



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

HOSPITAL HOUSEKEEPING

(Duration: One Year)
Revised in July 2022

**CRAFTSMEN TRAINING SCHEME (CTS)
NSQF LEVEL- 3**



SECTOR – TOURISM & HOSPITALITY



Directorate General of Training

HOSPITAL HOUSEKEEPING

(Non-Engineering Trade)

(Revised in July 2022)

Version: 2.0

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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1. COURSE INFORMATION

During the one-year duration of “Hospital Housekeeping” trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skills related to job role. In addition to this, a candidate is entrusted to undertake project work and extracurricular activities to build up confidence. The broad components covered under Professional Skill subject are as below:-

In one year, duration, the trainee learns about elementary first-aid, firefighting, environment regulation and housekeeping, etc. The trainee practices personal hygiene, cleanliness and basic principles of sanitation of hospital environment. He practices basic and special cleaning procedures, maintenance of toilets. He learns the different process of water treatment and purification, removal of bacteria. Trainees gather knowledge of removal and control techniques unwanted odour in the hospital premises. He learns the methods of handling and disposal of solid, liquid, pathological and nuclear waste. He knows the methods of extinction of fire by the different firefighting equipments and awareness of handling the dangerous situations occurring by natural calamities. He will be able to check the precaution, control and eradication of the pest, rodent and animal nuisance. The trainee learns to maintain the environment which is pleasant to patients, staff and visitors. He learns to make aesthetic and suitable arrangement of soft furnishing. The trainee learns quantitative and qualitative requirement of lightings in different hospital areas. The trainee acquires knowledge in hospital linen services, viz. selection, procurement, storing, sterilizing, replacing and accounting. The trainee learns to maintain housekeeping equipment. The trainee also checks both internal and external environmental hygiene of hospital premises and carries out infection control measures. He assists and maintains various housekeeping records and documents. He acquires knowledge of basic computer operations to maintain hospital management data. The trainee also undergoes two weeks on-the- job training in various hospitals at the end of the year which gives them more practical exposure to hospital environment.

2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of the economy/ labour market. The vocational training programs are delivered under the aegis of National Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer programs of DGT for propagating vocational training.

“Hospital Housekeeping” trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one-year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Candidates broadly need to demonstrate that they are able to:

- Read and interpret technical parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the technical parameters related to the task undertaken.

2.2 PROGRESSION PATHWAYS

- Can join industry as Craftsman and will progress further as Senior Craftsman, Supervisor and can rise to the level of Manager.
- Can become Entrepreneur in the related field.
- Can join Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.
- Can join Advanced Diploma (Vocational) courses under DGT as applicable.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of two-years: -

S No.	Course Element	Notional Training Hours
1	Professional Skill (Trade Practical)	840
2	Professional Knowledge (Trade Theory)	240
3	Employability Skills	120
	Total	1200

Every year 150 hours of mandatory OJT (On the Job Training) at nearby industry, wherever not available then group project is mandatory.

4	On the Job Training (OJT)/ Group Project	150
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Trainees of one-year or two-year trade can also opt for optional courses of up to 240 hours in each year for 10th/ 12th class certificate along with ITI certification or add on short term courses.

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The Continuous Assessment (Internal) during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain individual *trainee portfolio* as detailed in assessment guideline. The marks of internal assessment will be as per the template. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in.

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure are being notified by DGT from time to time. **The learning**

outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check individual trainee’s profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising some of the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work
- Computer based multiple choice question examination
- Practical Examination

Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examination body. The following marking pattern to be adopted for formative assessment:

Performance Level	Evidence
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(a) Marks in the range of 60%-75% to be allotted during assessment	
<p>For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices</p>	<ul style="list-style-type: none"> • Demonstration of good skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ job.
(b) Marks in the range of 75%-90% to be allotted during assessment	
<p>For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices</p>	<ul style="list-style-type: none"> • Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities. • Little support in completing the task/job.
(c) Marks in the range of more than 90% to be allotted during assessment	
<p>For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.</p>	<ul style="list-style-type: none"> • High skill levels and accuracy in the field of work/ assignments. • A high level of neatness and consistency to accomplish job activities. • Minimal or no support in completing the task/ job.

