

Syllabus for the trade  
Of  
**HOSPITAL 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 Hospital House Keeping Held at**

<b>Sl. No.</b>	<b>Name &amp; Designation Shri/Smt.</b>	<b>Representing Organisation</b>	<b>Remarks</b>
1.	S.J.Amalan, Director	CSTARI, EN-81, Salt Lake, Kolkata-91	Chairman
2.	Rabin Debnath, Asstt. Director of Industrial Trg.	DTE. Of Indl. Trg., TE&T Dept., Govt. of West Bengal.	Member
3.	Sougata Saha, Director	Comtel Electronics (P) Ltd. Salt Lake, Kolkata.	Member
4.	Pijush Chatterjee, Manager	Hotel Kamala Residency, New Digha. Paschim Midnapore	Member
5.	M.C.Sharma, JDT.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
6.	Dibyendu Paul, MD & CEO	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
7.	Dr. Ayan Dasgupta, Medical Practitioner	Dunlop, Kolkata-108.	Member
8.	Nisith Ranjan Seal, Director	Soft Tek, AB-19, Deshbandhu Nagar, Kolkata-59.	Member
9.	Dr. Amarendu Mondal, Director	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
10.	Swami Nath Prasad, Director	Dream Merchant Privet Limited, Kolkata.	Member
11.	Kshetra Mohan Ghosh, VI	ITI, Howrah Homes, West Bengal.	Member
12.	Muktanand, Trg. Officer	RDAT (ER), Kolkata-64.	Member
13.	Gautam Sardar, Director	National Institute of Hotel Management, Kolkata.	Member
14.	Mrs. Mousami Panigrahi, CEO	SAPTAK Tour & Travels, Kolkata.	Member
15.	Ganesh Sen, Manager	Sunita Tourist & Travels, Andaman & Nicobar Island, Kolkata.	Member
16.	Pranabesh Maity, Officer	Life Insurance corporation of India, Kolkata.	Member
17.	Soma Das (Talukdar)	RVTI (W), Kolkata	Member
18.	A.K.Mandal, ADT	ATI, Kolkata	Member
19.	L.K.Mukherjee, DDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
20.	S.B.Sardar, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
21.	Nirmalya Nath, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
22.	Sipra Das, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
23.	R.N.Manna, T.O.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
24.	Hemant Kujur, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
25.	Pradip Biswas, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member

**List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> 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** : HOSPITAL HOUSE KEEPING
2. **N.C.O. Code No.** :
3. **Duration** : One year (Two semesters)
4. **Power Norms** : 5 kw
5. **Space Norms** : 40 Sq.mt.
6. **Entry Qualification** : Passed 10<sup>th</sup> Class Examination
7. **Unit Size (No. of Students)** : 20
8. **Instructor's/Trainer's Qualification:** Passed 3 years Diploma in House Keeping Management from recognized board or institution with 2 years working experience in the relevant field
- OR
- Graduation in the related field from recognized university with 2 years experience
- OR
- NAC or NTC holder in relevant trades with three years experience
9. **Desirable Qualification** : Preference will be given to a Craft Instructor's Certificate (CIC)

**Note: At least one Instructor must have degree in relevant field**

**Syllabus for the trade of “HOSPITAL HOUSE KEEPING” under C.T.S.**

**Duration : Six month**

**First Semester**

**Semster Code :HHK: SEM I**

<b>Week No.</b>	<b>Theory</b>	<b>Practical</b>
1 – 5	<p><b><u>SANITATION</u></b>                      Supervising Sanitation of the Hospital Environment.                      a) Basic Cleaning                          - Dusting                          - Sweeping                          - Polishing                          - Washing                      b) Special Cleaning of                          - Different types of floors                          - Wall &amp; Ceiling                          - Doors &amp; Windows                          - Furniture &amp; Fixtures                          - Venetian Blinds                      c) Maintenance of Toilet.                      d) Water treatment, Filtering &amp; Purification.</p>	<p>- Basic principles of sanitation and peculiarity to hospital environment.                      - Basic principles of personal hygiene                      - Basic knowledge about different detergent and disinfectants                      - Different cleaning procedures applicable to different hospital areas                      - Basic knowledge about cleaning equipments                      - Their operation techniques                      - Their maintenance.</p> <p>Different processes of Water treatment &amp; purification, removing bacteria.</p>
6 – 8	<p><b><u>ODOUR CONTROL</u></b>                      Identifying and determining the types and sources of unwanted odours in hospital premises.                       Controlling and removal of bad odours</p>	<p>Basic principals of ventilation, composition of Air, Air flow, Humidity and temperature.                       Common types of odours and their sources of origin.                       Removal and control technique of different types of odours.                       Various equipments and materials used for odour control operations.</p>
9 – 12	<p><b><u>WASTE DISPOSAL</u></b>                       Supervise hospital waste disposal                          - Collection                          - Transportation                          - Disposal</p>	<p>Hospital Waste –                       Source and generation of waste                       Hazards of hospital waste to hospital population and community.                       Principles of collection of different types of hospital</p>

