

Syllabus for the trade  
of

# **CATERING & HOSPITALITY ASSISTANT**

(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 "Catering & Hospitality" held at**

<b>S.No.</b>	<b>Name Shri/Shrimati</b>	<b>Representing Organisation</b>	<b>Remarks</b>
1.	Deepankar Mallick	Director, Chairman	ATI-Kanpur
2.	Anil kumar	Joint Director of Training.	ATI-EPI Dehradun
3.	Magan Bhandari	F&B Manager	Hotel Great value, Rajpur Road , Dehradun
4.	H.S. Nigam	V.I.	ATI-kanpur
5.	R.C.Pandey	Principal	Government Institute of Hotel Management and Nutrient, Dehradun
6.	Uday chamyal	Lecturer	Institute of Hotel Management, Dehradun
7.	Ashok Devi Trivedi	Dy. Director	RVTI Allahabad.
8.	Usha Devi Mishra	T.O.(D.M)	RVTI Allahabad
9.	V.S. Kaintura	Manager	Jeet Restaurant, Mussoorie
10.	S.K. Suri	Manager	New India Tourist Centre, Dehradun
11.	Rajendra Singh	Manager Catering	Ramanand Residency, Mussoorie
12.	Pankaj Thapliyal ,	G.M.	Country Inn, Mussoorie
13.	P.K.Shrma	Personal manager	Jay Pee Residency, Mussoorie
14.	Neeraj Aggrawl	Director	Ram Institute of hotel Management, Dehradun
15.	Amol Aswal	Principal	New taj Institute of Hotel Management, Dehradun
16.	Shubender Rohilla	Hotler	Ramanand Residency, Mussoorie

17.	G.R.Uniyal	Proprietor	Uniyal Bakers
18.	Sachin kumar	Instructor Catering & Hospitality.	RVTI, Allahabad.
19.	Sanjay	Catering in charge	Taj Institute of Hotel Management,, Dehradun.
20.	Saty Bir Singh	Administrative Officer	Lal Bahadur Shastri National Academy, Mussoorie
21.	V.P.S.Negi	H.O.D.	Kukreja Instituta of Hotel Management, Dehradun
22.	Vivek Kumar	Assistant lecturer	Institute of Hotel Management, Dehradun
23.	C.S. Negi	A.G.M.	GMVN, Dehradun
24.	Sanjiv kumar	Principal	ITI Gujrala, Dehradun
25.	P.S. Negi	Head of catering Department	Kukreja Institute of Hotel Management, Dehradun
26.	A.K. Singh	Joint. Director	Tourism Development Board Uttaranchal, Dehradun
27.	Capt. Yogesh Uniyal	Manager	Uniyal Bakers and manufaCturers.
28.	Neena Sharma	Director	Synergy consultant, Dehradun
29.	Ravindra Mohan Kala	State Secretary, Scout & Guide	55-Rajpur road, Dehradun
30.	Tanuj Nayyar	Senior Sa <sup>v</sup> s Chef.	Jay Pee Residency, Manore-Mussoorie.
31.	P. N.Yadav	Dy. Director.	ATI Kanpur

**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.**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Organisation</b>	<b>Remarks</b>
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** : CATERING & HOSPITALITY ASSISTANT
2. **NCO Code No.** : 791.20
3. **Duration** : **1 Year** ( 2 semesters)
4. **Power Norms** : 19 KW
5. **Space Norm** : 64 Sq.mtr
6. **Entry Qualification** : Passed 10<sup>th</sup> class examination
7. **Unit Strength** : 16 Trainees
8. **Instructor's/Trainer's Qualification** : (i) Degree in Hotel Management / Catering Technology with one year experience in the relevant field  
(ii) Diploma in Hotel Management / Catering Technology with two years experience in the relevant field.
9. **Desirable qualification** (iii) NTC/NAC in the trade with three years experience in the relevant field.  
: Preference will be given to a candidate with Craft Instructor Certificate

