



Government of India

*Syllabus*  
*For the trade of*

***CATERING & HOSPITALITY***  
*Under*  
***CRAFTSMEN INSTRUCTOR TRAINING SCHEME***

*Designed in*

2012

By

Government of India  
Ministry of Labour & Employment

**CENTRAL STAFF TRAINING & RESEARCH INSTITUTE**

Block - EN-81, Sector-V, salt Lake City

Kolkata-700 091

## UNDER THE CRAFTSMEN INSTRUCTOR TRAINING SCHEME

### GENERAL INFORMATION

1. **Duration of Training:**        **3 months for each module.**
  
2. **Entry Qualification:**    **1. Passed 10<sup>th</sup> under 10+2 system**  
  **2. Completed basic course of**  
  **“Catering & Hospitality” Under CTS**  
  **of one year duration.**  
  **Or**  
  **Diploma in appropriate Trade approved**  
  **by BTE.**
  
3. **Space Requirement**        **:**        **4 Sq.mtr./trainee for workshop**  
  **Classroom of 30 sq. m. - One No.**
  
4. **Batch Size**                    **:**        **20**
5. **Power Requirement**        **:**        **2kW**

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**List of the Members attended trade committee meeting for developing Syllabi  
for the trade of “Catering and Hospitality”**

S.NO	NAME Shri	DESIGNATION	FIRM/ORGAINATION
1.	D. Mallick	Director/Chairman	A.T.I- Kanpur & RD, RDAT, Kanpur
2.	Anil Kumar	Joint Director	A.T.I-E.P.I, Dehradun
3.	R.C.Pandey	Principal	Government - Institute of Hotel Management and Nutrient, Dehradun, U.K.
4.	Magan Bhandri	F&B Manager	Hotel Great Value, Rajpur Road, Dehradun, U.K.
5.	Neena Sharma	Director	Synergy, Consultant, 35-Subash Road, Dehradun, U.K.
6.	Ajay Mehta	Director	Designed Life Skill, Old Survey Road, Dehradun, U.K.
7.	Ravindra Mohan Kala	State secretary, Scout & guide Dehradun,U.K.Manager	55-Rajpur Road, Dehradun, U.K.
8.	S.K.Suri	Manager	New India, Corporate House, Dehradun, U.K.
9.	Prithivy Adhikari	Instructor Tour & Guide	I.T.I. Mussoorie
10.	V.K.Sharma	Foreman	I.T.I. Vikasnagar.
11.	Man Mohan Kudial	Principal	I.T.I.(W) Dehradun, U.K.
12.	Rajendra Singh	Manager catering	Ramanand, Residency Mussoorie.
13.	Satya Bir Singh	Hostel officer	L.B.S.N.A. Mussoorie
14.	Sanjay Gusain	In charge, bakery & Confectionary	New Taj Institute of Hotel Management, Dehradun
15.	Sanjeev kumar	Assistant Director	S.P.I.U. Dehradun
16.	C.S.Negi	A.G.M.	GMVN, Dehradun
17.	V.P.Singh	H.O.D.	Kukreja Institute of Hotel Management, Dehradun, UK.
18.	A.K.Singh	Joint,Director	Uttaranchal Tourism Development Board, Dehradun
19.	Capt.Yogesh Uniyal	Manager	Uniyal Bakers, Dampur Dehradun
20.	Ashok Devi Trivedi	Principal	R.V.T.I., Allahabad, U.P.
21.	Usha Mishra	T.O.(D.M.)	R.V.T.I., Allahabad, U.P.
22.	Hemant Kochar	M.D.	Hotel, Madhuban, Dehradun
23.	B.S.Bhanbhari	Sr.Assisstant	S.P.I.U. Dehradun
24.	P.L.Kavi	Manager	Hotel Garwal Terrace, Mussoorie
25.	A.K.bhandari	Catering officer	N.I.V.H., Rajpur Road, Dehradun
26.	P.N.Yadav.	Dy.Director.	A.T.I. Kanpur
27.	Sachin Kumar	Inst. Catering &Hospitality	R.V.T.I. Allahabad, U.P.
28.	Tanuj Nayyar	Sr .Service Chef.	J.P. Residency, Mussoorie

