

## **INTRODUCTION**

National Council in association with Principals of Foodcraft Institute, New Delhi, Faridabad, Tiruchirapalli and Udaipur drafted the Norms and Standards for Foodcraft Institutes. The Council further consolidated and updated the space norms and equipment norms contained in this document.

This document shall be a guide for planners in Ministry of Tourism, Boards, heads of Institutions and departments in planning the allocation of resources for human resource development in hospitality sector.

The revised document is presented as a general yard-stick, having in-built scope for expansions. This will, however, be subjected to periodical review and revisions, as need be, with a view to take into account any changes in Curricula, technological advances, change in industrial practices and procedures or change in industrial delivery system, etc.

\*\*\*\*\*

**The following Programmes would be primarily offered by the Foodcraft Institutes :**

- 1. Diploma in Food Production**
- 2. Diploma in Food & Beverage Service**
- 3. Diploma in Bakery & Confectionery**
- 4. Diploma in House Keeping**
- 5. Diploma in Front Office Operation**

**In case, the Institute has been conducting the P.G. Diploma Course in Accommodation Operations, the same could be continued provided infrastructure is in place.**

**Intake for each programme shall not exceed 30 students.**

**\*\*\*\*\***

**SALIENT FEATURES OF FOODCRAFT INSTITUTE WITH AN INTAKE OF 150 STUDENTS**

**Courses Offered**

Diploma in Food Production  
Diploma in Bakery Arts  
Diploma in Housekeeping Operations  
Diploma in Food & Beverage Service  
Diploma in Front Office Operation, or  
1½ year Post Graduate Diploma in Accommodation Operation.

Intake	:	Food Production/Cookery	-	30
		Bakery	-	30
		Food & Beverage Service	-	30
		Accommodation Operation/Housekeeping	-	30
		Front Office Operation	-	30
				-----
				150
				-----

Total strength of students : 150 students

Total strength of faculty : 10 including Principal excluding part time/  
contractual staff & leave reserve.

Faculty to student ratio : Desirable 1:15

Total land area : Minimum - 2 Acres  
Desirable - 5 Acres

Note: In metropolitan cities, where land is scarce, the respective land norm of 2 or 5 acres may be reduced as per local conditions ensuring space as per plinth area norms.

Carpet area of the Institution excluding Hostels and staff residence : 29000 Sq.Ft.; 26175 Sq.Ft.(Min.)

Carpet area per student : 193 Sq.Ft.(17.93 Sq.Mtr);  
175 Sq.Ft.(16.26 Sq.Mtr)

Plinth area : Desirable : 40600 Sq.Ft. = 3773 Sq.Mtr.  
Minimum : 36645 Sq.Ft. = 3405 Sq.Mtr.

Plinth Area per student : 25.15 Sq.Mtr.; 22.70 Sq.Mtr.

Total number of Technical Supporting staff : Maximum 10 and minimum 8 subject to the condition that one Attendant is available per facility/lab i.e. Kitchens, Restaurants, Pantries, Bakery, Confectionery, Food Science, Housekeeping, Laundry, Stores, when the facility/lab is functioning/operational.

**OVERVIEW OF CARPET AREA :**  
**NORMS FOR SPACE**

The challenge of allocating space for specific work areas will be to allow enough functional efficiency without excess space to be added on building resulting in higher operating and maintenance costs. Space allowance in relation to investment should be balanced in term of:

- (a) Proposed permanence of the faculty
- (b) Essentials for operating efficiency
- (c) Desirable standards in terms of appearance, sanitation and quality training
- (d) Immediate and future costs, depreciation, upkeep and maintenance.

It is good to block out space allowances according to functions that the facility is to perform and calculate area requirements in terms of:

- (a) No. of students undergoing training at one time in one lab/class
- (b) Amount and size of equipment/furniture to be used
- (c) Space needed for supplies (stores)
- (d) No. of covers for food service at one time (food service area)
- (e) Suitable traffic area (large in case of training institute).

Norms for space have been determined based on the functional requirements. To effectively meet such requirements, institutions should comply with the minimum norms prescribed. Provisions less than the minimum would have adverse effects on instructional and administrative functions, amenities and services and other essential co-curricular activities.

In the planning of new institutions or expansion of existing institutions, the desirable norms should be adopted. This would facilitate marginal adjustments in intake in future and add to flexibility.

General space allocations are given in the following pages based on requirements for a commercial hospitality enterprise with allowances to facilitate quality training.

## **CLASSIFICATION OF BUILDING AREAS**

Keeping in mind the functional utility, the space requirements in Foodcraft Institute are classified into instructional, administrative and residential area amenities.

Instructional area comprises of class rooms, laboratories for Food Production, Bakery, Restaurant Service, Laundry, Accommodation Operations, Front Office Operations, Computer Lab., Language Lab., Maintenance Workshop, Library, instructional resources centre and examination hall/auditorium. In addition is the dry rations store and the cold room.

The Administrative area comprises of the Principal's office, PA's room, Administration and Accounts section, Record room, etc.

The area for support services include students (boys & girls) lounge and locker room, faculty lounge and locker rooms, indoor games hall, bank extension counter, substation, generator room and pump house.

The campus facilities includes play grounds (wherever possible) for short space games, car, scooter/cycle parking areas and area for future expansion.

Residential areas include staff quarters, students hostels alongwith Warden's residence.

## **INSTRUCTIONAL AREA**

The requirements of space for instructional activity of different types-classroom lecture, tutorial, laboratories – of the curriculum in terms of the instructional time for each type of instructional activity has to be determined initially.

The number of rooms required for each type of instructional activity is calculated applying the following relationship.

$$N = (Ns/Cs) \times (H/H_w) \times (1/f_u), \text{ where}$$

N = Number of rooms required for each type (N may be N<sub>c</sub>, N<sub>t</sub> or N<sub>l</sub> depending on type of activity)

N<sub>c</sub> = Number of classrooms for lecture

N<sub>t</sub> = Number of rooms for tutorial

N<sub>l</sub> = Number of Laboratories

N<sub>s</sub> = Total number of students in all years / semesters / discipline taking instruction in the specified class size (Cs)

- Cs = Class size
- H = Number of hours per week of classroom lecture, tutorial or Practical as the class may be (Hc, Ht, Hd)
- Hw = Number of working hours per week (usually 35)
- Fu = Utilisation factor – (taken as 0.75- in educational institutions, the maximum attainable utilisation factor can be improved by making use of working time spread over long periods)

**TOTAL PLINTH AREA**

	<u>Optimum</u>	<u>Minimum</u>
	<u>(In Sq. Ft.)</u>	
Main Institute Building	29000	26175
Add 40%	11600	10470
	-----	-----
	40600	36645
	-----	-----
Residential Area	12980	12980
Add 40%	5192	5192
	-----	-----
	18172	18172
	-----	-----

**CARPET AREA AT A GLANCE : (for Foodcraft Institute with 150 strength)**

	<u>Optimum</u>	<u>Minimum</u>
	<u>(In Sq.Ft.)</u>	
1. Teaching Area	23190	20715
2. Support	2980	2680
3. Administrative Area	2830	2780
	-----	-----
	29000	26175
	-----	-----
Optimum : 29000 Sq.Ft.	=	2695 Sq.Mtr.
Minimum : 26175 Sq.Ft.	=	2695 Sq.Mtr.

**CARPET AREA (RESIDENTIAL)**

	<u>Desirable</u>	<u>Minimum</u>
	<u>(In Sq.Ft.)</u>	
1. Principal and Essential Staff	5200	5200
2. Hostel (Boys & Girls) with common lounge	7780	7780
	-----	-----
	12980	12980
	-----	-----
Optimum / Minimum	-	12980 Sq.Ft. = 1206 Sq.Mtr.

**TOTAL PLINTH AREA OF INSTITUTE BUILDING : (Carpet Area + 40%)**

	<u>Optimum</u>	<u>Minimum</u>
	<u>(In Sq. Ft.)</u>	
1. Teaching Area	23190	20715
2. Support Service Area	2980	2680
3. Administrative Area	2830	2780
	-----	-----
Total Teaching Area	29000	26175
+ 40% of the Total	11600	10470
	-----	-----
Total Plinth Area in Sq.Ft.	40600	36645
	-----	-----
Total Plinth Area in Sq.Mt.	<u>3773</u>	<u>3405</u>

**RESIDENTIAL PLINTH AREA :**

	<u>Optimum</u>	<u>Minimum</u>
	<u>(In Sq.Ft.)</u>	
1. Principal & Essential Staff Only	5200	5200
2. Hostel for 50% student strength	7780	7780
	-----	-----
Total Residential Area	12980	12980
Plinth Area = Carpet + 40%	5192	5192
	-----	-----
Total Residential Area in Sq.Ft.	18172	18172
	-----	-----
Plinth Area (Residential) in Sq.Mtrs.	<u>1688</u>	<u>1688</u>

**A. TEACHING AREA :**

	<u>Optimum</u>	<u>Minimum</u>
	<u>(In Sq.Ft.)</u>	
1. FOOD PRODUCTION	5900	4900
2. FOOD & BEVERAGE	3845	3620
3. ACCOMMODATION OPERATION (HOUSEKEEPING)	3000	2950
4. FRONT OFFICE LAB.	400	400
5. COMPUTER LABS.	750	750
6. FOOD SCIENCE OR QUALITY CONTROL	375	375
7. AUDIO VISUAL LABS.	450	450
8. LIBRARY RESOURCE CENTRE	1500	1000
9. LANGUAGE LAB.	600	600
10. MAINTENANCE ENGINEERING LAB.	450	450
11. CLASSROOMS	2420	2420
12. MULTIPURPOSE HALL	2700	2000
13. CONFERENCE ROOM	800	800
TEACHING AREA TOTAL	----- 23190 -----	----- 20715 -----
<b>B. SUPPORT SERVICES AREA</b>	2980	2680
<b>C. ADMINISTRATIVE AREA</b>	2830	2780
<b>D. RESIDENTIAL AREA :</b>		
(i) STAFF (Essential)	5200	5200
(ii) STUDENTS (Boys & Girls)	7780	7780

**OVER VIEW OF AREA (CARPET AREA)**

**DESCRIPTION :**

**TEACHING AREA LABORATORIES–FOR MINIMUM 15 STUDENTS IN A GROUP**

**I. FOOD PRODUCTION :**

PURPOSE : To demonstrate and conduct hands-on training in processing raw material into ready to serve finished dishes, evaluating pre-processing and testing finished dishes.

		<u>Optimum</u>	<u>Minimum</u>
		<u>(In Sq.Ft.)</u>	
A.	TRAINING KITCHEN : 01 No. Max. area required 60 Sq.Ft./student Min. 50 Sq.Ft./student + Store space of 200 Sq.Ft.	1200	950
B.	* QUANTITY FOOD KITCHEN : 01 No. Max. area required 60 Sq.Ft./student Min. 50 Sq.Ft./student + Store space of 200 Sq.Ft.	1200	950
C.	BAKERY : 01 No. Max. area required 60 Sq.Ft./student Min. 50 Sq.Ft./student	900	750
D	*CONFECTIONERY : 01 No. Area required (Group Work) 25 Sq.Ft./student	600	600
E.	*LARDER KITCHEN : 01 No. Area required 40 Sq.Ft./ Student	600	600
F.	DEMONSTRATION KITCHEN : 01 No. Area required (Group Work) 40 Sq.ft. / Student + 30 Sq.Ft./student	600	450
G.	COLD AND DRY FOOD STORES	800	600
		-----	-----
TOTAL AREA REQUIRED FOR FOOD PRODUCTION A + B + C + D + E + F + G =		5900	4900
		-----	-----

**II. FOOD & BEVERAGE :**

PURPOSE : To demonstrate and conduct hands-on training in Foods & Beverage Service skills.

	<u>Optimum</u>	<u>Minimum</u>
	<u>(In Sq.Ft.)</u>	
* TRAINING RESTAURANT	1440	1440
* AREA REQUIRED FOR 60 COVERS AND PANTRY – 1/3 OF DINING AREA	480	480
BEVERAGE LAB. FOR 15 STUDENTS WITH BUILT-IN BAR AREA OF 200 Sq.Ft.	800	800
STUDENTS/STAFF DINING 15 Sq.Ft. (Max.) - 75 students per shift 12 Sq.Ft. (Min.) - 75 students per shift	1125	900
TOTAL AREA REQUIRED FOR F&B :	----- 3845 -----	----- 3620 -----

**III. ACCOMMODATION OPERATIONS HOUSE KEEPING :**

a) * LAUNDRY ROOM (30 Sq.Ft./ Student)	450	450
b) * LINEN ROOM	200	150
c) H.K.PRACTICAL LAB (30 Sq.Ft./Lab)	450	450
d) DEMONSTRATION LAB	400	400
e) * GUEST HOUSE / MOCKUP ROOMS	1500	1500
TOTAL AREA REQUIRED FOR H.K. TEACHING :	----- 3000 -----	----- 2950 -----

**IV. FRONT OFFICE LAB : 1 No.**

FRONT OFFICE CLASS ROOM WITH DESK FOR RECEPTION, INFORMATION&CASHIER RESERVATIONS, PABX, TELEFAX

	400	400
V. COMPUTER LAB (50 Sq.Ft./Student) AND BATCH OF 15 STUDENTS WITH 15 COMPUTER TERMINALS Min.90 Sq.Ft./STUDENT	750	750
VI. FOOD SCIENCE LAB FOR QUALITY CONTROL 40 Sq.Ft./STUDENT FOR 15 STUDENTS	450	450

VII.	AUDIO VISUAL LAB Max. 30 Sq.Ft. / Student	900	750
VIII.	LIBRARY AND RESOURCE CENTRE (1500 Sq.Ft. upto 500 Students) FOR EVERY ADDITIONAL STUDENT 0.21 Sq.Mtr.	1500	1000
IX.	LANGUAGE LAB (40 Sq.Ft./per Student (Max) WITH 15 IN EACH GROUP	600	600
X.	MAINTENANCE / ENGINEERING LAB. 30 Sq.Ft./ Student WITH 15 IN EACH GROUP	450	450

### **CLASSROOMS**

PURPOSE : To lecture, demonstrate, conduct tutorials and evaluations.  
STRENGTH : Minimum 30 students/theory class (desirable 40).

#### **NORMS :**

15-20 Students to a Room : Norm is 1.20 Sq.Mtrs./12.91 Sq.Ft. Say 13 Sq.Ft./ Student.

30-40 Students to a Room : Norm is 1.10 Sq.Mtrs./ Students 11.84 Sq.Ft. say 12 Sq.Ft. = 480 Sq.Ft. Say 500 Sq.Ft.

Minimum Size of the Class Room for 40 Students = 480 Sq.Ft. Say 500 Sq.Ft.

	<u>Optimum</u>	<u>Minimum</u>
a) 6 Classrooms of 360 Sq.Ft.	5600	5600
b) 1 Tutorial – 260 Sq.Ft. each	260	260
	-----	-----
	2420	2420
	-----	-----

### **EXAMINATION / MULTIPURPOSE HALL : 01 No.**

Requirement Norms : 2.5 Sq.Mt. / Student  
Capacity : 100 Students  
Space Requirement : 2.5 Sq.Mt. X 100 Students = 250 Sq.Mt. i.e. 2690 Sq.Ft.  
SAY 2700 Sq.Ft. x 1 = 2700 Sq.Ft. (Min. 2000 Sq.Ft.)

#### **\* CONFERENCE ROOM (Desirable)**

Capacity : 50 Persons  
Space Required Norms : 16 Sq.Ft. / Person = 800 Sq.Ft.

**NORMS FOR SUPPORT SERVICES**

PURPOSE : To provide health care, catering and other commercial services to staff and students.

AREA NORMS :

- Students locker room to be provided for a minimum of 50% total student strength at 10 Sq.Ft. per student optimum and 8 Sq.Ft. per student minimum.
- Practical staff locker room to be provided for all staff.