Note: At least one Instructor must have degree /Diploma in the relevant field

## SYLLABUS FOR THE TRADE OF CATERING & HOSPITALITY ASSISTANT UNDER C.T.S

Duration :Six Months

First Semester

Semester Code : CHA:SEM I

### PART 1 – FOOD & BEVERAGE SERVICES

Week No.	Practical	Theory
1-2.	Visit to near by Hotel Industries and familiar with various types of outlets and types of meals (Coffee shop, snack bar, room service etc.) Contribution of Food and beverage in these outlets (including revenue production) Classification of Food and Beverage operation (a) Commercial (b) Welfare.	Introduction to the Hotel Industry and growth of Hotel Industry in India Types of outlets and types of meals (coffee shop, snack bar, room service etc) Contributions of Food and beverage in these outlets (including revenue production) Classification of Food and Beverage Operation (a) Commercial (b) Welfare
3.	Profile, Dress Codes and Attributes of a Waiter	Hierarchy in different outlets., Duties and Responsibilities of staff in different outlets. Staff etiquette and -attributes of a good waiter. Inter-department relationship.
4-5.	Familiarization and Classification of Equipment, Glassware Table ware, Cutlery and Crockery, Other Equipments. Introduction to Equipments and Infrastructure: Glassware, Crockery, Cutlery, and Ancillary Installation.	familiarization and Classification of Equipment. Glassware, Table ware, Cutlery and Crockery and other Equipments:
6-7	Introduction to the various Ancillary Section.	Pantry/Stillroom. Food Pickup areas Stores Linen Room Kitchen Stewarding Silver Room.

**Part-2 :- ACCOMODATION OPERATION /HOUSE KEEPING**

<b>Week No.</b>	<b>Practical</b>	<b>Theory</b>
8	Introduction — Basic Knowledge about Institute House Keeping, Institutional Culture and ability. Personal development; personality, leadership, communication. Familiarize with the institutional House Keeping and its importance. Type of work done in this field and tools and equipment uses. Introduction to safety equipment and their uses.	Art of the house keeping and types of work done in the field of institution house keeping. Importance about safety and precaution to be observed while handling the cleaning equipment and using of cleaning materials.
9	Basic House Keeping Vocabulary.	Importance and role of House Keeping in a Hotel. Areas for Housekeeping.
10	Sweeping/Moping/Wiping/Dusting/Buffering/Washing	Staffing of the House Keeping department in Hotels: Small/Medium/Large. Personality Traits of House Keeping Staff. Duties and Responsibilities of Housekeeping Staff. Rules on a guest Floor Work Routine House Keeping Desk Control Co-Ordination of House Keeping with other department.
11	Use of Cleaning Agents for Various Surfaces.	Classification of Cleaning Agents Selection of Cleaning Agents. Uses, Care, and Storage of Cleaning Agents. Distribution and Control of Cleaning Agents.
12-13	Cleaning by using various Brooms/Brushes/Vacuum Cleaner etc.	Types of Cleaning Equipment Manual equipment for Cleaning . Uses and Care of Cleaning Equipment.
	Routine Cleaning by use of detergents and cleaning Equipments.	Hygiene and Safe cleaning. General principles of Cleaning.
	Practice of Periodical Cleaning	Weekly Cleaning /Spring —cleaning Special Cleaning Tasks. Schedule and

		Record Keeping of Cleaning.
14	<p>Bed Making  Cleaning of Guest rooms.  Maintenance of indoor plants and flower arrangements. Make simple flower arrangement, spray plants, care-water, and exposure to sun, manuring and placement.'</p>	<p>Rules to be followed when on a guest floor.  Procedures Followed When Cleaning a , Check out/Occupied/Vacant room Evening Service  Second Service  Bed making  Daily routine systems followed in the House keeping department.  Basic knowledge of flowers indoor plants and their care flower arrangements types and style adequate display.</p>

