

DIPLOMA IN HOUSEKEEPING AND MAINTENANCE (727)

Institutional Requirements:

The institution or hotel seeking accreditation must have at least 20 students in each batch. Additionally, a minimum of three batches must have graduated or been certified before applying for accreditation.

Infrastructural Requirements:

The Institution/Hotel having the following requisite infrastructure may apply for accreditation:

A. Classroom:

1. The classroom should be adequate in size to seat 50 students. It should be well lit and ventilated with comfortable chairs for the students.
2. The classroom should have a black board/white board preferably smart board.
3. The Institute should possess a first aid kit and have a fire extinguisher on the premises.

B. The Lab: (for 25 students in a Batch)

1. Lab size should be adequate, with adequate lighting and an exhaust fan.
2. The lab should have the following:
 - 1 Demonstration Table/Teachers' Table
 - In-house laundry (preferably)

C. Faculty

1. B.Sc. Home science Hons./Pass with 3 years experience in the relevant field/ M.Sc. Resource Management with 2 Years' experience
2. B.Sc./M.Sc. Hotel Management/Bachelor in Hotel & Hospitality Administration NCHMCT/ Recognized university
3. Three Years Diploma in Hotel Management/One-year Diploma in Housekeeping with 2 years experience/Certificate course in Housekeeping from Recognized institutions with 5 years Experience.
4. Voc/D. Voc* in Hospitality and allied streams. (*2 years relevant experience)

D. Collaboration for OJT/Internships:

- The Institutions applying for accreditation with NIOS must have collaboration with Hotels for providing OJT/Internship for NIOS learners as per the requirement of the course.
- Similarly, the Hotels applying for accreditation must have their own set-up as per laid down norms or collaboration with institutions offering hospitality courses for the requisite theory sessions.

The copy of the signed MoU/Agreement between the Hotel and the Institute needs to be attached at the time of applying for accreditation.

E. LIST OF TOOLS AND EQUIPMENTS

Tools	Quantity	Tools	Quantity
Vacuum cleaner	1	Tailoring machine & sewing kit	1
Brushes (Toothbrush/Carpet brush/Soft brush/Feather brush/ Toilet brush)	2 each	Iron	1
Brooms Soft/Yard/Hard broom	2 each	Ironing board/table	1
Basins	2	Scissors	4
Dust pans	4	Washing machine & Dryer	1
Computer with PMS software	1	Flower vase	10
Buckets, Mugs & Bowls	4 each	Stem holder	10
Step ladder	1	Sponge	10
Housekeeping Trolley/chamber maid's cart	1	Florist's wire	10
All VVIP amenities	As required	Samples of all cleaning agents	As required
Electric scrubbing machine	1	Samples of all linen	As required
Samples of stationery	As required	Mockup room/guest room with attached toilet*	1 *Annexure I

F. **Library/e- Library:** Library should have utility books/articles/magazines in related subject.

G. **Internet Connectivity:** Internet access to be provided to learners for extended learning.

H. **Batch Size:** Maximum 50 students in a batch. An Institution can run maximum 2 batches for this course at a time.

I. *General Requirements*

- Changing room with lockers
- Washroom for Gents and Ladies
- Drinking water supply with water purifier
- Audio Visual Aids

Annexure I

GUESTROOM / MOCK-UP ROOM

A. FURNITURE PER ROOM:

1. Bed with side tables- 2 Nos.
2. Single sofa chair with upholstery or small size two seat sofa -1 No.
3. Glass top tea table/coffee table -1 No.
4. Study table -1 No.
5. Study chairs -2 Nos.
6. Mirror with dressing table & drawers
7. Luggage rack
8. Wardrobe
9. Shelf over fridge for glasses & thermos

} 1 No.

B. *LIGHT ELECTRICAL EQUIPMENT & PAINTING :*

1. Geyser (20 ltrs.)- 1 No.
2. Table lamp -3 Nos.
3. Pedestal lamp -1 No.
4. Color TV with remote -1 No.
5. Music system -1 No.
6. Mini fridge -1 No.
7. 2'x1½' painting/wall hangings -3 Nos.
8. Thermos flask -1 No.

C. *FURNISHING & LINEN:*

1. Shear curtain -1 No.
2. Heavy curtain -1 No.
3. Cushions for sofa chair -4 Nos.
4. Double bed sheet -2 Nos.
5. Pillow covers -4 Nos.
6. Bed cover -1 No.
7. Bath towel -2 Nos.
8. Hand towel -2 Nos.
9. Bath mat -1 Nos.

D. *OTHER ITEMS:*

1. Shower curtain
2. Towel rack with pull up type cloth lining
3. Energy saving device system
4. Electronic locking device on main door
5. Telephone (electronic & light weight)

} 1 No.

6. Door bell & Indicator for DND