

**Skills Development Program of the Ministry of Tourism
HUNNAR SE ROZGAR**

Course Guidelines

Course Title	Cook (Regional)
Objective	Increase trained manpower capacity of service providers
Eligibility	10 th Class pass Age: 18 to 25 years
Duration	Six days a week for eight weeks
Admission	Through Advertisement on selection basis
Fee	No course fee for trainee. MoT/NCHM to pay Rs.2000/- to trainee at the end of course
Course Administration	To be delivered by Hotel
Attendance and Examination	Students must attain minimum 90% attendance to be entitled for stipend. There will be one hour objective type, multiple choice paper to test theoretical knowledge and 4/5 tasks tested in practical. Minimum pass marks are 60%
Certification	Jointly by Hotel, Ministry of Tourism & National Council for Hotel Management

**Training Module for Hospitality Training Programme in
Food Production
Duration 8 weeks**

<p>KNOWLEDGE</p> <p>Understanding the Industry</p> <ul style="list-style-type: none"> - Hotels - Various types of catering establishments - Different types of kitchens - Kitchen organisation - Your place in kitchen
<p>Personal Hygiene for Food handlers</p> <ul style="list-style-type: none"> - Your appearance & uniform - How to wash hands correctly - How to develop a daily personal hygiene routine - How to handle equipment and utensils
<p>Basic Hygiene</p> <ul style="list-style-type: none"> - Ten main reasons for food poisoning - To protect food from contamination - General rules for food handlers - Prevailing food standards in India , food adulteration as a public health hazard
<p>Cleaning the Kitchen and equipment and preparing for work</p> <ul style="list-style-type: none"> - Identification of kitchen equipments - Various food pans & cooking equipments - Cleaning Floors/ Work surface/ ventilators / Refrigerators and Deep Freezers - Cleaning Dish Room - Pot / Container wash up - Still Room - Kitchen Rules
<p>SKILL</p> <ul style="list-style-type: none"> - Describe the correct methods of cleaning the kitchen equipments - Explain how to clean the kitchen correctly - Describe how the working area is prepared for work
<p>Knife Skills</p> <ul style="list-style-type: none"> - Peeling and paring with Knives - Vegetable cuts & Fruit cuts - Use of Chopping boards / Cutting pads - Care of Knives - Explain and observe safety rules concerning knife - Describe the use of various types of knives - Name & explain various types of vegetables & fruit cuts
<p>Washing and Blanching Food</p> <ul style="list-style-type: none"> - Soaking food items - washing - Disinfecting - Blanching - Rinsing

Vegetables and Spices <ul style="list-style-type: none"> - identification of vegetables - standard quality of vegetables - spices and herbs used in Indian cuisine
Garbage Disposal <ul style="list-style-type: none"> - Different methods - Advantages & Disadvantages
Handling Complaints <ul style="list-style-type: none"> - Facts on complaints - Why do customers complain - Customers expectations in lodging a complaint - Complaints are sales opportunities
Basic First-Aid <ul style="list-style-type: none"> - Demonstration of first aid techniques preferably by St. John & Ambulance - First of wounds, scars & minor injuries
<u>Egg</u> Breakfast Egg Preparation: <ul style="list-style-type: none"> - Egg fry (single / double) - Boiled egg - Omlette stuffed Scrambled egg / Bhurji
<u>Snacks</u> <ul style="list-style-type: none"> - Regional snacks including samosa, pakora, idli, dosa, dhokla, noodles etc.
<u>Soup</u> <ul style="list-style-type: none"> - Preparation of tomato, vegetable, chicken & three regional soups
<u>Salads and Sandwiches</u> <ul style="list-style-type: none"> - preparation of simple salads and sandwiches
<u>Preparation of</u> <ul style="list-style-type: none"> - Chutney, Raita & Indian Marinades
<u>Preparation of</u> <ul style="list-style-type: none"> - Rice and Pulses (Atleast four items each)
<u>Vegetable Cookery</u> <ul style="list-style-type: none"> - Different vegetables preprations - Effect of heat on different vegetables
<u>BASIC PREPARATIONS OF</u> <ul style="list-style-type: none"> - Cuts of Meat, chicken and fish for Indian kitchen Poultry – Mutton – Fish Curry Basis preparation as per regional specialities
<u>Flour</u> <ul style="list-style-type: none"> - Kneading of flour, preparation of : Indian Bread <ul style="list-style-type: none"> - Roti - Poories - Naan, - Phulka - Paranthas - Kulchas etc
<u>Indian Sweets</u> <ul style="list-style-type: none"> - Preparation of regional sweet dishes (Atleast four)

Beverages

- Preparation of Tea, Coffee, Lassi etc.

Preparation of Regional popular items and Practice (Approx. 12 -15 items)

IMPOPRTANT: Each popular regional item must be practiced repeatedly to ensure proficiency.

