

Training Circular 7 of 2010

These guidelines are course-specific

Superseding Training Circulars 18 of 2005 and 4 of 2006

GUIDELINES FOR

**CONDUCT OF
*PRE-SEA TRAINING FOR***

CERTIFICATE COURSE IN MARITIME CATERING

TABLE OF CONTENTS

	Page
PREAMBLE	1
1. BASIC DETAILS OF THE COURSE:	1
2. QUALIFICATION & ELIGIBILITY OF CANDIDATES	2
3 COURSE INTAKE	2
4. INFRASTRUCTURE REQUIREMENTS	3
5 COURSE DETAILS	3
6 FACULTY REQUIREMENTS	4
7 COURSE OUTLINE	5
8 DETAILED SYLLABUS	5
9 EVALUATION AND MONITORING OF TRAINEE'S PERFORMANCE	5
10. ACCESSORIES AND UNIFORM FOR TRAINEES AND FACULTY	5
11. CRITERIA FOR ISSUE OF THE PASSING OUT CERTIFICATE AND INSTRUCTIONS FOR RESISTS.	6
12. INFRASTRUCTURE AND OTHER EQUIPMENT	6
13 QUALITY STANDARDS	6-7
Annexure 1 Course Outline	8
Annexure 2 Syllabus (Summary)	9-12
Annexure 3 Evaluation of Trainee's Performance	13-14
Annexure 4 Accessories for trainees & Uniform for Faculty	15
Annexure 5 Criteria for issue of certificate	16
Annexure 6 Rules for the Conduct of all India Exit Examination	17-20
Annexure 7 Infrastructure Requirements specific to the Course	21-26
Annexure 8 Specific Learning Objectives	27-48

Certificate Course in Maritime Catering (CCMC)

PREAMBLE

Catering and Housekeeping section on the ship has the sole responsibility to create a home away from home for the personnel to ensure optimum performance. On completion of Certificate Course in Maritime Catering, the trainee would be able to fulfill his/her part of this responsibility on board.

Trainees must have the opportunity to practice Catering and Housekeeping tasks independently and develop such skill which would provide them job opportunities ashore after a few years of sea service.

The training standards should be such as to allow career development opportunities towards Diploma and eventually a Degree programme for candidates desiring to progress in the field.

1. BASIC DETAILS OF THE COURSE:

1.1 Aim.

This course is aimed at training the prospective seafarer in culinary arts which would enable the trainee to serve onboard ships as an assistant to the Ship's Cook, and House Keeping and Food & Beverage Service.

1.2 Objective

A trainee successfully completing this course will be able to:

- a) Prepare commonly served Indian, and international dishes independently.
- b) Apply the concepts of Nutrition, health and Hygiene together with budgetary and costing aspects of catering operations.
- c) Undertake food and beverage service operations
- d) Attend to the cabin cleaning and other associated work of Housekeeping
- e) Maintain highest standards of safe working practices, protection of environment, security of the ship and personnel on board.
- f) Assist in other ship board duties of mooring the vessel and emergencies on board.
- g) Perform duties with diligence and care of all persons on board.

1.3 Scope

These guidelines have been carefully framed to achieve this objective and therefore only those institutes which fulfill these guidelines will be approved to impart pre sea training for Certificate Course in Maritime Catering.

1.4 Application.

Compliance with these guidelines to be read in conjunction with **DGS order no. 2 of 2007.**

These guidelines come in force for courses commencing from July 2010.

Institutes that are already conducting this course will be expected to modify facilities and curriculum to fulfill objectives of the course.

These guidelines supersede all guidelines issued earlier for this course.

2. QUALIFICATION & ELIGIBILITY OF CANDIDATES

2.1 Academic Standards

Pass in 10 + 2 from any stream with minimum 40% marks in 12th standard from a recognized Board with English as one of the subject. Entrant must have at least 40% marks in English either at 10th or 12th standard.

2.2 Age Limit

Between 17.5 and 25 years on the date of commencement of the course.

2.3 Physical Standards

As per M. S. Medical Examination of Seafarers Rules, 2000 as amended from time to time.

2.4 Communication Skills

The institute shall ensure that the candidates admitted for the course possess adequate ability for communication in spoken and written English by relevant examination or tests which may be monitored by the Directorate.

3 COURSE INTAKE

3.1 Number of Ratings

The sanctioned number of ratings shall be 40 per class, and in multiples of 40 thereafter.

All fresh approvals shall be restricted to a maximum of 40 ratings. The course intake, expansion of capacity, and fresh approvals shall be governed by orders issued by the Director General of Shipping from time to time.

3.2 Staggering of classes

Where sanctioned strength is more than one class of 40, the classes may be staggered in multiples of 40, if desired.

3.3 Attendance

All trainees must join the course within 24 hours of commencement of the course.

Within first week of the commencement of the course, institute is required to inform the Directorate the list of candidates who have joined the course

Considering the course is residential, attendance shall normally be 100%, however 90% and above would be acceptable.

In exceptional cases the head of the institute may accept attendance of 75% & above, if he is satisfied that the reason for the shortfall is genuine and the trainee's performance is satisfactory.

4. INFRASTRUCTURE REQUIREMENTS

4.1 Physical requirements for classrooms, hostels etc., are to be provided as per DGS Order no. 2 of 2007

Requirements for the Infrastructure and Equipment for this course are stipulated in **Annexure 7**.

5 COURSE DETAILS

5.1 Duration of the course

The duration of the course shall be twenty-five (25) weeks inclusive of two weeks training in four basic modular courses and ship visit.

5.2 Dates of commencement of the course

Course shall commence on the first working day of January or July.

5.3 Modular Courses

The syllabus for this twenty-five-week course includes FOUR modular courses listed below:

- A Proficiency in Survival Techniques
- B Elementary First Aid
- C Fire Prevention and Fire Fighting
- D Personal Safety and Social Responsibility

Modular Courses for PST & FPF may be conducted in other approved training institutes, but, all the equipment as required by the IMO Guidelines for these courses shall be available for display & demonstrations.

5.4 Hours per week - The curriculum is designed at 42 Hours a six day week.

5.5 Contact Hours Per Week

Proposed routine for the day: (Mon-Sat)

0600-0830	Wash/PT-Yoga/ Clean Ship/ Parade/ Breakfast
0830-1245	Classes/Workshop/Lab (with 15 min break)
1245-1330	Lunch Break
1330-1630	Classes/Workshop/Lab (with 15 min break)
1630-1700	Break
1700-1830	Sports/ Swimming/ Parade/ library/ Recreational Activities
1830-1930	Wash
1930-2000	Dinner
2000-2100	Indoor Games/Recreation
2100-2200	Self Study
2200	Lights out

5.6 Holidays –

- a) Sundays shall be holidays
- b) Independence day and Republic day shall be compulsory holidays.
- c) All government holidays applicable to the state in which the institute is situated, shall normally be observed.

6. FACULTY REQUIREMENTS

6.1 Qualifications of course in charge

The institute/department shall be headed by a person, qualified as a Certified Hospitality Educator (CHE) or possess a Diploma in Hotel Management and Catering Technology from an Institute of Hotel Management (IHM) recognised by the National Council with minimum five years experience in teaching in department of food production.

6.2 Qualifications and strength of faculty members

Minimum faculty on full time employment of the Institute for this course shall be-

- 6.2.1 For 40 Ratings, not less than one Diploma Holder in Hotel Management and Catering Technology from IHM recognized by the National Council of Hotel Management having teaching experience of at least two years in Department of Food Production, and
- 6.2.2 For 40 Ratings, at least two instructors having five years experience as Chief Cook/Ships cook. The instructors should be proficient in English to maintain the medium of instructions in English.

