

NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY

INTRODUCTION:

THE COUNCIL :

The National Board of Studies in Food and Catering Management was set up by Department of Tourism, Government of India in the year 1982 and later on it was renomenclatured as National Council for Hotel Management and Catering Technology in the year 1984 and registered as a Society to function as the national apex body for education, training and development of human resources for the Hotel and Catering Management. Minister of Tourism is the President of the Society and it has representatives from various State Govts., Central Govt. and Industry. Under the Society a Board of Governors has been constituted to supervise the activities of the Council and take policy decisions. Secretary (Tourism) is Chairman of the Board of Governors. Affiliated to the Council are at present a network of 20 Institutes of Hotel Management located in different parts of the country. Since its inception, the Council has continued to perform a key role in creating a modern and model training system to meet the varied and changing manpower requirements of different segments of the Hotel & Catering Industry. The Council stands out as the main planning and policy making body for this specialised area with the prime responsibility of co-ordinating the entire gambit of Hotel and Catering education in the country.

ACTIVITIES :

The activities of the National Council for Hotel Management and Catering Technology, among other things, include :-

- 1) Formation, guidance and co-ordination of various types of studies, knowledge and research in field of Food Management, Hotel Management, Catering Technology & Applied Nutrition and allied skills and crafts;

- 2) to affiliate institutions concerned with the subject and prescribe courses of study and instructions leading to examinations conducted by it;
- 3) to prescribe standards for buildings and equipments of affiliated institutions;
- 4) to prescribe educational qualifications and other standards for the members of staff of affiliated Institutions, and where necessary, to depute them for their further training etc., both inside and outside the country;
- 5) to prescribe educational and other qualifications for admission of students to affiliated institutions;
- 6) to prescribe the manner of admission of students to the affiliated Institutions;
- 7) to admit candidates to examinations conducted by it;
- 8) to conduct examinations for promotion from lower to higher classes and also for awarding certificates and diplomas;
- 9) to publish results of examinations conducted by it;
- 10) to grant certificates and diplomas to students who have completed the prescribed courses of study in an affiliated institution and have passed the examinations conducted by it;
- 11) to co-operate with other authorities and bodies in such manner and for such purposes as may be necessary for giving effect to the objects of the society;
- 12) to promote the general advancement of education, technical and otherwise, amongst members of and those connected with, and the educational and professional interests of, the Hotel and Catering Industries;

- 13) to devise and impose means for testing the qualifications of persons already working in the industry, to grant recognition to their professional attainments and to form Rules and Bye-laws for such recognition and all matters incidental thereto.
- 14) to advise the Government on coordinated development of Hotel Management & Catering Technology education and training regarding the same; and on such other matters as the Government may require;

Admission to the Ist Year of the 3-Year Diploma Course is streamlined and centralised through the Joint Entrance Examination, conducted by the National Council. Annual examinations for all the 3 year of the Diploma Course is also conducted by the National Council on an All India basis. Over 6000 candidates are enrolled under various courses in its 20 affiliated Institutes. With the growing importance and demand for trained manpower for this segment of the tourism industry, many organisations in the private sector have since ventured into the field of offering education in this field. As compared to certain reputed Institutes who had taken up this mantle quite long ago, the spurt of many smaller Institutes claiming to offer courses in Hotel Management has led to a situation which dilutes the quality of output in comparison to better turnout from the standard Institutes. It has, in this context, become necessary that such mushrooming growth of institutions is properly channelised.

Conscious of this proliferation, both Department of Tourism and the National Council had been working on ways & means to check this mushrooming growth and to ensure dissemination of quality education in this highly technical area. Some such Institutes have started offering Graduate Degree in Hotel Management affiliated to one or the other University. Despite this most of the Institutes that have come up in the private sector for affiliation to the National Council.

The need, therefore, is to encourage standardisation of private organisations so as to supplement the efforts of the Government in this direction. This aspect was discussed in the National Council Board of Governors meeting wherein it was felt that the norms and standards evolved several years ago would need to be reviewed and revised taking into

account the technological progress registered by the industry in recent years. For this purpose the National Council organised a Workshop of Human Resource Development experts to review and revise the existing norms accordingly. As a sequel, the National Council conducted a 3-day workshop to address this topic. HRD experts from reputed hotel schools in the private sector such as the Indian Institute of Hotel Management, Aurangabad, The Welcomgroup Graduate School of Hotel Administration, Shri Shakti Institute of Hotel Management, Hyderabad, Oberoi School of Learning & Development, the ITDC Ashok Training Centre, the Federation of Hotel and Restaurants Associations of India, representative from AICTE, Principals of IHM, Mumbai and IHM Pusa, New Delhi besides academicians from the National Council met for this purpose between 26th-28th May, 1997. The proceedings of the workshop and elaborate interaction of the academia and experts from the industry have resulted in the updating of the norms and standards. The exercise has been fruitful as a result of which a composite and comprehensive document has emerged for implementation. Adoption of these norms will go a long way in systemising and standardising Hotel Management Education programme in the country.

The major thrust of the norms and standards relate to the proper planning of physical infrastructure, equipment and staff which include the norms for space, staff and equipment which shall go a long way in Institution building processes and the preparation of proposals for setting up new Institutions offering Degrees/Diploma programmes. Norms are also essential for the accreditation of programme, as the fulfillment of the prescribed norms and standards will be one of the major criteria in accreditation. In addition, norms would enable identification of problems by Institutions and Governments. Norms and standards, could also form the basis for resource allocation, planning of staff development, reviewing curricula structure etc. Norms are, however, not meant for curbing innovations. There can be deviation from norms which could be due to innovative efforts for promoting efficiency and effectiveness of space and resource utilisation. Therefore, the flexibility required for encouraging innovative efforts was kept in view while framing norms for IHM's.

Accreditation of programmes being one of the major purposes for which norms and standards will be used the current situation in the existing recognised institutions as regards physical resources has been duly considered. At the same time there are aspects like the

emergence of more effective instructional methods and media, training systems and simulations in place of conventional equipment which would all contribute to improvement in the quality of programmes offered in technical institutions. The National policy on Education and its Programme of Action not only recognise the need to promote such innovative efforts but also include actions in this regard. Both in existing institutions and in the planning of new institutions, it was thus considered essential that such innovating features are incorporated. Considering all the above aspects, the norms included in this document have been formulated under the following categories:-

- i) The minimum that all existing institutions should fulfill to become eligible for accreditation/affiliation of their programmes.
- ii) The desirable/optimum norms which would have additional features. It is expected that in the planning of new institutions or in the expansion of existing institutions, desirable norms are preferred.

The formulated norms include norms for building and space, staff, equipment and furniture. There is a high degree of inter-relationship between these, as these are all based on the curriculum structure and content. Any change in the curriculum would have many implications on all categories and that has been kept in view while framing these norms by allowing flexibility in utilising Laboratories.

The laboratories have to be equipped in such a way that the same lab. could be utilised for multipurpose training thus also avoiding duplicating investments.

It is expected that the Norms shall be adopted by senior administrators in technical education, universities, State Boards, heads of institutions and departments in planning the allocation of resources for human resource development in hospitality sector.

While the Norms is presented as a general yard-stick, having input 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 instructional delivery system etc.

THREE YEAR DIPLOMA IN HOTEL MANAGEMENT

Revised course structure – First Year HMCT

SCHEME

| Sl.No | SUBJECTS | TEACHING HOURS | | EXAM (Max. Marks) | |
|---|--------------------------|----------------|-----------|-------------------|-------------|
| | | THEORY | PRACT. | THEORY | PRACT. |
| 1. | Food Production | 2 | 8 | 100 | 100 |
| 2. | F&B Service | 2 | 4 | 100 | 100 |
| 3. | Front Office Operation | 1 | 2 | 100 | 50 |
| 4. | Accommodation Operations | 2 | 2 | 100 | 50 |
| 5. | Application of Computers | 1 | 2 | 50 | 100 |
| 6. | Nutrition & Food Science | 2 | - | 100 | - |
| 7. | Language-I : French | 2 | - | 50 | - |
| 8. | Language-II : English | 1 | - | 50 | - |
| 9. | Accounts | 2 | - | 100 | - |
| 10. | Hotel Engineering | 1 | 1 | 50 | 50 |
| TOTAL HOURS | | 16 | 19 | 800 | 450 |
| Total of Theory & Practicals | | | | | 1250 |
| Incourse 20% | | | | | 250 |
| TOTAL MAX. MARKS | | | | | 1000 |

F&B Service practical hours have been increased from 2 hours to 4 hours as over the years it has been observed that it is necessary in order to increase skill development and to inculcate basic knowledge.

THREE YEAR DIPLOMA IN HOTEL MANAGEMENT

Revised course structure – Second Year HMCT

SCHEME

| Sl.No | SUBJECTS | TEACHING HOURS | | EXAM (Max. Marks) | |
|---|------------------------------------|----------------|-----------|-------------------|-------------|
| | | THEORY | PRACT. | THEORY | PRACT. |
| 1. | Food Production | 2 | 8 | 100 | 100 |
| 2. | F&B Service | 2 | 2 | 100 | 100 |
| 3. | Front Office Operation | 1 | 2 | 100 | 100 |
| 4. | Accommodation Operations | 2 | 2 | 100 | 100 |
| 5. | Hotel Consultancy | 2 | - | 100 | - |
| 6. | Computers & Information Technology | - | 2 | - | 50 |
| 7. | Business Communication | 1 | - | 50 | - |
| 8. | Hotel Engineering | 1 | - | 50 | - |
| 9. | Human Resource Management | 2 | - | 50 | - |
| 10. | F&B Management | 1 | - | 50 | - |
| 11. | Sales & Marketing | 1 | - | 50 | - |
| 12. | Principles of Management | 2 | - | 100 | - |
| 13. | Business Law | 1 | - | 50 | - |
| 14. | Managerial Economics | 1 | - | 50 | - |
| TOTAL HOURS | | 19 | 16 | 950 | 450 |
| Total of Theory & Practicals | | | | | 1400 |
| Incourse 20% | | | | | 280 |
| TOTAL MAX. MARKS | | | | | 1680 |

Accommodation Operation practicals of 2 hours which has been included since students need to relate theory and practicals as regards to certain topics.