### Part-3 :- FRONT OFFICE

Week No.	Practical	Theory
15	<p>Evolution of the Hospitality industry  Classification of Hotels.  Departmental Classification of Hotels  Functions of Major departments  organization chart of Hotels:  Large/Medium/Small  Organization chart of the Front Office.  Department for Large/Medium/and Small Hotel.  Grooming  Do's and Don'ts at the Front Office Desk</p>	<p>Evolution of the Hospitality Industry.  Classification of Hotels •. Departmental Classification of Hotels  Functions of Major departments . Organization chart of Hotels : large/Medium/Small.  Organization chart of the Front Office .  Department for Large/Medium and Small Hotel.  Section and general layout of the front office department and equipment used.  General duties and responsibilities of the front office staff.  Personality traits of the Front Office Staff.</p>
16	<p>Collection and study of Hotel Brochure and to study them.</p>	<p>Different types of Room rates (Rack/F.I.T./Crew/Group)  Discount Offered and Packages. •  Food Plans.  Use of Brochure and Tariff Cards.  Importance and Basic Functions Types of Calls.  Telephone Manners.'  Rules of the House (Guidelines to a Guest)  Inter-Departmental Co-Ordination.  House Keeping, Room Services.  Laundry, Mini Bar'.</p>



17-18	Dealing with Reservation	Importance of the Guest Cycle, Modes and Sources, Procedures for making reservation/reservation activities. Guaranteed/ Non Guaranteed reservation. Overbooking, Cancellation and Amendments. Manual reservation system used in the form of booking diary, booking charts etc, Whitney system. Computerized system. Reservation network system affiliated / non-affiliated centralized reservation system. Terminology of reservation.
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#### Part-4:-FOOD PRODUCTION

Week No.	Practical	Theory
19	History of Cookery Origins of Modern Cookery Levels of Skill Attitude and Behavior in the Kitchen Kitchen Uniforms Safety procedures for handling Equipments.	History of Cookery. Origins of Modern Cookery. Levels of Skill Attitude and Behavior in the Kitchen Kitchen Uniforms Safety Procedures for handling Equipments.
20	Classical Brigade Kitchen Staffing in various Category Hotels. Duties and responsibilities of Executive Chef and Various Chefs. Inter departmental Co-ordination.	Classical Brigade Deployment procedure for Kitchen Staffing in various Category Hotels. Duties and responsibilities of Executive Chef and Various Chefs departmental co-ordination.
21	Use of Kitchen Equipment, Tools Utensils and Cleaning. LPG Stove/Cooking range, Operation of oven set the temperature as per requirement, Electric Toaster , Mixer/Grinder Care and Cleaning or Mixer Grinder, Food Processor and Water Purifiers etc care and maintenance.	Tools and utensils used in the Kitchen. Elementary of Kitchen Gadgets, Introduction to Hygiene and Healthy Living, Importance of proper ventilation and lighting and sanitation, Safety precaution and Identifying and preventing hygiene risks for self and others Explanation of all the common culinary terms with examples.
22	Cooking of Various Vegetables, Pulses, Condiments, Spices all incorporated or	Aims and objectives of cooking Food. Classification of Raw Materials according to

	fused into a dish.	their function various texture.
23	Methods of Cooking Food.	Preparations of ingredients. Methods of Mixing Foods. Methods of Cooking Food-Roasting, baking, Smoking, Grilling, Broiling, Microwave, Frying, Poaching and Peeling.
24	Identification, Classification, Cuts of Vegetable and Fruits, Methods of Cooking Vegetables as per their Colour. Preparation Of Egg as per the various methods (Poach, Boil, Fried, Scramble) Preparation of Various Egg Dishes.	Introduction and Classification Cuts of Vegetables. Classification and uses of Fruits in Cookery. Introduction and Selection. Methods of Cooking and uses of Egg in Cookery.
25	Project work / Industrial visit (optional)	
26	EXAMINATION	

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**SYLLABUS FOR THE TRADE OF CATERING & HOSPITALITY ASSISTANT UNDER C.T.S**  
**Duration :Six Months**