OR

Three years Training experience in training Saloon/CCMC Ratings in an institute approved by DG of shipping to conduct Saloon/CCMC Ratings Course.

- 6.2.3 The overall teacher to student ratio for the course shall not exceed 1:8 excluding the Head of the Institute/department.
- 6.2.4 Institutes with approved capacity of 80 or more may be permitted to employ visiting faculty to the extent of 50% of the strength of faculty members and instructors.
- 6.2.5 At least one of the faculty or Course in charge must have at least 12 months sailing experience on a merchant vessel.

Faculty requirement for various capacities

Approved number of candidates	20	40	80
Course in charge	1	1	1
Cookery Instructor	1	1	2
Housekeeping Instructor	-	1	2
Food and Beverage Service Instructor	-	1	2
Seamanship Instructor	1	1	1
Lab assistant	1	1	2
Store keeper	-	1	1
Office Assistant	-	-	1

DUTY OFFICER AND DUTY INSTRUCTOR

There must be at least one Faculty member or a Warden (Senior instructor) and one instructor on duty on the campus at all times during the course period.

7 COURSE OUTLINE

Please see Annexure 1

8 DETAILED SYLLABUS

Please see Annexure 2

9 EVALUATION AND MONITORING OF TRAINEE'S PERFORMANCE

Structure of Periodical & Final Examination is stipulated in **Annexure 3 & 3A**.

Internal Assessment:

Preferably on continuous basis. A formal test every four to six weeks (written, orals, and practicals).

External Assessment:

In line with DGS guidelines to be conducted by the authorised examination body or any other body to be appointed by the DGS.

10. ACCESSORIES AND UNIFORM FOR TRAINEES AND FACULTY

Please see Annexure 4

- a) **For trainees:** The list of uniforms, accessories and text books that each Rating must possess while under training in the institute.
- b) **For faculty:** While in the campus of the institute, all faculty must wear a uniform.
- c) **For other staff:** The institute may prescribe suitable uniform for non-teaching staff.

11. CRITERIA FOR ISSUE OF THE PASSING OUT CERTIFICATE AND INSTRUCTIONS FOR RESISTS

These are contained in **Annexure 5 & 6** respectively.

12. INFRASTRUCTURE AND OTHER EQUIPMENT

These are contained in **Annexure 7**.

13. QUALITY STANDARDS

As per DGS Order no: 2 of 2007.

13.1 INSPECTION & DISCIPLINARY ACTION IF ANY FOR DEFICIENCIES

As per DGS order no: 2 of 2007.

13.2 COST OF INSPECTIONS

As per DGS order no: 2 of 2007.

13.3 FEES TO GOVT

As per DGS order no: 2 of 2007.

13.4 COMMUNICATION TO DGS & INDOS

A **Within first week of the commencement of each course**, each institute must forward a soft copy and hard copy of list of candidates enrolled for the course to: The Directorate General of Shipping, INDOS Cell and the authorised examination body in the format given below:

Information of Institute	
Name of the Institute	
INDOS No	
Approved Capacity	
Course Title	
Batch No.	
Date of commencement and ending of the course	

			Place X under each as applicable		
S. No.	Registered Name of the Candidate	DOB DD MMM YYYY e.g. (26 MAR 2008)	X Std	XII Std.	ITI

B Together with list of candidates, institute must submit a complete list of faculty/instructors – Full Time and Part Time in tabulated format together with their with for each.

Course In-Charge and Faculty specifically for the CCMC course

Starting with Course In-Charge:

S. No.	Full Name	Qualification	Age	Starting with FT- Full Time PT – Part Time
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Instructors specifically for the ratings course

Starting with - FT- Full Time - PT – Part Time

S. No.	Full Name	Qualification	Specialisation	Age	FT or PT
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

C By end of first month from the date of commencement of the course, each institute must apply for INDOS No. for each of the trainee.

- D By end of 10 weeks from the date of commencement of the course, each institute must send details of each candidate together with the INDOS No to the authorised examination body or any other specified authority.

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ANNEXURE – 1 COURSE OUTLINE

Total duration of the course – 25 weeks (on the basis of 42 hours per week)

Parts / Title	Theory Hours	Practical hours	Total contact	Weeks
Part 1 General ship knowledge and safety, Personal Skills	52	36	88	2
Part 2.1 Cookery, Hygiene and Nutrition	200	316	516	12
Part 2.2 House Keeping	21	94	115	3
Part 2.3 Food and Beverage Service	31	91	122	3
Part 3 Mandatory STCW Courses and Ship Visit	0	0	0	
A Proficiency in Survival Techniques (TC 31 of 2004)	10	5	15	
B Elementary First Aid (TC 30 of 2004)	10	5	15	
C Fire Prevention and Fire Fighting	13	5	18	
D Personal Safety and Social responsibility (TC 5 of 2005)	18	0	18	
E Ship visits	4	16	20	
Sub total	55	31	86	2
4. Revision / Assessment (Internal and External)	40	42	82	2
TOTAL	399	610	1009	24
5. Holidays / Passing out / etc				1
Total weeks				25

ANNEXURE - 2 Syllabus (Summary)

Title	T Hrs	P Hrs	Total Hours	Weeks
Part 1 - General aspects: Induction to the course, personality and communication skills development, General knowledge about shipping and ships and introduction to computers.	52	36	88	2

S.No	Topics and Sub topics	Theory Hours	Practical Hours
1.1	Knowledge of Ships and Shipping Industry 1. Shipboard Organisation 2. Types of Ships 3. National Shipping Organisation and Documents for seafarers, log books, disciplinary procedures, rights of a seaman, Seaman's Identity Document, Recruitment and Placement of Seafarers) Rules, contract of employment 4. Introduction to the role of IMO, SOLAS, STCW, ISM Code, ISPS Code, MARPOL, Port State Control.	12	0
1.2	Elementary Knowledge of the ship, seamanship and safe working practices. 1. Parts of a ship 2. Terms and definitions. 3. Common hand tools used on board: 4. Pollution prevention. 5. Safety at work: 6. Basic Mooring equipment and practices a. Equipment at the stern of the ship b. Equipment at the Fore part of the ship. c. Safety aspects during mooring	0	0
1.3	Communication Skills.	6	12
1.4	Self Development	4	4
1.5	Task Management	4	4
1.6	Introduction to Computers (Additional practice required during holidays and off hours on weekdays)	4	8
	Total	52	36

ANNEXURE - 2 Syllabus (Summary)

Part 2.1 Cookery, Hygiene and Nutrition

Title	T Hrs	P Hrs	Total Hours	Weeks
Part 2.1 Cookery, Hygiene and Nutrition	200	316	516	12

