

DRAFT

National Education Policy-2020

Common Minimum Syllabus for Uttarakhand State Universities and Colleges

Four Year Undergraduate Programme- FYUP/Honours Programme/master's in arts

PROPOSED STRUCTURE FOR FYUP/MASTER'S IN HOME SCIENCE SYLLABUS

DEPARTMENT OF HOME SCIENCE

Skill Enhancement Courses (SECs)

Skill Enhancement Courses (SECs)

semester	Course	Theory/Practical	Credit
1	House Keeping	Theory+ practical	2 (1+1)
2	Fruits and Vegetables Preservation	Theory + Practical	2 (1+1)
3	NGO Management and Corporate Social Responsibility	Theory	2
4	Food Safety, sanitation and hygiene	Theory	2

Course HSC/SEC/UG 03: HOUSE KEEPING

2(2-0-0)

Corse code: HSC/SEC/UG 03

Course title & Code	Credits	Lecture	Tutorial	Practical\Practice	Eligibility criteria	Pre-requisite of the course (if any)
HSC\SEC\UGC\03- House keeping	2 (1+1)			Theory+Practical	Class XII	NIL

Learning objectives:

1. To understand the role of house keeping in hospitality industry.
2. To understand the roles and responsibilities of personnel in the housekeeping department.
3. To know more about accidents and fire safety measures in institutions.
4. To understand care of laundry in house keeping.

Learning outcomes:

By the end of the course students will:

1. learn about room cleaning procedure. List down the daily, weekly and yearly tasks.
2. About the cleaning procedure and care of glass articles.
3. learn cleaning procedure and care of metals like brass and silver articles.
4. learn the method of cleaning lampshades, fans and other electrical fixtures.
5. learn the method of bed making.
6. learn the method of setting maid cart (trolley).
7. learn the procedure of preparing room inspection check list.

Theory Topics

Unit I Housekeeping Department

- Role of housekeeping in hospitality industry
- Layout of Housekeeping department
- Planning, organization & communication of House keeping activities.
- Co-ordination with other department
- Roles/responsibilities of personnel in the housekeeping department

Unit II Cleaning Activity and Pest Control

- Cleaning agents- selection and use for different surface
- Cleaning equipment- selection, care and maintenance
- Cleaning techniques- Daily, weekly, yearly-procedure for cleaning of guest room and public area
- Types of common pests and effective methods to control

Unit III In House accidents, Fire safety and First Aid

- Types of accidents commonly occur in hospitality institution, methods to avoid and/or reduce.
- Fire safety measures in the institution
- First aid for commonly occurring health problems.

Unit IV: Linen and Uniform Room

- Layout/plan and Physical features of linen and uniform room
- Types of linen and uniform, their selection
- Storage procedure for linen and uniforms
- Stock determination, control and distribution, record keeping, inventory taking
- Linen and Uniform room staff and their duties

Unit V: Laundry

- Types of laundry systems In House, contracted out and linen on hire
- Layout plan and physical features of a laundry
- Laundry procedure: Collection, sorting & making, stain removal & Prepare washing, extractions & drying, ironing & folding, inspection, packaging, storage delivery
- Laundry supplies and materials: Water, Soaps, Detergents, Bleaches, Laundry blues, Stiffening agents & Iron
- Dry cleaning procedure

Practical

- Visit to establishment to get familiar with the role of house keeping
- Make a list of activities which house keeper must look after in an establishment
- Prepare a report on job specification and description of various housekeeping personnel
- List the requirements for cleaning unit or laundry unit attached to and establishment
- Visit hospital /clinic and list the disease caused due to neglect of personal hygiene
- Prepare a first aid box learn to operate fire extinguishers and report any emergency

- Practice various means of eradication of pest like cockroaches, mosquitoes, white ants etc.

Suggested Readings

- Asler, (1970): Management of Hospitality Operations, Bobbs Merrill, London.
- Andrew Sudhir (1985): Hotel Housekeeping- training manual. Tata McGraw-Hill Publishing Co. Ltd., New Delhi.
- Charavarti, B.K.: A technical guide to Hotel Operation, Metropolitan Book Co. Pvt. Ltd., and New Delhi.
- David, M.Allen: Accommodation and cleaning service, Vol. 1 & 2. Hutchinson Publishing Group 17-21 Conway street, London
- Gladwell Derek: Practical Maintenance of equipment for hoteliers, Licenses and caterers, Hutchinson and Co. Pvt. Ltd.
- Hurst Rosemary: Accommodation Management for Hostel and residential establishment.
- Hurst Rosemary: Service and Maintenance for Hotel and Residential establishment. William Heinemann Ltd., 10Upper Grosvenor Street, London.

