

Syllabus for the trade
Of
DOMESTIC HOUSE KEEPING
(SEMESTER PATTERN)
UNDER
CRAFTSMAN TRAINING SCHEME

Designed in: 2013

By
Government of India
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
Directorate General of Employment & Training
Ministry of Labour & Employment
EN - 81, SECTOR – V, SALT LAKE CITY
Kolkata – 700 091

**List of members of Trade committee meeting for the trade of
“DOMESTIC HOUSE KEEPING” held at**

S.No.	Name Shri/Shrimati	Designation	Address
1.	Deepankar Mallick	Director, Chairman	ATI Kanpur
2.	Anil kumar	Jt. Director	ATI-EPI Dehradun
3.	R.C.Pandey	Principal	Government Institute of Hotel Management and Nutrient, Dehradun
4.	Magan Bhandari	F&B Manager	Hotel Great value, Rajpur Road, Dehradun
5.	Neena Sharma	Director	Synergy Consultant 35- Subash Road, Dehradun
6.	Ajay Mehta	Director	Designed life skill, old survey Road, Dehradun
7.	Ravindra Mohan Kala	State Secretary, Scout & Guide	55 - Rajpur Road, Dehradun
8.	S.K. Suri	Manager	New India Corporate House, Dehradun
9.	Prithive Adhikari	Instructor, Tour& Guide	I.T.I. Mussoorie
10.	V.K. Sharma	Foreman	I.T.I. Vikashnagar
11.	Manmohan Kudial	Principal	I.T.I.(w) Dehradun.
12.	Rajendra Singh	Manager catering.	Ramanand Residency, Mussoorie
13.	Satybir Singh	Administrative officer	L.B.S.N.A. Mussoorie
14.	Sanjay Gusain	1 In charge, Bakery & Confectionary	New Taj Institute of Hotel Management, Dehradun
15.	Sanjeev Kumar	Assistant Director	S.P.I.U. Dehradun.
16.	C.S. Negi	A.G. M.	GMVN, Dehradun.
17.	V.P.S.Negi	H.O.D.	Kukreja Instituta of Hotel Management, Dehradun
18.	A.K. Singh	Joint. Director	Uttaranchal Tourism Development Board, Dehradun
19.	Capt. Yogesh Uniyal	Manager	Uniyal Bakers, Dampur, Dehradun
20.	Ashok Devi Trivedi	Dy. Director.	RVTI, Allahabad.
21.	Usha Mishra	T.O.(D.M.)	RVTI, Allahabad.
22.	Hemant Kochar	M.D.	Hotel Madhuban, Dehradun
23.	B.S.Bhandari	Sr. Assistant	S.P.I.U. Dehradun
24.	P.L.Kavi	Manager	Hotel Garwal Terrac, Mussoorie
25.	A.K. Bhandari	Catering officer	N.I.V.H. Rajpur Road, Dehradun
26.	P.N.Yadav	Dy. Director	ATI-Kanpur
27.	Sachin Kumar	Inst. Catering & Hospitality.	RVTI, Allahabad
28.	Hitesh Pundir	Consultant	S.P.I.U. Dehradun
29.	Savez Bakesh	Consultant	S.P.I.U. Dehradun
30.	Tanuj Nayyar	Sr. Service Chef	J.P. Residency, Mussoorie

List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6th to 10th May'2013 at CSTARI, Kolkata.

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

GENERAL INFORMATION

1. **Name of the Trade** : DOMESTIC HOUSE KEEPING
2. **NCO Code No.** : 510.20
3. **Duration** : 06 months(One semester)
4. **Power Norms** : 16.7 KW
5. **Space Norm** : 40 Sq. mt.
6. **Entry Qualification** : Passed 10th class Examination
7. **Unit Size (No. of students)** : 20
8. **Instruction's/Trainer's Qualification** : Degree in Hotel Management with one year experience
OR
Diploma in Hotel Management with two year experience
OR
NCT/NVT certificate in Hotel Management with three year experience
9. **Desirable qualification (CIC)** : Preference will be given to Craft Instructor's Certificate (CIC)

Note: At least one instructor must have Degree/Diploma in relevant field.

