

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

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	To be delivered by Institutes of Hotel Management & Food Craft.
Duration	Six Weeks (210 Hours)
In Institute	Seven hours per day for 5 days a week (210 Hours) Theory: One hour per day Practical: Six hours per day (Demonstration & Hands on training)
Admission	Through Advertisement on first come first served basis with class size of 20 students
Fee	No course fee for trainee
Stipend	Rs.1500/- at the end of course
Attendance & Stipend Eligibility	Students must attain minimum 90% attendance at Institute 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	By Institute

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