THREE YEAR DIPLOMA IN HOTEL MANAGEMENT

Revised course structure – Third Year HMCT

For the Year 1999-2000

SCHEME

| Sl.No | SUBJECTS | TEACHING HOURS | | EXAM (Max. Marks) | |
|---|--|----------------|-----------|-------------------|-------------|
| | | THEORY | PRACT. | THEORY | PRACT. |
| 1. | Food Production & Patisserie | 3 | 8 | 100 | 100 |
| 2. | F&B Service | 2 | 2 | 100 | 100 |
| 3. | Front Office Operation | 1 | 0 | 50 | - |
| 4. | Accommodation Operations | 2 | - | 100 | - |
| 5. | Business Communication | 1 | - | 50 | - |
| 6. | Human Resource Mngmt. | 2 | - | 50 | - |
| 7. | Food & Beverage Mngmt. | 2 | - | 50 | - |
| 8. | Sales & Marketing | 2 | - | 50 | - |
| 9. | Facility Planning | 2 | - | 50 | - |
| 10. | Financial Management | 3 | - | 100 | - |
| 11. | Business Law | 1 | - | 50 | - |
| 12. | Business Policy | 1 | - | 50 | - |
| 13. | Business Economics & Tourism | 1 | - | 50 | - |
| 14. | Computers & Management Information Systems | - | 2 | 50* | 50 |
| TOTAL HOURS | | 23 | 12 | 900 | 250 |
| Total of Theory & Practicals | | | | | 1150 |
| Incourse 20% | | | | | 230 |
| Research Project | | | | | 100 |
| Total Maximum Marks | | | | | 1480 |

* Theory paper of 50 marks has been incorporated in the scheme for Computer and Management Information Systems.

SALIENT FEATURES OF AN INSTITUTE OF HOTEL MANAGEMENT WITH AN INTAKE OF 150 STUDENTS IN 3 YEAR DIPLOMA AND 120 STUDENTS IN DIFFERENT CRAFTS COURSES

| | | |
|--|---|---|
| Intake | : | 150 in each year of the 3 year Diploma / Degree program and intake of 30 each for any four short courses i.e. Food Production, Food & Beverage Service, Accommodation Operations, Bakery & Confectionery, Front Office Operation, House Keeping, etc. |
| Total strength of Students | : | 450 students in 3 Year Diploma with 120 students in Craft level courses by using same lab infrastructure at different Timings. |
| Total strength of Faculty | : | 32 including Principal and part time faculty for student strength of 570. |
| Faculty to student ratio | : | From 1:16 to 1:18 |
| Total land area | : | Minimum : 5 Acres ; Desirable : 7 Acres |
| <p><u>Note:</u> In metropolitan cities, where land is scarce, the above norm of 5 acres may be reduced as per local constraints, subject to minimum of 2 acres. In such cases, multistorey building with elevators is recommended to offset the land constraint.</p> | | |
| Carpet Area of the Institution excluding Hostels and Staff Residence | : | Desirable : 6816 Sq.mt. Minimum : 4292 Sq.mt. |
| Plinth Area of the Institution excluding Hostels and Staff residences | : | Desirable : 9542 Sq.Mt. Minimum : 6009 Sq.Mt. |
| Carpet Area per student | : | Desirable : 11.96 Sq.mt. Minimum : 7.53 Sq.mt. |
| Plinth Area per student | : | Desirable : 16.74 Sq.Mt. Minimum : 10.54 Sq.Mt. |
| Total number of Technical Supporting : | | Minimum 12 subject to the condition that one Attendant is available per facility / lab i.e. Kitchens/Restaurants/ Bakery-Confectionery/Housekeeping/Laundry/Stores/ Engineering, when the facility/lab is functioning/ operational. |

Total number of Last Grade and Part-time staff : 14 including LDCs and UDCs to be provided for a total strength of upto 60 persons (academic & supporting staff). Thereafter, for every additional 25 persons, one LDC/UDC may be provided. (10% leave reserve may be provided).

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 :

No. of students undergoing training at one time in one lab / class.

Amount and size of equipment / furniture to be used.

Space needed for supplies (stores).

No. of covers for food service at one time (food service area).

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 allowance to facilitate quality training.

CLASSIFICATION OF BUILDING AREAS :

Keeping in mind the functional utility, the space requirements in an Institute of Hotel Management are classified into instructional, Administrative amenities and residential area amenities.

Instructional area comprises of class rooms; laboratories for Food Production, Bakers, 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, Administrative Officer's office, Administration and Accounts section, Record room etc.

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

The campus facilities include Play Grounds, Official and Residential Car / Scooter / Cycle parking areas, Open Air Theatre 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 | = | $(N_s/C_s) \times (H/H_w) \times (1/f_u)$, where |
| N | = | Number of rooms required for each type (N may be N _c , N _t or N _l depending on type of activity) |
| N _c | = | Number of classrooms for lecture |
| N _t | = | Number of rooms for tutorial |
| N _l | = | Number of Laboratories |
| N _s | = | Total number of students in all years / semesters / discipline taking instruction in the specified class size (C _s) |
| C _s | = | Class size |
| H | = | Number of hours per week of classroom lecture, tutorial or Practical as the class may be (H _c , H _t , H _d) |
| H _w | = | Number of working hours per week (usually 40 including the lunch service training) |
| F _u | = | 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 OF INSTITUTE BUILDING :

| | <u>Optimum</u> | <u>Minimum</u> |
|-----------------------------|----------------------|----------------------|
| | <u>(In Sq. Ft.)</u> | |
| 1. Teaching Area | 61260 | 35210 |
| 2. Support Service Area | 9400 | 8290 |
| 3. Administrative Area | 2680 | 2680 |
| | ----- | ----- |
| Total Teaching Area | 73340 | 46180 |
| + 40% of the Total | 29336 | 18472 |
| | ----- | ----- |
| | 102676 | 64652 |
| | ----- | ----- |
| Total Plinth Area in Sq.Mt. | <u>9542 Sq.Mtrs.</u> | <u>6009 Sq.Mtrs.</u> |

Note: An attached Hotel located within the premises of Institute could offer an area of over 10,000 Sq.ft. or 990 Sq.Mtrs. for training purposes. These specific areas are denoted by an * in the report.

The attached Hotel should be of minimum 3 Star level.

RESIDENTIAL PLINTH AREA :

| | <u>Optimum</u> | <u>Minimum</u> |
|-------------------------------------|--------------------|--------------------|
| | <u>(In Sq.Ft.)</u> | |
| 1. Principal & Essential Staff Only | 15000 | 15000 |
| 2. Hostel for 50% (Boys & Girls) | 24013 | 24013 |
| | ----- | ----- |
| Total | 39013 | 39013 |
| Plinth Area = Carpet + 40% | 15605 | 15605 |
| | ----- | ----- |
| Total Residential Area in Sq.Ft. | 54618 | 54618 |
| | ----- | ----- |
| Total Residential Area in Sq.Mt. | <u>5076 Sq.Mt.</u> | <u>5076 Sq.Mt.</u> |

TEACHING CARPET AREA AT A GLANCE :

| | <u>Optimum</u> | <u>Minimum</u> |
|-------------------------|--------------------|----------------|
| | <u>(In Sq.Ft.)</u> | |
| 1. Teaching Area | 61260 | 35210 |
| 2. Support Service Area | 9400 | 8290 |
| 3. Administrative Area | 2680 | 2680 |
| | ----- | ----- |
| | 73340 | 46180 |
| | ----- | ----- |

Desirable : 73340 Sq.Ft. = 6816 Sq.Mtr.

Minimum : 46180 Sq.Ft. = 4292 Sq.Mtr.

CARPET AREA (RESIDENTIAL) :

| | <u>Desirable</u> | <u>Minimum</u> |
|---|--------------------|----------------|
| | <u>(In Sq.Ft.)</u> | |
| 1. Principal and Essential Staff | 15000 | 15000 |
| 2. Hostel (Boys & Girls) with common lounge | 24013 | 24013 |
| | ----- | ----- |
| | 39013 | 39013 |
| | ----- | ----- |

Desirable : 39013 Sq.Ft.

Minimum : 39013 Sq.Ft.

A. TEACHING AREA :

| | | <u>Optimum</u> (In Sq.Ft.) | <u>Minimum</u> |
|-----|---|-------------------------------|-------------------------|
| 1. | FOOD PRODUCTION | 10300 | 8200 |
| 2. | FOOD & BEVERAGE | 7920 | 6960 |
| 3. | ACCOMMODATION OPERATION (HOUSEKEEPING) | 3740 | 3250 |
| 4. | FRONT OFFICE LAB. | 500 | 500 |
| 5. | COMPUTER LABS. | 1500 | 1500 |
| 6. | AUDIO VISUAL LABS. | 900 | 750 |
| 7. | LIBRARY | 1600 | 1600 |
| 8. | LANGUAGE LAB. | 1200 | 900 |
| 9. | MAINTENANCE ENGINEERING LAB. | 900 | 750 |
| 10. | CLASSROOMS | 8100 | 8100 |
| 11. | MULTIPURPOSE HALL | 5400 | 2700 |
| 12. | BOARD CONFERENCE ROOM | 800 | NA |
| 13. | AUDITORIUM | 18400 | NA |
| | TEACHING AREA TOTAL : | ----- 61260 ----- | ----- 35210 ----- |

Optional Auditorium with 18400 Sq.Ft. Area

| | | | |
|----|------------------------------|-------|-------|
| B. | SUPPORT SERVICES AREA | 9400 | 8290 |
| C. | ADMINISTRATIVE AREA | 2680 | 2680 |
| D. | RESIDENTIAL AREA : | | |
| | (i) STAFF (Essential) | 15000 | 15000 |
| | (ii) STUDENTS (Boys & Girls) | 24013 | 24013 |

OVER VIEW OF AREA (CARPET AREA) :

DESCRIPTION :

TEACHING AREA LABORATORIES–FOR MINIMUM 30 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. | BASIC TRAINING KITCHEN : Area required 60/40 Sq.Ft./ Student | 01 No. 1800x1 = | 1800 | 1200 |
| B. | * QUANTITY FOOD KITCHEN : Area required 40/30 Sq.Ft./ Student | 01 No. 1200x1 = | 1200 | 900 |
| C. | ADVANCE TRAINING KITCHEN : Area required 60/40 Sq.Ft./ Student | 01 No. 1800x1 = | 1800 | 1200 |
| D. | BAKERY : Area required 60/40 Sq.Ft./ Student | 01 No. 1800x1 = | 1800 | 1200 |
| E. | *CONFECTIONERY : Area required (Group Work) 25 Sq.ft. / Student | 01 No. 750x1 = | 750 | 750 |
| F. | *LARDER KITCHEN : Area required 40 Sq.Ft./ Student | 01 No. 1200x1 = | 1200 | 1200 |
| G. | DEMONSTRATION KITCHEN : Area required (Group Work) 25 Sq.ft. / Student | 01 No. 750x1 = | 750 | 750 |
| H. | COLD AND DRY FOOD STORES | | 1000 | 1000 |
| TOTAL AREA REQUIRED FOR FOOD PRODUCTION A + B + C + D + E + F + G + H = | | | ----- 10300 ----- | ----- 8200 ----- |

Note : HOD's office space and teachers lounge space has already been included in the administrative area.