Syllabus For The Trade Of Domestic House Keeping Under C.T.S
Duration:- Six Months

First Semester
Semester Code : DHK I

Week	Practical	Theory
1.	Familiarization with the domestic Housekeeping areas and its importance. Importance about the safety and precaution to be observed while handling the house keeping equipment and using materials.	Basic knowledge about domestic house keeping. Domestic culture and ability, person development and communication.
2.	Group Discussion and practice with demonstration on importance of personal hygiene. Motivating Individual on personal hygiene.	Definition of Hygiene and introduction of its importance in home. Factor influencing health and healthy leaving.
3.	Importance of exercise, rest, seep, and good grooming. Demonstration ¹ on Harmful effect of dust. Check the importance of proper ventilation and lighting. Basic first aid idea.	Scientific principle related to maintenance of normal circulation and normal respiration. Basic preventive health care and ailment .
4.	Demonstration on the component of personal hygiene health hazard associated to the habit and recognizing the positive and negative trends in the community. Dusting, sweeping, mopping and scrubbing-etc. Cleaning of various metals.	Introduction to hygiene and healthful living. concept of health and disease. Personal hygiene. Care of skin, hair, hand ,teeth and feet. Cleaning, methods, frequency and schedule.
5-6	Cleaning of floor surface, glass, plastic, walls, leather and other common surfaces and house hold wooden furniture. Proper use and application of various cleaning equipment such as brushes, grooms, grip spray (bottle).vacuum ! cleaner, carpet cleaning equipment.	Cleaning AGENTS: - Type, function, storage and selection. Familiarization to various kinds of small and mechanical cleaning equipments. Basic knowledge of carpet and floor cleaning.
7	Application of stain removal process on different surface such as clothes and walls. Use of deodorants disinfectant and antiseptics.	Basic knowledge of stain removing agents and its technique on different surface Removal of strain of common occurrence- from various surfaces..
8	Step by step procedural demonstration of cleaning of bathroom, room and toilet. Check care in cleaning of bronze, copper, silver, bronze and chromium metal.	Familiarization of cleaning procedure of various metals. Steps of dusting, mopping, sweeping, vacuum cleaning etc, care and cleaning of wooden surface and furniture.
9-10	Demonstration 'of periodic cleaning of electrical items, glass surface, plastic, leather, wall and wall finishes.	Basic knowledge of glass surface, plastic, leather and walls. The general precaution in their care and cleaning.
11-12	Application of kitchen hygiene such as storage of food grain and cooked foods. Proper ventilation, light, cleaning equipment /	Knowledge of cleaning methods of food and food contacting areas. Safety precautions for gas oven, electric oven and

	utensils. Recognize symptoms and signs of food borne disease. Identify the kitchen related personnel hygienic factor.	heater. Knowledge about the personal hygiene of food handlers. Knowledge about food preservation and food born disease. Basic knowledge of perishable and non perishable food items and its nutrients value. Familiarization of food shop and catering establishments.
13	Practice on the prevention of different type of the pollution such as Air, water and noise.	Knowledge of Air, Water and noise pollution. The causes of pollution and their control and prevention.
14	Skill acquire in prevention of various pest control such as :- mosquitoes, house flies, Cockroaches and termite.	Importance of pest control. Procedure and methods of disinfections
15-16	Check office waste disposal:-its collection, transportation and disposal etc. Check water conservation facilities provided.	Introduction and classification of waste such as solid liquid and papers. 'Sources of collection and its importance.
17	Treat and purify the drinking water. Application of housing sanitation.	Assessment of sanitary standard of housing Domestic sanitary measure.
18	Energy conservation method adopted and utilized.	Basic knowledge of Principle of energy conservation, its generation, distribution and prevention of wastage.
19-20	Observation of psychology of child. Taking care of children' in private house hold. Attentive to their activities. Assist children in bathing, feeding and dressing. Washing and ironing their garments. Visit to different crazes and children care units.	Study of baby care. Basic knowledge about the children behavior, mannerism, gesture and courtesy. Taking children out for walk, recreation, play and exercise with children. knowledge about storing the children
21	Practice on measuring body temperature. First Aid treatment for wounds and burns and basic shock treatments.	Familiarization of Basic, first aid Basic knowledge of injuries and their first aid methods of application on it.
22	Application on preparing and administering ORS liquid during dehydration (vomiting, diarrheas etc. Ability to contact emergency personnel-Doctor, fire brigade, Ambulance, blood bank, hospital etc. 1	Basic knowledge of ORS. preparation of charts regarding phone, fax etc for emergency contact.
23	Carry out fire preventive activities after identifying fire risk area in the house. Detect source of fire. Operation of fire alarm.	Classification of fire. Principle of working of different type of fire domestic fire extinguisher and fire fighting equipments.
24	Assignment on fire safety and first aid with a visit to baby care centre, health and hygiene centre or social organization	.
25	Revision	
26	Examination	