		<p>Wastes and special precautions.  Transportation methods of different types of hospital waste from the source to the place of final disposal.  Basic principles and methods of handling and disposal of solid, liquid, pathological, nuclear waste.  Final disposal of waste –</p> <ul style="list-style-type: none"> <li>• Sewer disposal</li> <li>• Incineration</li> <li>• Land of filling (bunch)</li> <li>• Other methods of disposals.</li> </ul>
13 – 17	<p><b><u>SAFETY</u></b></p> <ul style="list-style-type: none"> <li>– Fire</li> <li>- Electrical</li> <li>- Natural Hazards</li> </ul> <p>To identify fire risk areas in hospital  Supervising fire prevention activities  Demonstration &amp; instruction by Fire Deptt. / Fire Brigade.  Detect source of fire  Operate fire alarm, Smoke Detector.  Supervising –</p> <ul style="list-style-type: none"> <li>• Fire fighting operation.</li> <li>• Fire picketing.</li> <li>• Fire salvage operation like salvage of men, material and equipment.</li> </ul> <p>Ensure periodical fire fighting drill.</p>	<p>Classification of fire, importance of fire in hospital.</p> <p>Basic methods of extinction of fire.  Principals of working of different types of Fire Extinguishers.  Principles of working of different Fire Fighting Equipment.  Awareness of tackling dangerous situation e.g. Earthquake, Cyclones, Floods etc.</p>
18- 24	<p><b><u>PEST, RODENT &amp; ANIMAL CONTROL</u></b></p> <p>Identifying pastes, Rodents &amp; Animal Nuisance in hospital  Organizing and Supervising the precaution, control and eradication of the Pest, Rodent and Animal nuisance.</p>	<p>Basics of life cycles of pastes, Rodents.  Vulnerable areas of paste and Rodent nuisance.  Disease transmission by pastes and Rodents and other animals.  Prevention, control and eradication of paste, Rodents and other animals.</p>
25	Project work/ Industrial Visit (optional)	
26	Examination	

**Syllabus for the trade of “HOSPITAL HOUSE KEEPING” under C.T.S.  
Duration : Six month**

**Second Semester**

**Semster Code :HHK: SEM II**

Week No.	Theory	Practical
1-5	<p><b><u>INTERIOR DECORATION</u></b> Create environment pleasant to patients, staff and visitors. Create and maintain aesthetic colour Scheme</p> <p>Make aesthetic and suitable arrangement of soft furnishing.</p> <p>Make necessary floor arrangement in wards / departments.</p> <p>Ensure proper lighting and ventilation in different hospital areas.</p>	<p>Understand different colour scheme.</p> <p>Selection of colours for various purposes.</p> <p>Materials used for different hospital areas.</p> <p>Acquire knowledge of types and arrangement of soft furnishing and their maintenance.</p> <p>Have knowledge of flower arrangements and their importance.</p> <p>Colour of flowers and effects on patients mind.</p> <p>Acquire knowledge of preservation methods of flower for longer period.</p> <p>Basic knowledge about adverse effect of flower on health.</p> <p>Quantitative and qualitative requirement of lightings in different hospital areas</p>
6-9	<p><b><u>HOSPITAL LINEN SERVICES</u></b> Procure linen from stores and Laundry.</p> <p>Ensure proper storage of linen.</p> <p>To supervise washing, sterilization in the Laundry.</p> <p>Maintain linen properly.</p> <p>Issues linen in Wards / Departments.</p> <p>Keep proper accounting of linen.</p>	<p>Acquire basic knowledge in :</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Linen and their importance in hospital.</li> <li><input type="checkbox"/> Classification of linen.</li> <li><input type="checkbox"/> Characteristics of linen of different types.</li> <li><input type="checkbox"/> Nature of fabrics and uses.</li> </ul> <p>Linen selection, procurement, storing, physical facilities required for linen rooms.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preparation</li> <li><input type="checkbox"/> Mending</li> <li><input type="checkbox"/> Security, safety &amp; control</li> </ul>