Janitor/Housekeeping Attendant; keeps hotel, office building, apartment house, or similar building in clean and orderly condition and tends furnace, air-conditioner, and boiler to provide heat, cool air, and hot water for tenants, performing any combination of following duties: Sweeps, mops, scrubs, and vacuums hallways, stairs and office space. Regulates flow of fuel into automatic furnace or shovels coal into hand-fired furnace. Empties tenants' trash and garbage containers, Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities, using hand tools. Replaces air-conditioner filters. Cautions tenants regarding complaints about excessive noise, disorderly conduct, or misuse of property. Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment. Cleans snow and debris from sidewalk. Mows lawn, trims shrubbery, and cultivates flowers, using hand tools and power tools.

Reference NCO-2015:

- a) 5151.0201 – Janitor/Housekeeping Attendant

Reference NOS:

- a) THC/N9906:

4. GENERAL INFORMATION

Name of the Trade	HOSPITAL HOUSEKEEPING
Trade Code	DGT/1045
NCO - 2015	5151.0201
NOS Covered	THC/N9906,THC/N9422,THC/N9423,THC/N9424,THC/N9425, THC/N9426,THC/N9427,THC/N9428,THC/N9429,THC/N9430, THC/N9431.THC/N9432
NSQF Level	Level-3
Duration of Craftsmen Training (Instructional Hours)	One Year (1200 hours + 150 hours OJT/Group Project)
Entry Qualification	Passed 10 th class Examination
Eligibility for PwD	LD, CP, LC, DW, AA, BLIND, LV, DEAF, HH, AUTISM, ID, SLD
Minimum Age	14 years as on first day of academic session.
Unit Strength (No. of Student)	24 (There is no separate provision of supernumerary seats)
Space Norms	40 Sq. m
Power Norms	5 KW
Instructors Qualification for:	
(1) Hospital Housekeeping Trade	<p>B.Voc/Degree in Hospital Administration/ Management / PG Diploma in Healthcare Management from UGC recognized university with one-year experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Diploma (Minimum 2 years) in Hospital Administration / Healthcare Management from a recognized board/ council of education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/ NAC passed in the trade of "Hospital Housekeeping" with three years' experience in the relevant field.</p> <p>Essential Qualification: Relevant Regular/ RPL variants of National Craft Instructor Certificate (NCIC) under DGT.</p>

	<p>Note:- Out of two Instructors required for the unit of 2(1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However, both of them must possess NCIC in any of its variants.</p>
(ii) Employability Skill	<p>MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills.</p> <p>(Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above)</p> <p style="text-align: center;">OR</p> <p>Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills.</p>
(iii) Minimum Age for Instructor	21 Years
List of Tools and Equipment	As per Annexure – I

5. LEARNING OUTCOME

Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

5.1 LEARNING OUTCOMES (TRADE SPECIFIC)

1. Perform proper sanitation; maintain cleanliness and purification of water following safety precaution. THC/N9906:
2. Identify the removal and control technique of unwanted odours and sources of odours. THC/N9422
3. Perform and demonstrate the hospital waste disposal. THC/N9423
4. Perform Safety awareness activity in hospital from fire, electrical and natural hazards. THC/N9424
5. Identify diseases transmitted by rodents and animals and demonstrate prevention, control and eradication measures of rodents and animal nuisance. THC/N9425
6. Create and maintain pleasant lighting, making aesthetic colour scheme, ventilation and applying proper interior decoration in different hospital areas. THC/N9426
7. Distribute clean linen and hospital / surgical gown and maintain inventory. THC/N9427
8. Check and ensure proper custody, operation and maintenance of hospital equipments. THC/N9428
9. Check both internal and external environmental hygiene of hospital premises. THC/N9429
10. Carry out infection control measures. THC/N9430
11. Co-ordinate and assist in managerial task. THC/N9431
12. Perform basic computer operations. THC/N9432

6. ASSESSMENT CRITERIA

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Perform proper sanitation; maintain cleanliness and purification of water following safety precaution. THC/N9906:	Check the proper sanitation of hospital.
	Demonstrate the basic cleaning.
	Demonstrate the special cleaning of furniture and fixtures.
	Demonstrate maintenance of toilets.
	Demonstrate different processes of water treatment and purification.
2. Identify the removal and control technique of unwanted odours and sources of odours. THC/N9422	Identify the types and causes of unwanted odours in hospital premises.
	Demonstrate and identify proper ventilation.
	Demonstrate and identify the humidity and temperature control.
	Demonstrate and identify the removal and control technique of unwanted odours.
	Demonstrate and identify various equipments and materials used for odour control operations.
3. Perform and demonstrate the hospital waste disposal. THC/N9423	Check hospital waste disposal.
	Demonstrate and identify the source and generation of waste.
	Identify the pollution hazards caused by the waste.
	Demonstrate the collection and transportation methods of wastes.
	Demonstrate the methods of handling and disposal types of hospital wastes.
4. Perform Safety	Identify fire risk areas in the hospital.

