Re-heating of food.
C. Standards & Control

1. Balancing of recipes, standardisation of recipes, maintaining recipe files, standard setting.
2. Portion control, standard portion sizes, necessity for control, brief study of how portions are worked out.
3. Quality Control: Purchase specification, quality control methodology; prevailing food standards; food adulterants as a public health hazard; simple tests in the detection of common food adulterants.
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.

- 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 and 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.
- Smooth flow of work – prevention of overcrowding and back tracking; care of dark corners, crevices and cracks.
- Importance of cleaning of equipment and personal tools immediately after use.
- Use of hot water in the washing process.
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.

- 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.
- Routine use, care and cleaning of all fixed and movable equipment including refrigerators, mixers, peelers, incubators, autoclaves, mincers etc.
<table>
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<tr>
<th>S.No</th>
<th>Topic</th>
<th>Method</th>
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<tr>
<td>1</td>
<td>i) Equipments - Identification, Description, Uses &amp; handling</td>
<td>Demonstrations &amp; simple applications</td>
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<tr>
<td></td>
<td>ii) Hygiene - Kitchen etiquettes, Practices &amp; knife handling</td>
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<td>iii) Safety and security in kitchen</td>
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<td>2</td>
<td>i) Vegetables – classification</td>
<td>Demonstrations &amp; simple applications</td>
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<td>ii) Cuts - julienne, jardinière, macedoines, brunoise, payssane,</td>
<td>by students</td>
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<td>mignonnette, dices, cubes, shred, mirepoix</td>
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<tr>
<td>3</td>
<td>Identification and Selection of Ingredients - Qualitative and</td>
<td>Demonstrations &amp; simple applications</td>
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<tr>
<td></td>
<td>quantitative measures.</td>
<td>by students</td>
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<tr>
<td>4</td>
<td>i) Basic Cooking methods and pre-preparations</td>
<td>Demonstrations &amp; simple applications</td>
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<tr>
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<td>ii) Blanching of Tomatoes and Capsicum</td>
<td>by students</td>
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<td>iii) Preparation of concasse</td>
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<td>iv) Boiling (potatoes, Beans, Cauliflower, etc)</td>
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<td>v) Frying - (deep frying, shallow frying, sautéing)</td>
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<td>Aubergines, Potatoes, etc.</td>
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<td>vi) Braising - Onions, Leeks, Cabbage</td>
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<td>vii) Starch cooking (Rice, Pasta, Potatoes)</td>
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<td>5</td>
<td>i) Stocks - Types of stocks (White and Brown stock)</td>
<td>Demonstrations &amp; simple applications</td>
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<td>ii) Fish stock</td>
<td>by students</td>
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<tr>
<td></td>
<td>iii) Emergency stock</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sauces - Basic mother sauces</td>
<td>Demonstrations &amp; simple applications</td>
</tr>
<tr>
<td></td>
<td>• Béchamel</td>
<td>by students</td>
</tr>
<tr>
<td></td>
<td>• Espagnole</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Veloute</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hollandaise</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mayonnaise</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tomato</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Egg cookery - Preparation of variety of egg dishes</td>
<td>Demonstrations &amp; simple applications</td>
</tr>
<tr>
<td></td>
<td>• Boiled (Soft &amp; Hard)</td>
<td>by students</td>
</tr>
<tr>
<td></td>
<td>• Fried (Sunny side up, Single fried, Bull's Eye, Double fried)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Poaches</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Scrambled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Omelette (Plain, Stuffed, Spanish)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• En cocotte (eggs Benedict)</td>
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<tr>
<td>8</td>
<td>Simple Salads:</td>
<td>Demonstrations &amp; simple applications</td>
</tr>
<tr>
<td></td>
<td>• Cole slaw,</td>
<td>by students</td>
</tr>
<tr>
<td></td>
<td>• Potato salad,</td>
<td></td>
</tr>
</tbody>
</table>
- Beet root salad,
- Green salad,
- Fruit salad,
- Preparation of salad dressings

Simple Egg preparations:
- Assorted omelettes,
- Oeuf Florentine
- Oeuf Benedict
- Oeuf Farci
- Oeuf Portugese
- Oeuf Deur Mayonnaise

Simple potato preparations
- Baked potatoes
- Mashed potatoes
- French fries
- Roasted potatoes
- Boiled potatoes
- Lyonnaise potatoes
- Allumettes

Vegetable preparations
- Boiled vegetables
- Glazed vegetables
- Fried vegetables
- Stewed vegetables.

<table>
<thead>
<tr>
<th></th>
<th>Soups:</th>
<th></th>
<th>Fish:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Sauce: Béchamel 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.)</td>
<td>Ensure repetitive practice by students</td>
<td>Ensure repetitive practice by students</td>
</tr>
<tr>
<td>10</td>
<td>Purees</td>
<td>02 varieties</td>
<td>Baked</td>
</tr>
<tr>
<td></td>
<td>Cream</td>
<td>04 varieties</td>
<td>Grilled</td>
</tr>
<tr>
<td>12</td>
<td><strong>Chicken &amp; Meat:</strong></td>
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<td></td>
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<tr>
<td></td>
<td>Stews: 02 varieties</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Roasts: 02 varieties</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>rilled/Fried: 02 varieties</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chicken sautes: 05 varieties</td>
<td></td>
<td></td>
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<td></td>
<td>Ensure repetitive practice by students</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>13</th>
<th><strong>Entrees</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>03 varieties</td>
</tr>
<tr>
<td></td>
<td>Vegetables: Preparation and cooking of vegetables in season and their accompaniments – 10 varieties</td>
</tr>
<tr>
<td></td>
<td>Potatoes – 10 varieties</td>
</tr>
<tr>
<td></td>
<td>Egg, Cheese and Farinaceous dishes. 5 varieties</td>
</tr>
<tr>
<td></td>
<td>Omlettes, Soft boiled eggs, hard boiled eggs, fried eggs, spaghetti and macaroni dishes – 02 varieties.</td>
</tr>
<tr>
<td></td>
<td>Ensure repetitive practice by students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14</th>
<th><strong>Chinese:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Soups: 02 varieties</td>
</tr>
<tr>
<td></td>
<td>Noodles and rice: 04 varieties</td>
</tr>
<tr>
<td></td>
<td>Chicken: 02 varieties</td>
</tr>
<tr>
<td></td>
<td>Meat: 02 varieties</td>
</tr>
<tr>
<td></td>
<td>Prawns: 02 varieties</td>
</tr>
<tr>
<td></td>
<td>Fish: 01 dish</td>
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<tr>
<td></td>
<td>Ensure repetitive practice by students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15</th>
<th><strong>INDIAN:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rice: 10 varieties</td>
</tr>
<tr>
<td></td>
<td>Indian Bread: 05 varieties</td>
</tr>
<tr>
<td></td>
<td>Dal: 05 varieties</td>
</tr>
<tr>
<td></td>
<td>Vegetable: 10 varieties</td>
</tr>
<tr>
<td></td>
<td>Chutney: 05 varieties</td>
</tr>
<tr>
<td></td>
<td>Raita: 05 varieties</td>
</tr>
<tr>
<td></td>
<td>Fish dishes: 05 varieties</td>
</tr>
<tr>
<td></td>
<td>Meat dishes: 05 varieties</td>
</tr>
<tr>
<td></td>
<td>Chicken dishes: 04 varieties</td>
</tr>
<tr>
<td></td>
<td>Tandoori dishes: Tandoori fish, naan, kulcha, tandoori roti, sheekh kabab, boti kabab.</td>
</tr>
<tr>
<td></td>
<td>Ensure repetitive practice by students</td>
</tr>
</tbody>
</table>

| 16 | **BREAKFAST:** To include cereals, regional Indian items like Poori Bhaji, Poori Chhole, Various parathas, Vada, Idli, Dosa, Sambar, Upma, Uttapam etc. |
|    | Ensure repetitive practice by students |

<table>
<thead>
<tr>
<th>17</th>
<th><strong>SALADS:</strong> To include basic simple salads and dressings:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>i) Cole slaw</td>
</tr>
<tr>
<td></td>
<td>ii) Russian salad</td>
</tr>
<tr>
<td></td>
<td>iii) Potato Salad</td>
</tr>
<tr>
<td></td>
<td>Ensure repetitive practice by students</td>
</tr>
</tbody>
</table>
IV)  Fruit salad
V)  Waldorf salad

<table>
<thead>
<tr>
<th>18</th>
<th>DESSERTS</th>
<th>Ensure repetitive practice by students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 Indian Regional Varieties</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Caramel Custard,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bread and Butter Pudding</td>
<td></td>
</tr>
</tbody>
</table>

**INDUSTRIAL TRAINING/ EXPOSURE:**

Student will log in 280 hours of on the job training after 17 weeks of in institute training i.e. 6 weeks x 6 days x 8 hours and can avail one day leave.
18 WEEKS CERTIFICATE COURSE

IN

HOUSE KEEPING

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Must have passed 6 weeks Certificate course in House Keeping under Hunnar Se Rozgar Tak Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Maximum 30 years as on 1st July of the Academic year</td>
</tr>
<tr>
<td>Duration</td>
<td>24 weeks (17 weeks in Institute + 6 weeks industrial exposure + one week assessment)</td>
</tr>
<tr>
<td></td>
<td>Institute: 17 weeks x 5 days x 6 hours per day</td>
</tr>
<tr>
<td></td>
<td>Industry: 06 weeks x 6 days x 8 hours per day</td>
</tr>
</tbody>
</table>