# CATERING & HOSPITALITY/ ASSISTANT

## MARKING SCHEME

1<sup>st</sup> & 2<sup>nd</sup> Module

MM - 100

Sl. No	PAPER	MARKS		SESSIONAL		GRAND TOTAL		DURATION OF EXAMINATION
		Max. Marks	Min. marks for Pass	Max Marks	Min. marks for Pass	Max Marks	Min. marks for Pass	
1	PRACTICAL	175	105	35	21	210	126	6 Hrs.
2	THEORY	75	45	15	09	90	54	3 Hrs.
3	TOTAL	250	150	50	30	300	180	

**Note: Minimum passing marks in sessional and final examination is 60% each for both Theory and Practical**

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# **Module: - First (TS-I)**

## **SUBJECT CODE 1:- FOOD PRODUCTION MANAGEMENT**

<b>Week No.</b>	<b>Practical</b>	<b>Theory</b>
<b>01</b>	LPG Stove/Cooking range, Operation of oven set the temperature as per requirement, Electric Toaster , Mixer/Grinder Care and Cleaning or Mixer Grinder, Food Processor and Water Purifiers etc care and maintenance. Explanation of all the common Culinary terms with examples.	. Safety precaution and Identifying and preventing hygiene risks for self and others. Different Types of Fuels used in the Kitchen. Explanation of all the common culinary terms with examples. Introduction of Different type of cuisine.
<b>02</b>	Cooking of Various Vegetables. Quality cooking of food and their quality control. Different type of quality controlling.	Aims and objectives and Methods of quality Cooking the Food. Identification of Raw material, its classification
<b>03</b>	Classical Brigade Kitchen Staffing in various Category Hotels. Duties and responsibilities of Executive Chef and Various Chefs. Inter departmental Co-ordination.	Deployment procedure for Kitchen Staffing in various Category Hotels. Duties and responsibilities of Executive Chef and Various Chefs inter department co-ordination. kitchen organization and work management.
<b>04</b>	Types of Menus- A La Carte and Table de Hote Principles of Menu Planning. Menu Compilation French Classical Menu	Principles of Menu planning. Menu Compilation French Classical Menu General Accompaniments Food & Beverage Management.

	General Accompaniments. Market survey, purchasing, receiving Storing, Issuing- FIFO,LIFO	
<b>05</b>	Nutrition balance diet & Service of Continental Breakfast Service of English Breakfast Breakfast tray set up Procedure for Tea Service.	Brunch- Compilation of each Menu. Types of Tea Service- Afternoon Tea and High Tea Sandwiches- Types of sandwiches and service of sandwiches. Compilation of tea Menu.

<b>06</b>	Practice on product development, manufacturing of various foods and Familiarization to avoid adulteration	Knowledge of product development, manufacturing of various foods and technique to avoid adulteration
<b>07</b>	Preparation of Bakery, Confectionary, and Dessert.	Knowledge of Indian & other countries Bakery, Confectionary, and Dessert.

### **SUBJECT CODE 2:- FOOD & BEVERAGE SERVICE**

<b>Week No.</b>	<b>Practical</b>	<b>Theory</b>
<b>08</b>	Doing Different table set-up for banquet, conferences & buffets. Bar management. / Restaurant Supervision & Management.	. Introduction (basic) Banquet Management. Different types of Bars & Clubs

<b>09</b>	Brand names of Alcoholic & Non-Alcoholic drinks (Beer, Brandy, Whisky, Gin, Rum, Vodka, Tequila, Liquors). India & other countries	Definition, Production, Brand names of Alcoholic & Non-Alcoholic drinks (Beer, Brandy, Whisky, Gin, Rum, Vodka, Tequila, Liquors).
<b>10</b>	Table Wine/aromatized/sparkling/wines of India & other countries.	Commercial & Social welfare. Allied services (Specialized forms of services) And Event Management
<b>11</b>	Contribution of Food and beverage in these outlets (including revenue production) Classification of Food and Beverage operation (a) Commercial (b) Welfare.	Contributions of Food and beverage in these outlets (including revenue production)
<b>12</b>	Revision, Test and Admission to next modules	