II) FOOD & BEVERAGE :

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

| | <u>Optimum</u> | <u>Minimum</u> |
|---|------------------------|------------------------|
| | (In Sq.Ft.) | |
| a) TRAINING RESTAURANT BASIC FOR 60 COVER Area required 24 Sq.Ft./ Cover (Restaurant may be Partitioned with collapsible partition) Guests, Faculty & 50 3 rd year students. | | |
| Maximum Covers 60x24 Sq.Ft.; | | |
| Minimum Covers 60x24 Sq.Ft. | 1440 | 1440 |
| (More 30 students on waiting quota) | | |
| b) PANTRY Attached | 480 | 480 |
| c) * ADVANCE TRAINING RESTAURANT WITH BAR AREA OF 200 Sq.Ft. | 1800+200 | 1640 |
| * AREA REQUIRED FOR 60 COVERS AND PANTRY – 1/3 OF DINING AREA | 600 | 540 |
| * FAST FOOD RESTAURANT-CUM-CANTEEN 16 Sq.Ft. per Cover (Max. 70 Covers) 14 Sq.Ft. per Cover (Min. 50 Covers) also operational at lunch time 50 covers as extension of students dining area | 700 | 700 |
| STUDENTS / STAFF DINING | 2700 | 2160 |
| 15 Sq.Ft. (Max.) } 180 students eating in one batch | | |
| 12 Sq.Ft. (Min.) } operational two shifts with | | |
| TOTAL AREA REQUIRED FOR F&B : | ----- 7920 ----- | ----- 6960 ----- |

III) ACCOMMODATION OPERATIONS HOUSE KEEPING :

| | | |
|---|------------------------|------------------------|
| * LAUNDRY ROOM (30 Sq.Ft./ Student) | | |
| Maximum 25 Sq.Ft./ Student Min. | 720 | 600 |
| b) * LINEN ROOM | 200 | 150 |
| c) H.K.PRACTICAL LAB | 720 | 600 |
| d) DEMONSTRATION LAB | 600 | 400 |
| e) GUEST HOUSE / MOCKUP ROOMS | 1500 | 1500 |
| TOTAL AREA REQUIRED FOR H.K. TEACHING : | ----- 3740 ----- | ----- 3250 ----- |

| | | | |
|-------|--|------|------|
| IV) | FRONT OFFICE LAB : 1 No. | | |
| | FRONT OFFICE CLASS ROOM WITH DESK FOR RECEPTION, INFORMATION&CASHIER RESERVATIONS, PABX, TELEFAX | 500 | 500 |
| V. | COMPUTER LAB (50 Sq.Ft./Student) AND BATCH OF 30 STUDENTS WITH COMPUTER TERMINAL FOR EACH STUDENT | 1500 | 1500 |
| VI. | AUDIO VISUAL LAB 30 Sq.Ft. / Student or 25 Sq.Ft. | 900 | 750 |
| VII. | LIBRARY AND RESOURCE CENTRE (1500 Sq.Ft. for 500 Students) FOR EVERY ADDITIONAL STUDENT 0.21 Sq.Mtr. | 1600 | 1600 |
| VIII. | LANGUAGE LAB (40 Sq.Ft./ 30 Sq.Ft. per Student (Max/Min) and Batch of 30 Students) | 1200 | 900 |
| IX | MAINTENANCE / ENGINEERING LAB. 30 Sq.Ft./ Student or 25 Sq.Ft.(Min.) | 900 | 750 |

X. CLASSROOMS :

PURPOSE : To lecture, demonstrate, conduct tutorials and evaluations.

STRENGTH : Minimum 60 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. =480

50-60 Students to a Room : Norm 1 Sq.Mtr. / Student i.e. 660 Sq.Ft.

Optimum Size of the Class Room of 50-60 Students = 12 Sq.Ft. X 60 = 720 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) 8 Classrooms of 700 Sq.Ft. each or 8 Nos. of 500 Sq.Ft. | 5600 | 5600 |
| b) 3 Classrooms of 500 Sq.Ft. each | 2500 | 2500 |
| | ----- | ----- |
| | 8100 | 8100 |
| | ----- | ----- |

XI. EXAMINATION / MULTIPURPOSE HALL : 02 Nos.

Requirement Norms : 2.5 Sq.Mt. / Student or 26.90 Sq.Ft./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 2 = 5400 Sq.Ft.

NOTE : Balance space for other students for exam Shall be met by classroom space. Also that theory exam for all the courses shall not be held in one shift.

| <u>Optimum</u> | <u>Minimum</u> |
|------------------|----------------|
| (Two)(In Sq.Ft.) | (One) |
| ----- | ----- |
| 5400 | 2700 |
| ----- | ----- |

XII. AUDITORIUM (Desirable only) :

Capacity : 570 Students

Space Required Norms : 3 Sq.Mtrs./ Student thus for 570 Students, Space required will be 1710 Sq.Mtrs. SAY 18400 Sq.Ft.

XIII. * CONFERENCE ROOM (Desirable only since Restaurants can be also be used for conferencing purposes)

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 570 INTAKE) :</u> | | |
| 10 Sq.ft. per Student (10x171 Girls) | 1710 | |
| 08 Sq.ft. per Student (08x171 Girls) | | 1368 |
| <u>LOCKER ROOM – BOYS (70% OF 570 INTAKE) :</u> | | |
| 10 Sq.ft. (10 x 399) | 3990 | |
| 08 Sq.ft. (08 x 399) | | 3192 |
| PRACTICAL STAFF LOCKER 8 X 50 = | 400 | 400 |
| | ----- | ----- |
| | 4960 | |
| | ----- | ----- |
| DOCTORS ROOM 80 Sq.ft. | 100 | 100 |
| DRESSING ROOM | 400 | 300 |
| SUB-STATION * | 1000 | 1000 |
| GENERATOR ROOM * | 700 | 700 |
| PUMP HOUSE | 200 | 200 |
| | ----- | ----- |
| | 3300 | |
| | ----- | ----- |
| TOTAL SUPPORT AREA | 9400 | 8290 |
| | ----- | ----- |

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 i.e. 3066.6 Sq.Ft. for 285 students i.e. 200 boy and 85 girls as per norms.

ADMINISTRATIVE AREA NORMS

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

- a) PRINCIPAL'S OFFICE = 30 Sq.Mtr. = 322.8 Sq.Ft. SAY 325 Sq.Ft.
- b) P.A. to PRINCIPAL = 14 Sq.Mtr. SAY 150 Sq.Ft.
- c) ADMN. OFFICER = 15 Sq.Mtr. / 161.40 Sq.Ft. SAY 160 Sq.Ft.
- d) COMMON LOUNGE FOR TEACHERS = 300 Sq.Ft. (8.8 Sq.Ft. per Teacher)

Separate Cabin for each H.O.D. at a rate of 100 Sq.Ft. for each H.O.D.

| | <u>Optimum</u> (Sq.Ft.) | <u>Minimum</u> (Sq.Ft.) |
|-----------------------------------|----------------------------|----------------------------|
| PRINCIPAL'S OFFICE | 400 | 400 |
| P.A'S OFFICE | 150 | 150 |
| ADMINISTRATIVE OFFICER'S OFFICE | 150 | 150 |
| GUEST LOUNGE | 200 | 200 |
| SEPARATE CABIN FOR EACH HOD 4X100 | 400 | 400 |
| ADMINISTRATIVE SECTION (HALL) | 600 | 600 |
| CASHIER'S CABIN | 80 | 80 |
| RECORDS ROOM | 500 | 500 |
| TELEPHONE OPERATOR ROOM * | 100 | 100 |
| SECURITY GUARD ROOM * | 100 | 100 |
| | ----- | ----- |
| | 2680 | 2680 |
| | ----- | ----- |

RESIDENTIAL AREA NORMS

STAFF RESIDENCES

Minimum accommodation that should exist in the Campus or very near the Campus, should be as follows :

Principal's residence

Residences for all Heads of Department

Residences for 3 essential staff (caretaker, electricity, driver, water supply)

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 :

Constructing houses in the campus and/or

Leasing houses in the vicinity and/or

Providing liberal house building loans to enable faculty to construct their own houses.

Area Norms :

| | | | | <u>Essential</u> |
|---|---|---|---|--------------------------------|
| 1500 Sq.ft. for Principal | x | 1 | = | 1500 Sq.ft. |
| 1000 Sq.ft. for Head of Department or equivalent / Hostel Wardens | x | 4 | = | 4000 Sq.ft. |
| 800 Sq.ft. for Sr.Lecturer, Lecturer or equivalent | x | 8 | = | 6400 Sq.ft. |
| 800 Sq.ft. for non-teaching/technical supporting staff | x | 2 | = | 1600 Sq.ft. |
| 500 Sq.ft. for Security and Engineering staff | x | 3 | = | 1500 Sq.ft. |
| TOTAL ESSENTIAL | | | | ----- 15000 Sq.ft. ----- |

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

STUDENTS RESIDENTIAL AREA

Under phase I, the hostel accommodation is being suggested for 50% of the intake of the 3 year diploma course and 20% of the intake of other courses. Accordingly 70% accommodation is being provided for the boys hostlers and 30% of the accommodation is being provided for the girls hostlers. Provision under Phase II should also kept in mind in case the ratio of boys and girls population changes radically or in case the specific location of the institute does not provide for local availability of the accommodation or transport. In such cases the hostel accommodation should be doubled.