Second Semester

Semester Code : CHA: SEM II

**PART 1 – FOO & BEVERAGE SERVICES**

Week No.	Practical	Theory
1.	Menu Planning Demonstrate the following Origin of Menu Types of Menu- A La Carte and Table de Hotel Principles of Menu Planning. Menu Compilation . French Classical Menu General Accompaniments.	Origin of Menu Types of Menu- A la carte and Table de Hote Principles of Menu planning. Menu Compilation French Classical Menu General Accompaniments.
2-3.	Laying and relaying of Table Covers Laying an A la Carte cover . Water Service Etiquette towards Guests Service ( non Alcoholic Beverages Buffet Set up Course wise service of Food Pre Plated service Crumbing of the table Different methods of clearance: Course Wise etc. French classical Service.	Mise-en-place Mise-en –scene Silver Service American/English/French/Russian
4.	Systems of Order Taking Taking of Guest order Handling Guest Complaints and Grievances (f4m4icr) Kitchen Order taking Bar Order Taking.	Systems of Order Taking
		Theory Procedure for kitchen order taking and Bar Order taking.

5-6	Service of Continental Breakfast Service of English Breakfast Breakfast tray set up Procedure for Tea Service. Billing Procedures.	Introduction and Definition. Types- English/Continental/American/ Indian etc. Brunch- Compilation of each Menu. Types of Tea Service- Afternoon Tea and High Tea Sandwiches - Types of sandwiches and service of sandwiches. Compilation of tea Menu. Billing Procedures Cash Credit A/c
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**Part-2 :- ACCOMODATION OPERATION /HOUSE KEEPING**

Week No.	Practical	Theory
7	Waste Management (Basic Concept Supervise office waste disposal- Collection, Transportation and disposal etc.	Introduction of waste, Classification of waste such as solid, liquid, papers etc. Source and generation of waste. Principles of collection of waste and precaution. Transportation methods of different types of waste.
8	Cleaning and Polishing of Metal and Non Metal items. Organizing and use of Maids Trolley for room cleaning.	Cleaning of Glass Surfaces. Wood and Allied Surfaces Metals- Copper/Brass/Silver/Aluminum and Steel. Leather/Rexene/Plastic and Ceramics. Location Lay out and essential features Organizing a Maids trolley Records Maintained: Checklist/Occupancy list/Floor register.

9	Familiarizing with Guest room Supplies and Amenities. Drawing and Familiarizing with formats of Lost and Found Familiarization with types of keys (Computerized etc.)	Standard Supplies Regular Supplies V.I.P. and V.V.I.P. Standard Contents. Procedures followed for lost and found items. Registers and records maintained. Knowledge of different types of keys Key control.
10	Use of Insecticide/Pesticide for Control of Pests in the Institute.	Importance of pest control Categories of Pests Control of Pests. Different Pesticides/Insecticides. Used.
11-12	Maintenance of indoor plants and flower arrangements. Make simple flower arrangement, spray plants, care- water, and exposure to sun, maturing and placement.	Basic knowledge of flowers indoor plants and their care flower arrangements types and style adequate display.

### Part-3 :- FRONT OFFICE

Week No.	Practical	Theory
13-14	INTERNET OPERATION SKILL — Networking concept, LAN, WAN, Services on Internet- Websites (WWW) E-Mails, Voice Mails, and Browser and search engines. Searching Downloading, Printing, Saving portion of web page. E-Mail addressing, inbox; outbox viewing, sending and saving mails. Sending same mails to various users (multi-address) sending attachment and enclosures. Web	Networking and Internet Communication Concept.
15	CUSTOMERS CARE SKILLS Communicating clearly with smile avoiding jargon and slang, greeting early asking permission to hold respecting customer on hold, explaining transferring, offering service, building relationship by personal preference. (Using Microteaching and video	CUSTOMER'S CARE SKILLS.

	recording and Role play)	
16-17	Preparing for guest arrival, Registration of guest and allotment of room. Preparing for guest checkout, Billing etc.,	Arrival stage, Registration and reception. Receiving of a Guest; Handling . Registration and Arrival Procedure of Various categories of guests. Notification of guest arrival, Criteria for taking advance. Departure Notifications, Task Performed at the bell desk and Front Office cashier. Express Checkout procedure, Late Checkout and Charges.
18	Practicing . and Handling of situations Handling of Guest Complaints (Mock)	Dealing with emergencies and situations in the Front Office. Handling Guest Complaints.