	<u>Optimum</u> (Sq.Ft.)	<u>Minimum</u> (Sq.Ft.)
<u>LOCKER ROOM – GIRLS (30% OF 150 INTAKE) :</u>		
10 Sq.ft. per Student (10x 45 Girls)	450	
08 Sq.ft. per Student (08x 45 Girls)		360
<u>LOCKER ROOM – BOYS (70% OF 150 INTAKE) :</u>		
10 Sq.ft. ( 10 x 105 Boys)	1050	
08 Sq.ft. (08 x 105 Boys)		840
PRACTICAL STAFF LOCKER 4 X 50 =	200	200
	-----	-----
	1700	1400
	-----	-----
DOCTORS ROOM 80 Sq.ft.	80	80
DRESSING ROOM	200	200
SUB-STATION *	400	400
GENERATOR ROOM *	400	400
PUMP HOUSE	200	200
	-----	-----
	1280	1280
	-----	-----
TOTAL SUPPORT AREA	<u>2980</u>	<u>2680</u>

NOTE : The Institute dining hall shall be used for hostel catering services also. Wherever hostels are not in the campus norms of 1.5 Sq.Mt. per student may be adhered to for providing the catering facilities for hostlers.

## ADMINISTRATIVE AREA NORMS

PURPOSE : To provide administrative support to the academic activities of the Institute.

- a) PRINCIPAL'S OFFICE = 25 Sq.Mtr. = 322.8 Sq.Ft. SAY 325 Sq.Ft.
- b) STENO to PRINCIPAL = 14 Sq.Mtr. SAY 150 Sq.Ft.

	<u>Optimum</u> (Sq.Ft.)	<u>Minimum</u> (Sq.Ft.)
PRINCIPAL'S OFFICE	300	250
STENO TO PRINCIPAL	150	150
GUEST LOUNGE	200	200
SEPARATE CABIN FOR EACH LAB FACULTY 100 Sq.Ft. FOR EACH FACULTY	1000	1000
ADMINISTRATIVE SECTION (HALL)	400	400
CASHIER'S CABIN	80	80
RECORDS ROOM	500	500
TELEPHONE OPERATOR ROOM *	100	100
SECURITY GUARD ROOM *	100	100
	----- 2830 -----	----- 2780 -----

**RESIDENTIAL AREA NORMS**

**STAFF RESIDENCES :**

- i) Minimum accommodation that should exist in the Campus or very near the Campus, should be as follows :
  - Principal’s residence
  - Residences for 50% OF Faculty i.e. 7 Faculty
  - Residences for 3 essential staff (caretaker, electricity, driver, water supply)

ii) **DESIRABLE :**

Acute problem of scarcity of teaching staff has necessitated many efforts. One such major effort stipulated in the Programme of Action of National Policy is the provision of residential accommodation which would facilitate attracting and retaining of competent personnel. The norm is :

- a) Accommodation for 50%-60% faculty and supporting staff.
- b) In highly urbanised and industrialised areas, where housing is an acute problem, accommodation could be provided for 100% of faculty and staff.

The provision of housing could be accomplished in the following ways :

- a) Constructing houses in the campus and/or
- b) Leasing houses in the vicinity and/or
- c) Providing liberal house building loans to enable faculty to construct their own houses.

<u>Area Norms :</u>			<u>Essential</u>
1500 Sq.ft. for Principal	x	1 =	1500 Sq.ft.
800 Sq.ft. for Sr. Lecturer/Lecturer or equivalent	x	2 =	1600 Sq.ft.
600 Sq.ft. for non-teaching/teachnig/ technical supporting staff	x	2 =	1200 Sq.ft.
300 Sq.ft. for Security and Engineering staff	x	3 =	900 Sq.ft.
TOTAL ESSENTIAL			----- 5200 Sq.ft. -----

Note: Staff Accommodation can also be outsourced, however, campus should provide accommodation for security and essential services staff.

## RESIDENTIAL AREA : NORMS

### Student Hostel :

50% OF TOTAL STUDENTS STRENGTH TO BE PROVIDED WITH HOSTEL ACCOMMODATION I.E. 75 STUDENTS.

70% BOYS = 54 = 18 Rooms (Two separate Blocks)

30% GIRLS = 21 = 7 Rooms

SINGLE ROOM NORM = 9 Mt. x 10.76 Sq.Ft. = 97 Sq.Ft. per Student

DOUBLE SEATER ROOM = 15 Mt. x 10.76 Sq.Ft. = 161.50 Sq.Ft. per 2 Students

TRIPLE SEATER ROOM = 20 Mt. x 10.76 Sq.Ft. = 215.20 Sq.Ft. per 3 Students

TOTAL INTAKE = 150 STUDENTS

50% of 150 Triple Seater @ 215.20 Sq.Ft. = 25 Rooms Say 5380 Sq.Ft.

30% for Girls = 1506 Sq.Ft. on triple sharing basis

70% for Girls = 3874 Sq.Ft. on triple sharing basis

Total Carpet Area for Student – Residents = 8200 Sq.Ft.

	<u>Optimum</u>	<u>Minimum</u>
Girls Hostels 30%	- 1506 Sq.Ft.	1506 Sq.Ft.
Common Room	- 300 Sq.Ft.	300 Sq.Ft.
Warden's Accommodation	- 800 Sq.Ft.	800 Sq.Ft.
Boys Hostel	- 3874 Sq.Ft.	3874 Sq.Ft.
Common Rooms for hostels	- 500 Sq.Ft.	500 Sq.Ft.
Hostel Warden	- 800 Sq.Ft.	800 Sq.Ft.
	-----	-----
	7780 Sq.Ft.	7780 Sq.Ft.
	-----	-----

Note : Hostel accommodation can also be outsourced, however campus should provide for security and essential services staff.

## **NORMS FOR CAMPUS FACILITIES**

The teaching, administrative, amenities and residential area are usable (carpet) areas. Provision is to be made for corridors, stairs, entrance, foyer, toilets, stores for cleaners, gardeners and sweepers. An average of 50% of carpet area is suggested for these. Such a provision is not necessary for staff quarters and guest house as the norms suggested for them are in terms of plinth area.

SCOOTER STAND	:	3 Sq.Mtrs./ Scooter	=	30 Sq.Ft. (Essential)
CAR PARKING	:	25 Sq.Mtrs./ Car	=	250 Sq.Ft. (Essential)
CYCLE STAND	:	1.1 Sq.Mtrs./ Cycle	=	11 Sq.Ft. (Essential)
BUS PARKING	:	55 Sq.Mtrs./ Bus	=	550 Sq.Ft. (Desirable)
BUS GARAGE	:	60 Sq.Mtrs./ Bus	=	600 Sq.Ft. (Desirable)
PLAY GROUND	:	15000 Sq.Mtrs.	=	150000 Sq.Ft.(Desirable) (if available)

\*\*\*\*\*

## **STAFF NORMS**

The staff salaries account for about 60% to 70% of the recurring expenditure of Institute of Hotel Management. The effective and efficient deployment of staff members will improve the quality of instruction and ensure better output, growth and development of the Institutions.

Depending on the nature of the work, the members of the staff are grouped as follows:

- Principal and Teaching Staff
- Supporting Staff (skilled & non-skilled)
- Administrative and Ministerial Staff

## **NORMS FOR STAFF REQUIREMENTS**

While developing the norms for staff requirements, the factors like students intake, disciplines offered, changes in curriculum and teaching methods, contact hours, the types of laboratories and workshops required, development and extra curricular activities involved and staff quality improvement programmes are considered. The non-semester system, continuous assessment scheme, mid-term, annual evaluation effective subject and project work have increased the work load of the teachers and this fact has also been taken into consideration.

## **STAFF STRUCTURE**

The faculty consists of the following categories :

1. Senior Lecturers
2. Lecturers
3. Asstt. Lecturers

## **STRENGTH OF TEACHING STAFF :**

The strength of the teaching staff may be worked out on the following basis :

1. i) The number of contact hours are taken as 35 clock hours per week.
- ii) Strength of students is taken as 25-40 lecture/theory classes and 15-20 in tutorial/laboratory/workshop.

- iii) The average teaching load of 16-22 Contact hours per week is used as basis for calculating the staff strength.
- iv) The strength of the teaching staff so worked out would come to a staff students ratio of about 1:16.

**2. WORKLOAD DISTRIBUTION :**

Teachers will be required to spend 35 clock hours per week in Institutional activities. Total contact hours (teaching load) is worked out considering the curriculum requirements. The work load distribution for all Institutional activities approximately estimates is furnished below:

Sl.No.	Activity	<u>For Sr.Lect.</u>	<u>For Lect./Asstt.Lect.</u>
		(Hours per week)	
1.	Contact Hours (teaching load)	22	22
2.	Preparation, Assessment and Evaluation work	07	08
3.	Administrative Work	02	01
4.	Counselling & Guidance	02	02
5.	Development activities and Community Services/Research & Development	02	02
		---	---
		35	35
		---	---

**3. STAFF POSITION :**

Sl.No.	Category of Staff	Pay Scale (Pre-revised)
1.	Principal }	As per the prevalent scale of respective State Government.
2.	Sr.Lecturers }	
3.	Lecturers }	
4.	Asstt. Lecturers }	



**PRINCIPAL**

SCALE OF PAY : As applicable to State Govt.

AGE : 40 – 50 Years

QUALIFICATION : Graduate from a recognised University with 3-year Diploma in Hotel Management awarded by State Board of Technical Education or National Council for Hotel Management and Catering Technology having secured high IInd division in both.

OR

Degree in Hotel Management from any recognised University with IInd Division.

EXPERIENCE : Atleast 7 years in an Institute of Hotel Management and Catering Technology in a senior position (not less than Lecturer) or in a hotel of which 7 years should be as Head of Department or Manager of a profit centre of 3 star and above category Hotel.

DESIRABLE : Teachers Training Diploma; Knowledge of one or More foreign languages; Experience in Administration and Financial Management; Computer Literacy.

Post Graduate Degree / Post Diploma in Hotel Management.

## **SENIOR LECTURER**

**SCALE OF PAY** : As applicable to State Govt.

**AGE** : 30 – 40 Years

**QUALIFICATION** : 3-Year Diploma in Hotel Management awarded by State Board of Technical Education or National Council for Hotel Management and Catering Technology having secured high IInd Division.

OR

Degree in Hotel Management from any recognised University with atleast IInd Division.

OR

Post Graduate Degree in subject specific to the post.

**EXPERIENCE** :

**For Selection by Promotion:** Five years experience in the scale of Lecturer

**For Direct Recruitment :** Atleast 8 years teaching in recognised Institute or Supervisory experience in Hotel Industry (3-star and above)

**DESIRABLE** : Teachers Training Degree or Diploma;  
Post Diploma in Specialised Hotel Management;  
Computer Literacy.

Post Degree qualification in the subject specific for the post.

**LECTURER**

**SCALE OF PAY** : As applicable to State Govt.

**AGE** : 25 – 30 Years

**QUALIFICATION** : 3-Year diploma in Hotel Management awarded by State Board of Technical Education or National Council for Hotel Management and Catering Technology having secured IInd Division.

OR

Degree in Hotel Management from any recognised University.

OR

Post Graduate Degree in the subject specific to the post.

**EXPERIENCE** :

**For Selection by Promotion:** 5 Years experience in the scale of Asstt. Lecturer Cum Asstt. Instructor.

**For Direct Recruitment:** Atleast 5 years teaching and or supervisory experience in a Govt. recognised educational Institution or Hotel Industry in 3-star or above.

**DESIRABLE** : Teachers Training Diploma; Post Diploma in Specialised Hotel Management; Computer Literacy.

Post Degree qualification in the subject specific for the post.

**ASSISTANT LECTURER**

SCALE OF PAY : As applicable to State Govt.

AGE : Min. 22 Years

QUALIFICATION : 3 year Diploma in Hotel Management awarded by State Board of Technical Education or National Council for Hotel Management & Catering Technology having secured IInd Division.

OR

Degree in Hotel Management from any recognised University with atleast IInd Division.

OR

Post Graduate Degree in the subject specific to the post.

EXPERIENCE : Atleast 2 years practical experience in Hotel industry In 3-star or above category.

DESIRABLE : Knowledge of Computers.

**ADMINISTRATIVE STAFF**

Name of post : **OFFICE SUPERINTENDENT**

Scale of Pay : As applicable to State Govt.

Age : 25-35 Years

Qualification : Graduate of a recognised University with 5 years Experience in administration and establishment Matters.

Name of post	:	<b>Accountant</b>
Scale of Pay	:	As applicable to State Govt.
Method of Recruitment	:	Promotion from PAs/UDCs with minimum of 8 years regular service in the grade failing which by transfer deputation of persons holding analogous posts in offices under C&AG/CGA or by direct recruitment.
Whether post is Selection Or Non Selection	:	Selection
Educational and other qualifications and experience Required for direct recruits	:	Graduate in Commerce with 5 years experience in commercial or educational institutions or Government office or SAS Accountant with 2 years experience in establishment matters.
		<u>Desirable :</u>
		Knowledge of Computers.
Age limit for direct recruits	:	25-35 years
Whether age limits, qualifications etc. applicable to Promotees	:	Age limit : No Educational Qualifications : Yes.
Appointing Authority for the Post	:	Board of Governors.

Name of Post	:	<b>Stenographer</b>
Scale of Pay	:	As applicable to State Govt.
Method of Recruitment	:	By promoting from the grade of LDCs having 8 years regular service in the grade having minimum speed of 80 and 40 w.p.m. in English Shorthand and Typing failing which by direct recruitment.
Whether post is Selection or Non Selection	:	N.A.
Educational and other qualifications and experience required for direct recruits	:	<p><u>Essential:</u> Metric/Higher Secondary with minimum speed of 80 and 40 w.p.m. in English Shorthand and Typing respectively with 3 years administrative and accounts experience.</p> <p><u>Desirable:</u> Certificate Course in Computers.</p>
Age limit for direct recruits	:	25-30 years
Whether age limits, qualifications etc. applicable to promotees	:	Age limit : No Educational Qualifications : Yes
Appointing Authority for the post	:	Secretary / Principal

Name of Post : **Driver-cum-Mechanic**

Scale of Pay : As applicable to State Govt.

Method of Recruitment : By selection from Group 'D' staff failing which by direct recruitment. Employees selected from Group 'D' staff would be treated to have been promoted.

Whether post is Selection or Non Selection : Non-Selection

Educational and other qualifications and experience required for direct recruits : Middle pass with driving licence for cars and trucks and 3 years experience in driving and maintenance/repairing of similar vehicles.

Age limits for direct recruits : 25-35 years

Whether age limits, qualifications etc. applicable to promotees : Age limit : No  
Educational Qualification : Yes

Appointing Authority for the Post : Secretary / Principal

Name of Post : **UDC**  
(Stores/Cash/Estt./Employees to be posted on rotational basis for a maximum of 3 years)

Scale of Pay : As applicable to State Govt.

Method of Recruitment : By promotion from the grade of LDC of persons having 8 years regular service in the grade failing which by direct recruitment.

Whether post is Selection or Non Selection : N.A.

Educational and other qualifications and experience required for direct recruits : Essential:  
Graduate with atleast 3 years experience in administrative and accounts matters.  
Desirable:  
Certificate course in Computers.

Age limit for direct recruits : 22-30 years.

Whether age limits, qualifications etc. applicable to promotees : Age limit : No  
Educational Qualification – Yes

Appointing Authority for the post : Secretary / Principal

Name of Post : **LDC**  
(Stores/Cash/Estt./Employees to be posted on rotational basis for a maximum period of 5 years)

Scale of Pay : As applicable to State Govt.

Method of Recruitment : Direct Recruitment (10% of post would be earmarked for employees in Group 'D' posts subject to fulfilment of educational qualifications etc. prescribed for direct recruits.

Whether post is Selection or Non-Selection : No applicable

Educational and other Qualifications and experience required for direct recruits : Essential  
10+2 or Higher Secondary School, passing typing of 40 w.p.m.  
Desirable  
1 year experience in Computer applications.

Age limit for direct recruits : 21-28 years

Whether age limit, qualification etc. applicable to promotees : Not applicable

Appointing authority for the post : Secretary/Principal

Name of Post : **Maintenance Assistant**

Scale of Pay : As applicable to State Govt.

Age : 22-28 Years

Qualification : 10+2 standard pass with I.T.I. Trade Certificate as a Mechanic/Electrician or both.

Possessing Wireman License essential in addition to the above with 3 years experience.

Name of Post : **Attendant** (in office/lab)

Scale of Pay : As applicable to State Govt.