TRADE: DOMESTIC HOUSE KEEPING
LIST OF TOOLS & EQUIPMENT

A. For cleaning skill

Sl.no.	Name of the item	Quantity
1.	Chamfer maid's trolley	2 Nos
2.	Dust Pans	10 Nos
3.	Buckets/tubs	20 Nos
4.	Mugs	20 Nos
5.	Dustbins	2 Nos
6.	Mop buckets	2 Nos
7.	Spray cans for glass cleaning	20 Nos
8.	Containers for storing materials and equipment's (cup board with 10 selves)	2 Nos

B. Broom and Brushes

Si.No	Name of the item	Qty.
1.	Soft brooms/hard brooms	5 Nos.
2.	Carpet brushes-shampooing and dusting	5 Nos.
3.	Upholstery brush	5 Nos.
4.	Scrubbing brush (floor)	5 Nos.
5.	Shoe polishing brush	2 Nos.
6.	W.C. brush	2 Nos.
7.	Wall brush	2 Nos.
8.	Long handle fringe mops	5 Nos.
9.	Long handle mops dry	5 Nos.
10.	Long handle mops dusting brush	5 Nos.
12.	Long handle mops scrubbing brush	5 Nos.
13.	Bottle brushes	5 Nos.
14.	Cloths scrubbing brush	5 Nos.
15.	Sponges	5 Nos.
16.	Steel wool'	5 Nos.
17.	Nylon scrubbers (soft)	5 Nos.
18.	Cotton pads	20 Nos.
19.	Blotting paper	20 Nos.

D. Cleaning and Polishing Clothes :-

Si. No	Name of the Item	Qty.
1.	Duster 50cm x 50cm	20 Nos.
2.	Hand mops - 50cm x 50cm	20 Nos.
3.	Yellow polishing Cloths '	20 Nos.
4.	Glass cloths	5 Nos.
5.	Magnetic glass	5 Nos.

C. Mechanical equipment

Si.No.	Name of the item	Qty.
1.	Vacuum cleaner (small and large) domestic only	1 No. each
2.	Floor scrubber/Polisher	5 Nos.
3.	Carpet shampooing machine	1 No.
4.	Ordinary step ladders of different heights	2 Nos.
5.	Washing machine domestic	1 No.
6.	Iron/electric iron	2 Nos.
7.	Exhaust Fan	2 Nos.
8.	Sinks for washers	5 Nos.
9.	Metal stand for drying cloths	5 Nos.
10.	Water filter and purifier	2 Nos. each
11.	Geyser	1 No.
12.	Electric oven/gas oven/Micro oven	1 No.
13.	Refrigerator (domestic)	1 No.
14	Electrical accessories (i.e. fan, light etc.)	2 Nos. each

E. Cleaning material :-

Si. No.	Name of the item	Qty.
1.	Detergent	As Required
2.	Deodorants	As Required
3.	Anti-septic	As Required
4.	Disinfectants	As Required
5.	Room fresheners	As Required
6.	Carpet shampooing lotion	As Required
7.	Common stain removal agents	As Required
8.	Polishing agents.	As Required

