

## SYLLABUS OF Short Term Course on “Domestic Electrician”

1. Name of the Short Term Course : Domestic Electrician  
 2. Duration of Course : 6 Months (300 hrs)  
 3. Entry Qualification : 8<sup>th</sup> Pass

#### 4. Job Description :

The main objective of this course is to impart basic knowledge & skill of basics of Electrical work to the trainees so that they are able to either seek employment as Domestic Electrician or operator in the Industries or self employment

After successful completion of training, the person will be able to: -


- Make electrical wire joints & soldering.
- Analyze, demonstrate and test basic electrical connection.
- Plan and prepare Earthing installation.
- Assemble, install and test wiring system.

#### Detailed Syllabus for the short term course of “Domestic Electrician” :

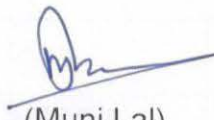
Sr. No.	Theory	Practical
1	<p><b>Basic Tools &amp; Safety:</b></p> <p>Familiarization with Trade, Safety Precautions, Elementary First Aid, Identification of different hand tools with their specifications-Care and Maintenance of Hand Tools</p> <ul style="list-style-type: none"> <li>- Introduction to Electricity</li> <li>- Ohms Law, Resistance</li> <li>- Electric Sign &amp; Symbols</li> </ul>	<p><b>Demonstration of tools &amp; Elementary First Aid</b></p> <ul style="list-style-type: none"> <li>- Artificial Respiration</li> <li>- Demonstration and use of different tools</li> </ul>
2	<p><b>Electrical Wires:</b></p> <ul style="list-style-type: none"> <li>- Identification of various types of</li> </ul>	<p><b>Identification of wires</b> 1/27, 3/22, 3/22 Copper, 3/20 (copper) 1.3, 2.5 and 4 mm<sup>2</sup> (Aluminum), V.I.R., P.V.C., C.T.S.,</p>

	<p>wires used for house wiring, motor winding in electrical appliances, their uses and sizes</p> <p><b>Electric Accessories &amp; Meters:</b></p> <ul style="list-style-type: none"> <li>- Common Electric Accessories and Fixture with their specifications</li> <li>- Installation of different types of electric meter and instruments (Portable type Panel/Board Type)- Function and uses of Ampere Meter,</li> <li>- Voltmeter, Energy Meter, Wattmeter, Megger</li> </ul>	<p>Lead covered, Enameled, Super Enameled Wire, Earthing Wire (G.I and Copper), Guide Wire</p> <ul style="list-style-type: none"> <li>- Use of Wire Gauge (SWG)</li> <li>- Identification of Accessories and Fixtures</li> <li>- Using and Reading of various meters like Ammeter, Voltmeter, Multi-meter, Wattmeter, Energy Meter, Megger</li> <li>- Care in Handling and Storage</li> </ul>
3	<p><b>Protective Devices:</b></p> <ul style="list-style-type: none"> <li>- Understanding of fuses and circuit breakers (Kit-Kat Type, H.R.C. Fuse, Cartridge Fuse, M.C.B., ELCB)</li> </ul> <p>Earthing:</p> <ul style="list-style-type: none"> <li>- Purpose of Earthing, Methods of Earthing (Plate &amp; Pipe Earthing) Selection of right type of earth wire, Indian electricity rules for earthing</li> </ul>	<p>Demonstration and familiarization of various types of fuses and ckt breakers (Kit-Kat Type, H.R.C. Fuse, Cartridge Fuse, M.C.B., ELCB)</p> <ul style="list-style-type: none"> <li>- Earth Wires Laying of earth wire for earthing in single and three phase connection Testing of earthing using Earth Tester</li> </ul>
4	<p><b>Common Electrical Accessories,</b> their specifications in line with NEC 2011-Explanation of switches lamp holders, plugs and sockets. Developments of domestic circuits, Alarm &amp; switches, with individual switches, Two way switch .Security surveillance, Fire alarm, MCB, ELCB, MCCB</p>	<p>Practice on installation and overhauling common electrical accessories as per simple Electrical circuit / Layout.</p> <p>. Fixing of switches, holder plugs etc. in T.W. boards.</p> <p>-Identification and use of wiring accessories concept of switching.</p>
5	<p><b>Electric Switches &amp; Energy Meters:</b></p> <ul style="list-style-type: none"> <li>-Electric Meter and various types of Switches</li> <li>- Methods of fixing various types of switches and meters</li> <li>- Main switches – I.C.D.P., I.C.T.P.</li> </ul>	<ul style="list-style-type: none"> <li>- Identification of various types of switches</li> <li>- Preparation of switch board, mounting of various switches on sheet/wooden boards, fixing of switch boards on walls.</li> <li>- Preparing Energy Meter Board with</li> </ul>

	Distribution Box - Methods of Fixing Single Phase and Three Phase Energy Meters	cutout and switches
6	<b>Complete House-wiring layout.</b> Splitting load wire in accordance with NEC I.E.E. Rules. Multi-storeyed system. Fault finding and trouble shooting.	Practice of wiring Maintenance of institute, hostel, hotel, residential building. Layout and repairing of workshop electrical installation. Fault finding practice
7	<b>Domestic Appliances:</b> Working principles and circuits of common domestic equipment and appliances. – Calling Bell, Buzzer, Alarms, Electric Iron, Heater, Light. Electric Kettle, Heater / Immersion Heater, Hot Plate, Oven, Geyser, Cooking range, Mixer, Washing machine, , Motor Pump set, etc. Concept of Neutral and Earth.	Repair & Test of Calling Bell, Buzzer, Alarms, Electric Iron, Heater, Light. Maintenance and repair of domestic equipment – Electric Kettle, Heater / Immersion Heater, Hot Plate, Oven, Geyser, Cooking range, Mixer, Washing machine, , Motor Pump set, etc.
8	Industry Visit of One Day	Industry Visit of One Day
9	Revision & Examination	Revision & Examination