Residential Area

| | | | |
|-----|---|---|--------------|
| i) | 50% of total students of 3 years (450 students) | = | 225 students |
| ii) | 20% from craft courses (120 students) | = | 24 students |
| | | | ----- |
| | Total Intake | : | 249 students |
| | | | ----- |

Student Hostel Norm :

50% of total intake i.e. 249 students

For Girls

| | | |
|-------------------------------------|--|--|
| 30% of 249 students | = | 75 girl students |
| Area for girls hostel | = | 60% triple seater i.e. 45 girls = 15 rooms 40% single seater i.e. 30 girls = 30 rooms |
| Carpet area for } Girls hostel } | 30 single seater rooms @ 97 Sq.Ft./student 15 triple seater rooms @ 215.20 Sq.Ft./student | = 2910 Sq.Ft. = 3228 Sq.Ft. |

For Boys

| | | | | | | |
|------------------------------------|--|---------------------------------|---|---------------------------------|---|----------|
| Strength | = | Total – girl students | = | 249-75 | = | 174 boys |
| Area for boys hostel | = | 60% triple seater i.e. 105 boys | = | 35 rooms | | |
| | | 40% single seater i.e. 69 boys | = | 69 rooms | | |
| Carpet area for } Boys hostel } | 69 single seater rooms @ 97 Sq.Ft./student 35 triple seater rooms @ 215.20 Sq.Ft./student | = 6693 Sq.Ft. = 7532 Sq.Ft. | | ----- 14225. Sq.Ft. ----- | | |

Common Rooms Area for both hostels @ 50% intake 249 seats = 125 hostlers

$$125 \times 16.40 \text{ Sq.Ft.} = 2050 \text{ Sq.Ft.}$$

$$\text{Hostel Wardens : } 2 \times 800 \text{ Sq.Ft.} = 1600 \text{ Sq.Ft.}$$

$$\text{-----}$$

$$3650 \text{ Sq.Ft.}$$

$$\text{-----}$$

Gr. Total = 14225 + 3650 = 17875 Sq.Ft. i.e.

| | <u>Optimum</u> | <u>Minimum</u> |
|-------------------------------|----------------|----------------|
| Girls Hostel | 6138 Sq.Ft. | 6138 Sq.Ft. |
| Boys Hostel | 14225 Sq.Ft. | 14225 Sq.Ft. |
| Common Rooms for both Hostels | 2050 Sq.Ft. | 2050 Sq.Ft. |
| Wardens Residence | 1600 Sq.Ft. | 1600 Sq.Ft. |
| | ----- | ----- |
| | 24013 Sq.Ft. | 24013 Sq.Ft. |
| | ----- | ----- |

Note: Under the phase II, there should be a provision for extension of the hostel accommodation for both boys and girls at 100% occupancy rate.

| | <u>Optimum</u> | <u>Minimum</u> |
|-------------------------------|----------------|----------------|
| Girls Hostel | 12276 Sq.Ft. | 6138 Sq.Ft. |
| Boys Hostel | 28450 Sq.Ft. | 14225 Sq.Ft. |
| Common Rooms for both Hostels | 4100 Sq.Ft. | 2050 Sq.Ft. |
| Wardens Residence | 1600 Sq.Ft. | 1600 Sq.Ft. |
| | ----- | ----- |
| | 46426 Sq.Ft. | 24013 Sq.Ft. |
| | ----- | ----- |

Note: Hostel accommodation can also be outsourced away from the Institute.

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) |

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:

Director / 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 :

HOD's

Senior Lecturers

Lecturers

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 40-50 lecture/theory classes and 20-30 in tutorial/laboratory/workshop.

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 to 1:18.

2. WORKLOAD DISTRIBUTION :

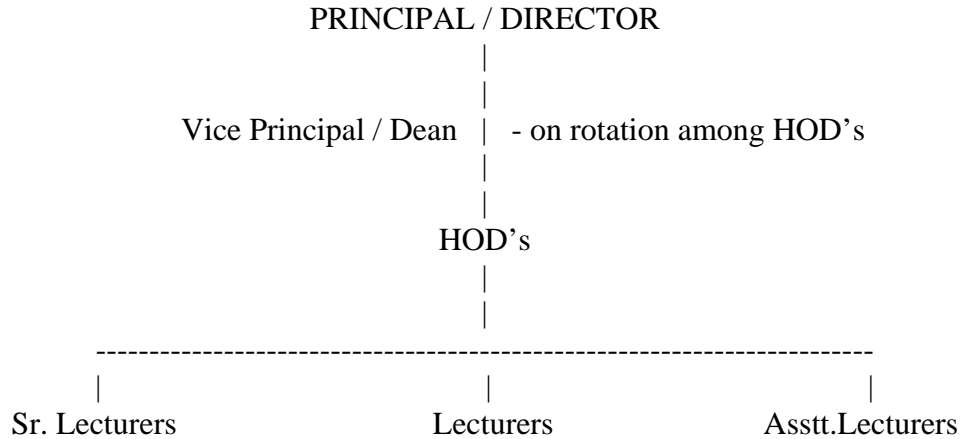
Teachers will be required to spend 35 clock hours per week in Institutional activities. Total contact hours (teaching load) is worked out considering the curriculum requirements. The work load distribution for all Institutional activities approximately estimates is furnished below:

| Sl.No. | Activity | For HOD's | For Sr.Lect. | For Lect./Asstt.Lect. (Hours per week) |
|--------|--|-----------|--------------|---|
| 1. | Contact Hours (teaching load) | 16 | 22 | 22 |
| 2. | Preparation, Assessment and Evaluation work | 05 | 07 | 08 |
| 3. | Administrative Work | 05 | 02 | 01 |
| 4. | Counselling & Guidance | 04 | 02 | 02 |
| 5. | Development activities and Community Services/Research & Development | 05 | 02 | 02 |
| | | --- | --- | --- |
| | | 35 | 35 | 35 |
| | | --- | --- | --- |

3. STAFF POSITION :

| Sl.No. | Category of Staff | Pay Scale (Pre-revised) |
|--------|---|--|
| 1. | Principal | Rs.12000-375-16500 Rs.14300-400-18300 |
| 2. | Dean/Vice Principal (one amongst the HOD's on 3 Yrs. of rotation basis) | Rs.10000-325-15200 |
| 3. | HOD's | Rs.10000-325-15200 |
| 4. | Sr.Lecturers | Rs.8000-275-13500 |
| 5. | Lecturers | Rs.6500-200-10500 |
| 6. | Asstt. Lecturers | Rs.5000-150-8000 |

ACADEMIC STAFF ORGANIZATIONAL STRUCTURE FOR 460 INTAKE :



However, wherever in any specialization, the teaching hours work out less than 20 teaching hours per week, no regular faculty should be employed and efforts should be made to utilise the services of part time faculty on hourly basis except in the case of engineering subjects where the concerned faculty could also be responsible for the maintenance work of the building and all equipments. Any faculty member who conducts only theory classes should not in any case have a work load of less than 15 teaching hours per week.

Since staff is to be constantly exposed to the operational environment of the industry, 10% extra staff may be provided over and above the total strength so computed.

The HOD's on rotation shall function as Training and Placement Officer and Head of Resource Centre where he/she will maintain constant liaison with the industry and oversee the industrial training and placement of students. This should be rotated amongst HODs after every two years.

ACADEMIC SUPPORT STAFF

| | | |
|-----------|---|----|
| Librarian | - | 01 |
|-----------|---|----|

ADMINISTRATIVE STAFF

| | | |
|-----------------------------------|---|----|
| Principal | - | 01 |
| P.A. to Principal | - | 01 |
| Accounts & Administrative Officer | - | 01 |
| Accountant | - | 01 |
| Assistant | - | 01 |
| Audio Visual Technician | - | 01 |
| U.D.C./Cashier | - | 01 |
| Store Keeper | - | 01 |
| Computer Operator | - | 01 |
| Stenographer | - | 01 |
| LDCs and Steno Typists | - | 04 |
| Driver/Mechanic | - | 01 |
| Lab Attendants : | | |
| i) Food Production | - | 04 |
| ii) House Keeping | - | 02 |
| iii) Food & Beverage Service | - | 02 |

Note : In future Security, Housekeeping and Horticulture staff to be on contract basis.

PRINCIPAL

SCALE OF PAY: Rs.12000-375-16500
(Having intake upto 100)
Rs.14300-400-18300
(Having intake upto 120)

AGE : 45 – 55 Years

(Relaxable upto upper age limit by a period not exceeding 5 years for SCs and STs, departmental candidates and other categories as specified by Govt. of India from time to time)

QUALIFICATIONS: Degree from a recognised University with a 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 in both

OR

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

EXPERIENCE : Atleast 10 years in an Institute of Hotel Management and Catering Technology in a senior position (not lower than HOD).

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

VICE PRINCIPAL / HEAD OF DEPARTMENT

(One HOD shall be designated as Vice Principal on rotational basis and form a part of staff strength. HOD will be entitled to special pay as per rules. HOD shall function rotational basis for a maximum period of 2 years)

SCALE OF PAY : Rs.10000-325-15200

AGE : 40 – 50 Years
(Relaxable by 5 years in upper age limit for SCs and STs, departmental candidates and other categories as specified by Govt. of India from time to time)

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 cum SENIOR INSTRUCTOR

SCALE OF PAY : Rs.8000-275-13500

AGE : 40 – 45 Years
(Relaxable by 5 years in upper age limit for SCs and STs, departmental candidates and other categories as specified by Govt. of India from time to time)

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 cum INSTRUCTOR

SCALE OF PAY : Rs.6500-200-10500

AGE : 35 – 40 Years
(Relaxable by 5 years in upper age limit for SCs and STs, departmental candidates and other categories as specified by Govt. of India from time to time)

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 cum ASSISTANT INSTRUCTOR

SCALE OF PAY : Rs.5000-150-8000

AGE : 30 – 35 Years
(Relaxable by 5 years in upper age limit for SCs and STs, departmental candidates and other categories as specified by Govt. of India from time to time)

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.

SUPPORTING NON-ACADEMIC STAFF :

Name of Post : **Accounts – cum – Administrative Officer**

Scale of Pay : Rs.8000-275-13500

Method of Recruitment : Promotion from the common cadre of Accountants and PAs in IHMs with 12 years regular service failing which by transfer on deputation of officers holding analogous posts in the offices under C&AG/CGA failing which by Direct Recruitment.

Whether post is selection or Non selection : Selection

Essential Qualification :

Educational and other qualifications and experience required for direct recruits : Graduate with 8 years experience in administration and accounts in recognised Hotel Management Institute of not less than diploma leve.

Desirable :

Post Graduate Degree in Law Commerce, ICWA.
Knowledge of Computers.

Age limit for direct recruits : 40-45 years (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time.

Whether age limits, qualifications etc. applicable to promotees : For Age : No.
For educational qualification : Yes

Appointing Authority for the post : Central Government

| | | |
|--|---|--|
| Name | : | Accountant |
| Scale of Pay | : | Rs.5500-175-9000 |
| 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 (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of Inida from time to time. |
| 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 : **P.A. to Principal**

Scale of Pay : Rs.4500-125-7000

Method of Recruitment : By promotion from UDCs/Stenographer with minimum of 8 years regular service in the grade failing which by direct recruitment.

Whether post is Selection or Non Selection : Essential Qualifications:
Graduate with speed of 120 and 40 w.p.m. in Shorthand and Typewriting with atleast 3 years experience in administrative and accounts matters.

Desirable:
Knowledge of Computers.

Age limits for direct recruits : 25-30 years (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time.