#### Part-4 :-FOOD PRODUCTION

Week No.	Practical .	Theory
19	Identification and classification of Fish cuts.	Introduction to Fish Mongery Selection of Fish, Shellfish, Cuts of Fish. Cooking of Fish Local names of Finfish/local names of Shellfish.
20	Demonstration of cuts of Lamb/Mutton, Cuts of Preparation , Chicken Single Dishes.	Introduction to Meat Cookery Cuts of Lamb/Mutton , Selection and uses of its cuts. Cuts of poultry, Selection and uses of cuts.
21	Demo of White Stock, Brown Stock,. Fish Stock Preparation of Basic Soups.	Definition of stock, Classification and preparation of stock. Storage, Uses and care. ' Seven Rules of Stock Making.

22-23	Preparation of Mother . Sauces and 2-3 Derivations of each.	Classification of soups with Examples (Cream Soups/Puree Soups/Veloute/Chowder/consomme National Soups. Classification of Sauces/Composition Recipes of Mother Sauces Derivatives.
24	Preparation of various alcoholic and non alcoholic beverage .	Classification of beverage/ composition recipes of various beverages, Mock tails and cock tails
25	Revision	
26	Examination	

**TRADE: CATERING & HOSPITALITY ASSISTANT**  
**LIST OF TOOLS & EQUIPMENT**

**A. EQUIPMENT FOR FOOD PRODUCTION MANAGEMENT**

Sr.No.	Name of Item	Quantity
1	Deep freezer, vertical 3 doors (S.S)(365 lit)	1 No
2	Refrigerator (165lit)	1 No
3	Gas Tandoori with skewers & roti set	1 No/I2Nos Set
4	Bain Marie cum Hot cabinet (S.S.)	1 No
5	Gas burner range having 6 burners (S.S.)	2 Nos
6	Chinese gas burner(S.S.)	1No
7	Stainless steel work table	10 Nos
8	Dough kneading table	2 Nos
9	Electrical Oven	1 No
10	Trainees locker	1 No
11	Stainless steels rack (S.S.)	3 Nos
12	Salamander	1 No
13	Electronic Geyser (25lit)	1 No
14	Dough kneading machine (5 kegs.)	1 No
15	Water Boiler (S.S./Electrical) (15 lit)	1 No
16	Wet grinder (7 lit)	1 No
17	Weighing machine electrical	1 No
18	Weighing machine manual	1 No
19	Mixer cum grinder	1 No
20	LPG Gas cooking range (over Griller)	10 Nos.
21	Frying pan (MS)	6 Nos
22	Frying pan (Non stick)	2/4 No
22	Kadai (copper) (Med/Small)	2 each No
23	Aluminum Dekshi 15 lit/12lit	4 Nos
24	Tawa (Medium size)	4 Nos
25	Wok (Chinese Kadai)	2 Nos, each
26	Pressure cooker 21 lit/5lts.	8 Nos
26	Aluminium Dekshi (4 Its)	16 Nos
27	Aluminium Dekshi (2 Its)	8 Nos
28	Aluminium sauce pan (3 Its)	8 Nos
29	Perforated spoons	12 No
30	Steel Slicer	18/6/4 Nos.
31	Steel Bowls(Sm/Med/Big)	2 Nos.
32	Colander	' 6 Nos.
33	Steel plates	24 Nos.
34	Stainless steel containers	(5kgs)6 Nos.
35	Egg cutters	2 Nos.
36	Steak Hammer	2 Nos.
37	MS Cupboards	2 Nos.
38	Instructor table/Chairs	1No/3 Nos.
39	Hand Blender	1 No
40	B.B.Q Trolley (S.S. )	1 No
41	Sizzler Plates	6 Nos.
42	Exhaust ,	8 Nos.
43	Spatula	12 Nos.