S. No	Topics and Sub topics	Theory	Practical
2.1.1	Introduction To Maritime Catering	2	0
2.1.2	Hygiene and food safety	0	16
	1. Introduction	0.5	0
	2. Need and Importance of Hygiene and Cleanliness on board	0.5	0
	3. Personal Hygiene	1	0
	4. Common hygiene terminology	2	0
	5. Factors that Contribute to Food borne illness	2	0
	6. Sources of Food Contamination	0.5	0
	7. Spoilage Indicators in different category of food	4	0
	8. Bacterial growth	2	0
	9. Hygienic practices in catering operations.	4	0
	10. Hand washing procedures	0.5	0
11. Pest control	1	0	
2.1.3	Garbage management	2	0
2.1.4	Introduction to spaces on the ship – cold rooms (meat, fish, vegetables, dairy), dry provision stores, salons, duty mess,		
2.1.5	Safe working practices in the galley	4	0
2.1.6	Introduction to cooking		
	.1 Aims and objective of cooking	1	0
	.2 Major Equipments and machines used in the galley	2	8
	.3 Minor Equipments and kitchen tools	2	2
2.1.7	Culinary terms		
	1. Indian Culinary terms	1	0
	.1 Non-Indian Culinary terms	1	0
2.1.8	Introduction To Raw Materials		
	.1 Hindi Equivalent of Ingredients	1	0
	.2 Seasoning and flavouring agents	2	2
	.3 Fats and Oils	1	1
	.4 Cereals, Flours and Pulses.	1	2
	.5 Convenience Foods	2	2
	.6 Raising or leavening agents	1.5	1.5
	.7 Milk products	1	1
	.8 Eggs	0.5	0.5
	.9 Thickening Agents	0.5	0.5
	.10 Vegetables	1	6
	.11 Fish	2	2
	.12 Poultry	2	2
.13 Meat	2	2	
2.1.9	Preparation Of Ingredients	2	0
2.1.10	Methods Of Cooking	4	0

ANNEXURE - 2 Syllabus (Summary)

2.1.11	Popular cuisines	2	0
2.1.12	Menu Planning	4	0
2.1.13	Food Costing	16	0
2.1.14	Receiving And Storage.	4	0
2.1.15	Nutrition	12	0
	.1 Basic Nutrients – concept of calories, proteins, fats, sugar, vitamins, minerals, carbohydrates, refined foods, and related.		
	.2 How to prevent loss of Nutrients while cooking		
	.3 Healthy Food Production practices– Modern trends.		
	.4 Sources and functions of basic nutrients.		
2.1.6	Cookery Practical		
	.1 Indian	70	170
	.2 Non Indian Cookery	30	70
	.3 Bakery	8	28
Total		200	316

Part 2.2 House keeping

Title	T Hrs	P Hrs	Total Hours	Weeks
Part 2.2 House keeping	21	94	115	3

S.No	Topics and Sub Topics	Theory Hours	Practical Hours
2.2.1	Introduction To House Keeping	1	0
2.2.2	Familiarization	2	6
	.1 Cleaning Agents		
	.2 Polishes		
	.3 Disinfectants		
	.4 Housekeeping / laundry Equipments and tools	3	11
	.5 Linen	1	2
	.6 Fabric varieties	1	1
2.2.3	Housekeeping Practices		
	.1 Safety aspects in Housekeeping	1	0
	.2 Cabin Cleaning Procedures.	1	12
	.3 Making a bed	1	8
	.4 Dirty dozen in cabin cleaning	1	0
	.5 Cleaning a bathroom	1	8
	.6 Carpet upholstery care and maintenance	2	2
	.7 Public Area Cleaning	2	32
2.2.4	Laundry Operations		
	.1 Laundry process	1	6
	.2 Stains	2	6
	.3 Par stocks	1	0
Total		21	94

ANNEXURE - 2 Syllabus (Summary)

Part 2.3 Food and Beverage Service

Title	T Hrs	P Hrs	Total Hours	Weeks
Part 2.3 Food and Beverage Service	31	91	122	3

S. No	Topics and Sub topics	T Hours	P Hours
2.3.1	Introduction	2	0
2.3.2	Familiarization Of Service Equipment-	0	0
	.1 Cutlery	2	2
	.2 Crockery	2	2
	.3 Glass ware	2	2
	.4 Linen	1	1
	.5 Miscellaneous	2	2
2.3.3	.1 Food And Beverage Service Practices	1	0
	.2 Safe working Practices.		
	.3 The Cover	1	18
	.4 Types Of Service		
	.5 (Additional practice during lunch service)		
	a. American or Plated service	2	8
	b. Silver Service	2	18
	c. Buffet Service.	2	6
d. Room Service	2	12	
	2.2.2 Preparation for Service	5	6
2.3.4	Beverages.	4	8
2.3.5	Napkin Folding	0	2
2.3.6	Kitchen Stewarding (Additional practice during lunch service)	1	4
	Total	31	91

REVISION / ASSESSMENT (INTERNAL & EXTERNAL)

Theory Two hours of assessment on a monthly basis which will include all the topics covered in all the subjects covered till that particular month.	40 Hours	
Practical and Orals Four hours of practical assessment on a monthly basis which will include Cookery, House keeping and Food and Beverage Service	42 Hours	
TOTAL	82 Hours	

Part 3 Mandatory STCW Courses & Ship Visit

S.No	Course	Theory	Practical
1.	Proficiency in Survival Technique	10	5
2.	Elementary First aid	10	5
3.	Fire Prevention & Fire Fighting	13	5
4.	Personal Safety & Social Responsibility	18	0
5.	Ship Visits	4	16
	Total	55	31

ANNEXURE - 2 Syllabus (Summary)

	Grand Total for STCW Courses and ship visit	86
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ANNEXURE – 3 Evaluation of Trainee’s Performance (Assessment)

STRUCTURE OF ASSESSMENT

Internal Assessment:

Each institute is expected to have an internal assessment scheme to monitor the progress of each trainee and effectiveness of teaching inputs.

Ideally, formal assessment at the end of each month should suffice; however, institutes can introduce ‘continuous assessment’ system that monitors the progress of each candidate at appropriate intervals. Institutes need to create and document their scheme and maintain records of assessment.

Internal assessment should also include elements such as discipline, attendance, attitudes, extra curricular activities, seamanship, teamwork and similar traits.

Institutes should specify disciplinary norms, and disqualify any trainee who fails to reach minimum standards. Such a trainee should be barred from taking All India Exit Examination.

Practical Training Record Book

Each trainee will be issued a DG approved ‘Practical Training Record Book’ developed and periodically revised by the competent authority. When a trainee can perform the listed tasks to a satisfactory level, Record Book to be signed by instructor in-charge, and counter signed by the Course in-charge.

Structure of Periodical Examination

Topic	Theory			Practical			Oral		
	Max Marks	Pass Mark	Duration	Max Marks	Pass Mark	Duration	Max Marks	Pass Mark	Duration
Cookery	40	24	1Hour	100	60	2 Hours	20	12	20 min
Food and Beverage Service	20	12	20 Min	25	15	30 min	10	6	15 min
Housekeeping	20	12	20 Min	25	15	30 min	10	6	15 min
General Ship Knowledge	20	12	20 Min				10	6	10 min
TOTAL	100	60	2 Hours	150	90	3 Hours	50		1 Hour
Personal Grooming, Etiquettes, Journal, Team work, Extra Curricular activities, Conduct, Punctuality, Assignments.							50	30	Continuous Assessment

ANNEXURE – 3 Evaluation of Trainee’s Performance (Assessment)

External Assessment:

All India Exit Examination to be conducted by the competent authority as per the guidelines issued and revised from time to time. The assessment scheme shall be as follows:

The external examination will be conducted during the months of June and December. Additional examination, for only repeater candidates will be conducted in the month of March and September.