Semester II

Fruits and Vegetables preservation

Skill Enhancement course

Course title &code	Credits	Lecture	Tutorial	Theory/Practical	Eligibility criteria	Pre-requisite of course (if any)
HSC/SEC/UG 06 – Fruits and vegetables preservation	2 (1+1)			Theory+Practical	Class XII	NIL

Subject: Home Science	
Course Code: HSC/SEC/UG 06	Course Title: Fruits and Vegetables Preservation
Learning Objectives: <ul style="list-style-type: none"> • To know about various types of fruits and vegetables and their nutritive value. • To understand the reasons for spoilage of fruits and vegetables. • To develop practical skills in preservation of fruits and vegetables. • Learn proper storage methods to maintain quality and taste. 	
Learning Outcomes:	

On successful completion of this course the students will be able to

1. Identify various types of fruits and vegetables and explain their nutritive value.
2. Understand the fragile nature of fruits and vegetables and causes for their damage.
3. Explain various methods of preservation for fresh fruits and vegetables.
4. Get to know the value-added products made from fruits and vegetables.

Credits: 2

Vocational Minor

Units

Topic

Theory

I

Introduction to fruits and vegetables

1. Fruits: Definition, elementary knowledge, types and classification of fruits (fleshy and dry) with local /common examples.
2. Vegetables: Definition, elementary knowledge, types and classification of vegetables (root, leafy, stem, flower and fruit) with local/ common examples.
3. Importance of fruits and vegetables in human nutrition.
4. Concept of perishable plant products – maturation and spoilage, shelf life; preservation – need for preservation of fruits and vegetables. Reasons for spoilage of fruits and vegetables.

II

1. Fruits – ripening and biological aging; storage and preservation concerns.
2. Fruit preservation at room temperature as juices and squashes
3. Preservation of fruits by application of heat; making of fruit products (jams, jellies).
4. Preservation by dehydration, -Drying of fruits and vegetables
5. Pickles and causes of spoilage of pickles.

III

1. Vegetables – losses after harvesting and causes; problems in handling and storage.
2. Modern methods of packaging and storage to reduce losses.
3. Preservation of sliced vegetables in factories by canning and bottling, General steps of canning of fruits and vegetables

Practical

1. Assignments/Group discussion.
2. Invited lecture and demonstration by local expert.
3. Exhibition and report writing on various types of locally available fruits and vegetables.
4. Hands on training on making fruit juices, jams, jellies and pickles.
5. Preservation of vegetables by drying and dehydration.
6. Report making and presentation of various preserved fruit products available in local market.
7. Hands on training on making of potato, Colocasia, and banana chips.

Suggested Reading

1. Giridharilal, G. S. Siddappa and G.L.Tandon (2007) Preservation of Fruits and Vegetables, Indian Council of Agri. Res., New Delhi.
2. Srivastava, R.P., and Sanjeev Kumar (2019) Fruit and Vegetable Preservation : Principles and Practices, CBS Publishers & Distributors Pvt., Ltd., New Delhi
3. Thompson, A.K. (1995) Post Harvest Technology of Fruits and Vegetables. Blackwell Sci.,U.K.
4. Verma, L.R. and V.K. Joshi (2000) Post Harvest Technology of Fruits and Vegetables. Indus Publ., New Delhi
5. Website links- <https://nchfp.uga.edu/>

Semester III

Skill Enhancement Course

Course title and code	Credits	Lecture	Tutorial	Theory/Practice	Eligibility criteria	Pre-requisite of the course (if any)
HSC/ SEC/UG 10- NGO Management and corporate social responsibility	2			Theory	Class XII	NIL

Subject: Home Science	
Course Code: HSC/ SEC/UG 10	Course Title- NGO Management and corporate social responsibility
Learning Objectives: <ul style="list-style-type: none"> To equip students with knowledge and skills to manage NGOs effectively. To help students understand role, structure and function of NGO. To help students understand CSR principles and contribute positively to social change. 	
Course Outcomes: On completion of this course, <ol style="list-style-type: none"> The student will be able to understand the concept of NGO. Will gain ability to critically analyze challenges face by NGOs. To develop knowledge and skill with regard to fund raise strategies. 	
Credits: 2	Vocational Minor
	Total No. of Lectures-45
Units	Topic
Theory	
I	Concept of NGO <ul style="list-style-type: none"> Meaning of NGO and GO Difference between Government Organizations and NGO Characteristics of good NGO Structure of NGO Functions of NGO Historical Perspective of NGO