Method of Recruitment : Direct Recruitment

Whether post is Selection or Non Selection : Selection

Educational and other qualifications and experience required for direct recruits : Middle Standard  
Desirable: Experience of one year

Age limit for direct recruits : 25-35 years

Whether age limits, qualifications etc. applicable to promotees : Not applicable

Appointing Authority for the post : Secretary / Principal

## SUPPORT STAFF

Name of Post	:	<b>Librarian</b>
Scale of Pay	:	As applicable to State Govt.
Method of Recruitment	:	By Promotion from Assistant Librarian with a minimum service of 8 years in grade failing which by direct recruitment.
Whether post is Selection or Non Selection	:	Selection
Educational and other Qualifications and experience required for direct recruits	:	<u>Essential:</u> Graduate with Diploma in Library Science and 3 years experience of working in a Library. <u>Desirable:</u> Certificate course in Computers.
Age limits for direct recruits	:	22-30 years
Whether age limits, qualifications etc. applicable to promotees	:	Age Limit : No Educational Qualification : Yes
Appointing Authority for the post	:	Secretary / Principal

## TRAINING KITCHEN

Total area required :	Desirable 1200 Sq.Ft.	Min.	900 Sq.Ft.
No. of Kitchen :	01		01
No. of students per lab :	15		15
No. of faculty per lab :	01		01

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

Equipment per student :

1.	Work table 100x50x85 cm with overhead shelves with S.S. drawer 1 under shelf at 15 cm ground clearance	1 No.
2.	Cooking range 4 burners LP with oven and grill	1 No.
3.	Sink with DB	1 No.

Table Equipment – per table :

1.	Meat knife	}		}	
2.	Fillet knife	}	Chefs kit to be procured by student.	}	
3.	Paring knife	}		}	
4.	Scooper	}		}	1 No.
5.	Peeler	}		}	
6.	Grater	}		}	
7.	Small whisk	}		}	
8.	Beater	}		}	
7.	Round spoon (L)				2 Nos.
8.	Flat spoon	}		}	
9.	Slicer	}		}	
10.	Perforated round spoon (frying spoon)	}		}	
11.	Strainer S.S.	}		}	
12.	Rolling pin (wooden)	}		}	
13.	Chopping board (wooden)	}		}	
14.	Tongs	}		}	
15.	Palate knife (small)	}		}	1 No.
16.	Steak hammer	}		}	
17.	Wooden Spoon	}		}	
18.	Measuring jug (1/2 Ltr) Enamel	}		}	
19.	Egg Slicer	}		}	
20.	Piping bag/nozzle	}		}	
21.	Lime squeezer	}		}	
22.	Potato masher SS	}		}	

Pots and Pans per work table :

1.	Brass degchi with lid – 12” dia	}	
2.	Brass degchi with lid – 10” dia	}	
3.	Brass degchi with lid – 08” dia	}	
4.	S.S. degchi with copper bottom – 12”	}	1 No.
5.	S.S. degchi with copper bottom – 10”	}	
6.	S.S. degchi with copper bottom - 08”	}	
7.	Brass thali – 16” dia	}	
8.	Sauce pans 08” dia brass	}	2 Nos.
9.	Frying pans 10” dia MS	}	
10.	Saute pans 08” dia MS	}	
11.	Omelette pan 08” dia Copper	}	1 No.
12.	Braising pan with lid Copper	}	
13.	Thava with handle	}	
14.	Collander SS 08” base	}	
15.	Pie dish Aluminium	}	2 Nos.

Common Equipment :

1.	Traulson 1400 ltrs.	}	
2.	Large demonstration table (10x3 ft.)	}	1 No.
3.	Salamander	}	
4.	Convection oven (H.D)	}	
5.	Griddle	}	4 Nos.
6.	Hand blender	}	4 Nos.
7.	Weighing machine (Braun) 2 Kg.	}	1 No.
8.	Stock pot (20 Ltrs.) SS with handle	}	2 No.
9.	Soup laddle SS	}	6 Nos.
10.	Oven tray SS with collar	}	24 Nos.
11.	Baking trays GI	}	24 Nos.
12.	Butcher’s block	}	4 Nos.
13.	Meat thermometer	}	1 No.
14.	Conical strainer SS	}	1 No.

---

**QUANTITY FOOD KITCHEN**

Total area required	:	Desirable 1200 Sq.Ft.	Min.	900 Sq.Ft.
No.of students	:	15		15
Faculty required	:	01		01

Sl.No.	Name of the Item	Quantity
1.	High pressure/Low pressure burner cooking range (one with 4 LP Burners and one with 4 HP Burners)	}
2.	Deep fat fryer (2 comp.) (15 Ltrs.) Electric/Gas operated	}
3.	Bratt pan 80 Ltrs.	}
4.	Steamer (Combi)	}
5.	Bulk cooker 80 Ltrs. (Tilting type) Electric/Gas operated	} 1 No.
6.	Wet grinder 10 Ltrs.	}
7.	Potato peeler (heavy duty)	}
8.	Food Processor (with 6 attachments)	}
9.	Meat mincer (heavy duty)	}
10.	Griddle plate with Chappathi puffer	}
11.	Stock burners	2 Nos.
12.	Convection oven	1 No.
13.	Sink with drain board	4 Nos.
14.	Work table with shelves and lockable sliding door	4 Nos.
15.	Walk in cooler cum freezer 1400 Ltrs.	1 No.
16.	Insecticutter	3 Nos.
17.	High pressure jet spray	}
18.	Weighing machine 10 Kg.(Avery)	} 1 No.
19.	Tandoor (large) Gas	}
20.	Butchers block	3 Nos.
21.	Waste boiler	1 No.
22.	Busing trolley	1 No.
23.	Slotted angle racks	As required
24.	Pot wash area 3'x4' with hot & cold tap attachment	-do-
25.	Perforated spoon (wire mesh type)	4 Nos.
26.	Barbeque Sigri	1 No.
27.	Mortar and Pestle	3 Nos.
28.	Potato masher	15 Nos.
29.	Egg slicer	15 Nos.
30.	Dosa Tawa	3 Nos.
31.	Idly Steamer	2 Nos.
32.	Gas Tandoor	
33.	Small Moulds (Assorted)	12 Nos.
34.	Lemon Squeezer	6 Nos.
35.	Non Stick Pan	6 Nos.
36.	Wooden Spatula	15 Nos.

Sl.No.	Name of the Item	Quantity
<b><u>LIGHT EQUIPMENT :</u></b>		
1.	Brass degchi 15" dia	8 Nos.
2.	Brass degchi 20" dia	6 Nos.
3.	Aluminium degchi (thick bottom) 18" dia	
4.	Aluminium degchi (thick bottom) 20" dia	
5.	Aluminium degchi (thick bottom) 24" dia	
6.	Aluminium degchi (thick bottom) 28" dia	
7.	Kadai 18" dia MS	4 Nos.
8.	Kadai 24" dia MS	3 Nos.
9.	Kadai 26" dia MS	4 Nos.
10.	Khurpi 24" length including handle MS	6 Nos.
11.	Khurpi 42" length MS	
12.	Laddles (small) Brass	
13.	Laddles (medium) Brass	6 Nos.
14.	Laddles (large) Brass	
15.	Perforated spoons 5" dia MS	
16.	Perforated spoons 7" dia MS	
17.	Perforated spoons 9" dia MS	3 Nos.
18.	Collander (large SS)	
19.	Collender (small SS)	
20.	SS Trays 20"x12"x4"	18 Nos.
21.	Stock pot (medium) Hindalium 14" dia	3 Nos.
22.	Stock pot (large) Hindalium 20" dia	3 Nos.
23.	Knives all purpose	24 Nos.
24.	Cleavers SS	6 Nos.
25.	Grater SS	12 Nos.
26.	Chopping Board wooden	10 Nos.
27.	SS Masala Containers	36 Nos.
28.	Tongs MS	4 Nos.
29.	Tandoor skewers MS	30 Nos.
30.	Baloon whisk SS	1 No.
31.	Meat thermometer	1 No.
32.	Sugar thermometer	3 Nos.
33.	Roasting tray MS large	2 Nos.
34.	Parats Brass 24" dia	
35.	Parats Brass 20" dia	
36.	Plastic storage trays (L)	10 Nos.
37.	Racks (slotted angle) SS	3 Nos.

## BAKERY

Total area required :	Desirable 900 Sq.Ft.	Min. 750 Sq.Ft.
No. of students per lab :	15 (1 per table)	15
No. of faculty :	01	01

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

Equipment required/student per table :

1.	Work table (wooden, box type with marble top) 3x3 ft.	}	
2.	SS bowl (small) 8” dia	}	
3.	SS bowl (large) 12” dia	}	
4.	SS Parats 18” dia	}	
5.	SS Mug	}	2 Nos.
6.	Rolling pin wooden	}	
7.	Egg beater	}	1 No.
8.	Wooden spoon	}	
9.	Plastic scraper	}	2 Nos.
10.	Table spoon SS	}	
11.	Fork SS	}	
12.	Measuring Jug Enamel	}	
13.	SS Tea Spoon	}	
14.	Measuring spoon set	}	
15.	SS Sink with drain board	}	1 No.
16.	SS degchi with flat bottom 12” dia	}	
17.	Wire Whisk	}	
18.	Comb for decoration	}	
19.	SS strainer	}	
20.	SS sieve (full set)	}	
21.	Piping bag with nozzle	}	1 Set

Common equipment / lab :

1.	HD Convection oven 3 decks	}	
2.	Prooving cabinet	}	
3.	Dough mixer	}	
4.	Bread slicing machine with wrapper	}	1 No.
5.	Refrigerated marble top pastry table	}	
6.	Refrigerator 300 Ltrs.	}	
7.	Cooking range 4 burners LP	}	
8.	Cooling racks trolley	}	2 No.

Common equipment – Light :

1.	Baking trays large 22"x14" MS	}	
	Baking trays small 11"x6" MS	}	
2.	Bread tins (400 gms)	}	
3.	Cake tins round various size :	}	
	7" dia	}	
	9" dia	}	30 Nos.
	11" dia	}	
4.	Underlining tray	}	
5.	Cake tin Rectangular :	}	
	5"x5"	}	
	7"x7"	}	
	9"x9"	}	10 Nos.
	11"x11"	}	10 Nos.
	14½"x 14½"	}	10 Nos.
6.	Barquette mould 3" length	}	30 Nos.
7.	Small whisk SS	}	1 No.
8.	Tartlet mould Aluminium	}	
9.	Savarin mould Aluminium	}	
10.	Muffin trays Aluminium	}	30 Nos.
11.	Brioche mould Aluminium	}	
12.	Fancy mould assorted	}	10 Nos.
13.	Doughnut cutter SS	}	6 Nos.
14.	Vol-au-vent cutter	}	6 Nos.
15.	Quiche mould	}	30 Nos.
16.	Chocolate mould assorted	}	10 Nos.
17.	Egg Slicer	}	
18.	Lemon squeezer	}	
19.	Can opener Heavy duty	}	6 Nos.
20.	Small brass kadai 6" dia	}	
21.	Precision scale electronic	}	3 Nos.
22.	Round laddle SS	}	10 Nos.
23.	Grater	}	
24.	Saute pan (small) Brass	}	
25.	Saute pan (medium) Brass	}	6 Nos.
26.	SS Measuring jug	}	
27.	Knives all purpose	}	10 Nos.
28.	Croquenmouche cone	}	6 Nos.
29.	Large cast iron halwai kadai	}	2 Nos.
30.	Jellebi thawa	}	2 Nos.
31.	Large frying spoon	}	12 Nos.
32.	Long handled wooden spoon	}	12 Nos.
33.	Large low level cooking stove	}	2 Nos.

## CONFECTIONERY

Total space required	:	600 Sq.Ft.
Area for two students per table	:	15 Sq.Ft.
No. of students / lab	:	1 student per table
Faculty required	:	01

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

Equipment required per each table (2 students) :

1.	SS bowl (small) 8” dia	}	
2.	SS bowl (large) 12” dia	}	2 Nos.
3.	SS Parats 16” dia	}	
4.	SS Mug	}	
5.	Rolling pin wooden		1 No.
6.	Egg beater		1 No.
7.	Plastic scraper		2 Nos.
8.	SS measuring jug		1 No.
9.	Table spoon SS		2 Nos.
10.	Fork SS		2 Nos.
11.	Measuring spoon set		1 No.
12.	Wire whisk		1 No.
13.	SS degchi with flat bottom 12” dia		2 Nos.
14.	Piping bag with nozzle		1 Set
15.	SS strainer	}	
16.	SS seive	}	
17.	Chopping board wooden	}	
18.	Cake stand	}	1 No.
19.	Parisienne scoop	}	
20.	Lemon Groover	}	
21.	Knife all purpose	}	
22.	Palate knife	}	
23.	Wooden spoon		2 Nos.
24.	Jelly mould aluminium		2 Nos.
25.	Mould Savarin Aluminium		2 Nos.
26.	Easter egg moulds	}	
27.	Lemon squeezer	}	
28.	Tin opener Heavy duty	}	
29.	Round laddle large SS	}	1 No.
30.	Grater	}	
31.	Wooden spatula	}	

Common Equipment :

1.	Ice cream / sorbet machine		1 No.
2.	Refrigerated counter		1 No.
3.	Fat thermometer	}	
4.	Sugar meter	}	2 Nos.
5.	Saccaro meter	}	
6.	Electric cream whipper	}	
7.	Traulsen 1400 ltrs.	}	
8.	Sugar pulveriser	}	
9.	Mixie	}	
10.	Cooking range with 4 burners (LP)	}	1 No.
11.	Convection oven	}	
12.	Proving chamber	}	
13.	Cooling rack	}	
14.	Dough mixer	}	

---

## LARDER

Total space required	:	600 Sq.Ft.
Seating arrangement in theatre style	:	15 students
No. of Instructor	:	01

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

### Common equipment :

1.	Walk in cooler and freezer (5000 Ltrs.)	1 No.
2.	Sinks with DB }	
3.	Thawing tub }	2 Nos.
4.	Work table }	
5.	Demonstration table }	
6.	Meat saw electric }	
7.	Electric blender }	
8.	Meat mincer/cutter }	1 No.
9.	Vegetable slicer }	
10.	Refrigerated salad counter dressing counter }	
	and bain marie }	
11.	Ice cube machine }	
12.	Food storage cabinet	2 Nos.
13.	Special equipment cabinet }	
14.	Ice Bain marie }	
15.	Steamer }	1 No.
16.	Gas range with overhead hoods 4 burner LP }	
17.	Overhead shelving	2 Nos.
18.	Egg slicer }	
19.	Pot washing sinc }	
20.	Force meat filler for sausages }	1 No.
21.	Carcass hanger }	
22.	Vacumiser }	
23.	Weighing scale electronic }	

### Light equipment :

1.	Boning knife }	
2.	French knife }	
3.	Fillet knife }	1 No.
4.	Paring knife }	
5.	Garnishing knife }	
6.	Carving knife }	

7.	Fruit knife	}	
8.	Citrous fruit knife	}	
9.	Sharpening grinds hollow, rol, flat, concave	}	
10.	Butter curler	}	1 No.
11.	Metal cutter	}	
12.	Can and wine opener	}	
13.	Aspic cutters	}	
14.	Egg slicer	}	
15.	Mandoline	}	2 Nos.
16.	Mould – various shapes & sizes	}	
17.	Parisienne scoops 4 sizes	}	
18.	Piping bag with nozzle	}	1 No.
19.	Patty pan	}	
20.	Pastry brush	}	
21.	Spatula SS	}	2 Nos.
22.	Tweezer	}	
23.	Peeler	}	
24.	Grater SS	}	
25.	Vegetable scorer	}	
26.	Ice pick	}	
27.	Ice crusher	}	
28.	Concentric circle cutter	}	
29.	Chinese flower cutter	}	1 No.
30.	Chinese cleaver	}	
31.	Chinese sculpting tools	}	
32.	Bamboo skewers	}	
33.	Grape scissors	}	
34.	Scissors	}	
35.	Needle nose plier	}	
36.	Pate mould aluminium	}	
37.	Terrine mould aluminium	}	
38.	Food mirror (various sizes)	}	10 Nos.
39.	Rolling pin wooden	}	
40.	SS degchi 12” dia	}	1 No.
41.	SS degchi 10” dia	}	
42.	Fish poacher	}	2 Nos.