# **Module: - SECOND (TS-II)**

## **SUBJECT CODE 03:- FRONT OFFICE MANAGEMENT**

<b>Week No.</b>	<b>Practical</b>	<b>Theory</b>
<b>01</b>	Familiarization to different types of forms used in Reception with the help of computer/ Foreign currency & knowledge of International level. (A) Forecasting of rooms. (B) Group handling (C) C.R.S.	Introduction Reception management & different types of forms used in reception. Reservation management & handling the software packages.
<b>02</b>	(A) Tour in India. (B) Places of Interest. (C) Packages. (D) Airlines / Ships / Railways. (E) Road transport. (F) Ticket booking.	Knowledge of tourism & Travel management
<b>03</b>	Night auditing in front office & other related points A) Staffing. (B) Group selection. (C) Job description & Job specification. (D) Job evolution & performance.	Financial management/ foreign currency Human Resource Management/Principal of management. .



**CODE SUBJECT 4:- ACCOMODATION MANAGEMENT/HOUSE-KEEPING**

**OPERATION**

<b>Week no.</b>	<b>Practical</b>	<b>Theory</b>
<b>04</b>	Housekeeping staff in a hospital / hostel	Introduction of the housekeeping areas and their basic skills / concepts. Routine methods of work. Staff duty in non-commercial establishment
<b>05</b>	Familiarization to Contract work Management, Waste Management & pest control. Health , Safety & Security Planning, Budgeting & Forecasting. Laundry management & arrangement.	Contract work Management Waste Management & pest control. Hygiene, sanitation, & first-aid. Purchasing of House-Keeping goods. (A) Dry cleaning. (B) Stain remover.

**Part -2<sup>ST</sup>**  
***Industrial/Vocational Training***

*06 week on job training in different types of establishment like – Hotels, Hospitals, & other related establishment and trainees will collect the certificate. Student will submit training report (training & related work).*

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**TOOLS AND EQUIPMENT REQUIRED FOR TRADE OF CATERING & HOSPITALITY BOTH  
FOR TS-1 AND TS-2**

**FOOD PRODUCTION MANAGEMENT**

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Quantity</b>
1.	Deep freezer, vertical 3 doors (S.S)(365 lit)	1 No.
2.	Refrigerator (165lit)	1 No
3.	Gas Tandoori with skewers & roti set	1 No/12Nos /1Set
4.	Bain Marie cum Hot cabinet (S.S.)	1 No
5.	Gas burner range having 6 burners (S.S.)	2 Nos
6.	Chinese gas burner(S.S.)	1Nos
7.	Stainless steel work table	10 Nos
8.	Dough kneading table	2 Nos
9.	Electrical Oven	1 No
10.	Trainees locker	1 No
11.	Stainless steels rack (S.S.)	3 Nos
12.	Salamander	1 No
13.	Electronic Geyser (25lit)	1 No
14.	Dough kneading machine (5 kegs.)	1 No
15.	Water Boiler (S.S./Electrical) (15 lit)	1 No
16.	Wet grinder (7 lit)	1 No
17.	Weighing machine electrical	1 No
18.	Weighing machine manual	1 No
19.	Mixer cum grinder	1 No
20.	LPG Gas cooking range (over Griller)	10 Nos
21.	Frying pan (MS)	6 Nos
22.	Frying pan (Non stick)	2/4 No
23.	Kadai (copper) (Med/Small)	2 each No
24.	Aluminum Dekshi 15 lit/12lit	4 Nos
25.	Tawa (Medium size)	4 Nos
26.	Wok (Chinese Kadai)	2 Nos, each
27.	Pressure cooker 21 lit/5lts.	8 Nos
28.	Aluminium Dekshi (4 lts)	16 Nos
29.	Aluminium Dekshi (2 lts)	8 Nos
30.	Aluminium sauce pan (3 lts)	8 Nos
31.	Perforated spoons	12 No
32.	Steel Slicer	18/6/4 Nos.
33.	Steel Bowls(Sm/Med/Big)	2 Nos.
34.	Colander	6 Nos.
35.	Steel plates	24 Nos.
36.	Stainless steel containers (5kgs)	6 Nos.
37.	Egg cutters	2 Nos.
38.	Steak Hammer	2 Nos.
39.	MS Cupboards	2 Nos.
40.	Instructor table/Chairs	1No/3 Nos.
41.	Hand Blender	1No
42.	B.B.Q Trolley (S.S.)	1No
43.	Sizzler Plates	6 Nos.
44.	Exhaust	8 Nos.

