



NIOS Vocational Courses

- Food Processing
- House Keeping
- Hotel Front office Operations

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Food Processing



Duration: 1 Year

Eligibility: 10 Pass

Introduction

In this day and age it has become imperative to process and preserve the food being produced in one particular area in order to make it available to people in other areas. This has given rise to a very important industry of food processing which is being done both on a large scale as well as on a small scale i.e., as a cottage industry. It has thus become necessary to train personnel to set up and run these enterprises.

Objectives

After going through the course, the students will be able to:
Familiarize themselves with effect of processing on nutrients;
Develop skill in the various methods of food processing;
Acknowledge the importance of proper packaging and labelling of products;
Develop entrepreneurial skills in setting up and running an enterprises.

Job Opportunities

- 1. Self employment: As owner of a small food processing unit*
- 2. Wage employment: As a worker in a food processing unit, As a trainer / teacher*

Entry Qualification

Education : Class X pass

Course Duration

One Year. The credit can be transfered against any one academic course.



Scheme of study

Theory - 40%, Practical - 60%

Scheme of Evaluation

Internal assessment: NA

External examination % Age Marks

1. Theory 40 40

2. Practical 60 60

Passing Criteria

Separate Pass 33% marks in Theory and Practical

Course Contents (Syllabus)

Theory

- . Foods – Nutrients and Functions
- . Foods – Cooking
- . Foods – Quality Assurance
- . Foods – Safety
- . Your Role as a Consumer
- . Processing of Foods
- . Methods of Food Preservation
- . Equipment used for Food Preservation
- . Food Engineering - Industrial Plant Organization – Layout and equipment Plan
- . Quality Control in Food Processing Unit
- . Hygiene and Sanitation
- . Packaging Material
- . Labels on Food Packages
- . Accessories Used in Packaging
- . Marketing

Practical

- . Prepare one dish each using the following methods of cooking
- . Surf the Net and study the prescribed norms to be fulfilled to be eligible for the following standardization marks
- . Design labels for the following products you plan to make in your unit
- . Develop the Feasibility Criteria for the Development and Management of a pickle making unit you plan to set up



House-keeping



Duration: 1 Year

Eligibility: 10 Pass

Introduction

While the course may be used by a lay person for personal enrichment, it has been felt that there is a growing demand for trained housekeeping personnel who can give a professional touch to housekeeping wherever they work in hotels, guest houses, hospitals, offices, shopping complex resorts, etc. This course will enable all learners to give that professional edge to their housekeeping skills.

Objectives

After reading through this course, the students will be able to:

- Appreciate that housekeeping needs professionals like any other area;
- Develop various housekeeping skills like cleaning, laundry, special cleaning, spring cleaning, etc;
- Develop a sense of art while doing interior decoration;
- Develop skills in managing a small enterprise

Job Opportunities

1. Self employment: As owner of a housekeeping firm, As owner of a small guest house
2. Wage employment: As a worker in a housekeeping firm.

Entry Qualification

Education : Class X pass

Course Duration

One Year. The credit can be transferred against any one academic course.



Scheme of study

Internal assessment: NA

External examination % Age Marks

1. Theory 40 60
2. Practical 60 60

Passing Criteria

Separate Pass 33% marks in Theory and Practical separately are necessary.

Course Contents (Syllabus)

Theory

- .Importance of Housekeeping department.
- .Organization chart and functions of housekeeping.
- .Personal grooming and etiquette.
- .Cleaning, cleaning material and equipment.
- .Laundry in a house keeping unit.
- .Requirements, types, maintenance and distribution of linen.
- .Personal hygiene and clothing.
- .Collection and disposal of wastes.
- .Elements and principles of Art.
- .Colour and its use in different rooms.
- .Space organization furniture, furnishing, accessories and lighting.
- .Flower arrangement, floor decoration and indoor plants.
- .Maintenance of premises
- Plumbing
- Electrical
- .Pest control and eradication.
- .Environmental hygiene and sanitation.
- .Record keeping.