---

**DEMONSTRATION KITCHEN**

Total space required	:	600 Sq.Ft./ 450 Sq.Ft.
No. of students	:	15 students
Area per student	:	40 Sq.ft.
No. of Instructor	:	01

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

Equipment :

1.	Heinged Mirror	}	
2.	Demonstration working table	}	
3.	Two sinks with drain board	}	
4.	Cooking range 4 burner with oven	}	
5.	Salamander	}	
6.	Basin – marie with hot case each	}	1 No.
7.	Refrigerator	}	
8.	Racks/micro wave oven	}	
9.	Geyzer	}	
10.	Griddle plate	}	
11.	Deep fet frayer (electric)	}	

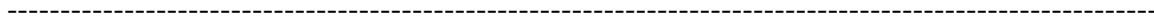
Tools :

1.	Degchis assorted - 8", 12", 14"	}	
2.	Karai (Big & Small)	}	
3.	Sauce pan	}	
4.	Frying pan	}	
5.	Non sticking pan	}	
6.	Thalis (steel)	}	
7.	Trays (steel)	}	
8.	Rolling pan	}	
9.	Fish slicer	}	
10.	Flat spoon	}	As per requirement
11.	Conical strainer SS	}	
12.	Round spoon	}	
13.	Peeler	}	
14.	Knives (set)	}	
15.	Grater	}	
16.	Potato mesher	}	
17.	Wooden spoons	}	
18.	Roasting fork	}	

- |     |                           |   |                    |
|-----|---------------------------|---|--------------------|
| 19. | Carving knife             | } |                    |
| 20. | Carving fork              | } |                    |
| 21. | White chopping board      | } | As per requirement |
| 22. | Soup strainer (mesh wire) | } |                    |
| 23. | Mugs SS                   | } |                    |

Presentation equipment and tools :

- |    |                                            |   |                    |
|----|--------------------------------------------|---|--------------------|
| 1. | Display mirrors                            | } |                    |
| 2. | Platters                                   | } |                    |
| 3. | Entree dishes                              | } | As per requirement |
| 4. | Dessert salvan                             | } |                    |
| 5. | Porcelin, glass and wooden bowls, assorted | } |                    |



**COMPREHENSIVE LIST OF STANDARD EQUIPMENT FOR  
GENERAL STORES**

OVERALL SIZE : 800 Sq.Ft. / 600 Sq.Ft.

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

Furniture :

1.	Steel cup board	1 No.
2.	Filing cabinet 4 drawer	1 No.
3.	Store keeper table	2 Nos.
4.	Chair	2Nos.
5.	Issue counter with under shelves	1 No.
6.	File rack	1 No.
7.	Slotted angle racks	5 Nos.
8.	wooden pallete	11 Nos.
9.	Computer table }	
10.	Printer table }	1 No.
11.	Receiving platform }	
12.	Aluminium platform }	

Equipment :

1.	Platforms scale 300 Kg. }	
2.	Weighing scale 10 kg. }	1 No.
3.	Electronic scale }	
4.	Storage bins	20 Nos.
5.	Onion potato storage bin	1 No.
6.	Plastic containers	As per requirement
7.	Waste bin }	
8.	Sink with DB }	
9.	Exhaust fan }	1 No.
10.	Trolley light weight }	
11.	Aluminium ladder with 4 step }	
12.	Wooden block }	

Storage equipment :

1.	walk in deep freezer 5000 Ltrs.	1 No.
2.	Walk in cooler 7000 Ltrs.	1 No.
3.	Aluminium trays for storage of meat in freezer	As per requirement
4.	Plastic crates	-do-
5.	Ladder (metal)	-do-

## EQUIPMENT LIST

**Department** : **F & B Service**

### **TRAINING RESTAURANT** :

Overall Size : Max. 1440 Sq.Ft. Min. 1440 Sq.Ft. + Pantry area of 480 Sq.Ft.  
(The restaurant is proposed to have a 60 covers having 15 tables)

No. of Students : 15

Faculty required : 01

---

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

---

### **FURNITURE** :

1.	Table (wooden 3''x3''x2½'' H)	15 Nos.
	Instructor's Table	1 No.
2.	Chairs (dining) wooden upholstered	60+5 extra
3.	Side Boards 4'x1.5'x48 H	8 Nos.
4.	White Boards 5'x3'	1 No.

### **LINEN** :

1.	Table cloth	}
2.	Baize cloth	}
3.	Napkins	}
4.	Runners for sideboard (optional)	}

As per Requirement

### **CUTLERY (STAINLESS STEEL)** :

1.	Small knife	}
2.	Large knife	}
3.	Large fork	}
4.	Large spoons	}
5.	Dessert spoons	}
6.	Dessert fork	}
7.	Fish knife	}
8.	Fish fork	}
9.	Soup spoons	}
10.	Butter knife	}
11.	Tea spoons	}
12.	Coffee spoons	}

As per requirement

13.	Ice cream spoons	}	
14.	Fruit knife	}	
15.	Fruit fork	}	
16.	Pastry fork	}	As per requirement
17.	Steak knives	}	
18.	Jam spoon	}	
19.	Service spoon	}	
20.	Service fork	}	

CROCKERY :

1.	Large plates (full plates) 10"	}	
2.	Half plates 9"	}	
3.	B&B plates	}	
4.	Soup cups with saucers	}	
5.	Show plate (can be 11" submitted with EPNS)	}	
6.	Cereal bowl 5" dia	}	As per requirement
7.	Breakfast cups/saucers 8 floz	}	
8.	Tea cups/saucers 6 floz	}	
9.	Demitasse/saucers 3 floz	}	
10.	Consomme cups/saucers 8 floz	}	
11.	Egg cups	}	
12.	Ash trays	}	
13.	Budvases	}	
14.	Cruet sets	}	

HOLLOW WARE 7 FLATWARE (Stainless Steel) :

1.	Wager jugs	}	
2.	Tea pot (2 portions)	}	
3.	Tea pot (4 portions)	}	
4.	Milk pot	}	
5.	Hot water jugs	}	
6.	Coffee pots (2 portions)	}	
7.	Coffee pots (4 portions)	}	
8.	Creamer	}	
9.	Sugar bowls	}	As per requirement
10.	Butter dishes	}	
11.	Ice creams cups	}	
12.	Finger bowls	}	
13.	Menu stands	}	
14.	Sauce boats with ladles	}	
15.	Tea strainer/slop basin	}	
16.	Ash trays	}	
17.	Straw holder	}	
18.	Toothpick holder	}	

---

19.	Candle holder	}	
20.	Entrée dishes single compt. (2 portions)	}	
21.	Entrée dishes single compt. (2 portions)	}	
22.	Entrée dishes single compt. (2 portions)	}	
23.	Entrée dishes double compt. (4 portions)	}	
24.	Platter 2 portions (oval)	}	
25.	Platter 4 portions (oval)	}	
26.	Platter small (round)	}	
27.	Platter medium (round)	}	As per requirement
28.	Restaurant trays (small)	}	
29.	Restaurant trays (medium)	}	
30.	Sugar tongs	}	
31.	Ice bucket	}	
32.	Ice tongs	}	
33.	Toast racks	}	
34.	Chill cups with stands	}	
35.	Restaurant salvers	}	
36.	Mustard spoons	}	
37.	Food covers	}	

GLASSWARE :

1.	Water tumbler (high ball)	}	
2.	Water goblets	}	
3.	Juice glasses / pony tumblers	}	
4.	Tom collins	}	
5.	Jam & mustard pots / chutney bowls	}	
6.	Glass bowls	}	
7.	Beer goblets	}	
8.	Draught beer glass	}	
9.	White wine glass	}	
10.	Red wine glass	}	
11.	Parisian goblets	}	
12.	Claret glass	}	
13.	Sherry elgin	}	
14.	Sherry copita	}	As pre requirement
15.	Port wine glass	}	
16.	Hock glasses	}	
17.	Moselle glass	}	
18.	Champagne tulip	}	
19.	Champagne flute	}	
20.	Champagne saucer	}	
21.	Cocktail glass	}	
22.	Brandy balloon	}	
23.	Liqueur glass (straight)	}	
24.	Liqueur glass (standard)	}	

---

25.	Old fashioned	}	
26.	On the rocks glass	}	
27.	Roly poly	}	
28.	Parfait glass	}	As per requirement
29.	Decanter	}	
30.	Coffee caraffee	}	
31.	Martini glass	}	
32.	Sour glass	}	

SPECIAL EQUIPMENTS :

1.	Soup tureens (single portion)	}	
2.	Horsd'oeuvre tray	}	
3.	Wine bucket stand	}	
4.	Pastry tongs	}	
5.	Nut cracker	}	
6.	Gateaux slicer	}	
7.	Pepper mill	}	
8.	Nutmeg grater	}	
9.	Cigar cutter	}	
10.	Cocktail shaker	}	
11.	Hawthorne straner	}	
12.	Bar spoon	}	
13.	Ice picks	}	
14.	Peg measure	}	
15.	Optic measure	}	
16.	Check-flow pourer	}	
17.	Push up measure pourer	}	
18.	Ice cream scoop	}	As per requirement
19.	Bottle stand	}	
20.	Wine rack	}	
21.	Hydrometer	}	
22.	Avocado dish	}	
23.	Asparagus plate	}	
24.	Asparagus tongs	}	
25.	Egg dish (round ear)	}	
26.	Fish dish (oval eared)	}	
27.	Oyster dish/plate	}	
28.	Oyster fork	}	
29.	Snail dish	}	
30.	Snail fork	}	
31.	Snail tong	}	
32.	Parfait spoon	}	
33.	Salad dish	}	
34.	Cheese knife	}	
35.	Grape fruit knife	}	

---

36.	Grape fruit spoon	}	
37.	Lobster cracker	}	
38.	Lobster pick	}	
39.	Corn on the cob holder	}	
40.	Grape scissors	}	
41.	Caviar knife	}	
42.	Fondue fork/dish	}	
43.	Carving set	}	
44.	Cheese board	}	
45.	Skewers (stainless steel with wooden handle)}	}	
46.	Oil & vinegar cruet	}	
47.	Sugar dredger EPNS	}	
48.	Rechaud battery	}	
49.	Fruit basket	}	
50.	Gateaux stand	}	
51.	Chopping board	}	As per requirement
52.	Table numbers	}	
53.	Waiters friend SS	}	
54.	Angels's wings	}	
55.	Crown cap opener	}	
56.	Can opener	}	
57.	Wine craddle	}	
58.	Ice shaver	}	
59.	Broken cork extractor	}	
60.	Corking machine	}	
61.	Citrus squeezer SS	}	
62.	Funnel SS	}	
63.	Bar mixing glass SS	}	
64.	Swizzle stick	}	
65.	Muddler	}	
66.	Cocktail sticks	}	

---

**BEVERAGE LAB WITH BUILT IN BAR AREA OF 200 SQ.FT.**

Overall size : 800 Sq.Ft.

---

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

---

**FURNITURE :**

1.	Bar counter	(size, shape etc. as per requirement)	1 No.
2.	Back bar with display	-do-	1 No.
3.	Bar stools		8 Nos.
4.	Dry storage area		As per requirement

**EQUIPMENT :**

1.	Ice cube machine	}	
2.	Bottle cooler	}	
3.	Ice chest (crushed ice)	}	
4.	Ice chest (cube ice)	}	1 No.
5.	Cocktail blender	}	
6.	High speed mixer blender	}	
7.	Jice extractor	}	
8.	Cocktail shaker (EPNS)		4 Nos.
9.	Hawthorne strainer		4 Nos.
10.	Ice bucket with tongs		6 Nos.
11.	Bottle stand		6 Nos.
12.	Peg measure		2 Nos.
13.	Sink with drain board		1 No.
14.	Citrus squeezer	}	
15.	Cigar cutter	}	2 Nos.
16.	Chopping board	}	
17.	Knife		1 No.
18.	Paring knife		1 No.
19.	Zester		2 Nos.
20.	Wine cooler		6 Nos.
21.	Wine craddle		6 Nos.
22.	Cigar box		2 Nos.
23.	Ice flake machine		1 No.
24.	Glass chilling cabinet		1 No.

**GLASSWARE :**

1.	Brandy balloons 23-28 CL	}	
2.	Champagne flute 18-23 CL	}	
3.	Champagne Saucer 18-23 CL	}	As per requirement
4.	Tom collins 25 CL	}	
5.	Beer mugs & tankard 25, 50 CL	}	
6.	White wine glasses 14 CL	}	

7.	Red wine glass 14-18 CL	}	
8.	Cocktail glass 14-18 CL	}	
9.	Liqueur glass 4,7 CL	}	
10.	Old fashioned glass	}	
11.	On the rocks flass	}	
12.	Martini glass	}	
13.	Wine caraffe	}	As per requirement
14.	Soda caraffe	}	
15.	Water caraffe	}	
16.	Rolly polly	}	
17.	Sherry glass 4,7 cl	}	
18.	Port glass	}	
19.	Hock glass	}	
20.	Mosselle glass	}	
21.	Pool gloves	}	

---

**STUDENTS DINING HALL**

Total Area : Max. 1125 Sq.Ft. Min.900 Sq.ft.

No. of students expected to have lunch at a time : 75

Sl.No.	Name of the Item	Quantity
1.	Tables 6'x3' (wooden table with laminated topy Heavy duty or steel)	24 Nos.
2.	Dining chairs (wooden or steel with straight back rest)	180 Nos.
3.	Service Counter :	
	a) Hot case }	
	b) Display counter }	01 No.
	c) Dispenser counter for plates & cutlery }	
	d) Tray slide for the entire length }	
4.	Toaster (large industrial model)	01 No.
5.	Compartmental trays (thalis 304 SS Salem Steel 16SWG)	180 Nos.
6.	Dessert spoons }	
7.	Dessert forks }	360 Nos.
8.	Kattori SS (small SS bowl) }	
9.	Tea spoons	180 Nos.
10.	SS water tumbler	180 Nos.
11.	SS water jugs	24 Nos.
12.	Water cooler with Aqua Guard (large industrial model)	03 Nos.
13.	Large round service spoons SS 16 SWG	36 Nos.
14.	SS Soup bowls	180 Nos.
15.	SS	24 Sets

**SCULLERY AREA :**

1.	Cupboards for storage of cutlery/trays etc.	06 Nos.
2.	Dish landing table	02 Nos.
3.	Pulvariser	01 No.
4.	Conveyor type large dish washing machine with drying zone with trays	01 No. 02 Nos.
5.	Trolleys (for carrying food from QFK to Dining Hall)	04 Nos.
6.	Trolleys for stacking dirty plates for washing	06 Nos.
7.	Waste bins	01 No.
8.	Music system	

**HOUSEKEEPING REQUIREMENT**

Dedicated area	:	Laundry	–	450/450Sq.Ft;
		Linen Room	–	200/150 Sq.Ft.
		Housekeeping Lab	–	450/450 Sq.Ft.
		Demo Lab	–	400/400 Sq.Ft.
		Guest Room	–	1500/1500 Sq.Ft.

No. of students per session	:	15
No. of guest rooms	:	04
No. of restaurant covers	:	60

**ELECTRICAL CLEANING EQUIPMENT :**

Sl.No.	Name of the Item	Quantity
1.	Vacuum Cleaner (dry pickup industrial model)	2 Nos.
2.	Vacuum Cleaner (wet & dry pickup incl. Model)	1 No.
3.	Scrubbing-cum-Polishing machine (with suction facility 51cm cleaning path, 38 lt. solution tank and 45 lt. Recovery tank)	1 No.
4.	Carpet shampooing machine (with suction facility 13 lt. Capacity/13” cleaning path 1200 RPM brush rotation)	1 No.