awareness activity in hospital from fire, electrical and natural hazards. THC/N9424	Demonstrate and check fire prevention activities.
	Demonstrate and instruction followed by fire department.
	Operate fire alarm and smoke detector.
	Demonstrate and operate different firefighting equipment.
	Ensure periodical firefighting drill.
5. Identify diseases transmitted by rodents and animals and demonstrate prevention control and eradication measures of rodents and animal nuisance. THC/N9425	Identifying pastes, Rodents & Animal Nuisance in hospital.
	Basic knowledge of life cycles of pests, rodents, etc.
	Identify the disease transmitted by pests, rodents and animals.
	Check the precaution, control and eradication of pests rodents and animal nuisance.
6. Create and maintain pleasant lighting, making aesthetic colour scheme, ventilation and applying proper interior decoration in different hospital areas. THC/N9426	Prepare pleasant environment in hospital.
	Maintain aesthetic colour scheme.
	Make necessary flower arrangement in wards and departments.
	Ensure proper lighting and ventilation in the hospital areas.
7. Distribute clean linen and hospital / surgical gown and maintain inventory. THC/N9427	Maintain hospital linen services.
	Perform washing, sterilizing in the laundry.
	Maintain inventory of linen.
	Ensure proper storing of linen.
8. Check and ensure proper custody, operation and maintenance of hospital equipments. THC/N9428	Acquire basic knowledge of operation of different equipment.
	Follow safety norms and maintain proper procedure of handling equipment.
	Follow the fault detection of equipment.
	Follow the maintenance scheduling and preventive maintenance.
9. Check both internal and external environmental hygiene	Regular surveillance of overhead and underground tank.
	Follow and maintain proper covering, regular chlorination and cleaning of reservoir.

of hospital premises. THC/N9429	Control and prevent pollution causes from air, water and noise.
10. Carry out infection control measures. THC/N9430	Demonstrate disinfection process. Demonstrate different methods of sterilization. Perform aseptic procedures in hospital. Carry out control over epidemiology of hospital infection.
11. Co-ordinate and assist in managerial task. THC/N9431	Plan, organize, co-ordinate, control and assists all housekeeping activity in hand. Utilize resources systematically. Maintain various housekeeping Records & Documents.
12. Perform basic computer operations. THC/N9432	Basic operation of Computer, Windows and MS office. Entry and manage data in computer. Working with hospital records in computer.

7. TRADE SYLLABUS

SYLLABUS FOR HOSPITAL HOUSEKEEPING TRADE

DURATION: ONE YEAR

Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 105 Hrs; Professional Knowledge 30 Hrs	Perform proper sanitation; maintain cleanliness and purification of water following safety precaution. (Mapped NOS: THC/N9906)	Work on Sanitation and cleaning of the Hospital & Environment. 1. Basic Cleaning - Dusting - Sweeping - Polishing - Washing (25 hrs.) 2. Special Cleaning of - Different types of floors - Wall & Ceiling - Doors & Windows - Furniture & Fixtures - Venetian Blinds (25 hrs.) 3. Daily Maintenance of Toilet. (30 hrs.)	<ul style="list-style-type: none"> • Basic principles of sanitation and peculiarity to hospital environment. • Basic principles of personal hygiene. • Basic knowledge about different detergent and disinfectants. • Different cleaning procedures applicable to different hospital areas. • Basic knowledge about cleaning equipments - Their operation techniques and maintenance.

