

HUNNAR SE ROZGAR

Ministry of Tourism implemented Hunnar Se Rozgar program through Institute of Hotel Management. Programmes are supported and sponsored by MOT. The following courses are offered:

- A six week full time course in Food & Beverage Service.
- An eight week full time course in Food Production, (Cookery)
- An eight week full time course in Bakery and Patisserie.

Course Guidelines

Course Title	Waiter-cum-Houseman
Objective	Increase trained manpower capacity of service providers
Eligibility	8 th Class pass Age: 18 to 28 years
Duration	Six Weeks or 210 hours Teaching of seven hours per day - five days a week or 35 hours per week
Industrial Training	Industrial Training of sixteen hours per week for six weeks. Minimum clock in of 80 hours certified through log sheet by industry / trainer
Admission	Through Advertisement on first come first served basis with class size of 25-30 students
Fee	No course fee for trainee. Institute to pay Rs.1500/- to trainee at the end of course
Course Administration	To be delivered by Central Institutes of Hotel Management & four IHMs/FCIs @ Faridabad, Chandigarh, Kurukshetra & Ajmer
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

By Institute and NCHMCT

Course Details

Waiter-cum-Houseman Course

(Six weeks)

THEORY COMPONENT

SL.NO.	Topic – Food & Beverage Service
1	Pride in Nation
2	Tourism & You
3	Etiquettes & Basic Conservation
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

Course Details

Waiters Course 06 weeks 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 (crochery, 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

HUNNAR SE ROZGAR

Eight week full time course in Food Production

Course Guidelines

Course Title

Cook (Regional)

Objective

Increase trained manpower capacity of service providers

Eligibility

8th Class pass

Age: 18 to 28 years

Duration

Six Weeks or 280 hours

Teaching of seven hours per day - five days a week or 35 hours per week

Industrial Training

Industrial Training of sixteen hours per week for eight weeks. Minimum clock in of 112 hours certified through log sheet by industry / trainer

Admission

Through Advertisement on first come first served basis with class size of 25-30 students

Fee

No course fee for trainee. Institute to pay Rs.2000/- to trainee at the end of course

Course Administration

To be delivered by Central Institutes of Hotel Management & four IHMs/FCIs @ Faridabad, Chandigarh, Kurukshetra & Ajmer

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 By Institute and NCHMCT

Training Module for Hospitality Training Programme in

Food Production

Duration 8 weeks

Rational:

Total Duration	: 8 weeks
Total contact hours	: 280 hours + 112 hours to log in catering units*
Classes per week	: 35 hours
Theory classes	: 1 hour per day
Demo/Preparation	: 2 hours per day for next day
Practical classes	: 4 hours per day

*112 hours of Hands On experience in Hotels/Restaurants/Catering Units.

KNOWLEDGE

Understanding the Industry

- Hotels
- Various types of catering establishments
- Different types of kitchens
- Kitchen organisation
- Your place in kitchen

Personal Hygiene for Food handlers

- Your appearance & uniform
- How to wash hands correctly
- How to develop a daily personal hygiene routine
- How to handle equipment and utensils

Basic Hygiene

- 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

Cleaning the Kitchen and equipment and preparing for work

- 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

SKILL

- 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

Knife Skills

- 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

Washing and Blanching Food

- Soaking food items
- washing
- Disinfecting
- Blanching
- Rinsing

Vegetables and Spices

- identification of vegetables
- standard quality of vegetables
- spices and herbs used in Indian cuisine

Garbage Disposal

- Different methods
- Advantages & Disadvantages

Handling Complaints

- Facts on complaints

- Why do customers complain
- Customers expectations in lodging a complaint
- Complaints are sales opportunities

Basic First-Aid

- Demonstration of first aid techniques preferably by St. John & Ambulance
- First of wounds, scars & minor injuries

Egg

Breakfast Egg Preparation:

- Egg fry (single / double)
- Boiled egg
- Omlette stuffed

Scrambled egg / Bhurji

Snacks

- Regional snacks including samosa, pakora, idli, dosa, dhokla, noodles etc.