44	Storage Rocks	5 Nos.
45	Fans	As required
46	Ring Moulds	6 Nos.(Different Sizes),
47	Small Cups Moulds	24 Nos.(cup cakes)
48	Fire Extinguisher CO2,	25 Kgs.2 Nos.
49	Cake Tray round 9" dia.	6 Nos.
50	Steel Plates	20 Nos.(Dinner Plate)
51	Steel Bowl	(200 ML.)24 Nos.
52	Cookie cutter	10 Nos.(Different six shapes)
53	Aluminum Handi with cover	(50 kg.Capacity) 3 Nos
54	Aluminum Handi with cover	(25 kg.6 Nos.Capacity)
55	B.B.Q Skewers	12 Nos.
56	B.B.Q. Forks	2 Nos.
57	Tea, Coffee Urns	4 Nos.
58	Chinese chopper	2 Nos.
59	MS Chopper	1 No.
60	Kitchen Knife (Big)	2 Nos.
61	Vegetable Knife	2 Nos.
62	Bread knife	2 Nos.
63	Paring knife	2 Nos.
64	Palate knife	2 Nos.
65	Coconut Grater (Hand type)	8 Nos.
66	Bread tin	6 Nos.
67	Ring moulds	6 Nos.
68	Small Cup Moulds	48 Nos.
69	Pizza cutter	4 Nos.
70	Door cutter	4 Nos.
71	Box type grater	10 N
72	Steel slicer	18/6/4 Nos
73	Pasta machine	1 No
74	Pallet knife	2 Nos
75	Baking trays 30 cm x 30 cm	6 Nos
76	Swiss cake tins	6 nos
77	Chopping board green (16 x 10")	6 nos
78	Cake nozzle set	3 Set
79	Piping bags	6 Nos
80	muffin moulds 12 x 12	2 nos
81	Chopping board red (16 x 10")	6 nos

### **B. Consumables/ Miscellaneous/ Raw materials for Food Production**

1	Grinding stone (Flat type)	1 No
2.	Wash basin	1No
3	Dust pins (Foot press) plastic	1No
4.	Chopping board 8" x 12 "	4 Nos
5.	Chopping board 1 ft x 1 ft	24 Nos
6.	Wooden spoon	24 Nos
7.	Baking tray (2ftx2ft)	2 Nos

8.	Baking tray (2ftx3ft)	2 Nos
9	Baking cake tin (round)	2 Nos
10	Baking cake tin (square)	2 Nos
11	Handi tongs	12 Nos.
12	Serving kitchen spoons (big)	12 Nos
13	Balloon whisk	6 Nos.
14	Measuring cup (Glass/Plastic)	4 Nos.
15	Plastic containers	48 Nos.
16	Sieve	4 Nos.
17	Strainers	8 Nos.
18	Tea Strainers	4 Nos
19	Spaghetti Strainer	2 Nos.
20	Water Purifier	1 No.
21	Insect Killer	As required
<b>C. FOOD AND BEVERAGE SERVICE</b>		
1	Service tables with baize (6* 2 1/2)	As required
2	Additional chairs	As required
3	Side board of 8 tables	As required
4	Storage cupboards,	As required
5	Service counter	As required
6	Cutlery set for 20 trainees as per eleven course menu (silver type)	As required
7	1-Electric Geyser	01 No.
8	1-Weighing scale	01 No.
9	Silver service trays/salver etc.	As required
10	Sample preparation trolley	As required
11	1-Refrigerator (Large size) Hot plates for five side boards	01 No.
12	Hot plates for five side boards	As required
13	Sundry equipment	As required
14	Table & chair for 20 trainees (Desk type)	As required
15	Instructor Cupboard (Godrej) table & chair	As required
16.	1-Range	01 No.
17	Three tier shelf	As required
18	Trainee locker (Godrej)	As required
19	Water boiler	As required
20	NCR machine/Computer	As required
21	One.Bain Marie	As required
22	Library books	As required
23	2-Trolley racks	As required
24	Water purifier Reverse Osmosis	1 No.
25	Bottle Holder cum Measure for Beverage (OPTIK) 45 M	1 No.
26	Soda maker Machine Heavy duty Industrial Model	1 No.
27	Conference Chairs	As required