		4. Perform Water treatment, Filtering & Purification. (25 hrs.)	<ul style="list-style-type: none"> Different processes of Water treatment & purification, removing bacteria. (30 hrs.)
Professional Skill 63 Hrs; Professional Knowledge 18 Hrs	Identify the removal and control technique of unwanted odours and sources of odours. THC/N9422	5. Identify and determine the types and sources of unwanted odours in hospital premises. (33 hrs.) 6. Control and removal of bad odours in and surrounding of the hospital. (30 hrs.)	<ul style="list-style-type: none"> Basic principles of ventilation, composition of Air, Air flow, Humidity and temperature. Common types of odours and their sources of origin. Removal and control technique of different types of odours. Various equipments and materials used for odour control operations. (18 hrs.)
Professional Skill 84Hrs; Professional Knowledge 24 Hrs	Perform and demonstrate the hospital waste disposal. THC/N9423	7. Perform hospital waste Collection, Transportation & Disposal. (84 hrs.)	Hospital Waste - <ul style="list-style-type: none"> Source and generation of waste Hazards of hospital waste to hospital population and community. Principles of collection of different types of hospital. (24 hrs)
Professional Skill 84 Hrs; Professional Knowledge 24 Hrs	Perform Safety awareness activity in hospital from fire, electrical and natural hazards. THC/N9424	8. Work on activity for Safety Awareness on Fire, Electrical & Natural Hazards. (15 hrs.) 9. Identify fire risk areas in hospital. (15 hrs.) 10. Demonstrate fire prevention activities. (15 hrs.) 11. Demonstrate as per instruction by Fire Department / Fire Brigade team. (15 hrs.) 12. Detect source of fire, Operate fire alarm,	<ul style="list-style-type: none"> Classification of fire, importance of fire in hospital. Basic methods of extinction of fire. Principals of working of different types of Fire Extinguishers. Principles of working of different Fire Fighting Equipment. Awareness of tackling dangerous situation e.g. Earthquake, Cyclones, Floods etc.

		Smoke Detector, Demonstrate Firefighting operation, Fire picketing, Fire salvage operation like salvage of men, material and equipment. (15 hrs.) 13. Ensure & demonstrate periodical firefighting drill and dangerous condition application. (9 hrs.)	(24 hrs.)
Professional Skill 63Hrs; Professional Knowledge 18Hrs	Identify diseases transmitted by rodents and animals and demonstrate prevention control and eradication measures of rodents and animal nuisance. THC/N9425	14. Identify & control pastes, Rodents & Animal Nuisance in hospital. (33 hrs.) 15. Organize and perform the precautionary step to control and eradication of Rodent and Animal nuisance. (30 hrs.)	<ul style="list-style-type: none"> Basics of life cycles of pastes, Rodents. Vulnerable areas of paste and Rodent nuisance. Disease transmission by pastes and Rodents and other animals. Prevention, control and eradication of paste, Rodents and other animals. (18 hrs.)
Professional Skill 105 Hrs; Professional Knowledge 30 Hrs	Create and Maintain pleasant lighting, making aesthetic colour scheme, ventilation and applying proper interior decoration In different hospital areas. THC/N9426	16. Create environment pleasant to patients, staff and visitors. (21 hrs.) 17. Create and maintain aesthetic colour Scheme. (21 hrs.) 18. Make aesthetic and suitable arrangement of soft furnishing. (21 hrs.) 19. Make necessary floor arrangement in wards / departments. (21 hrs.) 20. Ensure proper lighting and ventilation in different hospital areas. (21 hrs.)	<ul style="list-style-type: none"> Understand different colour scheme. Selection of colours for various purposes. Materials used for different hospital areas. Acquire knowledge of types and arrangement of soft furnishing and their maintenance. Have knowledge of flower arrangements and their importance. Colour of flowers and effects on patients' mind. Acquire knowledge of preservation methods of flower for longer period.