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 | : | Stenographer |
| Scale of Pay | : | Rs.4000-100-6000 |
| 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 | : | 22-30 years (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time. |
| 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 | : | Rs.3050-75-3950-80-4590 |
| 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 (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time. |
| 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 : Rs.4000-100-6000

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 (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time.

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 : Rs.3050-75-3950-80-4590

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
(Relaxable by 5 years in upper age limit in case of SC/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time)

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

Appointing authority for the post : Secretary/Principal

Name of Post : **Peon / Attendant**

Scale of Pay : Rs.2550-55-2660-3200

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 (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time.

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

Appointing Authority for the post : Secretary / Principal

Name of Post : **Librarian**

Scale of Pay : Rs.4000-100-6000

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 : Essential:
Graduate with Diploma in Library Science and 3 years experience of working in a Library.
Desirable:
Certificate course in Computers.

Age limits for direct recruits : 22-30 years (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time.

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

Appointing Authority for the post : Secretary / Principal

BASIC TRAINING KITCHEN

| | | | | |
|------------------------|---|-----------------------|------|-------------|
| Total area required | : | Desirable 1800 Sq.Ft. | Min. | 1200 Sq.Ft. |
| No. of Kitchen | : | 01 | | 01 |
| Area per student | : | 60 Sq.Ft. | | 40 Sq.Ft. |
| No.of students per lab | : | 30 | | 30 |
| 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. |
| Area per student | : 40 Sq.Ft. | | 30 Sq.Ft. |
| No.of students | : 30 | | 30 |
| 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. | Morter 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 | |
|---------------------------------|---|----------|---------|
| <u>LIGHT EQUIPMENT :</u> | | | |
| 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 | | |
| 14. | Laddles (large) Brass | | |
| 15. | Perforated spoons 5" dia MS | | |
| 16. | Perforated spoons 7" dia MS | | |
| 17. | Perforated spoons 9" dia MS | | |
| 18. | Collander (large SS) | | 3 Nos. |
| 19. | Collender (small SS) | | 3 Nos. |
| 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. | |

A COMPREHENSIVE LIST OF STANDARDISED EQUIPMENT FOR FOOD PRODUCTION LABS

ADVANCE TRAINING KITCHEN - attached to a speciality restaurant functional

| | | |
|---------------------------------------|--------------------------------|------------------|
| Overall size including cooking area : | Desirable 1800 Sq.Ft. | Min. 1200 Sq.Ft. |
| No. of Students : | 60 (2 students per work table) | |
| Faculty required : | 01 | |

Requirement per two students :

| Sl.No. | Name of the Item | Quantity |
|--------|---|-------------|
| 1. | Work table 90x60x85 cm height, with one under shelf and lockable draw | 1 No. |
| 2. | Gas cooking range (with 3 LP and 1 HP Burner) | 1 No. |
| 3. | Table equipment | As per list |
| 4. | Utensils | -do- |
| 5. | Sink with DB | 1 No. |
| 6. | Common equipment | As per list |

Table Equipment (each) :

| | | | |
|-----|---------------------------------------|---|--------|
| 1. | Meat knife | } | |
| 2. | Fillet knife | } | |
| 3. | Paring knife | } | |
| 4. | Chinese Chopper | } | |
| 5. | Scooper (parisienne) | } | 1 No. |
| 6. | Peeler | } | |
| 7. | Beater | } | |
| 8. | Grater | } | |
| 9. | Small whisk | } | |
| 10. | Round spoon | } | 2 Nos. |
| 11. | Flat spoon | } | |
| 12. | Slicer | } | |
| 13. | Perforated round spoon (frying spoon) | } | |
| 14. | Strainer S.S. | } | |
| 15. | Rolling pin (wooden) | } | |
| 16. | Chopping board (wooden) | } | 1 No. |
| 17. | Tongs | } | |
| 18. | Palate knife (small) | } | |
| 19. | Steak hammer | } | |
| 20. | Roasting fork | } | |
| 21. | Wooden spoon | } | |
| 22. | Measuring jug (½ Ltr.) | } | |
| 23. | Conical strainer SS | } | |
| 24. | Egg slicer | } | |
| 25. | Piping bag/nozzle | } | 1 No. |

| | | | |
|-----|-------------------------|---|---------|
| 26. | Lime squeezer | } | |
| 27. | Potato masher SS | } | |
| 28. | Tray (18"x12"x2") | | 24 Nos. |
| 29. | Scissor | | 3 Nos. |
| 30. | Mortar & Pestle (small) | | 3 Nos. |
| 31. | Brush for basting | | 6 Nos. |

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. | SS degchi with copper bottom – 12" | } | |
| 5. | SS degchi with copper bottom – 10" | } | |
| 6. | SS degchi with copper bottom – 08" | } | |
| 7. | Brass thali – dia 16" and 12" base | } | |
| 8. | Sauce pans Brass – 8" dia | } | 1 No. |
| 9. | Frying pans 08" dia MS | } | |
| 10. | Saute pans 10" dia MS | } | |
| 11. | Omelette pan 08" dia copper | } | |
| 12. | Braising pan with lid copper | } | |
| 13. | Thava with handle | } | |
| 14. | Collander SS 08" base | } | |
| 15. | Moulds (different types) Barquette, Tartlette, Flat Jelly, Muffin, Sacarin, Baba | } | |
| 16. | Pie dish Aluminium | | 2 Nos. |
| 17. | Small Karai | | 10 Nos. |

Crockery and Cutlery :

| | | | |
|-----|-------------------|---|--------------------|
| 1. | Large plate | } | |
| 2. | Half plate | } | |
| 3. | Side plate | } | |
| 4. | Soup plate | } | |
| 5. | Soup cup | } | |
| 6. | Salad bowl | } | |
| 7. | Salad dish | } | As per requirement |
| 8. | Katori SS | } | |
| 9. | Glass bowl 2 Ltr. | } | |
| 10. | Dessert spoon | } | |
| 11. | Tea spoon | } | |
| 12. | Dessert fork | } | |
| 13. | Large fork | } | |
| 14. | Large spoon | } | |

Common Equipment :

| | | | |
|-----|---|---|---------|
| 1. | Traulsen 1400 Ltrs. | } | |
| 2. | Bratt pan 80 Ltrs. | } | |
| 3. | Deep fat fryer – 2 copt (05 Ltrs. Each) | } | |
| 4. | Pasta machine | } | |
| 5. | Food processor | } | |
| 6. | Potato peeler | } | 1 No. |
| 7. | Dough mixer | } | |
| 8. | Large demonstration table | } | |
| 9. | Salamander | } | |
| 10. | Convection oven | } | |
| 11. | Bone saw | } | |
| 12. | Griddle | } | |
| 13. | Asia kitchen machine | | 4 Nos. |
| 14. | Hand blender | | 4 Nos. |
| 15. | Weighing machine (Braun) Electronic | | 1 No. |
| 16. | Colander | | 1 No. |
| 17. | Stock pot (30 Ltrs.) | | 2 Nos. |
| 18. | Stock pot (20 Ltrs.) | | 2 Nos. |
| 19. | Soup laddles | | 6 Nos. |
| 20. | Oven tray SS with collar | } | |
| 21. | Baking trays GI | } | 24 Nos. |
| 22. | Eight slices toaster | } | |
| 23. | Microwave oven | | 1 No. |
| 24. | Combi steamer | | 1 No. |
| 25. | Butcher's block | | 4 Nos. |
| 26. | Vacumizer | } | |
| 27. | Cook chill holder/Blast freezer | } | |
| 28. | Tandoor Medium Gas | } | 1 No. |
| 29. | Barbeque GI with 8 seekhs | } | |
| 30. | Meat thermometer | } | |
| 31. | Insecticutor | | 3 Nos. |
| 32. | Mixer cum Grinder | | 1 No. |
| 33. | Inframatic Griller | | 1 No. |
| 34. | Racks | | 6 Nos. |
| 35. | Wooden Spatula | | 12 Nos. |
| 36. | Casserole | | 12 Nos. |
| 37. | Fish Poaching | | 3 Nos. |

Party/Bulk Cooking area :

| | | | |
|-------|--|---|--------|
| 1. | Bulk cooking range 3x6 ft. with 3 HP T65 Burners | } | |
| 2. | Chinese cooking range (3 burners) | } | |
| 3. | Work table 8x5 ft. with shelves below | } | 1 No. |
| 4. | Sink with work table | } | |
| 5. | Sink with DB | } | |
| 6. | Stock pot burners | } | 2 Nos. |
| <hr/> | | | |
| 7. | Wet grinder with coconut scraper (5 Ltrs.) | } | |
| 8. | Bratt pan (80 Ltrs.) | } | |
| 9. | Deep fat fryer (2 compt. 10 ltrs. Each) | } | 1 No. |
| 10. | Rice cooker (80 Ltrs.) | } | |
| 11. | Salamander | } | |

Pantry : (Attached with Advance Training Restaurant)

| | | | |
|-----|---|---|-------|
| 1. | Ice cube machine | } | |
| 2. | Refrigerated (S/w counter) | } | |
| 3. | Coffee machine | } | |
| 4. | Tea maker | } | |
| 5. | Gas range (3 ft.x 3ft.) with 2 LP, 2 HP burners | } | |
| 6. | Griddle plate / Dosa plate | } | |
| 7. | Water boiler – Elec. (10 ltrs.) | } | 1 No. |
| 8. | Juice machine | } | |
| 9. | Salamander | } | |
| 10. | Toaster | } | |
| 11. | Ice Cream freezer | } | |
| 12. | Water cooler | } | |
| 13. | Food Processor storage facility to be provided | } | |
| 14. | Cutlery Rack + Soil table | } | 1+1 |

Dispense Counter :

| | | | |
|----|--|---|-------|
| 1. | Hot Case, Basin Marie Cold Counter | } | |
| | Overhead shelves with heating facility, tray slide | } | 1 No. |
| 2. | Plate warmer and dispenser | } | |

Wash up :

| | | | |
|----|---|---|--------|
| 1. | Dish washer (170 plates/hour) 3 KW with rinser & steriliser | } | |
| 2. | Glass washer | } | 1 No. |
| 3. | Waste disposal machine | } | |
| 4. | Storage racks SS slotted angle | } | 2 Nos. |