Practical

- .Visit to establishment to get familiar with the role of housekeeping.
- .Make a list of activities which a house keeper must look after in any establishment.
- .Prepare a report on job specification and description of various house-keeping personnel.
- .To talk to various establishment care takers/housekeeping/workers to find - out details of their duties responsibilities and the problems.
- .State and list the requirement for a cleaning unit or laundry unit attached to an establishment.
- .Laundering of different types of fabrics and linen.
- .Maintaining records and stock registers for consumables and non consumables, expenditure.
- .Observe neighbors and list their problems due to neglect of personal hygiene.
- .Visit hospitals/clinics and list the disease caused due to neglect of personal hygiene.
- .List the activities necessary for maintaining good personal hygiene Observe five people and administer a questionnaire and give suggestions.
- .Prepare a first aid box.
- .Learn to operate fire extinguishers and to report any emergency.
- .Practice various means of eradication of pests like cockroaches, mosquitoes, white ants etc.



Practical

.Make a scrap book with cutting from magazines regarding furniture arrangement.

.Make a colour wheel and colour schemes.

.Visit showrooms, hotels, guest houses, houses and observe the following.

Furniture arrangement

Furnishing

Accessories

Lighting

Floor covering

Indoor plants etc.

.Make flower arrangements using fresh flowers, dry twigs, foliage and try to arrange them at home every day.

.Prepare designs and make rangolis for various occasions and areas.

.Practice simple home repairs such as replacing washers, fuse, plugs, and bulbs.

.Clean and polish floors and floor covering.

Hotel Front Office Operations



Duration: 1 Year

Eligibility: 10 Pass

Introduction

With travel increasing day-by-day, whether it is for business, pleasure or for any other reason, there is a mushrooming growth of hotels-big and small. At the same time there is a demand for people to work in these hotels. Most people working in smaller hotels learn on the jobs which proves expensive. Hence there is a growing demand for trained persons who are able to perform the basic front office operations in a hotel, efficiently.

Objectives

After going through this course, the student will be able to:

acquaint with various categories of hotels;

acquaint with various departments of a hotel;

develop a sense of work ethic.

develop a pleasing manner while dealing with the customers.



Job Opportunities

wage employment: as a junior front level worker in any establishment.

Course Duration

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Scheme of study

*Theory: 40%
Practical: 60%*

Entry level qualification

Education : Class X pass

Scheme of evaluation

*Internal assessment: 20 marks
External examination
Total Marks - 100
1. Theory 40% 40 marks
2. Practical 40% 40 marks*

Passing criteria

*1. 33% in Theory
2. 33% in Practical
3. 33% in Internal Assessment
Separate pass in Theory, Practical and internal assessment is necessary.*

Course Contents (Syllabus)

Theory



- .Introduction to Hotels*
- .L-2 Front Office An Introduction*
- .L-3 Qualities of the front office staff*
- .L-4 Room reservations*
- .L-5 Reception*
- .L-6 Reception Control Activities*
- .L-7 Information*
- .L-8 Guest relations*
- .L-9 Front Office Cash Guest billing*
- .Front Office Cash Guest billing*
- .Front office cashier general work*
- .L-11 Night Auditing*
- .L-12 Bell Desk*
- .L-13 Telephone*
- .L-14 Emergency Situations*
- .L-15 First – aid*

Practical

- .Divide the learners into three groups and assign one type of hotel to each group like;*
- .Each group gathers the following information with regard to the hotel assigned on the following points;*
- .Write a report and compare and discuss the difference and similarities.*
- .Administer first –aid to a hotel guest who is suffering from the following conditions;*
- . A late night guest needs a room for the night. How will you calculate the room position for this purpose and accommodate the guest*
- .Calculate and sure the procedures you will adopt to get a clearer picture of the room position*
- .Use the room rack details, departures dates/expected departure dates and the number of rooms required for guest with reservation.*
- .The hotel is expecting four VIP guest's during Diwali. Design a project report detailing the planning giving.*



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