	<ul style="list-style-type: none"> • Advantages of NGO • Present status of NGO • Contribution of NGO in the Development <p>Role of Development Communicator in developing NGO</p>
II	<p>Starting of NGO</p> <ul style="list-style-type: none"> • Steps for starting NGO • Registration of NGO • Selection of Personnel • Training of Personnel • Proposal writing under NGO • Identifying Funding agencies • Resource Mobilization • Planning, Implementation and Evaluation strategy under NGO • Documentation • PR in NGO
III	<p>NGO Management</p> <ul style="list-style-type: none"> • Organizational types and structures • Managing people and teams in NGOs • NGO management competencies • Applying NGO principles and values • Accountability and impact assessment for NGOs
IV	<p>Problems of NGO</p> <ul style="list-style-type: none"> • Training • Recruitment • Funding • Resource Mobilization • Documentation
<p>Learning Experiences:-</p> <ol style="list-style-type: none"> 1. Visit of Local NGO 2. Studying the Annual report of NGOs 3. Studying the ongoing Activities 4. Studying the problems <p>Suggested Readings</p> <ul style="list-style-type: none"> • S. Chandra, Guidelines for NGO Management in India (2003), Published by Kanishka Distributors, New Delhi • D. Lewis, Management of Non Governmental Development Organization (2001), Second Edition, Published by Routledge, Newyork. • Abraham, Formation and Management of NGOs (2003), Third Edition, Published by Universal Law Publishing Co. Pvt Ltd., New Delhi. • Sundar, P. 2013, Business and Community: The Story of Corporate Social Responsibility in India , New Delhi, Sage Publication. • Aggarwal, S.2008, Corporate Social Responsibility in India, Sage Publication Pvt. Ltd. 	

FOOD SAFETY, SANITATION AND HYGIENE

(Skill Enhancement Course) (Elective)

HSC /SEC/UG 14

Course title & code	Credits	lecture	Tutorial	Theory/ practical	Eligibility criteria	Pre- requisite of the course (if any)
HSC /SEC/UG 14- Food safety, sanitation and hygiene	2			Theory	Class XII	NIL

Learning objectives

- To understand food safety principles and its importance in preventing the foodborne illnesses.
- To understand the importance of sanitation in food handling and preparation.
- Implementing personal hygiene standard.

Course Outcomes

After successful completion of the course, the students will be able to

1. Enumerate the various aspects of food safety and to identify the causes and prevention procedures for food borne illness, intoxication and infection
2. Understand the need for consumer education and discuss occupational safety and health administration requirements.
3. Analyze food handling procedure, describe food storage and refrigeration techniques.
4. Evaluate labelling methods by following the principles of food safety, sanitation and hygiene
5. To create awareness regarding sanitation of dishes, equipment and kitchen.

II. Theory Syllabus

Unit – I Food safety- Definition, Meaning - factors affecting food safety
- importance of food safety - Risks and hazards - Food related

hazards - microbial consideration in food safety- Food safety and standards bill 2005

Unit – II Basic principles of Food hygiene and Sanitation - Personal and environmental Hygiene – Hygiene aspects of Food handlers- Hygiene aspects in preparation and storage of food - dish washing and garbage disposal- Safety of leftover foods
Methods of sanitation and hygiene

Unit – III Food Adulteration and Adulterants: Meaning, Methods to identify the presence of adulterants-Types of adulteration in various foods-Intentional, incidental and metallic contaminants
- Consequences of adulteration

Unit – IV Safety in Food processing –Regulatory compliance requirement for establishment of food outlets - Frame work for enabling environment for serving safe and nutritious food at food establishment or outlets. Sterilization and disinfection using heat and chemicals – Solid and liquid waste management and disposal.

Unit- V Objectives of developing Food Safety and Standards- Enforcement of structure and procedure - Role of food analyst- good practices- statutory and regulatory requirements - Certification
- HACCP, ISO-22000, FSSC-22000

**Referen
ces:**

1:- Sunetra Roday, Food Safety and Sanitation, Tata McGraw-Hill Education, 2017

2:- Norman G. Marriott and Robert B. Gravani, Principles of Food Sanitation, Springer, 2018

3:- Dr. Anju Singh & Dr. Gouri Goyal, Bhojan posan awam swachhta, Sahitya Bhawan Publication, 2022

4:- krishna Sinha, Bhojan p