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Course Guidelines

Course Title	Waiter
Objective	Increase trained manpower capacity of service providers
Eligibility	10th Class pass Age: 18 to 25 years
Duration	Six days a week for six weeks.
Admission	Through Advertisement on selection basis
Fee	No course fee for trainee. NCHM/MoT to pay Rs.1500/- to trainee at the end of course
Course Administration	To be delivered by Hotel
Attendance and Examination	Students must attain minimum 90% attendance to be entitled for stipend. There will be one hour objective type, multiple choice paper to test theoretical knowledge and 4/5 tasks tested in practical. Minimum pass marks are 60%
Certification	Jointly by Hotel, Ministry of Tourism & National Council for Hotel Management

Course Details
Waiter Course (Six weeks)
THEORY COMPONENT

S.No.	Topic – Food & Beverage Service
1	Pride in Nation
2	Tourism & You
3	Etiquettes & Basic Conversation
4	Identification and use of Tools and Equipment
5	Techniques and principals of cleaning
6	Personal Hygiene
7	Food Handling and hygiene
8	Safety and precautions
9	Food & Beverage Terminology

PRACTICAL COMPONENT

S.No.	Topic – Food & Beverage Service
1	Cleaning the restaurant
2	Setting up and preparing for service
3	Use of Tray
4	Care and maintenance (crockery, cutlery, hollowware and equipment)
5	Laying of table
6	Laying of covers
7	Preparing sideboard for service
8	Napkin folding
9	Use of service cloth
10	Receiving and seating guests
11	Types of menus
12	Taking an order
13	Placing an order in the kitchen / in the bar
14	Service of common food items
15	Service of common beverages
16	Clearing and crumbing of table
17	Presentation of Bill and settlement of payment
18	Closing of restaurant

**Skills Development Program of the Ministry of Tourism
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Course Guidelines

Course Title	Housekeeping Utility
Objective	Increase trained manpower capacity of service providers
Eligibility	8 th Class pass Age: 18 to 28 years
Course Administration	By Hotels & NCHM&CT
Duration	Six Weeks (six days a week)
Admission	Through Advertisement on first come first served basis with class size of 5-20 students
Fee	No course fee for trainee
Stipend	Rs.1500/- at the end of course
Attendance & Stipend Eligibility	Trainee must attain minimum 90% attendance to be entitled for stipend.
Examination	One hour objective type, multiple choice paper to test theoretical knowledge and 4/5 tasks in practical. Minimum pass marks are 60%
Certification	Jointly by Hotel, Ministry of Tourism & National Council for Hotel Management

Course Details
Housekeeping Utility
(Six weeks)

THEORY COMPONENT

S.No.	Topic
1	Pride in Nation
2	Tourism and You
3	Etiquettes & Basic Conversation
4	Techniques and principals of cleaning
5	Personal Hygiene
6	Types of Rooms
7	Types of cleaning agents and their use
8	Cleaning Agents and their storage
9	Stock taking
10	Types of pests & their control

PRACTICAL COMPONENT

S.No.	Topic
1	Personal Hygiene
2	Identification and use of Tools & Equipment
3	Identification of Linen/Uniforms
4	Sorting & counting of Linen/Uniforms
5	Cleaning of Guest Room
6	Cleaning of Bath Room
7	Bed making
8	Cleaning of surfaces (furniture, fixture and floor)
9	Carpet cleaning and shampooing
10	Water and energy conservation
11	Waste disposal
12	First aid & Safety

**Skills Development Program of the Ministry of Tourism
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Course Guidelines

Course Title	Bakery & Patisserie
Objective	Increase trained manpower capacity of service providers
Eligibility	8 th Class pass Age: 18 to 28 years
Course Administration	By NCHMCT & Hotels
Duration	Eight Weeks (Six days a week)
Admission	Through Advertisement on first come first served basis with group size of 5 to 10 candidates
Fee	No course fee
Stipend	Rs.2000/- at the end of course
Attendance & Stipend Eligibility	Trainee must attain minimum 90% attendance to be entitled for stipend.
Examination	One hour objective type, multiple choice paper to test theoretical knowledge and 4/5 tasks in practical. Minimum pass marks are 60%
Certification	Jointly by Hotel, Ministry of Tourism & National Council for Hotel Management

Course Details
Bakery & Patisserie Course
THEORY COMPONENT (40 Hours)

S.No.	Topic
1	Pride in Nation
2	Tourism & You
3	Aims & Objectives of Bakery
4	Bakery equipment and their uses
5	Raw Materials used in Bakery & Patisserie. <ul style="list-style-type: none"> • Flour: Composition, types, grading, gluten, WAP of flour. • Yeast: Elementary knowledge: • Functions and uses. • Effects of over and under fermentation. • Eggs: Uses • Sugar • Salt: use and effect. • Fats • Milk • Cream • Leavening Agents
6	Methods of preparing Bread and Bread rolls <ul style="list-style-type: none"> • Faults in bread making • Bread Improvers
7	Methods of Cake Making and Faults in Cake making
8	Basic methods of Pastry making

PRACTICAL COMPONENT

S.No.	Topic
1	Equipments <ul style="list-style-type: none"> • Identification • Uses and handling Ingredients - Qualitative and quantitative measures
2	BREAD MAKING <ul style="list-style-type: none"> • Demonstration & Preparation of Simple and enriched bread recipes • Bread Loaf (White and Brown) • Bread Rolls (Various shapes) • French Bread • Brioche
3	SIMPLE CAKES <ul style="list-style-type: none"> • Demonstration & Preparation of Simple and enriched Cakes, recipes • Sponge, Genoise, Fatless, Swiss roll • Fruit Cake • Rich Cakes • Dundee • Madeira
4	SIMPLE COOKIES <ul style="list-style-type: none"> • Demonstration and Preparation of simple cookies like • Nan Khatai • Golden Goodies • Melting moments • Swiss tart • Tri colour biscuits • Chocolate chip • Cookies • Chocolate Cream Fingers • Bachelor Buttons.
5	HOT / COLD DESSERTS <ul style="list-style-type: none"> • Caramel Custard, • Bread and Butter Pudding • Queen of Pudding • Soufflé – Lemon / Pineapple • Mousse (Chocolate Coffee)

	<ul style="list-style-type: none">• Bavaroise• Diplomat Pudding• Apricot Pudding• Steamed Pudding - Albert Pudding, Cabinet Pudding.
6	Pastry - 04 varieties
7	Muffins
8	Bread varieties