**NON-ELECTRICAL CLEANING EQUIPMENT :**

1.	Brooms :		
	a) Soft	}	
	b) Hard	}	As per requirement
	c) Yard broom	}	
2.	Brushes : (all are to be made of nylon bristles)		
	a) Carpet brush	}	
	b) Hand scrubber	}	
	c) T-scrubber	}	
	d) WC brush	}	As per requirement
	e) Upholstery brush	}	
	f) Ceiling broom	}	
	g) Washbasin brush	}	

- |    |                                                                                                  |       |                    |
|----|--------------------------------------------------------------------------------------------------|-------|--------------------|
| 3. | Mops :                                                                                           |       |                    |
|    | a) with detachable/fixed heads                                                                   |       | As per requirement |
| 4. | Squeegees                                                                                        |       | As per requirement |
| 5. | Box sweeper                                                                                      |       | 1 No.              |
| 6. | Containers :                                                                                     |       |                    |
|    | a) Buckets – 25 Ltr. Capacity                                                                    | }     |                    |
|    | b) Mugs                                                                                          | }     |                    |
|    | c) Bowls                                                                                         | }     | As per requirement |
|    | d) Dust bins                                                                                     | }     |                    |
|    | e) Chamber maid's box                                                                            | }     |                    |
|    | f) Maid's trolley                                                                                | ----- | 1 No.              |
|    | - dimensions in mm 1540x575x1385                                                                 |       |                    |
|    | - Light weight frame (net wt. not to exceed 62 kg.)                                              |       |                    |
|    | - Average load capacity 100 Kg.                                                                  |       |                    |
|    | - Adjustable shelves – 3 nos.                                                                    |       |                    |
|    | - Space between shelves – 305 mm                                                                 |       |                    |
|    | - With compartmentalised top section using laminated ply                                         |       |                    |
|    | - Linen hamper – canvas (100 L cap.) and<br>garage hamper – plastic (80 L cap.)                  |       |                    |
|    | - Castor size – 250 mm / 2 fixed and 2 swivel with breaks                                        |       |                    |
|    | - Bumpers – wheel type (horizontal)                                                              |       |                    |
|    | g) Mop wringer trolley                                                                           | --    | As per requirement |
|    | h) Cleaning trolley                                                                              | --    | -do-               |
|    | - sack holder with cover banded to hold cleaning material<br>hooks for dust pan, hand brush etc. |       |                    |
|    | - 2 buckets (25 Lt. Cap. Each)                                                                   |       |                    |
|    | - Mop wringer attached above one bucket.                                                         |       |                    |
| 7. | Floor signs                                                                                      | --    | -do-               |
|    | - 24" Ht. 'Caution-Wet Floor'                                                                    |       |                    |
|    | - 'Caution-Work Area'                                                                            |       |                    |
|    | - Yellow colored board with black lettering                                                      |       |                    |
-

## LAUNDRY EQUIPMENT

Size : 450 Sq.Ft. + 200 Sq.Ft. Linen Room

Sl.No.	Name of the Item	Quantity
1.	Washer extractor (5 kg. Cap – one, top loading-fully automatic Agitator type with temp. control) (10kg. Cap – one, front loading with temp.control)	2 Nos.
2.	Dryer (capacity 20 Kg.)	1 No.
3.	Calendering machine (with one roller width 100")	1 No.
4.	Steam press (with cuff & collar press hand operated)	1 No.
5.	Iron (light weight – one & heavy duty- one)	2 Nos.
6.	Ironing board (foldable)	1 No.
7.	Sinks (stainless steel with drain board)	2 Nos.
8.	Weighing scale (with a holding basket to weigh upto 25 kg)	1 No.
9.	Linen basket trolley (stainless steel with draining facility 820mm Ht.x 65mm Wx 740 mm L - 4 swivel castors)	3 Nos.
10.	Shelf (for storing chemicals with lockable doors, Particle board laminate finish dimensions 1200mm H x 900 mm L x 600 mm D - 3 shelves adjustable)	1 No.
11.	Exhaust Fan (one above dryer and one above steam press) - As per requirement	
12.	Shelves (for storing linen & uniforms, wood laminated with Sliding lockable ventilated doors) -	-do-
	a) Dimensions – 2100mm H x 600mm D x 2100mm W adjustable shelves – 4 Nos.	2 Nos.
	b) Dimensions – 2100mm x 600mm x 2100mm Shelves – 2 with rods for hanging uniforms	1 No.
13.	Ladder (aluminium A type 1200 mm height)	1 No.
14.	Inspection table (2100mm x 1200mm wood laminate with storage facility underneath with 2 shelves on either side of 600 mm depth)	1 No.

Note : Linen room be next to Laundry.

## TRAINING GUEST ROOM

Double Bed Room : Total area earmarked - 1500 Sq.Ft.

---

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

---

### FURNITURE PER ROOM:

1.	Bed with side tables	2 Nos.
2.	Single sofa chair with uphosty or Small size two seater sofa	1 No.
3.	Glass top tea table/coffee table	1 No.
4.	Study table	1 No.
5.	Study chairs	2 Nos.
6.	Mirror with dressing table & drawers	}
7.	Luggage rack	}
8.	Wardrobe	}
9.	Shelf over fridge for glasses & thermos	}

### LIGHT ELECTRICAL EQUIPMENT & PAINTING :

1.	Geyser (20 ltrs.)	1 No.
2.	Table lamp	3 Nos.
3.	Pedestal lamp	1 No.
4.	Color TV with remote	1 No.
5.	Music system	1 No.
6.	Mini fridge	1 No.
7.	2'x1½' painting/wall hangings	3 Nos.
8.	Thermos flask	1 No.

### FURNISHING & LINEN :

1.	Shear curtain	1 No.
2.	Heavy curtain	1 No.
3.	Cushions for sofa chairs	4 Nos.
4.	Double bed sheet	2 Nos.
5.	Pillow covers	4 Nos.
6.	Bed cover	1 No.
7.	Bath towel	2 Nos.
8.	Hand towel	2 Nos.
9.	Bath mat	1 Nos.

### OTHER ITEMS :

- |    |                                           |   |       |
|----|-------------------------------------------|---|-------|
| 1. | Shower curtain                            | } |       |
| 2. | Towel rack with pull up type cloth lining | } |       |
| 3. | Energy saving device system               | } |       |
| 4. | Electronic locking device on main door    | } | 1 No. |
| 5. | Telephone (electronic & light weight)     | } |       |
| 6. | Door bell & Indicator for DND             | } |       |

SUITE ROOM :

1. Double bed room
2. Bath room (attached)
3. Lounge/sitting room/dining area
4. Carpets, furnishing, furniture & fixtures
5. Electronic locking system, airconditioning,  
Energy saving device, entertainment systems

-----

## FRONT OFFICE REQUIREMENT

Area : 400 Sq.Ft.

---

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

---

### FURNITURE :

- |    |                                                                                                                                                                                                                                                                                                          |        |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. | Front Office Counter                                                                                                                                                                                                                                                                                     | 1 No.  |
|    | 6'L x 1½'B x 3½'H with drawer – 3 Nos.<br>Cabinets –3 Nos., Top & Sides - laminated<br>Reception, Cash & Information sign boards<br>Registration card holder – recessed with 28 slots with<br>facility for recessed monitors & sliding key board<br>recessed message & key rack at the centre teak wood. |        |
| 2. | a) Lobby Desk                                                                                                                                                                                                                                                                                            | 1 No.  |
|    | 3'L x 2'B x 2'H with drawer – 1no., cabinet – 1 no. on<br>right side, top & sides laminated – teak wood.                                                                                                                                                                                                 |        |
|    | b) Chair (upholstered – teak wood)                                                                                                                                                                                                                                                                       | 3 Nos. |
| 3. | Bell Desk                                                                                                                                                                                                                                                                                                | 1 No.  |
|    | 4' H semi circular, with drawers 2 nos. cabinets –2 nos.<br>teak wood.                                                                                                                                                                                                                                   |        |

### EQUIPMENT :

- |    |                                                                                 |       |
|----|---------------------------------------------------------------------------------|-------|
| 1. | Computer – linked by LAN with multi media facility -<br>Fidelio Software system |       |
| 2. | Room Rack (standard specification)                                              | 1 No. |
| 3. | Date & Time stamping machine (standard specification)                           | 1 No. |
| 4. | Electric Calling Bell (Standard specification)                                  | 1 No. |
| 5. | Telephone :                                                                     |       |
|    | a) Operator Console                                                             | 1 No. |
|    | b) Instruments                                                                  | 1 No. |
| 6. | Postal Scale (digital-1kg.capacity)                                             | 1 No. |
| 7. | Folio Bucket (2'L x 2'B x 1'H with slots of ½" teak wood)                       | 1 No. |

8.	Bulletin Board (3'L x 2.5'B with baize cover)	1 No.
9.	Public Address System (standard specification)	1 No.
10.	Credit Card Imprinter (Standard specification)	1 No.
11.	Luggage Net – small (Nylon)	1 No.
12.	Guest Folio Tray (Plastic)	1 No.
13.	Printer (80 column)	1 No.
14.	Exchange Rates Board (2'L x 2'B Prestosign type)	1 No.
15.	Box Files	6 Nos.
16.	Safe Deposit Box (standard specification)	1 No.
17.	Paging Board (1'L x ½'B with handle & bells attached, White board, teak wood)	1 No.
18.	Postage Folder (with pockets - leather)	1 No.

RESERVATION OFFICE :

1.	Table 3'L x 2'B x 2'H with drawer-1 No., Cabinet – 1 No. on right side – Top & Sides laminated, with facility for recessed monitors and sliding key board, teak wood.	1 No.
2.	Chair – Swivel type	1 No.
3.	Head set with mouth piece	1 No.
4.	Wall mounted rack (3'L x 2'B x 1'D - Teak wood)	1 No.
5.	Space Availability Board (3'L x 2.5' with pegs for Indicating availability - Particle board)	1 No.

---

## **A COMPREHENSIVE LIST OF STATEMENT FOR COMPUTER LAB**

Overall size of the Lab	-	750 Sq.Ft.
No. of students	-	15 / Lab
Faculty required	-	01 / Lab

### COMPUTER HARDWARE REQUIREMENT :

#### **A. SERVER :**

Sl.No.	Name of the Item	Quantity
1.	<b>FILESERVER</b> <ul style="list-style-type: none"><li>- Intel Pentium II-300 MHz or Higher CPU with PCI/EISA/ISA Bus Architecture</li><li>- 256 MB SDRAM</li><li>- 512 KB – L2 Cache</li><li>- 4.3 GB HDD with 20 MDPS transferrate</li><li>- 4/8 GB DAT DRIVE</li><li>- 1.44 MB FDD</li><li>- 105 Keys Keyboard</li><li>- Logitech / Microsoft Mouse</li><li>- Bitronics Parallel port</li><li>- High Speed Serial Ports</li><li>- 10/100 MBPS, PCI Ethernet Adapter – 32 bit BNC/RJ 45</li><li>- 14” MONO CHROMO MONITOR – VGA/SVGA</li><li>- CD ROM DRIVE 32x or higher</li></ul>	1 No.
2.	<b>NODES</b> <ul style="list-style-type: none"><li>- Intel Pentium II 266 MHz</li><li>- PCI / EISA / ISA Bus Architecture</li><li>- 64 MB SDRAM</li><li>- 256 KB L2 Cache</li><li>- 2.1 GB HDD</li><li>- PCI – EIDE Controller for HDD &amp; FDD</li><li>- One EPP and two Serial Port (16550 Urat)</li><li>- 105 Keys Keyboard</li><li>- 14” Colour Monitor SVGA</li><li>- 10/100 MBPS PCI Ethernet Card, 32 bit – BNC/RJ 45</li><li>- Microsoft / Logitech Serial Mouse</li><li>- Six machines to have multimedia kit</li></ul>	30 Nos.

3. NODE FOR TEACHER 1 No.
- Intel Pentium II 266 MHz
  - PCI / EISA / ISA Bus Architecture
  - 32 MB SDRAM
  - 256 KB L2 Cache
  - PCI – EIDE Controller for HDD & FDD
  - One EPP and two Serial Port (16550 Urat)
  - 105 Keys Keyboard
  - 14” Colour Monitor SVGA
  - 10/100 MBPS PCI Ethernet Card, 32 bit – BNC/RJ 45
  - Microsoft / Logitech Serial Mouse
  - Multimedia kit
4. HUBS
- a) 12 Port Hub with BNC/RJ 45 connection } Depending on locational - 2 Nos.
  - b) 8 Port Hub with BNC-RJ 47 connection } requirements. - 2 Nos.
5. INKJET PRINTER 1 No.  
A4 size, 600 DPI black with colour cartridge and Drives of Bus and Window 3.1 & 95.
6. LASER PRINTER WITH JET DIRECT CARD 1 No.  
600 DPI / Mono Chrome 8 Page memory in DA Post Script level 2 support and network connectivity with Jet Direct Card.
7. LCD display 1 No.
8. Airconditioning for Computer Lab (1000 Sq.Ft. 8.5 Tonnes)
9. 5 KVA UPS with battery backup of minimum 4 hours 2 Nos.
10. Local Area Network aras : Cat-5 WTP.
- 1) Principal Office
  - 2) General Office
  - 3) Stores
  - 4) Restaurant
  - 5) Reception
  - 6) Library
  - 7) All Laboratories (Four)
-

GENERAL COMPUTER SOFTWARE SPECIFICATION :

1. Window NT Server with Clint for 30 users (CD).
2. MS Windows 95 or higher & Micro Software Office (CD) professional version.
3. Word Star 7.
4. Fox Pro for Windows.
5. Lotus 1-2-3 Version-3.

Note : Main server shall be located in the Computer Lab and computers in Stores, Labs, Administration, etc. shall be linked by LAN.

In view of adoption of the Micros Fidelio property management software for training by National Council, the configuration of the Hardware given shall be able to handle the Micros Fidelio software system.

## FOOD SCIENCE LAB/QUALITY CONTROL

Overall Size	:	Max. 450 Sq.Ft.	Min. 450 Sq.Ft.
No. of Students	:	15	
Faculty Required	:	01	

---

Sl.No.	Name of the Item	Quantity
1.	Clinical Laboratory Table with all fittings including sink	4 Nos.
2.	Stools	15 No.
3.	Instructor's Table	1 No.
4.	Chair	1 No.
5.	White Board	1 No.
6.	Cupboard for equipment	1 No.
7.	Air Conditioner	1 No.

### EQUIPMENT :

1.	Autoclave	1 No.
2.	Incubator (bacteriological)	1 No.
3.	Colony Counter	1 No.
4.	Microscope	05 No.
5.	Refrigerator	01 No.
6.	Hot air oven	01 No.
7.	Weighing Balance	01 No.
8.	Hot water bath	01 No.
9.	Centrifugal machine	01 No.
10.	Shaking machine	01 No.
11.	Fermenter	01 No.
12.	Electronic Balance (Monopan Balance)	01 No.
13.	Gas Burner (Binsen burner)	05 No.
14.	Gas Range	02 No.
15.	Water Distillation apparatus	01 No.

### TOOLS :

1.	Test Tubes	As per requirement
2.	Petri dishes	100 Nos.
3.	Conical Flasks	30 No.
	-do-	15 No.
4.	Burettes	10 No.
5.	Pipettes	30 No.
6.	Measuring Cylinders	15 No.
	-do-	30 No.

7.	Test Tube Rack	15 No.
	-do-	15 No.
8.	Test Tube Holder	15 No.
9.	Innoculating Loop	15 No.
10.	Glass Slides	06 Pkt.
11.	Cover slips	06 Pkt.
12.	Oil Impression Lense	
13.	Glass marking pencil	02 No.
14.	Mortar	08 No.
15.	Tripod Stand	08 No.
16.	Beakers	15 No.
	-do-	15 No.
	-do-	15 No.
17.	Burette Stand	15 No.
18.	Pipette Stand	15 No.
19.	Procelene Tiles	15 No.
20.	S.S. Degchi	15 No.
21.	Plastic Buckets	02 No.
22.	Waste Bin	02 No.
23.	S.S.Mug	15 No.
24.	Regent Bottles (Dropping Bottles)	30 No.
25.	Regent Bottles (1 Lt.Cap)	12 No.
26.	Tongs	12 No.
27.	Measuring Spoon	02 No.
28.	Spatula	12 No.
29.	Funnels	15 No.
30.	Funnel Big	15 No.

---

**STANDARDISED LIST**  
**AUDIO-VISUAL AND REPRODUCTION EQUIPMENT**

For Audio-Visual Lab : Area - 900 Sq.Ft. / 750 Sq.Ft.