Annexure 3a

Structure of Final Examination

SR.	Type of Examination/ Subject area	Allocated Marks	Pass Marks	Duration
1	WRITTEN Section I - Cookery Theory, Food & Beverage Service, Housekeeping, Hygiene, Food Costing, Nutrition	80	60	2 hours
	Section II – Ship Knowledge & safety	20		
2	PRACTICAL Cookery/Bakery	100	60	2 Hours
3	PRACTICALS AND ORALS Housekeeping, F & B Service Orals, Cookery, Bakery, Housekeeping, F & B Service.	80	60	40 Minutes
4	Oral in GSK	20		10 Minutes
	Total Marks	300	180	

ANNEXURE – 4 List of Approved Accessories for Trainees and Uniform for Faculty

Annexure 4

List of approved Accessories

Approved Accessories :	
1. White Shirt, Half sleeves	2 Nos
2. Black pants –	2 Pairs
3. Black leather belt with buckle	1
4. Bow tie black –	1 No
5. Blue stockings	1 pair
6. Beret with badge	1
7. Sports shirt (Grey)	1
8. Grey shorts (games)	1
9. Grey socks	1 pair
10. White socks	2 pairs
11. Black shoes (without toe caps)	1 pair
12. White canvas shoes	1 pair
13. Safety gloves	1 pair
14. Geometrical instrument box with pencil, eraser and coloured pencils	1
15. Exercise books as specified by the Institute	
16. Black shoe polish -	
17. Blanco for white shoes -	
18. White handkerchief	4
19. Bath towels	2
20. Table napkins	2
21. Floor cloths/Table dusters	2
22. Aprons	2
23. Cooks cap	2
24. Boiler Suit	1
25. White Chef coat-	2 Nos
26. Black and White Checked Chef Pants-	2 Nos

Uniforms for faculty members

1. Epaulettes
 - 1.1. Instructor: One Stripe.
 - 1.2. Senior Instructor: Two stripes.
 - 1.3. Nautical Officer: A diamond and four stripes.
 - 1.4. Course in charge

2. Caps
 - 2.1. All faculty members: White peak Cap or Blue Barrette

3. Uniform
 - 3.1. White half-sleeve shirt with epaulettes, white trousers, white belt, white socks and black shoes.
 - 3.2. In cold weather, black trousers, black belt and black socks may be substituted for white.
 - 3.3. White full-sleeve shirt may be worn after sunset in mosquito prone areas.

ANNEXURE – 5 Criteria for Issue of Passing out Certificate

Annexure 5 - Criteria for Issue of Passing out Certificate

The training institute shall award a Passing out Certificate to **only those candidates who have passed the All India Exit Examination.**

Internal Assessment

A. Internal Assessment

Pass in each written paper, practicals and orals.

B. Attendance, discipline, and conduct

As per item 3.3 of the main part of the circular

Rules for Ratings Exit Examination

1 Definitions:

- A **Fresh Candidate (FC)** – A person appearing for the first time at the end of the training period.
- B **Repeater Candidate (RC)** – A person who has failed any one of the previous examination.
- C **Deferred Candidate (DC)** – A person who did not appear at the end of the training period but appearing at subsequent examination.

2 Eligibility criteria:

Candidate attending a training programme at a DGS approved training institute.

Applying through the training institute, and satisfying other criteria of admissions, discipline, attendance, and internal assessment at the institute.

Possession of an INDOS No. The institute must furnish INDOS No. to the authorised examination body within ten **weeks** from the commencement of the Course.

Attendance & Conduct

The minimum classroom attendance required is 90%. However, attendance of 75% and above will be acceptable if the head of the institute is satisfied about the overall in-course performance, conduct and discipline of the trainee.

Any other criteria that may be applicable at that time.

Should any candidate fails to satisfy the above criteria, the institute must intimate the name to the Directorate General of Shipping (Training Branch) and to the authorised examination body before the commencement of the All India Exit Examination.

3 Procedures to be followed by the institute:

Within first 10 days of the commencement of the course – the training institute shall send complete list of candidates enrolled to the authorised examination body. The institute will be required to forward complete details of the candidates before sending application forms for the examination. This will be treated as final record of enrolled candidates at any time in the future.

If any of the enrolled trainees is not appearing for the immediate examination, for any reason, the training institute must inform authorised examination body at the time of sending application forms of candidates of that batch.

4 Eligibility of Repeater Candidates (Resit)

Any candidate who has failed any of the previous examination or missed an examination to be advised by the institute to attend an eight weeks refresher course at the institute prior to appearing for the examination. Such a refresher course should commence eight weeks before the commencement of the practical examination.

The application forms for repeater candidates need to be forwarded by the training institute within the dates specified by the authorised examination body (Two weeks before the commencement of Practical Examination).

5 Number of Attempts

With effect from batches starting January 2008, all trainees will be expected to pass the All India Exit Examination within two years from the date of entry in the approved training institute. Each candidate will be allowed a maximum of 7 attempts starting from the end of the course. Missing the examination on any grounds will be counted as an attempt.

6 Cases related to cheating in examination

During any part of the examination, should there be any evidence to indicate that candidate has attempt to copy or cheat in the examination, the authorised examination body shall forward the case to the Directorate. Any candidate who attempts to copy or is helping others to copy will be treated equally. Results of such candidates will be 'withheld' and case will be referred to the DGS. Disciplinary action will be taken in line with the procedure detailed under '**Guidelines for disciplinary action against candidates**'.

7 Appeal for review of Answer Script

Any candidate will be allowed to appeal a review of the answer script by a panel of **two** moderators to be appointed by the authorised examination body.

Application for appeal should be made through the training institute **within 15 days** from the date of results. To be addressed to the authorised examination body.

Result of the review will be declared within 15 days of the closing date of appeal. This result will be submitted to the Directorate General of Shipping (Training Branch), and institute will be informed accordingly.

Annexure 6 (continued)

Guidelines for disciplinary action against candidates

Guidelines for disciplinary action in cases of unlawful act of any candidate during 'All India Exit Examination for Ratings' conducted by the authorised examination body.

Definition: Examples of 'Unlawful act'.

- (A) Possession of prohibited material
- (B) Exchanging answer books with other candidates
- (C) Attempt to copy from a candidate from an adjacent seat
- (D) Causing disturbance in the examination hall,
- (E) or any similar means.

I) If the candidate is caught at the venue of the examination:

The invigilator would collect the evidence, as far as possible, and report the matter to the authorised examination body immediately.

The invigilator shall write a report of the incidence and submit it to the Examination Coordinator. The candidate should be asked to sign the statement.

In case of no physical evidence, and a candidate refuses to sign, the Examination Coordinator shall make a remark on the report and forward the report, with or without the evidence, to the authorised examination body.

II) In case the copying is noticed at the time of marking of answer scripts.

The examiner or the moderator finding any evidence of copying shall report the matter to the authorised examination body as soon as possible.

III) Further action:

Such incidents to be presented to the Directorate General of Shipping at the time of submission of results. Results of such candidates to be with-held till further inquiry is completed as detailed below.

An enquiry to be conducted by authorised examination body, and candidate/s to be given an opportunity to express their position, accept or decline the act. The inquiry to be conducted in presence of the Head of the Institute, and two representatives of authorised examination body. (A format for report of such an enquiry is attached.)

Authorised examination body shall recommend further action to Directorate General of Shipping on the basis of enquiry.

Examination Enquiry Report (Sample)
(Incase of unlawful act during the Exit Examination)

Date, place & time of Event:

Persons involved:

Name & Roll No:

Name & Roll No:

Name of the institute:

Allegation: Details of 'unlawful act'.

Evidence:

Statement from the candidates: (Add or delete as applicable)

The evidence presented is true/.....

I agree to have adopted unfair means during the examination as stated above.

I disagree to have adopted unfair means during the examination as stated above.

(Agree or disagree to be written by the individual candidate in signature column.)

Names	Signature
Head of Institution	
Remarks (if any)	
Representatives of authorised examination body	
1	
2	

Date:

Place:

ANNEXURE – 7 Infrastructure and other equipment

Annexure 7

Infrastructural requirements for a batch of 40 candidates.