45	Spcculla	12 Nos.
46	Storage Rocks	5 Nos.
47	Fans	As required
48	Ring Moulds (Different Sizes)	6 Nos.
49	Small Cups Moulds (cup cakes)	24 Nos.
50	Fire Extinguisher CO2, 25 Kgs.	2 Nos.
51	Cake Tray round 9" dia.	6 Nos.
52	Steel Plates (Dinner Plate)	20 Nos.
53	Steel Bowl (200 ML.)	24 Nos.
54	Cookie cutter (Different six shapes)	10 Nos.
55	Aluminum Handi with cover (50 kg. Capacity)	3 Nos.
56	Aluminum Handi with cover (25 kg. Capacity)	6 Nos.

### Consumables/ Miscellaneous/ Raw materials for Food Production

1	Grinding stone (Flat type)	1No
2.	Wash basin	1Nos
3	Dust pins (Foot press) plastic	1No
4.	Chopping board 8" x 12 "	4 Nos
5.	Chopping board 1 ftx1ft	24 Nos
6.	Wooden spoon	24 Nos
7.	Baking tray (2ftx2ft)	2 Nos
8.	Baking tray (2ftx3ft)	2 Nos
9	Baking cake tin (round)	2 Nos
10	Baking cake tin (square)	2 Nos
11	Handi tongs	12 Nos.
12	Serving kitchen spoons (big)	12 Nos
30.	Balloon whisk	6 Nos.
31.	Measuring cup (Glass/Plastic)	4 Nos.
32.	Plastic containers	48 Nos.
33	Sieve	4 Nos.
34	Strainers	8 Nos.
35	Tea Strainers	4 Nos
36	Spaghetti Strainer	2 Nos.
37	Water Purifier	1 No.
38	Exhaust	8 Nos.
39	Insect Killer	3 Nos.
40	Pasta machine	1 No.

41	Rolling pins	12 Nos
42	Lighting in the kitchen	As required
43	Gas Piping	As required
44	Electrical connecting	As required
45	Chopping Board Green (16 X 10 inch)	6 Nos.
46	Chopping Board Red (16 X 10 inch)	6 Nos.
47	Muffins moulds 12X12	2 Nos.
48	Cake Nozzle set	3 Set.
49	Piping Bags	6 Nos.
50	Pallet Knife	6 Nos.
51	Baking Trays 30cm X30cm	6 Nos.
52	Swiss cake tin	6 Nos.
53	B.B.Q Skewers	12 Nos.
54	B.B.Q. Forks	2 Nos.
55	Tea, Coffee Urns	4 Nos.
56	Chinese chopper	2 Nos.
57	MS Chopper	1 Nos.
58	Kitchen Knife (Big)	2 Nos.
59	Vegetable Knife	2 Nos.
60	Bread knife	2 Nos.
61	Paring knife	2 Nos.
62	Palate knife	2 Nos.
63	Coconut Grater (Hand type)	8 Nos.
64	Bread tin	6 Nos.
65	Ring moulds	6 Nos.
66	Small Cup Moulds	48 Nos.
67	Pizza cutter	4 Nos.
68	Door cutter	4 Nos.
69	Box type grater	10 Nos