BAKERY

| | | | |
|----------------------------|-------------------------|------|-------------|
| Total area required | : Desirable 1800 Sq.Ft. | Min. | 1200 Sq.Ft. |
| Area per student | : 60 Sq.Ft. | | 40 Sq.Ft. |
| No.of students per lab | : 30 (2 per table) | | 24 |
| No. of faculty | : 01 | | 01 |
| Main practical area | : 1000 Sq.Ft. | | 900 Sq.ft. |
| Area for common equipment: | 440 Sq.Ft. | | 300 Sq.Ft. |

| 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 | } | 1 No. |
| 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 :

| | | |
|--------------------------------------|---|-------|
| HD Convection oven 3 decks | } | |
| Prooving cabinet | } | |
| Dough mixer | } | |
| Bread slicing machine with wrapper | } | 1 No. |
| Refrigerated marble top pastry table | } | |
| Refrigerator 300 Ltrs. | } | |
| Cooking range 4 burners LP | } | |
| 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 | : | 750 Sq.Ft. |
| Area for two students per table | : | 25 Sq.Ft. |
| No. of students / lab | : | 30 (02 per table) |
| Faculty required | : | 01 |
| No. of Tables steel top | : | 15 Nos. |

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

Equipment required per each table (2 students) :

| | | |
|------------------------------------|---|--------|
| SS bowl (small) 8” dia | } | |
| SS bowl (large) 12” dia | } | 2 Nos. |
| SS Parats 16” dia | } | |
| SS Mug | } | |
| Rolling pin wooden | | 1 No. |
| Egg beater | | 1 No. |
| Plastic scraper | | 2 Nos. |
| SS measuring jug | | 1 No. |
| Table spoon SS | | 2 Nos. |
| Fork SS | | 2 Nos. |
| Measuring spoon set | | 1 No. |
| Wire whisk | | 1 No. |
| SS degchi with flat bottom 12” dia | | 2 Nos. |
| Piping bag with nozzle | | 1 Set |
| SS strainer | } | |
| SS seive | } | |
| Chopping board wooden | } | |
| Cake stand | } | 1 No. |
| Parisienne scoop | } | |
| Lemon Groover | } | |
| Knife all purpose | } | |
| Palate knife | } | |
| Wooden spoon | | 2 Nos. |
| Jelly mould aluminium | | 2 Nos. |
| Mould Savarin Aluminium | | 2 Nos. |
| Easter egg moulds | } | |
| Lemon squeezer | } | |
| Tin opener Heavy duty | } | |
| Round laddle large SS | } | 1 No. |
| Grater | } | |
| Wooden spatula | } | |

Common Equipment :

| | | |
|-----------------------------------|---|--------|
| Ice cream / sorbet machine | | 1 No. |
| Refrigerated counter | | 1 No. |
| Fat thermometer | } | |
| Sugar meter | } | 2 Nos. |
| Saccaro meter | } | |
| Electric cream whipper | } | |
| Traulsen 1400 ltrs. | } | |
| Sugar pulveriser | } | |
| Mixie | } | |
| Cooking range with 4 burners (LP) | } | 1 No. |
| Convection oven | } | |
| Proving chamber | } | |
| Cooling rack | } | |
| Dough mixer | } | |

LARDER

| | | |
|--------------------------------------|---|-------------|
| Total space required | : | 1200 Sq.Ft. |
| Seating arrangement in theatre style | : | 30 students |
| Area per student | : | 40 Sq.ft. |
| 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 :

| | | |
|------------------|---|-------|
| Boning knife | } | |
| French knife | } | |
| Fillet knife | } | 1 No. |
| Paring knife | } | |
| Garnishing knife | } | |
| Carving knife | } | |
| Fruit knife | } | |

| | | |
|--|---|---------|
| Citrous fruit knife | } | |
| Sharpening grinds hollow, rol, flat, concave | } | |
| Butter curler | } | 1 No. |
| Metal cutter | } | |
| Can and wine opener | } | |
| Aspic cutters | } | |
| Egg slicer | } | |
| Mandoline | } | 2 Nos. |
| Mould – various shapes & sizes | } | |
| Parisienne scoops 4 sizes | } | |
| Piping bag with nozzle | } | 1 No. |
| Patty pan | } | |
| Pastry brush | } | |
| Spatula SS | } | 2 Nos. |
| Tweezer | } | |
| Peeler | } | |
| Grater SS | } | |
| Vegetable scorer | } | |
| Ice pick | } | |
| Ice crusher | } | |
| Concentric circle cutter | } | |
| Chinese flower cutter | } | 1 No. |
| Chinese cleaver | } | |
| Chinese sculpting tools | } | |
| Bamboo skewers | } | |
| Grape scissors | } | |
| Scissors | } | |
| Needle nose plier | } | |
| Pate mould aluminium | } | |
| Terrine mould aluminium | } | |
| Food mirror (various sizes) | } | 10 Nos. |
| Rolling pin wooden | } | |
| SS degchi 12” dia | } | 1 No. |
| SS degchi 10” dia | } | |
| Fish poacher | } | 2 Nos. |

DEMONSTRATION KITCHEN

| | | |
|----------------------|---|-------------|
| Total space required | : | 750 Sq.Ft. |
| No. of students | : | 50 students |
| Area per student | : | 15 Sq.ft. |
| No. of Instructor | : | 01 |

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

Equipment :

| | | |
|----------------------------------|---|------------|
| Heinged Mirror | } | |
| Demonstration working table | } | |
| Two sinks with drain board | } | |
| Cooking range 4 burner with oven | } | |
| Salamander | } | |
| Basin – marie with hot case | } | 1 No. each |
| Refrigerator | } | |
| Racks/micro wave oven | } | |
| Geyzer | } | |
| Griddle plate | } | |
| Deep fet frayer (electric) | } | |

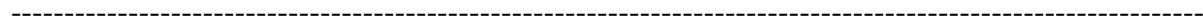
Tools :

| | | | |
|-----|---------------------------------|---|--------------------|
| 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 | } | |
| 22. | Soup strainer (mesh wire) | } | |
| 23. | Mugs SS | } | As per requirement |

Presentation equipment and tools :

- | | | |
|--|---|--------------------|
| Display mirrors | } | |
| Platters | } | |
| Entree dishes | } | As per requirement |
| Dessert salvan | } | |
| Porcelin, glass and wooden bowls, assorted | } | |



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

OVERALL SIZE : 1000 Sq.Ft.

| Sl.No. | Name of the Item | Quantity |
|----------------------------|--|--------------------|
| <u>Furniture :</u> | | |
| | Steel cup board | 1 No. |
| | Filing cabinet 4 drawer | 1 No. |
| | Store keeper table | 2 Nos. |
| | Chair | 2Nos. |
| | Issue counter with under shelves | 1 No. |
| | File rack | 1 No. |
| | Slotted angle racks | 5 Nos. |
| | wooden pallete | 11 Nos. |
| | Computer table } | |
| | Printer table } | 1 No. |
| | Receiving platform } | |
| | Aluminium platform } | |
| <u>Equipment :</u> | | |
| 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 } | |
| <u>Storage equipment :</u> | | |
| | walk in deep freezer 5000 Ltrs. | 1 No. |
| | Walk in cooler 7000 Ltrs. | 1 No. |
| | Aluminium trays for storage of meat in freezer | As per requirement |
| | Plastic crates | -do- |
| | Ladder (metal) | -do- |

EQUIPMENT LIST

Department : F & B Service

(The list is exhaustive to ensure that no equipment is left out. The essentiality and number of equipment may be reviewed later).

The Committee feels that every Institute should have a minimum of 2 F&B Service labs – one may be used as Basic Training Restaurant with extensive use for training the basics of F&B Service, with standard equipment and totally functional in nature and the other may be used as Advanced Training Restaurant where actual food service takes place and if viable may be used for commercial activity such as OPC's, Speciality Restaurant etc.

BASIC TRAINING RESTAURANT :

Overall Size : Max. 1440 Sq.Ft. + 480 Sq.Ft. for pantry.
Min. 1440 Sq.Ft. + 400 Sq.Ft. for pantry.

(The restaurant is proposed to have a 60 covers having 15 tables. The restaurant should have partitioning facility)

No. of Students : 30
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 :

| | | |
|----------------------------------|---|--------------------|
| Table cloth | } | |
| Baize cloth | } | |
| Napkins | } | |
| Runners for sideboard (optional) | } | |
| | | As per Requirement |

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

CUTLERY (STAINLESS STEEL) :

| | | |
|------------------|---|--------------------|
| Small knife | } | |
| Large knife | } | |
| Large fork | } | |
| Large spoons | } | |
| Dessert spoons | } | |
| Dessert fork | } | |
| Fish knife | } | |
| Fish fork | } | |
| Soup spoons | } | |
| Butter knife | } | As per requirement |
| Tea spoons | } | |
| Coffee spoons | } | |
| Ice cream spoons | } | |
| Fruit knife | } | |
| Fruit fork | } | |
| Pastry fork | } | |
| Steak knives | } | |
| Jam spoon | } | |
| Service spoon | } | |
| 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 | } | |

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

HOLLOW WARE 7 FLATWARE (Stainless Steel) :

| | | |
|-----|--|------------------------|
| 1. | Wager jugs | 18 Nos. |
| 2. | Tea pot (2 portions) | 09 Nos. |
| 3. | Tea pot (4 portions) | 09 Nos. |
| 4. | Milk pot | 18 Nos. |
| 5. | Hot water jugs | 18 Nos. |
| 6. | Coffee pots (2 portions) | 03 Nos. |
| 7. | Coffee pots (4 portions) | 03 Nos. |
| 8. | Creamer | 06 Nos. |
| 9. | Sugar bowls | 18 Nos. |
| 10. | Butter dishes | 18 Nos. |
| 11. | Ice creams cups | 72 Nos. |
| 12. | Finger bowls | 72 Nos. |
| 13. | Menu stands | } |
| 14. | Sauce boats with ladles | } (12 small & 6 large) |
| 15. | Tea strainer/slop basin | } |
| 16. | Ash trays | } |
| 17. | Straw holder | } |
| 18. | Toothpick holder | } |
| 19. | Candle holder | } 18 Nos. |
| 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) | } 12 Nos. |
| 28. | Restaurant trays (small) | } |
| 29. | Restaurant trays (medium) | } |
| 30. | Sugar tongs | 18 Nos. |
| 31. | Ice bucket | 08 Nos. |
| 32. | Ice tongs | 08 Nos. |
| 33. | Toast racks | 12 Nos. |
| 34. | Chill cups with stands | } |
| 35. | Restaurant salvers | } 18 Nos. |
| 36. | Mustard spoons | } |
| 37. | Food covers | 36 Nos. |