	Ensure proper sorting of linen.	<input type="checkbox"/> Collecting of dirty and clean linen <input type="checkbox"/> Processing <input type="checkbox"/> Condemnation & incineration <input type="checkbox"/> Replacement
10 -13	<p><b><u>HOUSEKEEPING EQUIPMENT MAINTENANCE.</u></b></p> <p>Ensure proper custody, operation and maintenance of all hospital housekeeping equipment.</p>	<p>Role of good material management in effective linen service.</p> <p>Acquire basic knowledge of the different types of equipment in use.</p> <input type="checkbox"/> Operational procedures of equipments <input type="checkbox"/> Safety measures in operation <p>To have working knowledge in preventive maintenance of the housekeeping equipments which includes -</p> <input type="checkbox"/> Maintenance scheduling & AMC. <input type="checkbox"/> Maintenance processes. <input type="checkbox"/> Fault detection. <input type="checkbox"/> Minor repair.
14 -17	<p><b><u>ENVIRONMENTAL HYGIENE</u></b></p> <p>Supervising both internal and external environmental hygiene of hospital premises.</p> <p>Regular surveillance of overhead and underground tank, proper cover , regular chlorination and cleaning.</p>	<p>Types of environment.</p> <p>Factors effecting the environment in hospital.</p> <p>Lay out, configuration work, flow of men, material and equipment in different hospital areas.</p> <p>Air, water, noise, pollution, causes of pollution and their control and prevention in hospital</p>
18 -19	<p><b><u>INFECTION CONTROL</u></b></p> <p>Carry out infection control measures :</p> <input type="checkbox"/> Disinfections practices. <input type="checkbox"/> Sterilization practices. <input type="checkbox"/> Aseptic procedures.	<p>Acquire basic understanding on :</p> <input type="checkbox"/> Definition of hospital infection. <input type="checkbox"/> Hospital infection and its importance. <input type="checkbox"/> Epidemiology of hospital infection. <input type="checkbox"/> Basic disease process.



		<input type="checkbox"/> Common factors responsible for hospital infection.  Type of disinfections and their practices. Method of sterilization and their practices. Other aseptic procedures practiced in a hospital. Prevention and control of hospital infection. Role of Hospital Housekeeper in controlling hospital infection.
20 -21	<b><u>MANAGERIAL TASK</u></b> Plan, organize, co-ordinate, control and monitor all housekeeping activity in hand for effective utilization of resources.  Maintain various housekeeping Records & Documents.	Personal hygiene.  Principles of management and their applications in housekeeping.
22 -24	<b><u>COMPUTER :</u></b> Basic operation of Computer, Windows and MS office.  Practiced on Data Entry in computer	Basic computer awareness for Hospital Management. Study on Windows & MS Office.
25	Revision	
26	Examination	

**LIST OF TOOLS & EQUIPMENT**

Sl. No.	Name of the item	Quantity
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**A) Manually operated equipment –**

1.	Floor cleaning brush air	1 no.
2.	Floor wiping brush	1 no.
3.	Hockey type brush	1 no.
4.	Counter brush	1 no.
5.	Ceiling brush	1 no.
6.	Glass cleaning / Wiping brush	1 no.
7.	Scrappers	1 no.
8.	Dustbins paddles	1 no.
9.	Waste paper basket	1 no.
10.	Plastic Mug	1 no.
11.	Plastic Bucket	1 no.
12.	Plastic drum	1 no.
13.	Wheel barrow	1 no.
14.	Water trolley	1 no.
15.	Ladder	1 no.
16.	Scraping pump 14 liters capacity	1 no.
17.	Spraying pump 1 liter capacity	1 no.
18.	Flit pump	1 no.
19.	Rate trapping cage	1 no.
20.	Gum boots	1 no.
21.	Gown, Masks & Gloves	1 no.
22.	Torch	1 no.
23.	Carborandum stone	1 no.
24.	Manual sweeping machine	1 no.
25.	Model Kleensweep-II	

**B) Power operated equipments –**

26.	Floor scrubbing/polishing machine	1 no.
	Model – S.C. Major	
	Model – S.C. standard	
27.	Wet vacuum cleaner	1 no.
28.	Dry vacuum cleaner portable	1 no.
29.	Fumigation machine (Oticare)	1 no.

30. Bed pan washer	1 no.
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**C) Computer -**

31. Latest Processor with major minimum features as below:	
Quad Core 32/64 Bit Processor (3.06 GHz or Higher, 4 MB 4- Core/ 8- Threads, Turbo up to 3.46 GHz) or Higher <b>Network</b> Card: Integrated Gigabit Ethernet (10/100/1000);	
<b>RAM:</b> 8 GB Dual Channel DDR3, 1333 MHz SDRAM Memory expandable up to 8 GB	
<b>Cache:-</b> L3 Smart 8 MB Cache speed 2.3 MHz or Higher	
1 Terabyte HDD	
22" TFT Monitor	1 no
32. CD for hospital management	1 no.

**D) Cleaning material –**

33. Soft soap (ISI mark)
34. Liquid soap
35. Tat
36. Vim ISI mark
37. Nitric acid
38. Soda Ash

**E) Deodorants & Disinfectant -**

39. Phenyl – ISI marked Grade I
40. Cleanzo
41. Naphthalene Balls
42. Homorols
43. Odonil sticks
44. Deodorant spray
45. Carbolic acid
46. Cresol

**E) Laundry cleaning material -**

47. Laundry detergent powder
48. Soda
49. Bleaching powder
50. Neal (Rabin blue)
51. Tenopal

**F) Insecticides & Rodenticides -**

52. Latest Insecticides & Rodenticides materials.
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**G) Stain Removal -**

53. Typical Stain removal materials.
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★ STERILIZATION BOX – 1 Pec.
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