Soup

- Preparation of tomato, vegetable, chicken & three regional soups

Salads and Sandwiches

- preparation of simple salads and sandwiches

Preparation of

- Chutney, Raita & Indian Marinades

Preparation of

- Rice and Pulses (Atleast four items each)

Vegetable Cookery

- Different vegetables preparations
- Effect of heat on different vegetables

BASIC PREPARATIONS OF

- Cuts of Meat, chicken and fish for Indian kitchen

Poultry – Mutton – Fish Curry

Basis preparation as per regional specialities

Flour

- Kneading of flour, preparation of :

Indian Bread

- Roti
- Poories
- Naan,
- Phulka
- Paranthas
- Kulchas etc

Indian Sweets

- 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.

HUNNAR SE ROZGAR

Eight week full time course in Bakery and Patisserie

Skills Development Program of the Ministry of Tourism HUNNAR SE ROZGAR

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	To be delivered by Institutes of Hotel Management & Food Craft.
Duration	Eight Weeks (360 Hours)
In Institute	Four hours per day for 5 days a week (160 Hours) Theory: One hour per day Practical: Three hours per day (Demonstration & Hands on training)
Industry Attachment	Minimum 200 hours. Monday to Friday: 4 hours for 40 days Saturday: 8 hours for 7 days
Admission	Through Advertisement on first come first served basis with class size of 25-30 students
Fee	No course fee for trainee
Stipend	Rs.2000/- at the end of course
Attendance & Stipend Eligibility	Students must attain minimum 90% attendance at Institute and must log in 200 hours industry attachment 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
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 (120 Hours)

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

HUNNAR SE ROZGAR

A Six days Skill Certification Course for Cooks.

Guidelines

Trade	COOK
Objective	Experienced service providers from the industry who have no formal training or certificate.
Duration	Six days orientation of 35 hours.
Eligibility	In-service personnel
Admission	Through Advertisement and trade publicity on first come first served basis with minimum class size of 25 candidates.
Fee	No course fee for trainees. Institute to pay @ Rs.200 per day to trainee.
Course Administration	To be delivered by Institutes of Hotel Managements (IHM) @ Pusa, New Delhi; Mumbai; Kolkata; Chennai; Bangalore; Goa and Hyderabad under the Capacity Building for Service Providers (CBSP) Scheme of the Ministry of Tourism, Government of India
Examination	Theoretical knowledge would be tested through Viva of max. 30 marks. Practical test of skills would be done comprising max. 70 marks. Based on the outcome of the test, candidates would be certified on grades of competence i.e.. Candidate securing between 60% to 70% Grade - III, 71% to 80% Grade - II and 81% and above Grade - I. Those unable to obtain minimum pass percentage of 60% can register again for the

next test.

Certification By the host Institute and NCHMCT

SKILL CERTIFICATION FOR SERVICE PROVIDERS

TRADE-COOK

ORIENTATION PROGRAM - FIVE DAYS / 35 HOURS

COURSE CONTENT

1. Pride in Nation
2. Tourism and your role
3. Personal Hygiene for food handlers
4. Basic Hygiene
 - i Food Safety in kitchen
 - ii. Cleaning the kitchen
 - ii Cleaning the kitchen
 - iii Cleaning the equipment
 - iv Preparing for work
5. Culinary Terms
6. Knife skills
7. Potable water
8. Washing and blanching vegetables, fruits, meats and fish
9. Conserving food nutrients
10. Kitchen management
11. Storing Food
12. Food Presentation (consistency, texture, flavour, colour, garnishes)
13. Health and Safety
14. Basic First Aid
15. Closing down the kitchen

Examinee will be tested for skill acquired in category:

1. Tandoor - Indian Breads
2. Handi / Gravy / Curry Cook
3. Dosa / Idli / Vada (South Indian)

4. Kebab cook
5. Non-Veg. curry cook
6. Veg. Curry cook
7. Rice & Biryani
8. Halwai (Indian)

Each examinee will prepare 03 *popular items* 04 *portions each in their category as assigned.*