28	Icebox Chiller	1 No
29 -	Espresso Machine and Coffee Grinder	1 No
30	Minibar Fridge	2 Nos.
31	Television 21" Flat	1 No.
32	Music System with DVD Player and concealed Speaker (Canalized)	1 No
33	Public Address System for Conference with Cordless Mikes	1 No.
34	Pedestrian Fans	6 Nos.
35	Microwave Oven	1 No
36	Display Food Cabinet	1 No
37	Room Service Trolley	1 No
38	Carafe Borosil Small	10 Nos.
39	Carafe Borosil Large	10 Nos.
40	Soup Flask SS PUF Insulated With Inner SS Body	12 Nos.
41	Water Flask SS PUF Insulated With Inner SS Body	12 Nos.
42	Fix Extinguisher 2K	12 Nos.
43	First Aid Box with fully Equipped Medicines and Instructions	
44	Past Trolle	1No
45	Set of Milk Cream & Sugar Pot	10 Nos.

#### **D. CONSUMABLES/ RAW MATERIALS FOR FOOD AND BEVERAGE SERVICE**

1.	Wash basins	02 Nos.
2.	Soap dispenser	01 No.
3.	Crockery set for 20 trainees	As required
4.	Glass & jugs (including different types of wine glasses)	As required
5.	Table linen	As required
6.	20 sets of tea pots	As required
	Coffee pots, sugar pots and milk jugs (silver types)	As required
8.	1-tea Urn	As required
9.	Rolling black board	As required
10.	3 Swill bin with foot press	As required
11.	Furniture and furnishings	As required
12.	Bar Counter with mirror & Bar equipment	As required
13.	Library books	As required
14.	2-Trolley racks	As required

#### **E. FRONT OFFICE**

1.	EPBAX SYSTEM + AVS M/C	1 No.
2.	FILING RACK DRAWER TYPE	1 No.
3.	SAFE DEPOSITE LOCKER/SWIPE GODREJ	1 No.
4.	PAINTING FOR WALLS WITH IMPORTED FRAMES	6 Nos.
5.	SIGNAGE SYSTEM FOR WAY	1 No.

	MANAGEMENT AND DOOR SIGN SET	
6.	INFORMATION BOARD VELVET SLOT BOARD' WITH GOLD FOIL LETTERS WITH STAND	1 No.
7.	FIRST AID BOX WITH FULLY EQUIPPED MEDICINES AND INSTRUCTIONS	1 No.
8.	FIRE EXTINGUISHER HAND HELD ABC 2 KG	4 Nos.
9.	FLOWER VASES WITH ARTIFICIAL PLANTS (SET OF 12 YEARS)	1 SET
10.	CHANDELIER & SIDE LIGHTS SET	1 SET
11.	PEDESTAL FANS WITH SWIVEL MECHANISM (STEWARD)	6 Nos.
12.	GUEST UMBRELLAS (FOR TWO PERSONS)	2 Nos.
13	FAX SYSTEM	1 No
14	COMPUTER SYSTEM WITH MULTIMEDIA, LASER PRINTER WITH HOTEL SOFTWARE PACKAGE	2 Nos.
<b>F. CONSUMABLES REQUIRED FRONT OFFICE</b>		
1	PAINTING FOR WALLS WITH IMPORTED FRAMES	6 Nos.
2	INFORMATION BOARD VELVET SLOT BOARD WITH GOLD FOIL LETTERS WITH STAND	1 No
3	FIRST AID BOX WITH FULLY EQUIPPED MEDICINES AND INSTRUCTIONS	1 Nos.
4	FLOWER VASES WITH ARTIFICIAL PLANTS (SET OF 12 YEARS)	1 SET
5	CHANDELIER & SIDE LIGHTS SET	1 SET
6	GUEST UMBRELLAS (FOR TWO PERSONS)	2 Nos.
7	CLASS ROOM PROJECTOR	2 Nos.
8	INTERNET CONNECTOR USB	As required
9	HOTEL OPERATION RELATED SOFTWARE PACKAGE	As required