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

GLASSWARE :

| | | | |
|-----|------------------------------------|---|--------------------|
| 1. | Water tumbler (high ball) | } | |
| 2. | Water goblets | } | |
| 3. | Juice glasses / pony tumblers | } | |
| 4. | Tom collins | } | |
| 5. | Jam & mustard pots / chutney bowls | } | As pre requirement |
| 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 | } | |
| 15. | Port wine glass | } | 12 Nos. |
| 16. | Hock glasses | } | |
| 17. | Moselle glass | } | |
| 18. | Champagne tulip | } | |
| 19. | Champagne flute | } | |
| 20. | Champagne saucer | } | 24 Nos. |
| 21. | Cocktail glass | } | |
| 22. | Brandy balloon | } | |
| 23. | Liqueur glass (straight) | } | |
| 24. | Liqueur glass (standard) | } | 12 Nos. |
| 25. | Old fashioned | } | |
| 26. | On the rocks glass | } | |
| 27. | Roly poly | } | |
| 28. | Parfait glass | } | |
| 29. | Decanter | } | 3 Nos. |
| 30. | Coffee caraffee | } | 6 Nos. |
| 31. | Martini glass | } | 12 Nos. |
| 32. | Sour glass | } | 6 Nos. |

SPECIAL EQUIPMENTS :

| | | |
|----|-------------------------------|--------|
| 1. | Soup tureens (single portion) | 2 Nos. |
| 2. | Horsd'oeuvre tray | 2 Nos. |
| 3. | Wine bucket stand | 6 Nos. |
| 4. | Pastry tongs | 6 Nos. |
| 5. | Nut cracker | 2 Nos. |
| 6. | Gateaux slicer | 6 Nos. |
| 7. | Pepper mill | 6 Nos. |

| Sl.No. | Name of the Item | Quantity |
|--------|--|----------|
| 8. | Nutmeg grater | 2 Nos. |
| 9. | Cigar cutter | 2 Nos. |
| 10. | Cocktail shaker | 4 Nos |
| 11. | Hawthorne straner | 2 Nos. |
| 12. | Bar spoon | 2 Nos. |
| 13. | Ice picks | 2 Nos. |
| 14. | Peg measure | 2 Nos. |
| 15. | Optic measure | 2 Nos. |
| 16. | Check-flow pourer | 2 Nos. |
| 17. | Push up measure pourer | 2 Nos. |
| 18. | Ice cream scoop | 6 Nos. |
| 19. | Bottle stand | 2 Nos. |
| 20. | Wine rack | 1 No. |
| 21. | Hydrometer | 1 No. |
| 22. | Avocado dish | 6 Nos. |
| 23. | Asparagus plate | 6 Nos. |
| 24. | Asparagus tongs | 2 Nos. |
| 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 | 6 Nos. |
| 40. | Grape scissors | 2 Nos. |
| 41. | Caviar knife | 2 Nos. |
| 42. | Fondue fork/dish | 6 Nos. |
| 43. | Carving set | 2 Nos. |
| 44. | Cheese board | 2 Nos. |
| 45. | Skewers (stainless steel with wooden handle) | 12 Nos. |
| 46. | Oil & vinegar cruet | 6 Nos. |
| 47. | Sugar dredger EPNS | 2 Nos. |
| 48. | Rechaud battery | 1 No. |
| 49. | Fruit basket | 6 Nos. |
| 50. | Gateaux stand | 2 Nos. |
| 51. | Chopping board | 6 Nos. |

| Sl.No. | Name of the Item | Quantity |
|--------|-----------------------|----------|
| 52. | Table numbers | 18 Nos. |
| 53. | Waiters friend SS | 36 Nos. |
| 54. | Angels's wings | 6 Nos. |
| 55. | Crown cap opener | 36 Nos. |
| 56. | Can opener | 6 Nos. |
| 57. | Wine craddle | 34 Nos. |
| 58. | Ice shaver | 2 Nos. |
| 59. | Broken cork extractor | 2 Nos. |
| 60. | Corking machine | 1 No. |
| 61. | Citrus squeezer SS | 6 Nos. |
| 62. | Funnel SS | 2 Nos. |
| 63. | Bar mixing glass SS | 2 Nos. |
| 64. | Swizzle stick | 24 Nos. |
| 65. | Muddler | 2 Nos. |
| 66. | Cocktail sticks | 24 Nos. |

A COMPREHENSIVE STATEMENT FOR ADVANCE TRAINING RESTAURANT

Overall size : Desirable : 1800 + 200 Sq.Ft. for Bar + 540 Sq.Ft. for Pantry.
 Minimum : 1640 Sq.Ft.

(Cumulative speciality type restaurant having partitioning facility desirable double partition)

No. of Covers : 60
 No. of Students : 30
 Faculty required : 01

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

FURNITURE :

| | | |
|----|---|--|
| 1. | Table wooden a) Square – 4 seater Square – 2 seater Rectangular 4/6 seater Round – 6 seater (selection to based on décor & lay out) | 15 tables with 4 covers or 20 tables with 3 covers |
| | Dining Chair wooden upholstered (as per décor) | 60 Nos. |
| | Side boards 4’x1.5’x4’ | 4 to 5 Nos. (depending on Décor & Lay out) |
| | White boards on stand | 01 No. |
| | Hostess desk | 01 No. |
| | Podium/lectern | 01 No. |
| | Folding buffet tables 6x2½ | 05 Nos. |
| | Banquet chairs (stackable) | 100 Nos. |

LINEN :

| | | | |
|----|-----------------------------|---|--------------------|
| 1. | Baize cloth 137x137 cm | } | |
| 2. | Table cloth 183x183 cm | } | |
| 3. | Curtains | } | |
| 4. | Napkins 46-50 cm | } | As per requirement |
| 5. | Slip cloth 1mx1m | } | |
| 6. | Buffet runner 2 mts.x 4mts. | } | |
| 7. | Buffet frills/skirtings | } | |

CUTLERY (EPNS-DESIGNED) (OPTIONAL) :

| | | | |
|-----|--------------------|---|--------------------|
| 1. | Small knife/fork | } | |
| 2. | Large knife | } | |
| 3. | Fish knife/fork | } | |
| 4. | Large fork | } | |
| 5. | Service spoon/fork | } | |
| 6. | Dessert spoon | } | |
| 7. | Dessert fork | } | |
| 8. | Soup spoons | } | |
| 9. | Small fork | } | |
| 10. | Butter knife | } | As per requirement |
| 11. | Tea spoons | } | |
| 12. | Coffee spoons | } | |
| 13. | Ice cream spoons | } | |
| 14. | Fruit knife | } | |
| 15. | Fruit fork | } | |
| 16. | Pastry fork | } | |
| 17. | Steak knife | } | |
| 18. | Pastry tongs | } | |
| 19. | Gateaux slicer | } | |
| 20. | B&B knife | } | |

CROCKERY (DESIGNED AS PER DÉCOR) :

| | | | |
|-----|-------------------------------|---|--------------------|
| 1. | Large plate (full plates) 10" | } | |
| 2. | Half plate 9" | } | |
| 3. | Quarter plate 7" | } | |
| 4. | Soup cups with saucer | } | |
| 5. | Show plates | } | |
| 6. | Tea cups/saucers | } | As per requirement |
| 7. | Demitasse/saucers | } | |
| 8. | Ash trays | } | |
| 9. | Budvases | } | |
| 10. | Cruet sets | } | |
| 11. | Chutney bowls | } | |
| 12. | Salad dishes | } | |

HOLLOWWARE & FLATWARE (EPNS) :

| | | | |
|----|-------------------------|---|---------|
| 1. | Water jugs | | 15 Nos. |
| 2. | Tea pot (2 portions) | } | |
| 3. | Tea pot (4 portions) | } | |
| 4. | Milk pot (2 portions) | } | 5 Nos. |
| 5. | Milk pot (4 portions) | } | |
| 6. | Coffee pot (2 portions) | } | |
| 7. | Coffee pot (4 portions) | | 5 Nos. |
| 8. | Creamer | | 10 Nos. |

| | | | |
|-----|--|---|---------|
| 9. | Sugar bowls with tongs | | 18 Nos. |
| 10. | Butter dishes | | 18 Nos. |
| 11. | Ice cream cups | | 72 Nos. |
| 12. | Finger bowls | | 72 Nos. |
| 13. | Menu stand | | 18 Nos. |
| 14. | Tent card holder | | 18 Nos. |
| 15. | Table numbers (brass) | | 18 Nos. |
| 16. | Sauce boat with ladles (small) | | 18 Nos. |
| 17. | -do- (large) | | 12 Nos. |
| 18. | Tea strainer slop basin | } | |
| 19. | Candle holder | } | |
| 20. | Ash trays | } | |
| 21. | Straw holder | } | 18 Nos. |
| 22. | Toothpick holder | } | |
| 23. | Entrée dishes with lid (2 portions) single compartment | } | |
| 24. | Entrée dishes with lid (4 portions) -do- | } | |
| 25. | Entrée dishes with lid (6 portions) -do- | | 12 Nos. |
| 26. | Entrée dishes with lid (4 portions) double compartment | | 12 Nos. |
| 27. | Platter oval (2 portions) | } | |
| 28. | Platter oval (4 portions) | } | |
| 29. | Platter oval (6 portions) | } | 18 Nos. |
| 30. | Platter round (small) | } | |
| 31. | Platter round (medium) | } | |
| 32. | Ice bucket with tongs | } | |
| 33. | Chill cups | } | |
| 34. | Finger bowls | } | 24 Nos. |
| 35. | Supreme bowls with inserts | } | |
| 36. | Napkin rings | } | |

GLASSWARE :

| | | | |
|----|----------------|---|--------------------|
| 1. | High Ball | } | |
| 2. | Water Goblets | } | |
| 3. | Pony tumbler | } | 120 Nos. |
| 4. | Glass bowls | } | |
| 5. | Decanter | | 18 Nos. |
| 6. | Coffee caraffe | | 18 Nos. |
| 7. | Fancy glasses | | As per requirement |
| 8. | Parfait glass | | 72 Nos. |

COMMON EQUIPMENT :

| | | | |
|----|--------------------------------|--|--------|
| 1. | Soup dispenser different sizes | | 3 Nos. |
| 2. | Coffee making machine (cona) | | 4 Nos. |
| 3. | Flambe trolley | | 2 Nos. |
| 4. | Flambe pan (oval & round) | | 6 Nos. |
| 5. | Rechaud battery | | 3 Nos. |
| 6. | Juice chiller/dispenser | | 1 No. |

| | | |
|-----|--|---------|
| 7. | Juice extractor | 1 No. |
| 8. | Water cooler 80 ltrs. | 1 No. |
| 9. | Plate warmer & dispenser (50 plate) | 2 Nos. |
| 10. | Gueridon trolley | 1 No. |
| 11. | Wine/liqueur trolley | 1 No. |
| 12. | Dessert trolley and Horsd'oeuvre trolley | 1 No. |
| 13. | Carving trolley | 1 No. |
| 14. | Large restaurant trays (SS) | 6 Nos. |
| 15. | Restaurant trays (SS) medium | 12 Nos. |
| 16. | -do- small | 8 Nos. |
| 17. | Beverage round (SS) medium | 10 Nos. |
| 18. | -do- small | 10 Nos. |
| 19. | Bread baskets (cane) | 24 Nos. |
| 20. | Food covers (SS) | 1 No. |
| 21. | Mirrors buffet displays | 6 Nos. |

Note : i) The quantity of equipment item shall however be reduced or increased proportionately to number of covers available in restaurant.

ii)Holloware and special equipment shall be shared with Basic Training Restaurant, hence silver ware store should be common to both A.T.R.&B.T.R.