1 CATERING TRAINING BLOCK Area Required

1. Catering Training Coordinator's office	12.5 m ²
2. Faculty Room– (Each faculty member to have table space and chair.)	18 m ²
3. Training Galley with 10 work stations (As per details listed below)	60m ²
4. Quantity Food Production Galley (As per details listed below)	20 m ²
5. Training restaurant for F & B Service (As per details listed below)	25 m ²
6. Service Pantry and Dish washing area (As per details listed below)	8 m ²
7. Students Dining Hall as per DGS 2 of 2007	
8. Store room with racks for Dry provisions	12 m ²
9. Walk in refrigerator (Desirable)	12m ²
10. House Keeping Training block (As per details listed below)	25 m ²
11. Cabin for Housekeeping Training. (As per details listed below)	25 m ²
12. Laundry (As per details listed below)	12 m ²

2 BASIC TRAINING GALLEY WITH 10 WORKSTATIONS FOR CONDUCTNG PRACTICAL FOR 20 STUDENTS AT A TIME)

EACH WORK STATION TO INCLUDE THE FOLLOWING:

.1 Burner gas range- (Low Pressure, Domestic)	1 No
.2 Stainless Steel Work table with storage space at the bottom – 3'x3'	1 No
.3 Stainless Steel thick bottom sauce pan with lid – (6" Inner Dia)	2 Nos
.4 Aluminium / SS Handies(Cooking vessels) with lid – (7" Inner Dia)	6 Nos
.5 Aluminium/ SS Handies (Cooking vessels) with lid – (9" Inner Dia)	2 Nos
.6 Stainless steel Bowl (6" Dia)	4 Nos
.7 Stainless steel Taali -	2 Nos
.8 Frying Pan (Non stick). (dia 8")	1 no
.9 Chapatti Tawa –	1 no
.10 Oil dispenser (quarter ltr. Capacity)	1 no.
.11 Masala Container (with seven waties)	1 no
.12 Rolling Pin	1 no.
.13 Flat spoon	4 no
.14 Round Spoon	2 No
.15 Frying spoon	1 no
.16 Soup strainer	1 no
.17 Tongs	2 no
.18 Potato Masher	1 no.
.19 Cutting Board	2 No

ANNEXURE – 7 Infrastructure and other equipment

.20 Whisk	1 no.
.21 Kitchen shears (Scissors)	1 No
.22 Grater	1 No
.23 Wooden spoon	1 no.
.24 Piping bag and assorted nozzles + 6 Assorted shape nozzles	1 set
.25 Bakery palette knife	1 no.
.26 Spatula	1 No
.27 Aluminium Tray for baking – 12" X 8"	2 Nos
.28 Cake tin – 6" Dia	2 Nos
.29 Knife set –each (Peeler, Paring Knife, Fillet Knife, Chopper, and Chef Knife)	2 each

3 TRAINING GALLEY TO INCLUDE

COMMON EQUIPMENTS AND UTENSILS IN THE TRAINING GALLEY		
.1 High Pressure cooking range with 2 burners :		1 no
.2 Refrigerator (300 Ltrs Capacity)		2 nos
.3 Burner electrical hotplate with safety rails & cabinet for small utensils & equipments. (72 x 30)		1 nos
.4 Faculty demo table and cooking range		1 no.
.5 Mixer		2 no.
.6 Electric oven (Commercial type)		2 no.
.7 Exhaust Hood to extract hot air & with grease removers		
.8 Heavy bottom Stainless steel / Aluminium Stock pots - (15" inner Dia)		2 No
.9 Stainless steel bowl (12" dia)		6nos.
.10 Steak Hammer		1 no.
.11 Fish Scaler		1 No
.12 Mandolin		1 No
.13 Hand Mixer		1 No
.14 Cake beater		1 No
.15 Bread tin		4 Nos
.16 Stainless Steel Sinks		5 Nos
.17 Nylon Cutting board (1.5" Thickness)		2 nos.
.18 Chopper		1 No.
.19 Can Opener		1 No
.20 Apple Corer		1 No
.21 First aid kit		1 No
.22 Fire blanket		1 No
.23 Fire extinguisher		1 no
.24 Stainless Steel Work table (6' X 2.5')		2 no
.25 Mops, brooms, Long Handled floor brush, Dust pan, Water pusher, Buckets		2 each
.26 Three separate colour coded dustbins for food waste, plastics and cans and bottles		1 set

ANNEXURE – 7 Infrastructure and other equipment

4. QUANTITY FOOD PRODUCTION GALLEY TO INCLUDE

.1	Stainless Steel Work table with storage racks at the bottom (4'x2.5')	2 nos
.2	Stainless steel Sinks	2 Nos
.3	High pressure cooking range with 2 burners	3 nos
.4	Chappati Tawa (capacity 6 chappaties)	1 no.
.5	Tilting pans (brat pans) (20 Portions Capacity) (Desirable)	1 no
.6	Potato peeler (5Kgs Capacity) (Desirable)	1 no
.7	Wet grinder	1 no.
.8	Salamander (Desirable)	1 no.
.9	Dough mixer (If not available with food processor)	1 no.
.10	Food Processor	1 no
.11	Bakery oven (Commercial type)	1 no
.12	Meat mincer (If not available with food processor)	1 no.
.13	Refrigerator 300 ltrs Capacity	1 nos.
.14	Exhaust Hood to extract hot air & with grease removers	
.15	Slicing Machine(Desirable)	1 No
.16	Bain Marie (Desirable)	1 no.
.17	Mixer	1 No
.18	Deep fat fryer	1 no
.19	Stainless Steel Handies(Cooking vessels) with lid – (8 " Inner Dia)	2 no
.20	Aluminium Handies(Cooking vessels) with lid (20 " Inner Dia)	2 Nos
.21	Aluminium Handies (Cooking vessels) with lid (12 " Inner Dia)	4 Nos
.22	Stainless steel Bowl / basin (12" Inner Dia)	4 Nos
.23	Stainless steel / Aluminium sauce pan with lid - (8" Inner Dia)	2 Nos
.24	Stainless steel Thaali	2 Nos
.25	Frying Pan (Non stick) (10" Inner dia)	2 nos.
.26	Oil dispenser (One ltr. Capacity)	1 no.
.27	Masala tray (with seven Containers)	1 no.
.28	Rolling Pin	1 no.
.29	Flat spoon Large - 24" long	2 nos.
.30	Flat spoon small	2 nos.
.31	Round Spoon Large	2 Nos
.32	Frying spoon large	1 no.
.33	Soup strainer	1 no
.34	Potato Masher	1 no.
.35	Cutting Board	2 No
.36	Butchers block	1 no
.37	Whisk (Large)	1 no.
.38	Tongs	2 no
.39	Kitchen shears (Scissors)	1 No
.40	Grater	1 No
.41	Wooden spoon	1 no.
.42	Piping bag and assorted nozzles - 6 Assorted nozzles	1 set
.43	Bakery palette knife	1 no
.44	Aluminium Tray for baking – 12" X 8"	2 Nos

ANNEXURE – 7 Infrastructure and other equipment

.45 Knife set – (Peeler, Paring Knife, Fillet Knife, and Chef Knife)	2 each
.46 First aid kit	1 No
.47 Fire blanket	1 No
.48 Fire extinguisher	1 no
.49 Colour coded dustbins for food waste, plastics and cans and bottles	Three
.50 Mops, brooms, Long Handled floor brush, Dust pan, Water pusher, Buckets	2 each