Sl.No.	Name of the Item	Quantity
1.	Overhead Projector	- fitted in each class
2.	Trolley for OHP	- -do-
3.	Transparency Sheets	}
4.	Transparency frames	}
5.	Marking pens-permanent	}
6.	Marking pens-water soluble	}
7.	Transparency erasers	}
8.	Slide Projector	1 No.
9.	Slide Trays (for 50 slides)	- As per requirement
10.	Carousel Slide Projector	- -do-
11.	Projection Screen-wall/elling for each less	}
12.	Video Cassette Recorder	}
13.	Colour TV / Monitor	}
14.	Portable Cassette Recorder	}
15.	Multi-media	}
16.	Photocopier	}
17.	Electronic stencil cutter	}
18.	Flip Board – Portable - for slip charts	- As per requirement
19.	Flannel Board – Portable	}
20.	Magnetic Board – Portable	}
21.	Dest Top Publishing Machine	}

## LIBRARY

Minimum / Maximum Size : 1500 Sq.Ft. / 1000 Sq.Ft.  
Desirable Staff : Librarian – 1 ; Asstt. Librarian - 1

---

Sl.No.	Name of the Item	Quantity
1.	Books	500 Nos.
2.	Periodicals & Journals (International/National)	500 Nos.
3.	Video Cassettes / Video CD ROMs	50 Nos.
4.	Furniture for sitting	
5.	Storewells / Book Racks	
6.	Cabins (10'x10') fitted with computer terminal and Multi media with head phones	2 Nos.
7.	Xerox machine	1 No.
8.	Library Equipment :	
	- Computer	
	- TV	
	- Printer	
	- Cutter	
	- D.V.System	
	- Catalogue Systems	
	- Librarian Chair & Table	
	- Asstt. Librarian Chair / Table	

---

Note : Every year min. 50 to 100 books should be added to Library and International/ National Journals should be subscribed.

## LANGUAGE LAB

Area : Max./Min. 600 Sq.Ft.

The language lab for 15 students is to be provided with a view to improve the communication skills of the students, both verbal and non-verbal.

---

Sl.No.	Name of the Item	Quantity
1.	Tape Recorder – Double Deck with provision for high speed dubbing, Radio and CD Player	1 No.
2.	Amplifier 100M	1 No.
3.	Over head Speakers	1 No.
4.	Head phones with socket (one on each seat for every student)	25 Nos.
5.	TV (preferable) home viewing system with Karaoke	1 No.
6.	VCR / VRP	1 No.
7.	Computer	1 No.
8.	Multi media with head phone system	1 No.
9.	Good Audio / Video Cassettes	30 Nos.

---

(Alternatively, it is suggested that a full fledged language lab with facilities may be installed in institutes)

---

**A COMPREHENSIVE LIST OF STANDARDISED EQUIPMENT**  
**FOR MAINTENANCE DEPARTMENT**

MAINTENANCE LAB :

Overall Size : 450 Sq.Ft.

Sl.No.	Name of the Item	Quantity
1.	Multimeter	1 No.
2.	Tong-tester	2 Nos.
3.	Hydrometer	1 No.
4.	Test lamp	2 Nos.
5.	Hydrolic pump	1 No.
6.	Megger insulation & Earth megger	1 Each

TOOLS :

1.	Screw driver (flat type)	}	
2.	Screw driver (Star)	}	
3.	Screw driver	}	
4.	Spanner (double and open)	}	
5.	Ring spanner	}	
6.	Box spanner	}	
7.	Hack saw	}	
8.	Wood saw	}	
9.	Pipe wrench	}	
10.	Adjustable spanner	}	
11.	Combination pliers	}	As per requirement
12.	Nose pliers	}	
13.	Wire cutter	}	
14.	Skipper or insulation	}	
15.	Files flat	}	
	Rough	}	
	Smooth	}	
	Round file	}	
	Rough	}	
	Smooth	}	
	Triangular file	}	
	Rough	}	
	Smooth	}	
16.	Allen key	}	
17.	Hammer	}	

18.	Chisel (cold)	}	
19.	Carpenter chisel	}	
20.	Carpenter plainer	}	
21.	Pocker	}	
22.	Punch	}	As per requirement
23.	Drilling machine electric with drill bit set	}	
24.	Drilling machine (hand drill)	}	
25.	Bench vice	}	
26.	Thread making machine with full set with different size of die	}	
27.	Bearing puller small	}	
28.	Lubricating oil can	}	
29.	Oil pump (manual)	}	

#### MAINTENANCE PRACTICAL (DEMO)

1.	Earth leakage circuit breaker		
2.	Miniature circuit breaker		
3.	ICDP		
4.	ICTP		
5.	Kit kar fuse		
6.	HRC fuse		
7.	Three phase five core cable		
8.	Single phase three core cable		
9.	Bib tap		
10.	Pillar tap		
11.	Cotta stone		
	Cadappa stone		
12.	Switches :		
	a) Flush type		
	b) Single way flush type		
	c) Three in one		
	d) Five in one		
13.	Three pin		
14.	Three pin top		
15.	Plumbing accessories		
16.	Gas fitting like		
17.	Practical demo board (wiring)	}	
18.	Condensor	}	1 No.
19.	Boiler	}	

---

**OFFICE AUTOMATION EQUIPMENT**

Sl.No.	Name of the Item	Quantity
1.	E-Mail facility and Internet connection	}
2.	Fax	}
3.	Xerox	}
4.	Lamination machine	}
5.	Comb binder + Paper cutter	}
6.	Public address system	}
7.	Telephone answering system (available with Modi fax)	} Any standard make }
8.	Dictaphone	}
9.	Scanner	}
10.	Laser Printer	}
11.	Document Shredder	}
12.	Computer System through LAN	}
13.	Software :	
	a) Accounting & Management Software	
	b) Inventory & Stores Management Software	
	c) Library Software	
	d) Teaching software; CD ROMS; Computer, Power point.	

**EQUIPMENT FOR EACH CLASS / TUTORIAL ROOM**

Sl.No.	Name of the Item	Quantity
1.	Overhead Projector (fitted)	1 No.
2.	White Board	
3.	Black Board	
4.	Teacher's platform (wooden)	
5.	Teacher's Chair	
6.	Teacher's Table	
7.	Chairs with under shelves with writing board facility	
8.	Curtains as per requirement	
9.	Facilities to use CD ROMS, Power point etc.	

i) **Gas Bank** :

Well laid out distribution lines from gas bank as per the conditions laid down in the Indian Explosives Act.

ii) **Stand by heavy duty Generator** :

In areas where electricity is in short supply, the appropriate heavy duty Gen set is recommended for installation.

---

**TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN  
FOOD PRODUCTION**

Eligibility	:	Senior Secondary (10+2) or equivalent with knowledge of English.
Title	:	Diploma
Duration	:	One Year + six months in industry
Teaching hours per week	:	35
No. of weeks of effective teaching	:	36
Industrial training	:	24 weeks after the annual examinations.

Sl. No.	Subject	Distribution of Time			Distribution of Marks				MTS	
		Hours per Week			Council's Exam				Th	Pr
		Th	Pr	Total	Th	Hrs	Pr	Hrs		
1.	Cookery	3	16	19	100	3	125	6	20	20
2.	Larder	2	8	10	50	2	125	6	10	20
3.	Hygiene and Nutrition	2	-	2	100	3	-	-	10	-
4.	Commodities and Costing	3	-	3	100	3	-	-	20	-
5.	Computer Awareness	-	01	01	-	-	-	-	-	-
<b>Total</b>		<b>10</b>	<b>25</b>	<b>35</b>	<b>350</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>60</b>	<b>40</b>

<b>Pass (Theory)</b>	-	<b>35%</b>	<b>Grand Total :</b>	<b>700</b>
<b>Pass (Practical)</b>	-	<b>40%</b>		
<b>Aggregate</b>	-	<b>40%</b>		

Council's Examination :

TH	:	Marks for Council Exam, for theory marks
PR	:	Marks for external Practical
MTS	:	Mid term sessionals.

## FOOD PRODUCTION - COOKERY

### THEORY :

- Unit-1 : Importance of kitchen in Hotel & Catering establishments; Aims and objectives of Cooking, classification of raw materials, preparation of ingredients, methods of mixing foods, effect of heat on various foods, weighing and measure, texture of food, Culinary terms.
- Unit-2 : Methods of cooking with special application to meat, fish, vegetables, cheese, pulses and egg. Conventional and non-conventional methods of cooking, solar cooking, microwave cooking, fast food operation. Varieties of fish, meat and vegetables. Accompaniments, garnishes and rechauffe.
- Unit-3 : Balancing of recipes, standardisation of recipes, standard yield, maintaining recipe files. Menu planning, portion control, brief study of how portions are worked out. Invalid cookery. Purchasing specifications, quality control, Indenting and Costing.
- Unit-4 : Description and use of the following :  
Basic stocks, Aspics & Jellies.  
Roux blanc, Roux blond and Roux brun.  
Recipes and quantities required to produce 10 litres of stock, white & brown.  
Recipes required to produce one litre of the following:  
Bechamel sauce, tomato sauce, veloute sauce, espagnole sauce, Hollandaise and mayonnaise sauce with the necessary precautions to be observed while preparing these, with minimum five derivatives of each.  
Soup – Definition, classification of soups with example in each group, recipe for one litre consommé, 10 popular consommés with their garnishes.
- Unit-5 : Eggs – Structure, selection of quality, various ways of cooking eggs with example in each method and prevention of blue ring formation.
- Unit-6 : Vegetables – Effect of heat on different vegetables in acid/alkaline medium and reaction with metals. Method of cooking different vegetables with emphasis on cooking asparagus, artichokes, brussels sprouts.
- Unit-7 : Theory of Bread making, Bread rolls, Bread sticks, Indian Breads.
- Unit-8 : Pastry – Recipes of short crust pastry, puff pastry, flaky pastry choux paste, danish pastry and their derivatives. Recipes and method of preparation of plain ice cream.
- Unit-9 : Kitchen stewarding and upkeep of equipment.
- Unit-10: Staff organisation of Kitchen, coordination with the Departments.

## COOKERY - PRACTICALS

Familiarisation of tools / equipment and their use.

### Indian

Rice	08 varieties
Indian Bread	10 varieties
Dal	10 varieties
Vegetables	15 varieties
Chutney	05 varieties
Raita	05 varieties
Egg dishes	03 varieties
Fish dishes	05 varieties
Meat dishes	08 varieties
Chicken dishes	08 varieties
Shorba	02 varieties
Tandoor dishes :	Tandoori chicken, tandoori fish, seek kabab, boti kabab.
Snacks	10 varieties
Sweets	08 varieties

Special dishes for festivals – 5 festival menus (Note: emphasis on a regional cuisines)

Continental : Stock – white stock, brown stock, fish stock.

Sauce – Bechamel sauce, veloute sauce, tomato, espagnole, hollandaise and mayonnaise with 5 derivatives of each. Demi glace, Mint sauce, horse raddish, bread sauce and apple sauce.

Compound Butters – 3 varieties.

Soups :

Purees	2 varieties
Cream	3 varieties
Veloute	2 varieties
Broths	2 varieties
Bisques	1 varieties
Consommés	5 varieties
Cold Soups	2 varieties
Potages	2 varieties

Fish :

Baked	2 varieties
Grilled	2 varieties
Shallow fried	2 varieties

Deep fried	4 varieties
Poached	2 varieties

Chicken and other Meats :

Stew	2 varieties
Casseroles	2 varieties
Roast	2 varieties
Braised	2 varieties
Grilled/Baked	2 varieties
Chicken (Sautes)	5 varieties
Entrees	3 varieties
Pork	2 varieties
Steaks	3 varieties

Vegetables : Preparation and cooking of vegetables – 10 varieties.

Potatoes – 10 varieties.

Farinaceous dishes : Spaghetti and macaroni dishes – 2 varieties.

Egg: Breakfast egg preparation – 5 varieties

<u>Sweets :</u>	Mousse	3 varieties
	Souffles	3 varieties
	Baked	3 varieties
	Steamed (Pudding)	3 varieties

<u>Chinese :</u>	Soups	2 varieties
	Noodles & Rice	4 varieties
	Chicken	2 varieties
	Pork	2 varieties
	Meat	2 varieties
	Prawns	2 varieties
	Fish	1 dish
	Vegetables	3 varieties

## LARDER

### THEORY :

Unit-1 : Larder - Organisation & layout.  
Larder control – Maintenance & upkeep of larder equipment and supplies.

Unit-2 : Hors d' oeuvre and salads – classification.

Unit-3 : Fish - Classification, sealing, cleaning, preparation, basic cuts and its uses and storage.

Unit-4 : Butchery – Cuts of beef, lamb, mutton and pork, its uses and weights.

Unit-5 : Poultry and Game :

Poultry – Classification, preparation, dressing and cuts with its uses.

Game – Furred game and feathered game, preparation cuts with its uses.

Unit-6 : Assembling of cold buffets, sandwiches and canapes. Proper storage of leftovers.

Unit-7 : Different types of forcement and their uses.

Decorative work including sculptures, ice carvings, vegetable and fruit carvings.

Unit-8 : Cleaning and care of Larder equipment.

### **PRACTICALS :**

Preparation of various simple and compound Horsd'oeuvres :

Simple salads - 5 varieties

Compound Salads :

Fruit based - 2 varieties

Fish based - 2 varieties

Meat based - 2 varieties

Vegetable based - 2 varieties

Preparation of salad dressings – 3 varieties

### **Butchery :**

a) Lamb and Mutton – Demonstration of jointing mutton carcasses.

Deboning of mutton leg and shoulder.

Curry cuts and boti kababs.

b) Pork – Demonstration and preparation of pork chops, deboning of pork leg.

c) Fish – cuts of fish and its use in cold buffets.

d) Poultry – Dressing, trussing and deboning.

## **COMMODITIES AND FOOD COSTING**

### **THEORY :**

- Unit-1 : Cereals – Wheat, rice, maize.  
Breakfast Cereals – Uses and storage of Cornflakes, puffed rice, pressed rice.
- Unit-2 : Pulses – Types and uses of pulses.
- Unit-3 : Fresh fruits and vegetables, classification of fruit and vegetables and its use.
- Unit-4 : Dairy products – Milk and its composition and storage, classification and uses of cheese, butter & cream.
- Unit-5 : Prevailing food standards in India, food adulteration as a public health hazard, simple tests in the detection of common food adulterants, Essential Commodities Act-ISI Agmark.
- Unit-6 : Herbs, spices and condiments – classification and uses of different types of herbs and condiments.
- Unit-7 : Brief introduction of Tea, Coffee, Cocoa and its procurement, storage and use. Food flavours, essences and colours with brand names.
- Unit-8 : Methods of food preservation – long term and short term methods.  
Convenience food – sugar preserves and confectionery gums.
- Unit-9 : Importance of costing and cost dynamics – variable and semi-variable and fixed cost.
- Unit-10: Elements of cost – material, labour and overhead.
- Unit-11: Cost control procedure through Purchasing, Receiving, Storing issuing and preparation, portion control.

## **HYGIENE & NUTRITION**

### **HYGIENE**

- Unit-1 : Personal hygiene, care of skin, hand and feet. Food handlers hygiene, protective clothing.
- Unit-2 : Dishwashing methods – manual and machine dish washing – merits and demerits.
- Unit-3 : Garbage disposal – different methods –advantage and disadvantages.

Unit-4 : Food Poisoning – Causative factors and the precautions to be taken by food handlers.

Unit-5 : Food Storage – Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.

Unit-6 : Pest Control - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches.

Unit-7 : Municipal health laws.

Unit-8 : Golden rules of first aid and treatment for cuts, wounds, burns.

## **NUTRITION**

UNIT-1 : Definition of nutrition, definition of a calorie, daily caloric requirements for different age groups, factors. Food groups and their role in balance diet.

UNIT-2 : Carbohydrates and proteins – Classification, sources, functions, Recommendatory Daily Allowance (RDA), excess and deficiency.

UNIT-3 : Fats - classification according to sources, difference between animal fat and vegetable fat, functions, Recommendatory Daily Allowance (RDA), excess and deficiency.

UNIT-4 : Minerals – Importance of Minerals with special emphasis on calcium and iron (function & sources).

UNIT-5 : Vitamins in diet – Fat soluble – A, D, E & K water soluble, B-complex, Thiamin, Niacin, Riboflavin and Vitamin C, sources, functions, Recommendatory Daily Allowance, excess and deficiency.

