1	Name of Syllabus	**C.C.In Basic House Keeping (415104)**
2	Max.Nos of Student	25
3	Duration	6 months
4	Type	Part Time
5	Nos Of Days / Week	6 Days
6	Nos Of Hours /Days	4 hrs.
7	Space Required	1) Housekeeping = 400 sqfeet 2) Class Room = 200 sqfeet TOTAL = 600 sqfeet
8	Entry Qualification	9th
9	Objective Of Syllabus/ introduction	1) Develop proper knowledge of House keeping 2) Develop skill in various types of Housekeeping jobs 3) Develop confidence and housekeeping skills by arranging industrial visits and lectures of personnel from industries.
10	Employment Opportunity	This course for Housekeeping attendant
11	Teacher's Qualification	Diploma / Degree in Hotel Management
12	Training System	**Training System Per Week**

Theory	Practical	Total
6 hrs	18 hrs	24 hrs

13 Exam. System

Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Mini. Marks
1	**41510411**	Basic Food Production in frame work	TH-I	3 hrs.	100	35
2	**41510421**	Basic Housekeeping	PR-I	6 hrs.	200	100
3	**41510422**	Room Maintenance	PR-II	3 hrs.	100	50
		Total			**400**	**185**

Syllabus :- Basic House Keeping

THEORY PAPER – I - Basic Food Production in frame work

Sr No	Topics Name
1	Introduction to the institute and in particular to Housekeeping course safety precautions Observed by the trainees
2	Maintaining personal cleanliness & Hygiene Practices Carry out basic First Aid treatment/notifying accident. Practicing Fire Safety measures Occupational hazards and safety norms. Safety rules in Housekeeping department Basics of Personal Hygiene
3	Apply Hygiene, Safety & security procedures when carrying out the task
4	Understand the purpose & use of each cleaning supplies & equipment.
5	Types of Pests and Control
6	Proper care and storage of cleaning Equipments
7	Setting and emptying maid's Cart
8	Principles of stain removal & stain removal
9	Maintenance of furniture's in Public areas lost and found procedures and Safety of property
10	Customer care & comfort Cleaning procedures & use of equipment & gadgets
11	Emergency handling/reporting
12	Handling vacuum cleaner, T V remote , A/C, door keys, lighting operation Toilet cleaning procedure
13	Laundry & dry cleaning procedure- Collection ,Sending ,Returning Other cleaning Service Proper storage
14	Laundry Operation Par stock Inventory Control
15	Practice waste disposal as per environmental laws.

PRACTICAL – I - Basic Housekeeping

Sr No	Topics Name
1	Introduction to Equipments used & their Operation in H.K.
2	Identification of Linen / Uniforms / cleaning supplies.
3	Laundry procedure of counting and sorting of Linen/ Uniforms. Basic stitching machine.
4	First Aid/ Notifying Accidents.
5	Fire Safety Measures

PRACTICAL – II - Room Maintenance

1	Bed making
2	Identification of furniture, fixtures and floor surfaces Cleaning of different types of furniture, fixtures and floor surfaces
3	Cleaning and shampooing of Carpets Stock taking
4	Public areas cleaning
5	Linen room procedures; issue of linen, stocktaking & keeping accurate records, lost & found procedures Carpet & rugs cleaning Basic safety norms Basic hygiene norms Security at work and in rooms

<u>Following books should be refer for</u>

Housekeeping, Front office, Food & beverage Service, Food Production

Denis Lilicrap – F& B service 7th edition

Sudheer Andrews – Hose keeping, Front Office & F & B service manual

Sudheer Andrewes – Food & beverages Management

Thangam Philip – Modern cookery Food Production

Theory of cookery – Food Production

Book of Ingredient – Food Production

Cocktails & Nonalcoholic beverages – F & B Service

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