

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 |

