

**Syllabus**  
**For the trade of**  
**DOMESTIC HOUSE KEEPING**

**Under Craftsmen Training System (CTS)**

**2002**

**Designed by**

**Government of India**  
Ministry of Labour (D.G.E.&T.)  
**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**  
EN – Block, Sector – V, Salt Lake,  
Kolkata-700091.

**List of members of the Trade Committee Meeting to approve the syllabus for the  
Trade of “Domestic House Keeping” under CTS held on 27.11.2002 at CSTARI**

1.	Shri H. Somasundaram, Director	CSTARI, Kolkata	Chairman
2.	Shri V.S.Gour, JDT	CSTARI, Kolkata	Member
3.	Shri P.K.Mukherjee, Proprietor	M/S Peekay Enterprise	Member
4.	Shri D.K.Majumder, Manager	M/S Peekay Enterprise	Member
5.	Smt. Sudeshna Guha, Proprietor,	M/S House Keeper	Member
6.	Smt. Sarmila De, P.A.	M/S Indu Associated (Pvt.) Ltd.	Member
7.	Shri Sanjay Kant, DDT	CSTARI, Kolkata	Member
8.	Shri Pradeep Mathur, DDT	CSTARI, Kolkata	Member
9.	Shri Sanjay Kumar, DDT	CSTARI, Kolkata	Member
10.	Shri M.S.Ekambaram, ADT	CSTARI, Kolkata	Member
11.	Shri A.K.Patra, TO.	CSTARI, Kolkata	Member
12.	Shri H. Das, TO.	CSTARI, Kolkata	Member
13.	Shri M.Barui, TO.	CSTARI, Kolkata	Member
14.	Shri P.K.Kolay, TO.	CSTARI, Kolkata	Member
15.	Shri G.Nandi, Jr. D/Man	CSTARI, Kolkata	Member

## **GENERAL INFORMATION**

1. Name of the Trade : Domestic House Keeping
2. N.C.O. Code No. : 510.20
3. Duration of Craftsmen training :06 Months
4. Entry Qualification : Passed 10<sup>th</sup> class.
5. Space Required : 2 Sq.mt / Trainee.
6. Unit Size : 20 Nos.

## Syllabus For The Trade of “Domestic House Keeping” Under CTS.

**Duration of Training: Six Months**

Week No.	Practical	Theory
1	Basic knowledge about Domestic House Keeping, Domestic culture and ability. Personal development, personality, leadership & communication. Familiarisation with the “Domestic House Keeping” area and its importance.	Art of House Keeping and types of work done in the field of Domestic House Keeping. Importance about safety and precautions to be observed while handling the House Keeping Equipment and using materials.
2	Dusting, sweeping, mopping and scrubbing etc. Cleaning of various metals.	<b>Cleaning:</b> - Methods, frequency and schedule.
3	Cleaning of floor surface, glass, plastic, walls, leather and other common surfaces and house hold wooden furniture.	<b>Cleaning Agents:</b> - Types, functions, storage and selection.
4	Stain removal process and Technique on different surfaces e.g.- Clothes, walls etc.	<b>Cleaning Equipment:-</b> Types of:- Small equipment – brush, grooms/pistol grip spray (bottle) etc. Mechanical equipment use – vacuum cleaner. For cleaning of carpets, floors, upholstery etc.
5 & 6	Room cleaning step by step – dusting, mopping, sweeping, vacuum cleaning, etc. Bathrooms cleaning. Periodic cleaning – Electrical items, fans etc. Use of deodorants disinfectants and antiseptics.	<ul style="list-style-type: none"> <li>- Room cleaning functions, storage and care.</li> <li>- Step by step procedure of room cleaning, bathrooms, toilet etc.</li> <li>- Basic knowledge, care and cleaning of brass, copper, silver, bronze and chromium metals etc.</li> <li>- Wooden surfaces and furniture types, care and cleaning.</li> <li>- Glass surfaces, plastics, leather, walls and wall finishes, care and cleaning.</li> <li>- Removal of stain of common occurrence from various surfaces.</li> </ul>
7 to 9	Group discussion on importance of personal hygiene. Motivating individuals for personal hygiene practice.	Introduction to hygiene and healthful living. Concepts of health and disease. Factors influencing health and healthy living.