			<ul style="list-style-type: none"> • Basic knowledge about adverse effect of flower on health. • Quantitative and qualitative requirement of lightings in different hospital areas. (30 hrs.)
<p>Professional Skill 63 Hrs;</p> <p>Professional Knowledge 18 Hrs</p>	<p>Distribute clean linen and hospital / surgical gown and maintain inventoryTHC/N9427</p>	<p>21. Procure linen from stores and Laundry. (9 hrs.)</p> <p>22. Ensure proper storage of linen. (9 hrs.)</p> <p>23. Check washing, sterilization in the laundry. (9 hrs.)</p> <p>24. Maintain linen properly. (09 hrs.)</p> <p>25. Issues linen in Wards / Departments. (9 hrs.)</p> <p>26. Keep proper accounting of linen. (9 hrs.)</p> <p>27. Ensure proper sorting of linen. (9 hrs.)</p>	<p>Acquire basic knowledge in:</p> <ul style="list-style-type: none"> • Linen and their importance in hospital. • Classification of linen. • Characteristics of linen of different types. • Nature of fabrics and uses. • Linen selection, procurement, storing, physical facilities required for linen rooms. • Preparation • Mending • Security, safety & control • Collecting of dirty and clean linen. • Processing. • Condemnation & incineration • Replacement. (18 hrs.)
<p>Professional Skill 42 Hrs;</p> <p>Professional Knowledge 12Hrs</p>	<p>Check and ensure proper custody, operation and maintenance of hospital equipments. THC/N9428</p>	<p>28. Ensure proper custody, operation and maintenance of all hospital housekeeping equipment. (42 hrs.)</p>	<ul style="list-style-type: none"> • Role of good material management in effective linen service. • Acquire basic knowledge of the different types of equipment in use. • Operational procedures of equipments. • Safety measures in operation to have working knowledge in preventive maintenance of the housekeeping

			<p>equipments which includes - Maintenance scheduling & AMC.</p> <ul style="list-style-type: none"> • Maintenance processes. • Fault detection. • Minor repair. (12 hrs.)
<p>Professional Skill 84 Hrs;</p> <p>Professional Knowledge 24 Hrs</p>	<p>Check both internal and external environmental hygiene of hospital premises THC/N9429</p>	<p>29. Demonstrate both internal and external environmental hygiene of hospital premises. (42 hrs.)</p> <p>30. Regular surveillance of overhead and underground tank, proper cover, regular chlorination and cleaning. (42 hrs.)</p>	<ul style="list-style-type: none"> • Types of environment. • Factors effecting the environment in hospital. • Lay out, configuration work, flow of men, material and equipment in different hospital areas. • Air, water, noise, pollution, causes of pollution and their control and prevention in hospital. (24 hrs.)
<p>Professional Skill 42 Hrs;</p> <p>Professional Knowledge 12 Hrs</p>	<p>Carry out infection control measures. THC/N9430</p>	<p>31. Carry out infection control measures:</p> <ul style="list-style-type: none"> - Disinfections practices. - Sterilization practices. - Aseptic procedures. (42 hrs.) 	<p>Acquire basic understanding on :</p> <ul style="list-style-type: none"> • Definition of hospital infection. • Hospital infection and its importance. • Epidemiology of hospital infection. • Basic disease process. • Common factors responsible for hospital infection. • Type of disinfections and their practices. Method of sterilization and their practices. • Other aseptic procedures practiced in a hospital. • Prevention and control of hospital infection. • Role of Hospital Housekeeper in controlling hospital infection. (12 hrs.)

Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Co-ordinate and assist in managerial task. THC/N9431	32. Plan, organize, co-ordinate, control and assist in all housekeeping activity in hand for effective utilization of resources. (21 hrs.) 33. Maintain various housekeeping Records & Documents. (21 hrs.)	<ul style="list-style-type: none"> • Personal hygiene. • Principles of management and their applications in housekeeping. (12 hrs.)
Professional Skill 63 Hrs; Professional Knowledge 18 Hrs.;	Perform basic computer operations. THC/N9432	34. Basic operation of Computer, Windows and MS office. (33 hrs.) 35. Practiced on Data Entry in computer. (30 hrs.)	<ul style="list-style-type: none"> • Basic computer awareness for Hospital Management. • Study on Windows & MS Office. • Objectives of Hospital computerization. (18 hrs.)

Project work/ Industrial visit

Broad Areas:

- Prepare working schedule for 10 hospital bed / 1200-1500 sq ft floor area.
- Prepare a category-wise chart of Bio-medical Waste as per biomedical waste management and handling rules.
- Prepare dashboard / layout diagram containing patient registration, OPD, IPD, Billing, Path. Lab., Imaging Labs., PACS Facility Centre, Reports, Emergency, Admin, Insurance, OT, Pharmacy / medicine store and waiting lobby.