UNIT-6 : Health Foods & Menus for diabetic, heart, blood pressure patients, specific requirements for sports men/women.

## **Computer Applications in Food Production**

(to be taught in practical classes)

Unit-1 : Computer fundamentals:

History

Information concepts and processing

Elements of a computer processing system

Hardware, features and uses

Input/Output devices

Software concepts – MS DOS, MS OFFICE (use).

Unit-2 : Introduction to Windows. Introduction of computers for accounting records and controls.

**TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN  
FOOD & BEVERAGE SERVICE**

Eligibility : Senior Secondary (10+2) or equivalent with knowledge of English.

Title : Diploma

Duration : One Year + six months industrial release

Teaching hours per week : 35

No. of weeks of effective teaching : 36

Industrial training : 24 weeks

Sl. No.	Subject	Distribution of Time			Distribution of Marks				MTS	
		Hours per Week			Council's Exam				Th	Pr
		T	P	Total	Th	Hrs	Pr	Hrs		
1.	F & B Service I	6	10	16	100	3	150	4	20	20
2.	F&B Service II	6	8	14	100	3	150	4	20	20
3.	Business Communication	2	-	2	50	2	-	-	10	
4.	Hygiene & Sanitation	2	-	2	50	2	-	-	10	
5.	Computer Awareness	-	01	01	-	-	-	-	-	-
<b>Total</b>		<b>16</b>	<b>19</b>	<b>35</b>	<b>300</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>60</b>	<b>40</b>

**Pass (Theory) - 35%**  
**Pass (Practical) - 40%**  
**Aggregate - 40%**

**Grand Total : 700**

Council's Examination :

TH : Marks for Council Exam, for theory marks  
 PR : Marks for external Practical  
 MTS : Mid term sessionals

## **FOOD & BEVERAGE SERVICE – I**

### **SYLLABUS :**

### **THEORY :**

- Unit-1 : Brief knowledge of:
- a) Development of catering industry, job prospects and careers in the catering industry.
  - b) Different types of catering establishments.
  - c) Relationship of the waiter with – i) Customer, ii) Kitchen, and iii) Management.
- Unit-2 : Brief description and correct uses of :
- a) Different types of cutlery, crockery, silverware, flatware, halloware and glassware used in a standard catering establishment.
  - b) Different types of equipment – Baine Marie, plate warmer, hot plates, microwave oven, ice cream machine, coffee machine, ice cube machine, side boards, dish washing machine, glass washing machine.
  - c) Special equipment – Nut cracker, grape scissors, Oyster service, caviar, lobsters, snails, cheese. Cigar cutters, wine bottle openers, gueridon equipment.
  - d) Different types of restaurant linen, exchange and requisition systems.
- Unit-3 : Preparation of the restaurant – Mis-en-place & mis-en-scene, rules for laying of table and waiting. Useful tips for Food/Beverage service.  
Restaurant vocabulary – English and French.
- Unit-4 : Various forms of a meal courses:  
Hors d' oeuvres, Potege, Poisson, Entrée, Releve (main), Sorbet, Roti, Legumen, Entrement, Savoury, Desserts and Cafe.
- Unit-5 : Table Sauces – accomplishments/garnishes.
- Unit-6 : Meals and Menu planning – Different types of Menus – (a) Table d'hote, (b) A'la carte, (c) State Banquets, (d) Buffet – cold/hot spreads, for various types of function.
- Unit-7 : Different forms of service – Russian, American, French, Indian and English.
- Unit-8 : Staff organisation of F&B Deptt., and inter & intra departmental coordination.
- Unit-9 : Silver polishing methods – (a) Polivit method, (b) Plate powder, (c) Burnishing method.

Unit-10: Significance of pantry & still room in F&B operation, Functions of pantry and sections of pantry.

Unit-11: Kitchen stewarding. Broad specifications of light and heavy duty equipment, Restaurant, Pantry and Still room equipment.

Unit-11: Modern trends in the Hotel and Catering industry:

- Ecotels
- Fast Food outlets
- Adventure Tourism
- Theme Restaurants
- Welfare Catering

### **PRACTICALS :**

Hygienic handling of cutlery, crockery, glassware and trays.

Laying and relaying of table cloth during and before meals.

Correct use of waiter's cloth runners, Napkins and Napkin foldings.

Mise-en-scene and Mise-en-place for various types of meals and menus.

Correct handling and practice of service spoons and service forks, silver service.

Serving and clearing of a meal (course by course).

Table d'hote menus, laying for cover and service for lunch and dinner, preparation & service of tea, black coffee, turkish coffee, cona coffee, espresso coffee.

Receiving and seating the guests, presenting menu cards and taking the order from guests and writing of KOT.

Passing the order to the Kitchen & pickup.

Making and presentation of a bill.

Organising parties and functions – Buffets & Banquets.

Indian and Chinese food service procedures.

Daily briefing and system of tips/distribution.

## **FOOD & BEVERAGE SERVICE – II**

### **THEORY :**

Simple methods of restaurant sales, controls – K.O.T flow and billing. Computerized order taking and billing.

Breakfast - English, American, Continental and Indian Breakfast (laying & service).

Ice creams / Sundaes / Shakes - Different types and their service.

Knowledge - Buffet, Layout, Display & Service.  
Banquets, inquiry forms, sitting space, seating arrangements, service formalities, toast procedures.

Room Service - Centralised and decentralised – Room service of breakfast, snacks, lunch, dinner; Beverages - alcoholic or non-alcoholic. Room Service flow chart.

Wine - Definition, making and classifications of wines, wine quality and labeling. Wine trade terms – main wine producing countries, wine brand names. Service of red, white and sparkling wines, fortified wines, Aperitifs.

Spirits - Whiskey, rum, brandy, gin, vodka and their famous brands.

Liqueurs - Different types with their predominant flavourings and famous ten brands.

Cocktails - Classification, rules of making cocktail and recipe of 50 cocktails.

Beer - Manufacture, service, storage types and brands of beer.

Bar lay out, operation and licensing.

Dispensing of spirits.

Storage of alcoholic beverages and cellar management.

Tabaeco-cigars, cigarettes and its brand and strength.

### **PRACTICALS :**

Service and accompaniments of special dishes - smoked salmon, caviar, asparagus, grape fruit, artichoke, melon, cheese, fresh fruits.

Service of breakfast – English, Continental and Indian. (for Restaurant/Room Service)

Service of hot beverages – Tea, Coffee & Coco.

Pantry and Still room operation.

Layout and service of small tea parties and buffets.

Laying and service of banquets.

Wine service – Taking the order, presenting the bottle, opening of cork and service of red, rose, white and sparkling wines.

Service of spirits – whiskey, rum, gin, brandy and vodka.

Service of cocktails and liqueurs.

Service of beer.

Preparation and service of certain gueridon dishes - Crepe suzette, Banana an Rum, peach flambe, pepper steak, steak diane.

Service of cigars and cigarettes.

Different types of salad dressings.

### **BUSINESS COMMUNICATION**

UNIT-1 : Introduction – Definition, objectives, principles of effective communication and the importance of good communication.

UNIT-2 : Types of communication – formal, informal, verbal, written, horizontal, vertical.

UNIT-3 : Essentials of good business letter and types of letters – Official, D.O.

UNIT-4 : Letter writing - Circular, Memo, Notice, U.O. Note, applications Bio-data (C.V.) covering letter, Invitations, Greetings, Apologies.

UNIT-5 : Use of telephone, fax, taking telephonic orders, telephone etiquette's.

UNIT-6 : Communication with guest and Body language.

### **HYGIENE & SANITATION**

Unit-1 : Role of Hygiene in Food Science and Dish washing areas, care of premises and equipment.

- Unit-2 : Personal hygiene, care of skin, hand and feet. Food handlers hygiene, protective clothing.
- Unit-3 : Dishwashing methods – manual and machine dish washing – merits and demerits.
- Unit-4 : Garbage disposal – different methods –advantage and disadvantages.
- Unit-5 : Food Poisoning – Causative factors and the precautions to be taken by food handlers.
- Unit-6 : Food Storage – Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.
- Unit-7 : Pest Control - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches.
- Unit-8 : Municipal health laws.
- Unit-9 : Golden rules of first aid and treatment for cuts, wounds, burns.

### **Computer Awareness**

(to be taught in practical classes)

- Unit-1 : Computer fundamentals:  
Information concepts and processing  
Components of a computer processing system  
Hardware, features and uses  
Input/Output devices  
Software concepts
- Unit-2 : Application of computers with reference to hotel operations, processing of table orders and computerized billing.

\*\*\*\*\*

**TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN  
BAKERY & CONFECTIONARY**

Eligibility : 10+2 (H.S.C.) / S.S.C or equivalent  
 Title : Diploma  
 Duration : One Year + six months industrial release  
 Teaching hours per week : 35  
 No. of weeks of effective teaching : 36  
 Industrial training : 24 weeks

Sl. No.	Subject	Distribution of Marks			Distribution of Marks				MTS	
		Hours per Week			Council's Exam				Th.	Pr.
		Th	Pr	Total	Th	Hrs	Pr	Hrs		
1.	Bakery	04	12	16	100	3	150	6	20	20
2.	Confectionery	04	12	16	100	3	150	6	20	20
3.	Hygiene and Sanitation	01	-	01	50	2	-	-	10	-
4.	Commodities and Costing	01	-	01	50	2	-	-	10	-
5.	Computer Awareness	-	01	01	-	-	-	-	-	-
<b>Total</b>		<b>10</b>	<b>25</b>	<b>35</b>	<b>300</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>60</b>	<b>40</b>

**Pass (Theory) - 35%**  
**Pass (Practical) - 40%**  
**Aggregate - 40%**

**Grand Total : 700**

Council's Examination :

TH : Marks for Council Exam, for theory marks  
 PR : Marks for external Practical  
 MTS : Mid term sessionals

# **BAKERY**

## **THEORY :**

1. Introduction & scope of Bakery & Confectionery, Bakery terms. Organisation chart of Bakery.
2. Structure of wheat grain.
3. Milling of wheat and role of bran and germ.
4. Flours :  
  
Different types of flours available, constituents of flours, PH Value of flour, water absorption power of flour, gluten, diastatic capacity of flour, grade of flour.
5. Raw material required for bread making :
  - Role of flour, water, yeast, salt
  - Sugar, milk and fats
6. Methods of bread making :
  - straight dough method
  - delayed salt method
  - no time dough method
  - sponge and dough method
7. Characteristics of good bread
  - External characteristics - volume, symmetry of shape
  - Internal characteristics - colour, texture, aroma, clarity and elasticity.
8. Bread faults and their remedies.
9. Yeast – An elementary knowledge of Baker's yeast, the part it plays in the fermentation of dough and conditions influencing its working. Effect of over and under fermentation and under proofing of dough and other fermented goods.
10. Bread diseases – Rope and mold-causes and prevention.
11. Bread improvers-improving physical quality.
12. Oven & Baking : Knowledge and working of various types of oven. Baking temperatures for bread, confectionery goods.

13. Bakery layout – The required approvals for setting up of a Bakery – Government procedure and Bye-laws.
  - Selection of site
  - Selection of equipment.
  - Layout design
  - Electricity.
  
14. Quality control
  - of raw material
  - of finished products

**PRACTICALS – BAKERY :**

Bread rolls; Bread sticks & soft rolls; Buns; Hot Cross Buns; Fruit Buns; Danish; Pastry; Croissants; Brioche; Fermented dough nuts; Chelsea buns; Russian stollen  
 Basic bun dough. Savarin dough, Bread/Brown Bread, Vienna bread; Fancy bread; French bread; whole meal bread; Masala bread; Milk bread; Raisins breads; Current loaf; Fruit bread; Pizza base.

**CONFECTIONERY**

**THEORY :**

1. Cake making ingredients – Flour, Sugar, Shortening and egg.
2. Moistening agents.
3. Fats and oil.
4. Leavening agents.
5. Cake making methods – sugar butter process, flour butter process, genoise method and blending and rubbing method.
6. Correct temperature for baking different varieties of cakes.
7. Pastry making, principles and various derivatives.
8. Characteristics of cakes : External; Internal
9. Balancing of cake formula.
10. Cake faults and their remedies.
11. Types of icing.
12. Preparation of cookies and biscuits. Factors affecting the quality of biscuits/cookies.
13. Storage of confectionery product.
14. Various types ice creams and bombs.

## PRACTICALS – CONFECTIONERY :

Cakes by different methods (e.g., sponge cake; Madiera cake; Genoise; fatless sponge; rock cake; fruit cake)

Biscuits & Cookies : Plain biscuits; piping biscuits; cherry knobs; langue-de-chats; (cats tongue) salted biscuits; nut biscuits; coconut biscuits; melting moment; macaroons; tricolour; chocolate biscuits; marble biscuits; nan-khatai; short bread biscuits. Ginger biscuits; cheese biscuits; cream fingers.

Flaky/Puff pastry-khara biscuits; veg patties; chicken patties; mutton patties; cheese straws; patty cases; thousand layer cake; jalousie; apple flane; cream horns.

Choux pastry : Chocolate eclair; profitroll suchard; cream buns.

Short crust pastry : Lemon curd tart; jam tart.

Icing : Fondant; American frosting; Butter cream icing; Royal icing; gum paste; marzipan; marshmallow; lemon meringue; fudge; almond paste; glaze icing.

Toffees : Milk toffee; chocolate; stick jaws; liquor chocolate.

Ice Cream: Vanilla, Strawberry, Chocolate, Pineapple, Mango.

Pastry: Pineapple pastry, chocolate pastry.

Cakes & Gauteaux: Queen cakes; fruit cake; birthday cake; easter eggs; chocolate dippings; wedding cakes; cheese cakes; black forest; gateaus; gateau religious; apple strudel; bakery. Dough nuts; fruit gateaus; baba-au-rhum, savarin chantilly; savarin; meringue; chantilly; Swiss rolls and Madeline cake.

Pudding : Bavaois; ginger pudding; cold lemon souffle; chocolate mousse; charlottes royale; charlotte russe; charlotte arlequine; bavaois rubane; souffle praline; fruit trifle.

## INDIAN SWEETS :

Chenna	-	Rasgulla, Chamcham, Pakiza, Chenna Toast, Rasmalai
Khoya	-	Gulab Jamun, Barfi
Sugar	-	Mysore Pak, Ghewar
Flour/Besan	-	Patisa, Shakarpure, Halwa, Laddo, Peda
Milk	-	Kheer, Rabri
Nuts	-	Barfi, Chekki.

## **HYGIENE & SANITATION**

- Unit-1 : Role of Hygiene in Bakery.
- Unit-2 : Personal hygiene, care of skin, hand and feet. Food handlers hygiene, protective clothing.
- Unit-3 : Dishwashing methods – manual and machine dish washing – merits and demerits.
- Unit-4 : Garbage disposal – different methods –advantage and disadvantages.
- Unit-5 : Food Poisoning – Causative factors and the precautions to be taken by food handlers.
- Unit-6 : Food Storage – Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.
- Unit-7 : Pest Control - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches, care premises and equipment.
- Unit-8 : Municipal health laws.
- Unit-9 : Golden rules of first aid and treatment for cuts, wounds, burns.

## **COMMODITIES COSTING & ACCOUNTS**

### **Section-I (Accounts and Costing) :**

- Book Keeping, double entry, journal entry, simple cash book and types of accounts.
- Purchase book, Purchase return book, Stores requisition
- Sales book, Sales return book, Cash voucher/Credit voucher book
- Percentage and discounts
- Preparation of invoices and debit/credit memos.
- Introduction to ingredient costs, labour costs, overheads, gross profit, net profit, calculation of cost price, sales price and catalogue price.

### **Section – II (Commodities) :**

- Sugar
- Cocoa, chocolate
- Milk
- Butter

- Cream
- Cheese
- Food colours
- Flavours & essences
- Dry fruits and nuts used in confectionery
- Fresh and preserved fruits products
- Food laws – Agmark.

### **Computer Applications in Bakery**

(to be taught in practical classes)

Unit-1 : Computer fundamentals:

History

Information concepts and processing

Elements of a computer processing system

Hardware, features and uses

Input/Output devices

Software concepts – MS DOS, MS OFFICE (use).