	<p>Definition of hygiene and its importance in home.</p> <p>Personal, hygiene – care of skin, hair, hands, feet, teeth.</p> <p>Control of infection by the use of disinfectants, deodorants and anti-septic.</p>	<p>Growth and spread of bacteria.</p> <p>Components of personal hygiene health hazard associated to personal hygiene.</p> <p>Health habits and practice recognising positive and negative practice in the community.</p>
	<p>Disposal of waste by various methods.</p>	<p>Importance of exercise, rest, sleep and good grooming.</p> <p>Hygiene environment harmful effects of dust. Importance of proper ventilation and lighting.</p> <p>Scientific principles related to maintenance of normal circulation, normal respiration, Basic preventive health care and ailments ideas and basic first aid idea.</p> <p>Physical Health – skin care, clean living, clothing, care of the hair, prevention of pediculosis, dental and oral hygiene care of hands, hand washing, care of nails.</p>
10	<p><b>Kitchen care:-</b></p> <p>Ventilation, proper lighting, cleaning equipments/utensils.</p> <p>Storage of food grains and cooked foods.</p> <p>Maintenance of hygiene in kitchen area.</p>	<p>Knowledge of cleaning methods of food and food contacting areas.</p> <p>Safety precautions for gas oven, electric oven, micro oven, heaters etc.</p>
11	<p><b>Pest Control:-</b></p> <p>Prevention to be measured by the following pest control: -</p> <p>Mosquitoes, house flies, cockroaches and termite etc.</p>	<p>Importance of pest control.</p> <p>Procedure and methods of disinfectants.</p> <p>Schedule and duration of disinfectant.</p>
12	<p>Waste Management: -</p> <p>Supervise office waste disposal – collection, transportation, disposal etc.</p>	<p>Introduction of waste, Classification of waste such as solid, liquid, papers etc.</p> <p>Source and generation of waste.</p> <p>Principles of collection of waste and precaution.</p> <p>Transportation methods of different types of waste.</p>
13	<p>Restoration of Long un-used Spaces: -</p> <p>Method to be followed by</p> <p>House Keeping Processes: -</p> <p>By wearing covered dress e.g. jacket, gloves, musk etc.</p> <p>By applying disinfect ion spray first.</p> <p>By destroying all the cloths, beddings, linens etc.</p> <p>By cleaning all the furniture and fixtures by</p>	<p>Importance and safety precautions to be followed at the time of performing House keeping procedures in sequence for restoration of long un-used spaces occurred by closer, accident, un-natural death etc.</p> <p>Precautionary measures to be taken at the time of using disinfected materials.</p>

	dis-infects materials, by white washing and painting walls, doors, windows etc. By cleaning and sterilizing all utensils, reservoirs etc.	
14 to 15	Housing sanitation - maintenance of hygienic housing.	Assessment of sanitary standard of housing domestic sanitary measures. Elementary knowledge of common knowledge of epidemics associated fairs and festivals and its mode of spread. Treat and purify the drinking water – and its tank.
16 to 17	Maintaining of personal hygiene of food handlers. Identify the factors related to personal hygiene. Recognise symptoms and signs of food borne disease.	Knowledge about basic principles of food and nutrition. Knowledge about food shop and catering establishment. Perishable and non-perishable food items. Hygiene study of food items and its nutritive value. Knowledge about personal hygiene of food handlers. Knowledge about preservation of food. Knowledge about food borne disease.
18 to 21	<b>Baby Care</b> – Bathing, dressing, feeding of proper food, hygiene care, selection of toys. Baby care during travelling. Child Care – Study of psychology of children. <ul style="list-style-type: none"> <li>- Taking care of children in private house holds.</li> <li>- Attend to the watch over their activities.</li> <li>- Assists children in bathing, dressing and feeding.</li> <li>- Washing their garments and ironing.</li> <li>- Visit to different crazes, childcare units.</li> </ul>	Study of baby care. Study of basic knowledge about Baby & Children’s behaviour, mannerism, gesture and curtsy etc.  Study of children care.  Taking children out for walks and recreation and plays and exercise with children. Knowledge of using softness and storing of children garments.
22 & 23	<b>Basic First Aid:</b> <ul style="list-style-type: none"> <li>- Understanding of normal body temperature.</li> <li>- Measuring body temperature.</li> <li>- First Aid treatment for wounds and burns, basic shock treatment.</li> <li>- Preparation and administering ORS liquid during de-hydration (vomiting, diarrhoea etc.).</li> <li>- Knowledge of contacting emergency personnel – doctor, fire brigades,</li> </ul>	Study of Basic First Aid. Different types of injuries and different first aid methods application their on.