5. Training Restaurant for F&B Service to Train 10 Students at a Time to Include

Flooring	Carpeted
.1 Dining table of ship type with adjustable side rails	5 Nos
.2 Chairs	20 Nos
.3 Side Board	2 No.
.4 Entrée dish / Food service bowl	15 Nos
.5 Dessert spoon	24 Nos
.6 Tongs	6 Nos
.7 Side plate	24 Nos
.8 Dinner plate	24 Nos
.9 Dessert Bowl	24 Nos
.10 Soup bowls with under liner	24 Nos
.11 Cruet set	6 Nos
.12 Bud Vase	6 Nos
.13 Menu stand	6 Nos
.14 Ashtray	6 Nos
.15 High ball glass	24 Nos
.16 Service spoons and forks	20 each
.17 Table cloth	10 Nos
.18 Finger bowl	24 Nos
.19 Ice cream cup	6 Nos
.20 Water Jugs	6 Nos
.21 Sauce boat	2 Nos
.22 Pepper Mill	1 No
.23 Sugar Dispenser	1 No
.24 Chaffing Dish	5 Nos
.25 Buffet frills	5 metres
.26 Cup with saucer	6 Nos
.27 Tea / coffee set with saucer pot, Milk creamer	1 no

Mock bar – Sample bottles or empty bottles of various aperitifs, liqueurs, spirits, wines and beers

One each of : Ice bucket and tongs, Wine chiller Stand, Cocktail shaker, Peg Measure, Brandy Balloon, Beer Mug, White wine glass, Red wine glass, Cocktail glass, Champagne saucer, Champagne tulip, Wine opener, Ice Bucket and tongs, Wine opener, bottle opener.

ANNEXURE – 7 Infrastructure and other equipment

Note: Cutlery, crockery, glass ware and linen used for cover set up and service must be of the same design.

ANNEXURE – 7 Infrastructure and other equipment

6 Service Pantry and Dish wash Area

- .1 Three sinks for dishwashing
- .2 Dish washing machine (**Desirable**)
- .3 Hot and cold water outlets.
- .4 Storage racks for crockery and glass ware
- .5 Microwave oven
- .6 Toaster
- .7 Cutting board and knife
- .8 Hot water kettle for tea /coffee
- .9 Three separate colour coded dustbins for food waste, plastics and cans and bottles
- .10 Mops, brooms, Rubber Gloves, Dust pan, Water pusher, Buckets – 1 No each

7 Housekeeping Training Block to Train 10 Students at a Time

.1 Mops, brooms, Gloves, Deck scrubbing brush, Carpet brush, Toilet brush, Dust pan, Water pusher, Buckets, Glass cloth, Dusters	6 Nos each
.2 Vacuum Cleaner (Heavy duty)	1 no
.3 Carpet Shampooing Machine (Desirable)	1 No
.4 Mop wringer trolley	1 No
.5 Step ladder	1 No

7.1 Cabin for Housekeeping Training: A cabin resembling a ships cabin should have vinyl flooring, curtains, attached bathroom and the following.

- .1 Wardrobe
- .2 Double bed,
- .3 Coffee table,
- .4 Mirror.
- .5 Writing table and chairs.
- .6 Air conditioner vents.
- .7 Sofa set.
- .8 Toilet and bathroom with shower and shower curtains, water closet, Washbasin, Mirror, Bucket, Mug
- .9 2 Sets of Linen- Each set to include 2 Bed sheets, 1 Bed spreads, 1 Face towel, 1 Hand towel, 1 Bath Towel, 1 Bath robe, Blanket, Pillow Cover.

7.2 Laundry

.1 Automatic Industrial washing machine	1 No
.2 Automatic domestic washing machine (7 Kgs)	2 Nos
.3 Dryer (Desirable)	1 No
.4 Ironing Board	1 No
.5 Flatwork iron (Calendar machine) (Desirable)	1 No
.6 Stainless steel sinks	2 Nos

ANNEXURE – 7 Infrastructure and other equipment

.7 Buckets	6 nos
.8 Cloth scrubber	4 Nos
.9 Cloth Hangers-	12 nos
.10 Electric Iron	1 Nos
.11 Mops, brooms, Gloves, Deck scrubbing brush, Dust pan, Water pusher, –	1 No each

8. General equipment to include:

- .1 World maps
- .2 Models of ships
- .3 Wall - mounted photographs of ships and ports
- .4 Official Log Book
- .5 Articles of Agreement

9. Seamanship Equipment to Include:

Chipping hammers, scrapers and wire brushes, Paint brushes (various sizes and types), Safety harness, Pliers, Pein Hammer, Screw drivers, Hack saw, Spanners, Helmets, Safety belts, Ear muffs, Goggles

ANNEXURE – 8 Specific Learning Objectives

Part 1

1.1 General Ship Knowledge and Safety

Sr. No	Topic	Suggested hours	
		Theory	Practical
1.	<p>Familiarization & Orientation.</p> <p><i>Trainee will be able to explain the following :</i></p> <p>.1 Knowledge of Ships and Shipping Industry</p> <ul style="list-style-type: none"> .1 Ship board organization .2 Merchant Ship Types and their functions. .3 Functions of DG Shipping, MMD, SEO, .4 Port Health, Customs, Immigration, Dock Safety .5 Inspector. .6 Signing on/off .7 Articles of Agreement, Passport, CDC .8 Offences against Discipline .9 Personal Documents .10 Official Log Book. .11 Recruitment and Placement of Seafarers Rules, contract of employment. .12 Shipboard Security (Introduction to ISPS Code) .13 International Organisations and Codes IMO, ILO, ITF, MARPOL, SOLAS, STCW 95 ISM Code, Port State Control 	12	
2.	<p>Elementary Knowledge of Navigation, seamanship and safety.</p> <p><i>Trainee will be able to identify parts, explain terms, and appreciate importance and basic practices.</i></p>		
	<p>.1 Parts of a ship</p> <p>Stem, Forepart, Forecastle, Anchor, Windlass, Masts, Deck, Holds, Hatches and Hatch covers, Derricks and Cranes, Gangway, Accommodation, Galley, Pantry, Life boat, Life raft, Bridge, Funnel, Engine room, Propeller, Rudder, Poop,</p>	4	
	<p>.2 Terms and definitions.</p> <p>Ahead, Astern, Amidships, Portside, Starboard side, Abeam.</p> <p>Life buoys, Life jackets, life boats, Dry docks, Jetty, Docks / Harbours, Berth, Oil spills, Rat Guards, Mooring Ropes, Bollards, Heaving line.</p>	2	
	<p>.3 Common hand tools used on board:</p> <ul style="list-style-type: none"> .1 Chipping hammer .2 Scraper, Pliers .3 Ball Pein hammer 	2	

ANNEXURE – 8 Specific Learning Objectives

	.4 Screw drivers, Hacksaw .5 Spanners .6 Paint brushes.		
	4. Pollution prevention. 1. <i>Trainees will be able to explain various types of pollution from ships as,</i> .1 Pollution by oil .2 Pollution chemicals .3 Pollution by sewage .4 Pollution by garbage from ships	2	
	2. <i>Trainees will be able to explain the consequences of above pollution.</i> 3. <i>Trainees will be able to list the steps to take to prevent the above pollution.</i> 4. <i>Trainees will be able to explain the purpose of SOPEP / SMPEP.</i> 5. <i>Trainees will be able to state the procedure of disposal of Garbage from ships.</i>	6	
	5. Safety at work: <i>Trainees will be able to list the following personal protective gear, explain their relevance in personal safety, demonstrate the safe lifting of weight and list the precautions to be taken during painting.</i> .1 Personal protective gear: Helmets, Types of gloves, Boiler suits, Ear muffs, Goggles, Safety shoes, Safety harness and Safety belt. .2 Safe lifting of weights. .3 Precautions during painting.	2	4
	6. Basic Mooring equipment and practices <i>Trainees will be able to list the following mooring equipments, purpose and safe working practices during mooring.</i> .1 Equipment at the stern of the ship Windlass, Mooring Hawsers, Bollards, Chain stoppers, Rope stoppers, Heaving lines, Hawse pipe, Bow stopper, Ship's bell, Fair leads .2 Equipment at the Fore part of the ship. Anchor, Anchor chain, Windlass, Mooring hawser, Bollards, Chain stopper, Rope, Heaving lines, Fair leads. .3 Safety aspects during mooring	4	4
	Total	34	8
	GSK Total	42	