### FOOD AND BEVERAGE SERVICE

SR. NO.	NAME OF THE ITEM	QTY
1	Service tables with baize (6* 2 ½)	As required
2	Additional chairs	As required
3	Side board of 8 tables	As required
4	Storage cupboards,	As required
5	Service counter	As required
6	Cutlery set for 20 trainees as per eleven course menu (silver type)	As required
7	1-Electric Geyser	01
8	1-Weighing scale	01
9	Silver service trays/salver etc.	As required
10	Sample preparation trolley	As required
11	1-Refrigerator (Large size)	01
12	Hot plates for five side boards	As required
13	Sundry equipment	As required

14	Table & chair for 20 trainees (Desk type)	As required
15	Instructor Cupboard (Godrej) table & chair	As required
16	1-Range	01
17	Three tier shelf	As required
18	Trainee locker (Godrej)	As required
19	Water boiler	As required
20	NCR machine/Computer	As required
21	One Bain Marie	As required
22	Library books	As required
23	2-Trolley racks	As required
24	Water purifier Reverse Osmosis	1 No.
25	Bottle Holder cum Measure for Beverage (OPTIK) 45 M	1 No.
26	Soda maker Machine Heavy duty Industrial Model	1 No.
27	Conference Chairs	30 Nos.
28	Icebox Chiller	1 No.
29	Espresso Machine and Coffee Grinder	1 No.
30	Minibar Fridge	2 Nos.
31	Television 21" Flat	1 No.
32	Music System with DVD Player and concealed Speaker(Canalized)	1 No.
33	Public Address System for Conference with Cordless Mikes	1 Nos.
34	Pedestrian Fans	6 Nos.
35	Microwave Oven	1 No.
36	Display Food Cabinet	1 No.
37	Room Service Trolley	1 No.
38	Carafe Borosil Small	10 Nos.
39	Carafe Borosil Large	10 Nos.
40	Soup Flask SS PUF Insulated With Inner SS Body	12 Nos.
41	Water Flask SS PUF Insulated With Inner SS Body	12 Nos.
42	Fix Extinguisher 2K	12 Nos.
43	First Aid Box with fully Equipped Medicines and Instructions	1 No.
44	Pastry Trolley	1 No.
45	Set of Milk Cream & Sugar Pot	10 Nos.

### Consumables/Raw materials for Food & Beverage service

1.	Wash basins	02
2.	Soap dispenser	01
3.	Crockery set for 20 trainees	As required
4.	Glass & jugs (including different types of wine glasses)	As required
5.	Table linen	As required
6.	20 sets of tea pots	As required
7.	Coffee pots, sugar pots and milk jugs (silver types)	As required
8.	1-tea Urn	As required
9.	Rolling black board	As required
10.	3 Swill bin with foot press	As required
11.	Furniture and furnishings	As required
12.	Bar Counter with mirror & Bar equipment	As required
13.	Library books	As required
14.	2-Trolley racks	As required

## FRONT OFFICE

SR. NO.	ITEM DESCRIPTION	QUANTITY
1.	EPBAX SYSTEM + AVS M/C	1
2.	FILING RACK DRAWER TYPE	1
3.	SAFE DEPOSITE LOCKER/SWIPE GODREJ	1
4.	PAINTING FOR WALLS WITH IMPORTED FRAMES	6
5.	SIGNAGE SYSTEM FOR WAY MANAGEMENT AND DOOR SIGN SET	1
6.	INFORMATION BOARD VELVET SLOT BOARD WITH GOLD FOIL LETTERS WITH STAND	1
7.	FIRST AID BOX WITH FULLY EQUIPPED MEDICINES AND INSTRUCTIONS	1
8.	FIRE EXTINGUISHER HAND HELD ABC 2 KG	4
9.	FLOWER VASES WITH ARTIFICIAL PLANTS (SET OF 12 YEARS)	1 SET
10.	CHANDELIER & SIDE LIGHTS SET	1 SET
11.	PEDESTAL FANS WITH SWIVEL MECHANISM (STEWARD)	6
12.	GUEST UMBRELLAS (FOR TWO PERSONS)	2
13.	FAX SYSTEM	1
14.	COMPUTER SYSTEM WITH MULTIMEDIA, LASER PRINTER WITH HOTEL SOFTWARE PACKAGE	2
15.	L.C.D. (121")	02
16.	D.V.D.	02
17.	LAPTOP WITH LATEST CONFIGURATION	07
18.	MOBILE	02
19.	RECEPTION COUNTER	AS REQUIRED