Unit-2 : Introduction to Windows. Introduction of computers for accounting records and controls. (TALLY software required).

\*\*\*\*\*

**TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN  
DIPLOMA IN HOUSE KEEPING**

Eligibility	:	10+2 (H.S.C) / S.S.C. or equivalent
Title	:	Diploma
Duration	:	One Year + six months in industry
Teaching hours per week	:	35
No. of weeks of effective teaching	:	36
Industrial Training	:	24 weeks

Sl. No.	Subject	Teaching Scheme			EXAMINATION SCHEME				MTS	
		Th.	Pr.	Total	THEORY		PRACTICAL		Th.	Pr.
					Th.	Total	Pr.	Total		
1.	House Keeping Oper.	06	10	16	1 (3 Hrs)	100	06	200	20	40
2.	Interior Decoration	05	-	05	1 (3 Hrs)	100	-	-	10	-
3.	Hygiene and Hotel Maint.	05	04	09	1 (3 Hrs)	100	02	50	10	10
4.	Communication	03	-	03	2 Hrs	50	-	-	10	-
5.	Computer Awareness	-	02	02	-	-	-	-	-	-
<b>Total</b>		<b>19</b>	<b>16</b>	<b>35</b>	<b>-</b>	<b>350</b>	<b>-</b>	<b>250</b>	<b>50</b>	<b>50</b>

**Total Hours per Week : 35 Hours**

**Grand Total : 700 Marks**

<b>Pass (Theory)</b>	-	<b>35%</b>
<b>Pass (Practical)</b>	-	<b>40%</b>
<b>Aggregate</b>	-	<b>40%</b>

Council's Examination :

TH	:	Marks for Council Exam, for theory marks
PR	:	Marks for external Practical
MTS	:	Mid term sessionals

## **HOUSEKEEPING**

### **THEORY :**

- UNIT-1 : Importance of housekeeping in the hospitality industry, types of lodging establishments, organisational chart – duties and responsibilities of housekeeping employees. Necessity of the personnel factor in dealing with the guest on a day to day basis.
- UNIT-2 : Cleaning equipment – Selection of equipment, brooms and brushes, protective equipment, clothes used in cleaning, box sweeper, electric equipment, vaccum cleaner, floor scrubbing and polishing machine, floor shampooing machine, containers trolley, chamber maid’s trolley, etc. Use and care of equipment and material required by the House Keeping Department.
- UNIT-3 : Solvents grease absorbents, disinfectants, antiseptics, soaps, deodorants, detergents, polishes & storage.
- UNIT-4 : Cleaning methods – Care, cleaning and polishing of various surfaces, hard floorings, thermoplastic floorings, wooden, surfaces painted, varnished, laminated compositions, walls and wall coverings, furniture of various types e.g., brass, copper, aluminium, stainless steel, chromium.
- UNIT-5 : Cleaning of guest rooms and bath – daily, weekly and spring cleaning, night service, check list of standard guest and bathroom supplies, room occupancy list, housekeepings report, handling room transfers, lost and found, cleaning of public restaurant. Food service, areas and employees areas.
- UNIT-6 : Laundry work – use of laundry agents, laundry equipment, stain removal agents, handling guest laundry.
- UNIT-7 : Linen Room – Its importance in hotels, selection and buying of linen, inspecting, receiving used linen. Linen stock for any establishment.
- UNIT-8 : Different types and importance of keys – section key, master key, floor key and grand master key. Key of executive offices and public areas and computerised key.
- UNIT-9 : Pest control and eradication – with special reference to rats, cockroaches, furniture beetle, clothes moth, etc. Dealing with emergency situation like fire, death, theft, accidents, safety security control.

## PRACTICALS :

Cleaning and polishing of various surfaces, hard flooring, semi-hard floorings, wooden flooring.

**Wall treatments – tiles, wall paper, fabric, glass surfaces, mirrors, metal cleaning – silver, brass, copper.**

Bed making and turn down service.

Daily cleaning and preparation of guest room, VIP rooms, cleaning of bathrooms.

Periodical cleaning in guest room, public areas, spring cleaning in guest rooms and public areas.

Flower arrangements – dining tables, reception counters, buffet tables. Field visit to hotels to familiarise students with operations of various departments in hotel.

Stain removal, washing, drying, ironing, folding, storing of various types of fabrics and garments. Use of laundry equipment and dealing with different types of pests, House Keeping reports and formats.

## INTERIOR DECORATION

### Theory:

UNIT-1 : Objectives of interior decoration - Principles of designs, their application in hotel industry.

UNIT-2 : Colours – colour harmonies, association of colours and their application in the various areas of the hotel industry.

UNIT-3 : Flower arrangements – Western and Eastern styles. Guidelines on preserving freshness of flowers and arrangement for different occasions.

UNIT-4 : Furniture & its arrangements, selection of furniture, types of furniture.

UNIT-5 : Soft Furnishings – Curtains, cushions, bedspread.

UNIT-6 : Floor Furnishings – floor coverings.

UNIT-7 : Selection of furnishing fabrics.

UNIT-8 : Glossary of art forms – as rangoli, flower carpet, design, dry flower arrangements, wall hangings of different types.

## **HYGIENE & HOTEL MAINTENANCE**

### **HYGIENE – THEORY:**

- UNIT-1 : Definition of Hygiene, positive good health, personal hygiene in detail. Care of skins, hair, hand, feet, teeth, prevention of body odour. Choice and care of clothing including shoes. Importance of health and personality, cleanliness, good grooming.
- UNIT-2 : Garbage disposal - different method advantage and disadvantages.
- UNIT-3 : Types of bacteria, favourable conditions for their growth, definition of first aid, golden rules of first aid, care of cuts, wounds and bandages.
- UNIT-4 : Food poisoning – causative factors and response of House Keeping staff to such eventualities.
- UNIT-5 : Hygiene of the establishment – Design of department, washable floors & walls, good ventilation, smooth flow of work, prevention of over crowding elimination of dark corners, crevices or cracks cleaning of equipment and personal tools immediately after use and obligation of all food service employees.

### **HOTEL MAINTENANCE - THEORY**

- UNIT-1 : Fire extinguishers - various types of extinguishers, their use and application.
- UNIT-2 : Laundry Equipment – Study of different types of laundry equipment eg.: washing machine, hydro-extractor, boiler calendering machine and steam press.
- Unit-3 : Water and Sanitation – Hard & soft water, use of water softners, construction and working of flushing cistern, water closets, urinals, water taps (bib & pillar), water traps & seal.
- Unit-4 : Lighting – types and their use in different areas of the hotel.

## **HOTEL MAINTENANCE - PRACTICALS :**

Replacement of different types of fuses.

Replacing of electric bulb, cleaning of lamp fittings.

Fault finding and replacement of fluorescent tubes.

Wiring of plug pin and plug socket.

Study of flush tanks including replacement of parts.

Study of water taps, reasons of water leakage, removal of washers.

## **BUSINESS COMMUNICATION - (Theory)**

UNIT-1 : Introduction – Definition, objectives, principles of effective communication and the importance of good communication.

UNIT-2 : Types of communication – formal, informal, verbal, written, horizontal, vertical.

UNIT-3 : Essentials of good business letter and types of letters – Official, D.O.

UNIT-4 : Letter writing - Circular, Memo, Notice, U.O. Note, applications Bio-data (C.V.) covering letter, Invitations, Greetings, Apologies.

UNIT-5 : Use of telephone, fax, taking telephonic orders, telephone etiquette's.

UNIT-6 : Communication with guest and Body language.

## **Computer Applications in House Keeping** – (to be taught in practical classes)

Unit-1 : Computer Fundamentals:  
History  
Information concepts and processing  
Elements of a computer processing system  
Hardware, features and uses  
Input/output devices  
Software concepts.

Unit-2 : Application of computers in generating room status reports.

\*\*\*\*\*

**TEACHING AND EXAMINATION SCHEME FOR DIPLOMA IN  
FRONT OFFICE OPERATIONS**

Eligibility : Senior Secondary (10+2) or equivalent with knowledge of English.

Title : Diploma

Duration : One Year and six months industrial training

Teaching hours per week : 35

No. of weeks of effective teaching : 36

Industrial Training : 24 weeks

Sl. No.	Subject	Distribution of Time			Distribution of Marks				MTS	
		Hours per Week			Council's Exam				Th	Pr
		T	P	Total	Th	Hrs	Pr	Hrs		
1.	Front Office Operation	05	10	15	100	03	100	03	20	-
2.	Principles of Accounts	04	-	04	100	03	-	-	20	-
3.	Hotel Accounts	03	-	03	100	03	-	-	20	
4.	Business Communication & Office Orgn.	03	02	05	50	02	50	02	10	10
5.	Application of Computers	02	06	08	50	02	50	01	20	-
<b>Total</b>		<b>17</b>	<b>18</b>	<b>35</b>	<b>400</b>	<b>13</b>	<b>200</b>	<b>06</b>	<b>90</b>	<b>10</b>

**Pass (Theory) - 35%**                      **Grand Total : 700**

**Pass (Practical) - 40%**

**Aggregate - 40%**

Council's Examination :

TH : Marks for Council Exam, for theory marks  
 PR : Marks for external Practical  
 MTS : Mid term sessionals

## **FRONT OFFICE OPERATION**

### **THEORY :**

- Unit-1 : Introduction to the hotel world and tourism industry. Classification of hotel and numbering of rooms. Front Office organisation, layout, planning, furniture and equipment, staffing pattern-according to sizes and types, rules of the house for Front Office staff, duties and attributes of different level of staff, basic terminology used in the front office of a hotel, coordination and communication between the Front Office and the other departments.
- Unit-2 : Reservation – Basic definition, modes of room reservation and source of hotel bookings, system of room reservation, conventional density, different records, diaries, forms, etc. used for recording room reservation, filling system for reservations-whitney, introduction to computerised reservation system.
- Unit-3 : Reception – Receiving, registration and rooming of the guest on arrival. Rooming of VIP and VVIP guests and group arrivals, contractual terms between hotel and guests, record registers, forms, etc. required in the reception office, functions and operation of the room rack and other equipment at the reception counter, dealing with walk-in guests with scanty baggage, procedure of crew arrival and lay over passengers, change of guest rooms, handling of guest, staff and hotel mail, maintenance of books, key handling and control, use and function of the key rack, handling of messages and enquiries for the guest, calculating room occupancy reports, house keeping occupancy reports.
- Unit-4 : Information about the hotel and city postal regulation, important modes of travel and allied information, (wild life in India, shopping, monuments, festivals of India), function of the IWDC, name and addresses of important travel agents and airlines offices, reading of train and air time schedules, currencies, names and equivalent values, passports, types of visas, preparation of itinerary.
- Unit-5 : Cash billings – various systems of maintaining guest accounts, reports and cashier desk, departure procedure, credit and discounts in hotels, handling of credit cards, travellers cheques, travel agents coupons and airline vouchers, foreign exchange regulations in the hotels regarding payment of hotel bills by foreigners and NRIs, handling of guest valuables.
- Unit-6 : Communications – Knowledge of PBX, EPABX, handling the telephone, important telephone numbers, reading of directories, phonograms, method of operation of e-mail, fax, fascimile, mobile phones, public address system and accessing web sites.
- Unit-7 : The Lobby Manager’s Desk – Functions of the Lobby Manager, forms and registers required, handling of any unusual event like theft, fire, accident,

death, skippers, scanty luggage guests, etc. Handling of master keys, duplicate and original keys while receiving and rooming of VIP guests, handling guest complaints and problems.

Unit-8 : Paging procedures, conventional and use of technology, handling guest baggage during check-in and check-out time, use of the bell desk with the reception, miscellaneous.

Unit-9 : Caring for guests :- their needs, arranging tickets, organising sight seeing and transport, arranging safe custody of valuables and handling of emergencies, seeing off guests.

### **PRACTICALS :**

Practice of standing behind the reception counter, practice of handling telephone and PBX, PABX, EPABX, Fascimile, e-mail and internet access. Handling of guest complaints, mail handling, handling room keys, messages, knowledge of postal rates, local and international. Practice of entries in different books, diaries and forms used at reception desk.

Handling of visitors property, preparation of guest bills and V.T.L.(visitor tabular ledger). Computer systems of accounting, knowledge of local sight seeing, reading train, plane and bus time tables, telephone, accepting of credit cards and traveller cheques. Practice of preparing the itinerary, booking of trunk calls, writing of telegrams with the help of international telegraphic codes. General awareness about your country and culture. Currencies & conversion rates. Cash and TC's.

### **PRINCIPLES OF ACCOUNTING**

Unit-1 : Terms used for accounting, definition of book-keeping and objects. Principles of double entry system of accountancy and its advantages.

Unit-2 : Book of original entry – Journal, rules and practice on journalising transactions.

Unit-3 : Cash book – simple, 2 columns and 3 columns, handling cheques, endorsement, crossing of cheques and dishonouring. Bank reconciliation statement.

Unit-4 : Subsidiary books – records of credit purchases, credit sales purchases returned, sales returns, debit note, credit note, journal paper.

- Unit-5 : Ledger :- Its posting, balancing and closing of accounts practice on posting entries.
- Unit-6 : Preparation of final accounts – trial balance, trading and profit and loss account, balance sheets, adjustment of closing stocks.
- Unit-7 : Depreciation - meaning, causes, fixed instalments and diminishing balance method.
- Unit-8 : Capital and revenue, calculations relating to percentage exchange, conversions, discounts, allowances.

### **HOTEL ACCOUNTING**

- Unit-1 : Introduction – Need for uniform Hotel Accountancy system.
- Unit-2 : Revenue and non-revenue producing department of the hotel.
- Unit-3 : Sales record and control of minor revenue producing departments.
- Unit-4 : Fixing of room rates and basis of charging room rents and uniform system of accounting.
- Unit-5 : Visitor tabular ledger and guest weekly bill. Types of ledgers used in hotels. NCR billing machines and its uses and introduction to computerised accounting system.
- Unit-6 : Operating and accounting ratios.
- Unit-7 : Night auditor's duties and responsibility and generation of night audit reports.

### **BUSINESS COMMUNICATION AND OFFICE ORGANISATION**

#### **BUSINESS COMMUNICATION**

##### **SYLLABUS – (Theory) :**

- Unit-1 : Introduction – definition, objectives, principles of effective communication, and the importance of good communication.
- Unit-2 : Type of communication – formal, informal, verbal, written, horizontal, vertical.
- Unit-3 : Essentials of good business letter. Types of letters - Official, D.O.

Unit-4 : Office Memos, Circulars, Notices, U.O.Note, Applications, Bio-data (C.V.) covering letter, Invitations, Greetings, Regrets.

Unit-5 : Telegrams, Phonograms, Trunk Calls, STD, ISD, Registered, Insured and UPC letters.

Unit-6 : Use of modern office equipment and gadgets.

### **PRACTICAL – BUSINESS COMMUNICATION:**

1. Holding Conversations:-
  - while receiving a guest and giving him information or clarifications, special attention to VIPs.
  - while placing and receiving orders.
  - while Felicitation, Confirmation, Regrets and Apologies.
  - while checking, investigating and enquiry.
  - while with officials, guests & colleagues.
- 2) Organising group discussions and meetings.
- 3) Perfection in use of body language.

### **PRACTICALS – OFFICE ORGANISATION:**

- 1) Testing, typing skills based on the syllabus.
- 2) Filing and indexing.
- 3) Handling of telephone, fax, internet, photocopier, computer.

## **COMPUTER APPLICATION**

### **Practicals :**

Unit-1 : Computer fundamentals :  
History  
Information concepts and processing  
Elements of a computer processing system  
Hardware, features and uses  
Input/output devices  
Software concepts.

Unit-2 : DOS Commands :  
Classification of DOS Commands

DOS conventions for file names  
Executing simple DOS commands  
Creating directories.

Unit-3 : Introduction to Windows and use of MS-Office, with special concentration on MS-Word & MS-Excel.

Unit-4 : Application of computers with reference to Front Office Operations and billing. (each Institute shall outsource the software for simulation exercises).

Unit-5 : Use of computers for accounting records and controls.

Note: Theory aspects shall be taught in theory classes while the practice in handling and use of computers shall be in the earmarked practical classes.

\*\*\*\*\*