ANNEXURE – 8 Specific Learning Objectives

1.2 Personal skills

Sr. No	Topic	Suggested hours	
		Theory	Practical
.1	Communication Skills. .1 Concept .2 Barriers .3 Oral and Written. .4 Body Language. .5 Spoken English basics for catering staff.	6	12
.2	Self Development .1 Time management. .2 Stress .3 Emotion .4 Health .5 Ethics. .6 Motivation.	4	4
.3	Task Management. .1 Task Identification. .2 Task Planning .3 Task Execution.	4	4
.4	Introduction to Computers .1 Introduction .2 Familiarization of provision report in Excel. .3 Introduction to Microsoft Word .4 Introduction to Internet	4	8 (Additional practice during holidays and off hours on weekdays)
	Total	18	28
	Personal skills total	46	
	Total Part I	88	

ANNEXURE – 8 Specific Learning Objectives

PART 2

.1 Cookery

Sr. no.	Topic	Suggested hours		Teaching Aids	
		Theory	Practical		
1.	<p>Introduction To Maritime Catering</p> <p><i>Trainee will be able to list the following:</i></p> <p>.1 Duties and responsibilities of General Steward</p> <p>.2 Duties and responsibilities of Chief Cook</p>	2		Pictures of ships galley	
2.	<p>Hygiene and food safety</p> <p><i>Trainees will be able to:</i></p> <p><i>Define and differentiate-</i></p> <ul style="list-style-type: none"> • Hygiene and food safety • Common hygiene terminology <p><i>State-</i></p> <ul style="list-style-type: none"> • The need and importance of hygiene and cleanliness on board. • The dangerous pace of bacterial growth. <p><i>List-</i></p> <ul style="list-style-type: none"> • The codes of good personal hygiene • The factors that contribute to food borne illness. • Sources of food contamination. • Spoilage indicators in food items listed below. • Factors required for bacterial growth • Hygienic practices to be followed at work • The pests which could infest the galley, stores and pantry • Methods to prevent and get rid of pest infestation 		16	Videos on Personal Hygiene, Pest control, Hygienic food preparation and service.	
	.1	Introduction	0.5		
	.2	Need and Importance of Hygiene and Cleanliness on board	0.5		
	.3	Personal Hygiene	1		
	.4	<p>Common hygiene terminology</p> <p>A. Clean</p> <p>B. Sanitize</p> <p>C. Sterilize –</p> <p>D. Contamination</p> <p>E. Spoilage.</p> <p>F. Potentially Hazardous Foods</p>	2		

ANNEXURE – 8 Specific Learning Objectives

	(PHF's). G. Temperature Danger Zone (TDZ). H. Incubation period I. Food borne Illness. J. Food Poisoning: . K. Food infection. L. Cross-contamination M. Minimum infective dose:			
	.5 Factors That Contribute to Food borne illness	2		
	.6 Sources of Food Contamination A. Microbial Action B. Presence of contaminants C. Action of Insects. D. Natural Enzymes: E. Chemicals	0.5		
	.7 Spoilage Indicators in different category of food A. Canned food B. Fish C. Poultry D. Meat E. Milk products F. Eggs	4		
	.8 Bacterial growth .1 Factors required for bacterial growth A. Food B. Moisture C. Temperature D. Time	2		
	.9 Hygienic practices in catering operations.	4		
	.10 Hand washing procedures	0.5		
	.11 Pest control A. Cockroaches: B. Flies: C. Stored Grain insects: D. Rats:	1		
3.	Garbage management. <i>Trainees must be able to:</i> <i>List-</i> <ul style="list-style-type: none"> • <i>The general guidelines on garbage management</i> <i>Describe-</i>	2		

ANNEXURE – 8 Specific Learning Objectives

	<ul style="list-style-type: none"> • <i>The following excerpts from annex-V</i> • <i>Restrictions on Garbage Disposal into Sea as Per MARPOL 73/ 78 Annex</i> <p>.1 Introduction</p> <p>.2 Excerpts from Annex v – Regulations for the prevention of pollution by garbage from ships</p> <p>.3 General guidelines on garbage management.</p> <p>.4 Restrictions on Garbage Disposal into Sea as Per MARPOL 73/ 78 Annex V</p>			
4.	<p>Safe working practices in the galley</p> <p><i>Trainees will be able to</i></p> <p><i>List- The hazards involved while working in the catering department of a ship</i></p> <p><i>State-Precautions to be taken to avoid accidents while working in the galley</i></p> <p>.1 Fire prevention</p> <p>.2 Slips, trips, and falls</p> <p>.3 While using knives</p> <p>.4 Prevention of burns</p> <p>.5 Cold rooms</p> <p>.6 Climbing stairs</p> <p>.7 Lifting weights</p> <p>.8 Faulty machinery</p> <p>.9 Rough weather precautions</p>	4	0	
5.	<p>Introduction to cooking</p> <p><i>Trainees will be able to</i></p> <p><i>List The aims and objectives of cooking,</i></p> <p><i>Identify Heavy and light equipments and tools used in the galley</i></p> <p><i>Describe Safe method to operate the equipments mentioned below.</i></p>			
	.1 Aims and objective of cooking	1		
	<p>.2 Major Equipments used in the galley</p> <p>A. Mixer</p> <p>B. Electric oven</p> <p>C. Exhaust Hood</p> <p>D. Potato peeler</p> <p>E. Food Processor</p> <p>F. Dough mixers</p> <p>G. Bakery oven</p> <p>H. Deep fat fryer</p>	2	8	Trainees will be taken to the galley to see the equipments.

ANNEXURE – 8 Specific Learning Objectives

	<p>I. Tilting pan J. Food processor K. Salamander L. Meat Mincer M. Slicing Machine N. Bain Marie O. Butchers block</p>			<p>Pictures of equipments which are not available in the galley.</p>
	<p>.3 Minor Equipments and kitchen tools.</p> <p>Chefs knife, Paring Knife, Fillet Knife, Chopper, Peeler, Palate knife, Fish shearer (Kitchen shears), Fish scaler.</p> <p>Whisk, Rolling pin, Piping bag, Scoop, Can opener, Potato Masher, Grater, Wooden spoon, Steak Hammer, Can opener, Soup strainer, Tong, Apple corer, Piping bag, Spatula, Mandolin, Hand mixer/ blender, Cake beater, Saucepan, Oil dispenser.</p> <p>Round spoon, Flat spoon, Frying spoon, ladle.</p>	2	2	<p>Each tool to be displayed</p>
6.	<p>Culinary terms <i>Trainees will be able to differentiate and describe the characteristics of each term mentioned below.</i></p>			
	<p>.1 Indian Culinary terms</p> <p>A. Baajee B. Bhelpuri C. Bagar D. Chaas E. Chivda F. Dhansak G. Dhokla H. Khoa I. Rabdi: J. Roganjosh</p>	1		
	<p>.2 Non-Indian Culinary terms</p> <p>A. Appetizer B. Barbecue C. Baste D. Blanching E. Bouquet garni F. Canapé G. Caramel H. Garnish I. Gelatin J. Gherkins K. Giblets</p>	1		