**G. ACCOMODATION MANAGEMENT/ HOUSE-KEEPING**

1.	Slotted Angel Racks	3 Nos.
2.	Steel Cupboard	2 Nos.
3.	Student Locker	1 No.
4.	Beds	4Nos.
5.	Bed side Tables	4 Nos.
6.	Sofa chairs	4 Nos.
7.	Sofa	2 Nos.
8.	Coffee table	2 Nos.
9.	Writing cum dressing table	2 Nos.
11.	T.V. (LCD) SONY 108"(HOME THEATER)	2 Nos.
12.	Luggage rack	2 Nos.
13.	Fridge with cabinet	2 Nos.
15.	Ward Rob	2 Nos.
16.	Balcony chairs with coffee table	4/2 Nos.
17.	A.C. unit	2 Nos.
18.	Intercom	2 Nos.
19.	Fans	2 Nos.
24.	Vacuum cleaner wet & dry	01 Nos.
25.	Scrubber machine	01 Nos.
26.	Jet Pressure /Skirting machine Equipment	01 Nos.
27.	Room maid trolley	02 Nos.
28.	Washing machine	01 Nos.
29.	Hand press	02 Nos.
31.	Irons	02 Nos.
32.	Ironing Boards	02 Nos.
33	'Slotted Angel Racks 6' X 3' X 2'	3 Nos.
34	Steel Cupboard 78" X 19" X 34"	2 Nos.
35	House Keeping Linen Trolley(Maids Cart)	1 No.
36	Janitorial cot	1 No.
37	Commode with Flush Tank	2 Nos.
38	Water Heater (25 Ltrs.)	2 Nos.
39	Showers Panel Multijet Full Feature with Pressure pump	1 No.
40	Television (Hotel Specific TV)	2 Nos.
41	Minibar Fridge	2 Nos.
42	Intercom Phone System	2 Nos.
43	Rocking Chair	1 No.
44	Safe Deposit Lockers (electronic Code)	2 Nos.o
45	Shoe Shining machine	1 No.
46	Stem Press Machine	1 No.
47	Clothes Drier Machine	I Nos.
48	Sewing Machine	1 No.
49	Laundry Trolley with Castors	2 Nos.
50	Mini Scrubber Drier with pump 34p	1. No.
51	Mini Scrubber Drier Gravity 24n	I No.
52	Carpet Extracturs	1 No.
53	High Pressure Jet Cleaners	1 No.

## H. CONSUMABLES REQUIRED FOR HOUSEKEEPING

1	Towels	12 Nos.
2	Bed sheets	36 Nos.
3	Blankets	12 Nos.
4	Night spread	12 Nos.
5	Bed covers	12 Nos.
6	Pillow covers	12 Nos.
7	Hand towels	12 Nos.
8	Hand Napkins	12 Nos.
9	Mattress Protector	12 Nos.
10	Bath Mats	6 Nos.
11	Door Mats	6 Nos.
12	Curtains	24 Nos.
13	Flower Vase	6 Nos.
14	Flower Pots	36 Nos.
15	Mattress	6 Nos.
16	Pillows	6 Nos.
17	Hand brush	02 Nos
18	Chef coat/ paint/ knot/ saris/ apron	As required
19	Shoe/ shocks	As required