	ambulance, blood bank, hospital etc. - Preparation of charts regarding phone, fax etc. for emergent contact.	
24	<b>Fire Safety:</b> - Identify fire risk areas in house. - Carry out fire prevention activities. - Detect source of fire. - Operate fire alarm.	Classification of fire. Importance of fire in house. Principle of working of different types of domestic fire extinguishers. Principles of working of different fires fighting equipment.
25 & 26	<b>Visit to baby care centres health &amp; hygiene centres, social welfare organisations etc.</b>  <b>REVISION &amp; TEST</b>	

### LIST OF TOOLS AND EQUIPMENTS FOR THE TRADE “DOMESTIC HOUSE KEEPING”

#### **For Cleaning Skill: -**

##### **Containers: -**

- |   |         |
|---|---------|
| 1. Chamfer maid’s trolley   | 2 Nos.  |
| 2. Dust Pans  | 10 Nos. |
| 3. Buckets/tubs   | 20 Nos. |
| 4. Mugs   | 20 Nos. |
| 5. Dustbins   | 2 Nos.  |
| 6. Mop buckets  | 2 Nos.  |
| 7. Spray cans for glass cleaning  | 20 Nos. |
| 8. Containers for storing materials and equipments (cup board with 10 selves) | 2 Nos.  |

##### **Brooms and Brushes: -**

- |  |        |
|--|--------|
| 1. Soft brooms/hard brooms               | 5 Nos. |
| 2. Carpet brushes-shampooing and dusting | 5 Nos. |
| 3. Upholstery brush                      | 5 Nos. |
| 4. Scrubbing brush (floors)              | 5 Nos. |
| 5. Shoe polishing brush                  | 2 Nos. |
| 6. W.C. brush                            | 2 Nos. |
| 7. Wall Brush                            | 2 Nos. |
| 8. Long handle fringe mops               | 5 Nos. |
| 9. Long handle mops dry                  | 5 Nos. |
| 10. Long handle mops dusting brush       | 5 Nos. |
| 11. Long handle mops scrubbing brush     | 5 Nos. |
| 12. Bottle brushes                       | 5 Nos. |
| 13. Cloths scrubbing brush               | 5 Nos. |
| 14. Sponges                              | 5 Nos. |
| 15. Steel wool                           | 5 Nos. |
| 16. Nylon scrubbers (soft)               | 5 Nos. |

- |                    |         |
|--------------------|---------|
| 17. Cotton pads    | 20 Nos. |
| 18. Blotting paper | 20 Nos. |

**Cleaning and Polishing Cloths:-**

- |                              |         |
|------------------------------|---------|
| 1. Duster - 50 cm x 50 cm.   | 20 Nos. |
| 2. Hand mops - 50 cm x 50 cm | 20 Nos. |
| 3. Yellow polishing cloths   | 20 Nos. |
| 4. Glass cloths              | 5 Nos.  |
| 5. Magnetic glass            | 5 Nos.  |

**Mechanical equipments:-**

- |   |             |
|---|-------------|
| 1. Vacuum cleaner (small and large) domestic only | 1 No. each  |
| 2. Floor scrubber/polisher                        | 5 Nos.      |
| 3. Carpet shampooing machine                      | 1 No.       |
| 4. Ordinary step ladders of different heights     | 2 Nos.      |
| 5. Washing machine domestic                       | 1 No.       |
| 6. Iron/electric iron                             | 2 Nos.      |
| 7. Exhaust fan                                    | 2 Nos.      |
| 8. Sinks for washers                              | 5 Nos.      |
| 9. Metal stand for drying cloths                  | 5 Nos.      |
| 10. Water filter and purifier                     | 2 Nos. each |
| 11. Geysers                                       | 1 No.       |
| 12. Electric oven/gas oven/Micro oven             | 1 No.       |
| 13. Refrigerator (domestic)                       | 1 No.       |
| 14. Electrical accessories (i.e. fan, light etc.) | 2 Nos. each |

**Cleaning materials:-**

1. Detergent
2. Deodorants
3. Anti-septic
4. Disinfectants
5. Room fresheners
6. Carpet shampooing lotions
7. Common stain removal agents
8. Polishing agents.