(Mahesh Dutt)  
Instructor (Electrician)  
Govt. ITI Solan



(Muni Lal)  
Group Instructor  
Govt. ITI Solan



(Shivender Doegar)  
Principal(Sr. Scale)  
Govt. ITI Solan

## SYLLABUS OF Short Term Course on “Basics of Hospitality Assistant”

### GENERAL INFORMATION

1. Name of the Course : Basics of Hospitality Assistant
2. Duration of Course : 6 Months (300hrs)
3. Entry Qualification : 10<sup>th</sup> Pass
4. Job Description :

After successful completion of training, the person will be able to: -

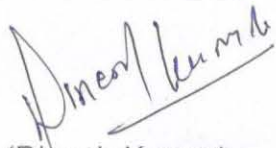
- Work in many settings such as restaurants, hotels, coffee shops, restaurants
- To welcome the guests by greeting them as per the standards
- To provide proficient and professional services to the guests by meeting and also exceeding their expectations.
- Assistance for Basic Cooking needs
- Assistance for Basic Front Office needs

### Detailed Syllabus for the short term course of “Basics of Hospitality Assistant”

Sr. No.	Trade Practical	Trade Theory
1	<b>a) Introduction to F&amp;B Service</b> <b>b) Identifications of service equipments</b> c) Setting up of tables – handling of service equipments <b>d) Care and upkeep of service equipments</b> e) Video /Power Point Presentation on grooming, personal hygiene, dos & don'ts by an F&B Assistant. <b>f) Rules to be observed while waiting at the table</b> g) Hygienic handling of Cutlery/ Crockery/ Glassware/	<b>a) Introduction to Catering industry / hotel industry</b> <b>b) An orientation programme on the course and related job opportunities by the industry expert and instructor.</b> <b>c) Different types of catering establishments.</b> <b>d) Nonprofit &amp; profit making organizations</b> <b>e) Organizational hierarchy of a star hotel and F&amp;B department in different categories of hotels.</b> <b>f) Attributes of F&amp;B services personals</b> <b>g) Duties and responsibilities of F&amp;B</b>

	<p><b>h)</b> Demonstration and practice of laying a Table.</p>	<p>service personnel.</p> <p><b>h)</b> Inter-departmental coordination.          Co-ordinator with Front Office          Co-ordinator with Housekeeping  <input type="checkbox"/> F&amp;B (Kitchen) and other ancillary departments in a Hotel.</p> <p><b>i) Grooming, hygiene and etiquettes.</b></p>
2	<p><b>a)</b> Hygienic handling of Flatware and Hollowware.</p> <p><b>b) Introduction to Linen</b></p> <p><b>c)</b> Correct use of Linen – waiter's cloth/ Runner/ Table cloth/ Napkin etc</p> <p><b>d) Laying and relaying table cloth</b></p> <p><b>e)</b> Napkin folding (min. 5 types)</p> <p><b>f) laying of a cover</b></p>	<p><b>a)</b> Points to be observed while laying a table.</p> <p><b>b) Rules while waiting at the table.</b></p> <p><b>c) Service equipment –</b>  <input type="checkbox"/> Categorization of service equipment and their upkeep and maintenance such as: -          Cutlery , Crockery , Silver / White metal ware</p> <p><b>d) Kitchen stewarding</b>  <input type="checkbox"/> Role of Kitchen stewarding and duties &amp; responsibilities of kitchen stewarding          Different types of dish washing methods.</p> <p><b>e) Linen –</b> Types, Sizes , Use &amp; Linen Exchange procedure, Care &amp; maintenance of Linen</p>
3	<p><b>a)</b> Correct handling and practices of using service spoon and service fork</p> <p><b>b)</b> Tray carrying and balancing of equipments / food / beverages on a tray.</p> <p><b>c) balancing service tray</b></p> <p><b>d)</b> Methods and Techniques of different styles of service – American/ French/ English/ In situ</p> <p><b>e)</b> Setting of room service tray &amp; trolley for tea / coffee / pre plated food / 3 course meal</p> <p><b>f)</b> Practicing room service operations in the training restaurant during on the job training.</p>	<p><b>a) Pantry &amp; Still Room</b></p> <p><b>b)</b> Courses of French Classical Menu and service equipment required for the same.</p> <p><b>c) Different types of services</b>          French services, English service &amp; American service , Gueridon service, Fast food service, Service of breakfast, brunch, lunch, hi-tea &amp; dinner</p> <p><b>e) Room Service</b>          Types of room service,          Room service Hierarchy, setting of room service trays, Trolley Service for different meals.</p>

4	a) Type of rooms with specifications b) Room Rates and Tariff cards c) Reservation enquiry over telephone and mail d) Different types of keys and lock systems	a) Type of Rooms b) Room plans and room rates, importance of tariff c) Modes of reservation requests and handling reservations d) Importance of Key Control at Front Office.
5	Cooking of Various Vegetables, Pulses, Condiments, Spices all incorporated or fused into a dish.	Aims and objectives of cooking Food. Classification of Raw Materials according to their function various texture.
6	Methods of Cooking Food.	Preparations of ingredients. Methods of Mixing Foods. Methods of Cooking Food-Roasting, baking, Smoking, Grilling, Broiling, Microwave, Frying, Poaching and Peeling.
7	On the job Training (OJT) (2 months)	On the job Training (OJT) (2 months)



(Dinesh Kumar)  
Trainer (Front Office Assistant)  
Govt. ITI Solan



(Muni Lal)  
Group Instructor  
Govt. ITI Solan



(Shivender Doegar)  
Principal (Sr. Scale)  
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