BAR

Overall size : 200 Sq.Ft. (built space with Advance Training Restaurant)

| 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 | } | 24 Nos. |
| 3. | Champagne Saucer 18-23 CL | } | |
| 4. | Tom collins 25 CL | | 12 Nos. |
| 5. | Beer mugs & tankard 25, 50 CL | } | |
| 6. | White wine glasses 14 CL | } | 24 Nos. |
| 7. | Red wine glass 14-18 CL | } | |
| 8. | Cocktail glass 14-18 CL | } | |

| | | | |
|-----|----------------------|---|---------|
| 9. | Liqueur glass 4,7 CL | } | |
| 10. | Old fashioned glass | } | 24 Nos. |
| 11. | On the rocks flass | } | |
| 12. | Martini glass | } | |
| 13. | Wine caraffe | | 6 Nos. |
| 14. | Soda caraffe | | 6 Nos. |
| 15. | Water caraffe | | 12 Nos. |
| 16. | Rolly polly | } | |
| 17. | Sherry glass 4,7 cl | } | |
| 18. | Port glass | } | 24 Nos. |
| 19. | Hock glass | } | |
| 20. | Mosselle glass | } | |
| 21. | Pool gloves | | 12 Nos. |

FAST FOOD RESTAURANT-CUM-CANTEEN

Adjoining students dining area for 72 covers

Overall size : 700/700 Sq.Ft.
Space required : Max.16 Sq.Ft. per student
Min.14 Sq.Ft. per student

No. of students expected at a time : 72

| Sl.No. | Name of the Item | Quantity |
|--------|--|----------|
| | Tables (wooden/steel) | 12 Nos. |
| | Chairs (wooden/steel) | 72 Nos. |
| | Hot case | 2 Nos. |
| | Cash register } | |
| | Service counter } | |
| | Tea/coffee dispenser } | 1 No. |
| | Assorted water dispenser } | |
| | Juice dispenser } | |
| | Cooking range heavy duty with 4 burners } | |
| | Work table with under shelves (SS 3 sides covered) } | |
| | Deep fat dryer } | |
| | Grinding plate } | 2 Nos. |
| | Sink with DB } | |
| | Refrigerator } | |
| | Deep freezer } | |
| | Assembly table SS large } | |
| | Ice cuber } | |
| | Ice cream display counter } | 1 No. |
| | Salemender } | |
| | Microwave oven } | |
| | Menu display board } | |

The students to use disposable plates, cutlery and glasses for service or steel plates, steel tumblers and steel cutlery.

Note : The IInd year kitchen shall cater to the Fast Food Operations.

STUDENTS DINING HALL

Total Area : Max. 2700 Sq.Ft. Min.2160 Sq.ft.

No. of students expected to have lunch at a time : 180 (Operational in two shifts)

| 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 | |

Note: In case of hostels within campus, the students dining hall could be used by boarders.

HOUSEKEEPING REQUIREMENT

| | | | | |
|----------------|---|------------------|---|------------------|
| Dedicated area | : | Laundry | – | 720/600Sq.Ft; |
| | | Linen Room | – | 200/150 Sq.Ft. |
| | | Housekeeping Lab | – | 720/600 Sq.Ft. |
| | | Demo Lab | – | 600/400 Sq.Ft. |
| | | Guest Room | – | 1500/1500 Sq.Ft. |

| | | | |
|-----------------------------|---|--|--|
| No. of students per session | : | 30 | |
| No. of guest rooms | : | 06 | |
| No. of restaurant covers | : | 120 | |
| Uniformed staff | : | All teaching + Practical + Admn. Staff should be Informed. | |

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 | } As per requirement |
| | b) Hard | |
| | c) Yard broom | |
| 2. | Brushes : (all are to be made of nylon bristles) | |
| | a) Carpet brush | } As per requirement |
| | b) Hand scrubber | |
| | c) T-scrubber | |
| | d) WC brush | |
| | 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 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 basked to hold cleaning material 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

| 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.

HOUSEKEEPING LAB

| Sl.No. | Name of the Item | Quantity |
|--------|------------------|--------------------|
| 1. | Working tables | As per requirement |
| 2. | Chairs | |
| 3. | Steel cupboard | |

LINEN ROOM :

| | |
|--------------------------------------|--------------------|
| Uniform cupboards | As per requirement |
| Linex Exchange counter (window type) | -do- |

INSTRUCTION ROOM :

| | |
|-------------------|------------|
| Instruction table | 1 No. each |
| Stools | |
| Sink | |

REQUIREMENT FOR EACH TWIN BED ROOM

Total area for all rooms - 1500 Sq.Ft.

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

FURNITURE PER ROOM:

| | | |
|---|---|--------|
| Bed with side tables | | 2 Nos. |
| Single sofa chair with uphosty or Small size two seater sofa | | 1 No. |
| Glass top tea table/coffee table | | 1 No. |
| Study table | | 1 No. |
| Study chairs | | 2 Nos. |
| Mirror with dressing table & drawers | } | |
| Luggage rack | } | 1 No. |
| Wardrobe | } | |
| 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

Each Institute will have a twin bed room and double bed room and a twin suite.

Note: In case of Institutes having a hotel attached to it, the requirement of independent guest rooms is not mandatory.

FRONT OFFICE REQUIREMENT

Area : 500 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. Cabinets –3 Nos., Top & Sides - laminated Reception, Cash & Information sign boards Registration card holder – recessed with 28 slots with facility for recessed monitors & sliding key board 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 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. teak wood. | |

EQUIPMENT :

- | | | |
|----|---|-------|
| 1. | Computer – linked by LAN with multi media facility - 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 | - | 1500 Sq.Ft. |
| No. of students | - | 30 / Lab |
| Faculty required | - | 01 / Lab |

COMPUTER HARDWARE REQUIREMENT :

A. SERVER :

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

FILESERVER

1 No.

- Intel Pentium II-300 MHz or Higher CPU with
- PCI/EISA/ISA Bus Architecture
- 256 MB SDRAM
- 512 KB – L2 Cache
- 4.3 GB HDD with 20 MDPS transferrate
- 4/8 GB DAT DRIVE
- 1.44 MB FDD
- 105 Keys Keyboard
- Logitech / Microsoft Mouse
- Bitronics Parallel port
- High Speed Serial Ports
- 10/100 MBPS, PCI Ethernet Adapter – 32 bit BNC/RJ 45
- 14” MONO CHROMO MONITOR – VGA/SVGA
- CD ROM DRIVE 32x or higher

NODES

30 Nos.

- Intel Pentium II 266 MHz
- PCI / EISA / ISA Bus Architecture
- 64 MB SDRAM
- 256 KB L2 Cache
- 2.1 GB HDD
- 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
- Six machines to have multimedia kit

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

HUBS

12 Port Hub with BNC/RJ 45 connection } Depending on locational - 2 Nos.
8 Port Hub with BNC-RJ 47 connection } requirements. - 2 Nos.

- | | | |
|-----|--|--------|
| 5. | INKJET PRINTER A4 size, 600 DPI black with colour cartridge and Drives of Bus and Window 3.1 & 95. | 1 No. |
| 6. | LASER PRINTER WITH JET DIRECT CARD 600 DPI / Mono Chrome 8 Page memory in DA Post Script level 2 support and network connectivity with Jet Direct Card. | 1 No. |
| 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. | |

Principal Office
General Office
Stores
Restaurant
Reception
Library
All Laboratories (Four)

GENERAL COMPUTER SOFTWARE SPECIFICATION :

Window NT Server with Clint for 30 users (CD).

MS Windows 95 or higher & Micro Software Office (CD) professional version.

Word Star 7.

Fox Pro for Windows.

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.

STANDARDISED LIST

AUDIO-VISUAL AND REPRODUCTION EQUIPMENT

| Sl.No. | Name of the Item | Quantity |
|---|------------------------|--------------------|
| Overhead Projector | - fitted in each class | |
| Trolley for OHP | - -do- | |
| Transparency Sheets | } | |
| Transparency frames | } | |
| Marking pens-permanent | } | As per requirement |
| Marking pens-water soluble | } | |
| Transparency erasers | } | |
| Slide Projector | | 1 No. |
| Slide Trays (for 50 slides) | - | As per requirement |
| Carousel Slide Projector | - | -do- |
| Projection Screen-wall/elling for each less | } | |
| Video Cassette Recorder | } | |
| Colour TV / Monitor | } | |
| Portable Cassette Recorder | } | 1 No. |
| Multi-media | } | |
| Photocopier | } | |
| Electronic stencil cutter | } | |
| Flip Board – Portable - for slip charts | - | As per requirement |
| Flannel Board – Portable | } | |
| Magnetic Board – Portable | } | 1 No. |
| Dest Top Publishing Machine | } | |

LIBRARY

Minimum / Maximum Size : 1600 Sq.Ft.
Desirable Staff : Librarian – 1

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

| | | |
|--|-------|----------|
| | Books | 500 Nos. |
|--|-------|----------|

Periodicals & Journals (International/National)

Video Cassettes /Video / CD ROMS

Furniture for sitting of 70 scholars at a time

Storewells / Book Racks

5 cabins (10'x10') fitted with computer terminal and
Multi media with head phones

Xerox machine

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.: 1200 Sq.Ft. Min. : 900 Sq.Ft.

The language lab 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 | 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. |

(Desirable - A full fledged imported language lab with all facilities involving a cost of Rs.15.00 lacs as on date.

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

MAINTENANCE LAB :

Overall Size : Desirable : 900 Sq.Ft. Minimum : 750 Sq.Ft.

MAINTENANCE WORKSHOP :

Overall Size : Desirable : 400 Sq.Ft. Minimum : 300 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)

Earth leakage circuit breaker

Miniature circuit breaker

ICDP

ICTP

Kit kar fuse

HRC fuse

Three phase five core cable

Single phase three core cable

Bib tap

Piller tap

Cotta stone

Cadappa stone

Switches :

Flush type

Single way flush type

Three in one

Five in one

Three pin

Three pin top

Plumbing accessories

Gas fitting like

Practical demo board (wiring) }

Condensor }

Boiler }

1 No.

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.