SYLLABUS FOR CORE SKILLS

- Employability Skills (Common for all CTS trades) (120 Hrs.)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in/ www.dgt.gov.in

ANNEXURE-I

List of Tools & Equipment			
Hospital Housekeeping (For batch of 24 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. TRAINEES TOOL KIT			
1.	Mask		25(24+1)sets

2.	Hand gloves		25(24+1) nos.
3.	Apron		25(24+1) sets
4.	Goggles		25(24+1) nos.
5.	Paper towel		25(24+1) nos.
6.	Safety Shoes		25(24+1) pairs
7.	Cap and scarf		25(24+1) nos. Each
B. SHOP TOOLS & EQUIPMENT			
(i) Manually operated equipment			
8.	Dry Mops		01 no.
9.	Damp Mops		01 no.
10.	Brooms / Cobweb remover		01 no.
11.	Floor cleaning brush air		01 no.
12.	Floor wiping brush		01 no.
13.	Hockey type brush		01 no.
14.	Counter brush		01 no.
15.	Ceiling brush		01 no.
16.	Glass cleaning / Wiping brush		01 no.
17.	Scrappers		01 no.
18.	Dustbins paddles		01 no.
19.	Waste paper basket		01 no.
20.	Plastic Mug		01 no.
21.	Plastic Bucket		01 no.
22.	Plastic drum		01 no.
23.	Wheelbarrow		01 no.
24.	Water trolley		01 no.
25.	Ladder		01 no.
26.	Scraping pump	14 liters capacity	01 no.
27.	Spraying pump	1 liter capacity	01 no.
28.	Flit pump		01 no.
29.	Rate trapping cage		01 no.
30.	Torch		01 no.
31.	Carborandum stone		01 no.
32.	Manual sweeping machine		01 no.
33.	Model Kleen sweep-II		01 no.
(ii) Power operated equipment			
34.	Floor scrubbing/polishing machine		01 no.
35.	Model-S.C. Major		01 no.
36.	Model - S.C. standard		01 no.
37.	Wet vacuum cleaner		01 no.
38.	Dry vacuum cleaner portable		01 no.

39.	Fumigation machine (Oticare)		01 no.
40.	Bed pan washer		01 no.
(iii) Computer			
41.	Desktop computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch.) Licensed Operating System and Antivirus compatible with trade related software.	01 no.
42.	22"TFTMonitor		01 no.
43.	CD for hospital management		01 no.
(iv) Cleaning material			
44.	Soft soap (ISI mark)		01 no.
45.	Liquid soap		01 no.
46.	Tat		01 no.
47.	Dish-wash bar (ISI mark)		01 no.
48.	Muriatic acid		01 no.
49.	Soda Ash		01 no.
(v) Deodorants & Disinfectant			
50.	Phenyl	ISI marked Grade I	01 no.
51.	Floor cleaning chemical	5 ltr. can	01 no.
52.	Naphthalene Balls		01 no.
53.	Toilet freshener tablet		01 no.
54.	Deodorant spray		01 no.
55.	Carbolic acid		01 no.
56.	Cresol/ methylphenols		01no.
(vi) Laundry cleaning material:			
57.	Laundry detergent powder		01no.
58.	Washing Soda		01 no.
59.	Bleaching powder/ Liquid bleach		01 no.
60.	Whitener / Liquid blue		01 no.
61.	After wash fabric conditioner		01 no.
62.	Powder / Liquid starch		01 no.
(vii) Insecticides & Rodenticides			
63.	Latest Insecticides & Rodenticides materials	Pouch	01 no.
(viii) Stain Removal			
64.	Typical Stain removal materials	STERILIZATION BOX	1 Piece.
65.	Non-sudsing Household Ammonia		01 no.

66.	Toilet cleaner		01 no.
C. SHOP FLOOR FURNITURE AND MATERIALS			
67.	Instructor's table		01 no.
68.	Instructor's chair		02 nos.
69.	Locked lockers		02 nos.
70.	White board	(Minimum 4 x 6 feet)	01 no.
71.	Fire Extinguisher CO ₂	2 KG	02 nos.
72.	Fire Buckets	Standard size	02 nos.
73.	Dustbins	Colour coded	05 nos.
74.	Working table	1 table /5 student	As required
75.	Hand wash basin		05 nos.
76.	Hygiene Kit		05 nos.
77.	Wash Basins		04 nos.
78.	Chart denoting the Do's and Don'ts		01 no.

Note:

1. All the tools and equipment are to be procured as per BIS specification.

ABBREVIATIONS

CTS	Craftsmen Training Scheme
ATS	Apprenticeship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities

