

**MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATIONS, MUMBAI**

Examination, July 2014

## CERTIFICATE COURSE IN CORPORATE HOUSE-KEEPING

[ἑῶν—3 ἰεῖς]

(BEthÉ NÖÉ—100)

**ΕΔ(ΕΕ) 0/4>0'Ε-ΕΕαΕΟΜ (ΕΙΕ+®0-1)**

- 0<sup>0</sup>EE<sup>0</sup>E<sup>0</sup>E<sup>0</sup>.—(1) 0<sup>0</sup>E<sup>0</sup>C<sup>0</sup> |E<sup>0</sup>|X<sup>0</sup>E<sup>0</sup> 0<sup>0</sup>EE<sup>0</sup>b<sup>0</sup>E<sup>0</sup>h<sup>0</sup>a +E<sup>0</sup>E<sup>0</sup>E<sup>0</sup>E<sup>0</sup> +E<sup>0</sup>/Z<sup>0</sup>E<sup>0</sup>.  
 (2) =V<sup>0</sup>E<sup>0</sup>E<sup>0</sup>E<sup>0</sup>b<sup>0</sup>0<sup>0</sup>E<sup>0</sup> +E<sup>0</sup>0 {E<sup>0</sup>E<sup>0</sup>C<sup>0</sup> M<sup>0</sup>E<sup>0</sup> n<sup>0</sup>E<sup>0</sup>C<sup>0</sup>E<sup>0</sup>E<sup>0</sup>E<sup>0</sup>E<sup>0</sup>.

**NÉE**

1. (+) BE0 + E3P EvafEa ECafEa E+E/2 (EdEeE0/2) {EEÉ} :-

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- (1)  $\frac{1}{2}b \in \mathbb{F}(\mathcal{E})$
- (2)  $b \in ]0, \infty[ \mathbb{F}(\mathcal{E})$
- (3)  $b \in ]0, \infty[ \mathbb{F}(\mathcal{E})$
- (4)  $\frac{1}{2}b \in ]0, \infty[ \mathbb{F}(\mathcal{E})$
- (5)  $b \in \mathbb{F}(\mathcal{E})$
- (6)  $]0, \infty[ \mathbb{F}(\mathcal{E})$

- (င) **SHEO** EEO EE **UIEa** E+E<sub>2</sub> (EeEeEeE<sub>2</sub>) (HSE) :-

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- [illegible]

- [illegible]

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- (1) D.N.D.
- (2) A.M.C.
- (3) C.P.U.
- (4) A.C.
- (5) O.L.M.
- (6) H.K.

- (b) ~~EXAMPLE~~ ~~VÉRITÉ~~ ~~VERITÉ~~ :—

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|---|---|
| (1) $b \rightarrow \bar{0} \text{ f} \rightarrow \text{f} \rightarrow \text{f}$   | (+) $\frac{1}{2} \text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f}$ |
| (2) $\rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f}$  | ( $\rightarrow$ ) $\text{f} \rightarrow \text{f}$   |
| (3) $\text{M} \rightarrow \text{f} \rightarrow \text{f}$  | (E0) $\frac{1}{2} \text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f}$  |
| (4) $\text{W.C.}$   | (b) $\text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f}$   |
| (5) $\text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f}$ | (<) $\rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f}$                      |
|   | (j0) $\text{f} \rightarrow \text{f} \rightarrow \text{f} \rightarrow \text{f}$  |

2. JEE+FO+E(EEO) EdhEiEzD nme JExE °EEd:EE :- 16
- (+) ½<sup>a</sup>EVExE Ed<sup>a</sup>E +E½? MEEa½VEd °EE°Eo +EhE Ed(ESSE = (E<sup>a</sup>EME E+E½.
- (E) {Ea]o EEd EESa E½<sup>a</sup>E E EEnu Eo.
- (Eo) EEd EEd EEd E½<sup>a</sup>EVEd Ed<sup>a</sup>E ? i<sup>a</sup>ESa E½<sup>a</sup>E E EEnu Eo.
- (b) M.I.S. Ed<sup>a</sup>E +E½? M.I.S. Sa iEkE E EEnu Eo.
3. JEE+FO+E(EEO) EdhEiEzD nme JExE °EEd:EE :- 16
- (+) i<sup>a</sup>E<sup>a</sup>u +E<sup>a</sup>E<sup>a</sup> Ed<sup>a</sup>E(EdEo E EEnu Eo.
- (E) Ed(ESSE o ½<sup>a</sup>>°E-Ed(EME EVEdE ±EdExE +Ed>Ed(EdE (EdEo E EEnu Eo.
- (Eo) ½<sup>a</sup>>°E-Ed(EMESSE <x ½<sup>a</sup>]D ½<sup>a</sup>EVEd Ed<sup>a</sup>E ? ½<sup>a</sup>>°E-Ed(EMESSE <x ½<sup>a</sup>]D EEd EEd EESaE (EdEo E EEnu Eo.
- (b) EEd(EdEo ½<sup>a</sup>EVExE ½<sup>a</sup>EVEd Ed<sup>a</sup>E ? Ed<sup>a</sup>E(EdEaE +EVEdEVEdE (Ed(EdEo ½<sup>a</sup>EVExE E EEnu Eo.
4. JEE+FO+E(EEO) EdhEiEzD nme JExE °EEd:EE :- 16
- (+) कॉर्पोरेट हाऊसेसमध्ये आढळणाऱ्या आठ पेस्ट (किटकांची) यादी करा.
- (E) हाऊस-किपींग कर्मचाऱ्यांची गुणकौशल्ये लिहा.
- (Eo) M.S. +Ei<sup>a</sup>o<sup>a</sup> Ed<sup>a</sup>E +E½? i<sup>a</sup><E °Ed½ Eo<sup>a</sup>ESSE Ed<sup>a</sup>E(EdEo E+E½.
- (b) 'C+EEEd °u'E' °EE°SE° SEEd-E+E°]o i<sup>a</sup>E<sup>a</sup>u Eo.
5. JEE+FO+E(EEO) EdhEiEzD SE<sup>a</sup>ME EEdE<sup>a</sup>EE E+E½:- 16
- (+) EdE<sup>a</sup>u °EdE
- (E) }+EE<sup>a</sup>u +°E EEd
- (Eo) {Eh<sup>a</sup>ESaE ]SE°SE° °EE;°E;E<C
- (b) E<sup>a</sup>EdEo IC+EExEM
- (<) °EEEd EEd]E]u
- (i) VEdE]u ]EEd.
6. JEE+FO+E(EEO) EdhEiEzD nme JExE °EEd:EE :- 16
- (+) ½<sup>a</sup>>°E-Ed(EME °]i<sup>a</sup>Ed EdhEEdhEEd °EdEEd EEd EEd +°EiEiE ?
- (E) i<sup>a</sup>OC°ESa EEdE<sup>a</sup>u E+E½.
- (Eo) Ed(ESSE o EdSE<sup>a</sup>EE-EiE E+E½.
- (b) ½<sup>a</sup>ESa EEdE ½<sup>a</sup>EVEd Ed<sup>a</sup>E ?

**(ENGLISH)**

[TIME ALLOWED — 3 HOURS]

(MARKS — 100)

**CORPORATE HOUSE-KEEPING (THEORY-I)**

- Instructions.*—(1) All questions are *compulsory*.  
 (2) Figure to the right indicate *full* marks.

	<b>Marks</b>
1. (a) Write down the use in one line (any <i>five</i> ) :—	5
(i) Hard Broom	
(ii) Dust pan	
(iii) Dust-bin	
(iv) Hand towel	
(v) Door mat	
(vi) Toilet brush.	
(b) State whether <i>true</i> or <i>false</i> (any <i>five</i> ) :—	5
(i) Red color is used to denote veg. food.	
(ii) Water storage tanks do not require daily cleaning.	
(iii) Carpet polishing is daily cleaning.	
(iv) Computer is a machine.	
(v) Smoke detector indicates fire.	
(vi) M.S. Office is hardware.	
(c) State full forms (any <i>five</i> ) :—	5
(i) D.N.D.	
(ii) A.M.C.	
(iii) C.P.U.	
(iv) A.C.	
(v) O.L.M.	
(vi) H.K.	
(d) Match the following pairs :—	5
‘A’ Group	‘B’ Group
(i) Dirty Linen	(a) Vacuum Cleaner
(ii) Floor	(b) Vim
(iii) Glass	(c) Harpic
(iv) W.C.	(d) Collin
(v) Kitchen Utensils	(e) Floor Cleaner
	(f) Detergent.

[Turn over]

2. Attempt any *two* of the following:— 16
- (a) What is hygiene ? Write the uses of gloves, mask and cap.
  - (b) Explain the importance of Pest Control.
  - (c) What is waste management ? Explain its importance.
  - (d) What is M.I.S. ? Explain the principle of M.I.S.
3. Attempt any *two* of the following:— 16
- (a) Write down the fire alarm procedure.
  - (b) Explain linen accounting system used in corporate house-keeping.
  - (c) What is house-keeping inventory ? Explain the method to maintain house-keeping inventory.
  - (d) What is environmental hygiene ? Explain the environmental hygiene of office premises.
4. Attempt any *two* of the following:— 16
- (a) List 8 pest found in corporate houses.
  - (b) Write down the attributes of House-keeping staff.
  - (c) What is M.S. Office ? Explain the procedure to save a file.
  - (d) Prepare a check-list for Clock Room.
5. Write a short notes on any *four* of the following:— 16
- (a) Color Scheme
  - (b) Flower Arrangement
  - (c) Water Tank Cleaning
  - (d) Weekly Cleaning
  - (e) Smoke detector
  - (f) Janitor Carte.
6. Attempt any *two* of the following:— 16
- (a) What are the records maintained by the house-keeping-staff ?
  - (b) Write the uses of Fabrics.
  - (c) Write a note on Corporate Culture.
  - (d) What is Air-pollution ?
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