TEACHING SCHEME

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>House Keeping Theory</td>
<td>90 Hours</td>
</tr>
<tr>
<td>2</td>
<td>Interior Decoration Theory</td>
<td>70 Hours</td>
</tr>
<tr>
<td>3</td>
<td>Hygiene Theory</td>
<td>30 Hours</td>
</tr>
<tr>
<td>4</td>
<td>Hotel Maintenance Theory</td>
<td>30 Hours</td>
</tr>
<tr>
<td>5</td>
<td>Behavioural / attitude training</td>
<td>20 Hours</td>
</tr>
<tr>
<td>6</td>
<td>House Keeping Practical</td>
<td>180 Hours</td>
</tr>
<tr>
<td>7</td>
<td>Hotel Maintenance Practical</td>
<td>60 Hours</td>
</tr>
<tr>
<td>8</td>
<td>Industrial Training/ Exposure</td>
<td>280 hours</td>
</tr>
<tr>
<td>9</td>
<td>Total</td>
<td>760 Hours</td>
</tr>
</tbody>
</table>
HOUSEKEEPING THEORY

- Importance of housekeeping in the hospitality industry, types of lodging establishments, organizational chart – duties and responsibilities of housekeeping employees.

- Cleaning equipment – Selection of equipment, brooms and brushes, protective equipment, clothes used in cleaning, box sweeper, electric equipment, vacuum cleaner, floor scrubbing and polishing machine, floor shampooing machine, containers trolley, chamber maid’s trolley, etc.

- Use and care of equipment and material required by the House Keeping Department - Solvents, grease absorbents, disinfectants, antiseptics, soaps, deodorants, detergents, polishes, chemicals and their storage.

- Cleaning methods – Care, cleaning and polishing of various surfaces, hard floorings, thermoplastic floorings, wooden & painted surfaces, varnished, laminated compositions, walls and wall coverings, furniture & fixtures of various types e.g., brass, copper, aluminium, stainless steel, chromium.

- Cleaning of guest rooms and bath – daily, weekly and spring cleaning, night service, check list of standard guest room and bathroom supplies, room occupancy list, housekeeper’s report, handling room transfers, lost and found.

- Cleaning of public area, Restaurant, Food service areas and employees area.

- Different types keys and their importance – section key, master key, floor key and grand master key. Key of executive offices and public areas. Computerised key.

- Pest control and eradication – with special reference to rats, cockroaches, furniture beetle, clothes moth, etc.

- Dealing with emergency situation like fire, death, theft, accidents etc.

- Safety & security control.
1. Objectives of interior decoration.
2. Principles of design, their application in hotel industry.
3. Colours – colour harmonies, association of colours and their application in the various areas of the hotel industry.
4. Flower arrangements – Western and Eastern styles.
5. Guidelines on preserving freshness of flowers and arrangement for different occasions.
6. Furniture & its arrangements.
7. Soft Furnishings – Curtains, cushions, bedspread.
8. Floor Furnishings- floor coverings.
HYGIENE THEORY

- Definition of Hygiene, its application to everyday life.
- Personal Hygiene – Care of skin, hair, hands, feet, teeth; use of cosmetics and jewellery.
- Good grooming, clean and correct uniform; diet and exercise.
- Evaluation of personal hygiene.
- Types of bacteria, favourable conditions for their growth. Temperature at which bacteria are killed or their growth retarded.
- 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.
- Definition of first aid, golden rules of first aid, care of cuts, wounds and bandages.
- Food poisoning – causative factors and response of House Keeping staff to such eventualities.
- Hygiene of the establishment – Design of department, washable floors & walls, good ventilation, smooth flow of work, prevention of overcrowding, elimination of dark corners, crevices or cracks.
- Importance of cleaning of equipment and personal tools immediately after use.
1. Fire extinguishers - various types of extinguishers, their use and application.

2. Laundry Equipment – Study of different types of laundry equipment eg.: washing machine, hydro-extractor, boiler calendaring machine and steam press.


4. Lighting – types and their use in different areas of the hotel.
HOUSEKEEPING PRACTICALS

- Cleaning and polishing of various surfaces, hard flooring, semi-hard floorings and wooden flooring.
- Bed making and turn down service.
- Daily cleaning and preparation of guest room, VIP rooms, cleaning of bathrooms.
- Periodical cleaning in guest room, public areas, spring cleaning in guest rooms and public areas.
- Flower arrangements – dining tables, reception counters, buffet tables, rooms and other areas.
- Stain removal, washing, drying, ironing, folding, storing of various types of fabrics and garments.
- Use of laundry equipment.
- Dealing with different types of pests.
- House Keeping reports and formats.
1. Replacement of different types of fuses.
2. Replacing of electric bulb/ fluorescent tube, cleaning of lamp fittings.
3. Electrical circuit faults.
4. Wiring of pin plug and plug socket.
5. Study of flush tanks including replacement of parts.

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