### Consumables required Front office

1	PAINTING FOR WALLS WITH IMPORTED FRAMES	6
2	INFORMATION BOARD VELVET SLOT BOARD WITH GOLD FOIL LETTERS WITH STAND	1
3	FIRST AID BOX WITH FULLY EQUIPPED MEDICINES AND INSTRUCTIONS	1
4	FLOWER VASES WITH ARTIFICIAL PLANTS (SET OF 12 YEARS)	1 SET
5	CHANDELIER & SIDE LIGHTS SET	1 SET
6	GUEST UMBRELLAS (FOR TWO PERSONS)	2
7	Class Room projector	2
8	Internet connector USB	As required
9	Hotel operation related software package	As required

### ACCOMODATION MANAGEMENT/ HOUSE-KEEPING

1.	Slotted Angel Racks	3 Nos.
2.	Steel Cupboard	2 Nos.
3.	Student Locker	1 No.
4.	Beds	4Nos.
5.	Bed side Tables	4 Nos.
6.	Sofa chairs	4 Nos.
7.	Sofa	2 Nos.
8.	Coffee table	2 Nos.
9.	Writing cum dressing table	2 Nos.
11.	T.V. (LCD) SONY 108”(HOME THEATER)	2 Nos.
12.	Luggage rack	2 Nos.
13.	Fridge with cabinet	2 Nos.
15.	Ward Rob	2 Nos.
16.	Balcony chairs with coffee table	4/2
17.	A.C. unit	2 Nos.
18.	Intercom	2 Nos.
19.	Fans	2 Nos.
24.	Vacuum cleaner wet & dry	01
25.	Scrubber machine	01
26.	Jet Pressure /Skirting machine Equipment	01
27.	Room maid trolley	02
28.	Washing machine	01
29.	Hand press	02
31.	Irons	02
32.	Ironing Boards	02

33	Slotted Angel Racks 6' X 3' X 2'	3 Nos.
34	Steel Cupboard 78" X 19" X 34"	2 Nos.
35	House Keeping Linen Trolley(Maids Cart)	1 No.
36	Janitorial cot	1 No.
37	Commode with Flush Tank	2 Nos.
38	Water Heater (25 Ltrs.)	2 Nos.
39	Showers Panel Multijet Full Feature with Pressure pump	1 No.
40	Television (Hotel Specific TV)	2 Nos.
41	Minibar Fridge	2 Nos.
42	Intercom Phone System	2 Nos.
43	Rocking Chair	1 No.
44	Safe Deposit Lockers (electronic Code)	2 Nos.
45	Shoe Shining machine	1 No.
46	Stem Press Machine	1 No.
47	Clothes Drier Machine	1 Nos.
48	Sewing Machine	1 No.
49	Laundry Trolley with Castors	2 Nos.
50	Mini Scrubber Drier with pump 34p	1 No.
51	MINI SCRUBBER DRIER GRAVITY 24N	1 No.
52	CARPET EXTRACTURS	1 No.
53	HIGH PRESSURE JET CLEANERS	1 No.

## Consumables required for Housekeeping

Sr No	Description	Qty Required
1	Towels	12 Nos.
2	Bed sheets	36 Nos.
3	Blankets	12 Nos.
4	Night spread	12 Nos.
5	Bed covers	12 Nos.
6	Pillow covers	12 Nos.
7	Hand towels	12 Nos.
8	Hand Napkins	12 Nos.
9	Mattress Protector	12 Nos.
10	Bath Mats	6 Nos.
11	Door Mats	6 Nos.
12	Curtains	24 Nos.
13	Flower Vase	6 Nos.
14	Flower Pots	36 Nos.
15	Mattress	6 Nos.
16	Pillows	6 Nos.
17	Hand brush	02 Nos
18	Chef coat/ paint/ knot/ saris/ apron	As required
19	Shoe/ shocks	As required

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