ANNEXURE – 8 Specific Learning Objectives

	<p>L. Gizzard M. Gratinate N. Fritters O. Marinade P. Mirepoix Q. Mignonette pepper R. Par boil S. Puree T. Zest</p>			
7.	<p>Introduction To Raw Materials</p> <p><i>Trainees will be able to:</i></p> <p><i>Identify</i></p> <ul style="list-style-type: none"> • <i>The following raw materials used for cooking.</i> <p><i>Explain</i></p> <ul style="list-style-type: none"> • <i>Characteristics of these raw materials..</i> <p><i>Demonstrate</i></p> <ul style="list-style-type: none"> • <i>The style of cutting</i> 			
	<p>.1 Hindi Equivalents of Ingredients</p> <p>A. Cereals and flours B. Pulses C. Vegetables D. Nuts E. Fruits F. Fish and Sea food, Meat, Poultry G. Milk and milk products H. Fats and oils I. Condiments and spices J. Miscellaneous items</p>			

ANNEXURE – 8 Specific Learning Objectives

	<p>.2 Seasoning and flavouring agents</p> <p>.1 Seasoning agents .2 Flavoring agents .3 Flavouring agents used in Indian cookery.</p> <p>Adrak, Ajwain, Amchoor powder Anardana, Chakri phool, Chota pyaz Dal chini, Dhania, Elaichi, Haldi, Hing, Imli, Jaiphal and Javithri, Jeera Kala Elaichi, Kali mirch, Kesar Kokum, Lal mirch, Lasun, Lavang Methi, Pudina, Rai, Saunf, Shahi jeera, Tej patta, Till, Vinegar.</p> <p>.4 Flavouring agents used in Western cuisines Basil, Mignonette pepper, Oregano Paprika, Parsley, Thyme, Vanilla</p> <p>.5 Flavouring agents used in Oriental cuisine Ajinomotto, Soy sauce, Lemon grass, Fish sauce.</p>	2	2	<p>Charts with samples of ingredients and names in Hindi and English</p> <p>Pictures of ingredients which are not available at the Institute</p>
	<p>.3 Fats and Oils</p> <p>Sunflower oil Salad oil , Desi Ghee Vanaspathi , Margarine</p>	1	1	
	<p>.4 Cereals, Flours and Pulses.</p> <p>Long grain rice, Basmati rice Parboiled rice, Pressed rice Puffed rice,</p> <p>Whole and split Tur dal, Masoor Dal, Moong dal, Urad dal, Chana dal. Kabuli chana, Black chana, Rajma, Chauli, Green Peas, White peas.</p> <p>Refined flour Whole-wheat flour or Atta Gram flour or besan, Corn, Semolina</p>	1	2	
	<p>.5 Convenience Foods</p> <p>Trainees will be able to define convenience foods and explain its uses, advantages and disadvantages in cookery.</p> <p>A. Definition B. Processed meats</p>	2	2	<p>Samples or empty packets of all convenient foods mentioned.</p>

ANNEXURE – 8 Specific Learning Objectives

	<p>Ham, Bacon, Sausages, Salami, Corned beef, Luncheon meat, tinned sardines and tuna</p> <p>C. Ready made mixes Idli, Dosa, Jellebi, MeduWada, Dhokla, Gulab Jamun, Cake, Jelly, soups etc.</p> <p>D. Ready made Masalas Chana Masala, Chat masala, Sambar Powder, Rasam Powder, Garam masala Powder.</p> <p>E. Miscellaneous: Coconut Milk in tins, Tomato paste, tomato puree, peeled tomato, chicken cubes, Vegetable cubes, proprietary sauces.</p> <p>F. Advantages of using convenience foods.</p> <p>G. Disadvantages of using convenience foods.</p>			
	<p>.6 Raising or leavening agents</p> <p>.1 Yeast:</p> <p>.2 Chemical raising agents</p> <p style="padding-left: 20px;">a. Cooking soda</p> <p style="padding-left: 20px;">b. Baking powder</p> <p>.3 Mechanical raising</p>	1.5	1.5	
	<p>.7 Milk products</p> <p>Pasteurization, Homogenization, Fresh whole milk, Skimmed milk, Partially Skimmed milk, Cream, Low fat cream Whipping the cream, Sour cream. Butter milk, Yoghurt, Condensed milk Evaporated milk, Dried milk or milk powder, Butter, Cheese</p>	1	1	
	<p>.8 Eggs</p>	0.5	0.5	
	<p>.9 Thickening Agents</p> <p>.1 Thickening agents in Indian cookery</p> <p>.2 Thickening agents in western cookery</p> <p>.3 Thickening agent in Chinese cuisine</p>	0.5	0.5	
	<p>.10 Vegetables</p> <p>A. Vegetables associated with oriental cuisine</p> <p style="padding-left: 20px;">a. Bamboo shoots, Beans sprouts, Chinese cabbage, Spring onion</p> <p>B. Vegetables associated with Continental cuisine. Broccoli, Celery, Ice burg lettuce,</p>	1	6	Pictures of vegetables

ANNEXURE – 8 Specific Learning Objectives

	<p>Leeks Mushroom, Pimentos, Romaine lettuce, Turnip.</p> <p>C. Vegetables associated with Indian cooking</p> <ol style="list-style-type: none"> a. Beetroot, Bitter gourde, Bottle gourd b. Brinjal, Capsicum, Carrots, Cauliflower c. Drumsticks, French beans Green peas, Ladies finger Long beans, Potatoes, Spinach, Tomatoes d. Yam. <p>D. Cuts of vegetables</p> <ol style="list-style-type: none"> a. Brunoise – Very fine dices b. Dices- Vegetables cut in cube shapes. Dices could be of small, medium and large size c. Shredded- Thinly sliced leaf vegetables d. Batons- Vegetables cut in finger shaped Julienne- Fine matchstick style cut of vegetables e. Paysanne- Thinly sliced vegetables, which could be of different shapes, like triangles, square or round f. Chop: Roughly cut vegetables g. Mince: Very finely cut vegetables 			
	<p>.11 Fish</p> <p>A. How to check the freshness of fish</p> <p>B. Fish varieties Silver Pomfret, black Pomfret, Indian Mackerel, Sear fish (King fish), Spanish Mackerel, Red Snapper, Salmon, Trout, Squid, Crab, Lobster, Prawns, Shrimps, Mussels, Tuna, Sardines</p> <p>C. Cuts of Fish- Darne, Fillet, Supreme, and Goujons.</p>	2	2	Chart of fish varieties
	<p>.12 Poultry</p> <p>.1 Types Chicken, turkey, quail and duck</p> <p>.2 Jointing of poultry</p>	2	2	

ANNEXURE – 8 Specific Learning Objectives

	<p>.13 Meat</p> <p>A. Beef B. Beef Steaks C. Veal D. Mutton E. Lamb F. Pork G. Ham H. Pork chops I. Bacon J. Suckling pig</p>	2	2	Pictures or power point presentations on Meat cuts
8.	<p>Preparation Of Ingredients <i>Trainees will be able to explain the following methods of preparing the ingredients ready for cooking.</i></p> <p>A. Washing B. Peeling or paring C. Cutting D. Grating E. Grinding F. Mashing G. Sieving H. Whipping I. Blending J. Cutting in K. Reduction L. Creaming M. Skimming N. Folding O. Kneading P. Rubbing in Q. Pressing R. Stirring</p>	2		Demonstration and practice during practical.
9.	<p>Methods Of Cooking <i>Trainees will be able to list :</i></p> <ul style="list-style-type: none"> • <i>Following methods of cooking</i> • <i>Advantages of each method of cooking</i> • <i>Disadvantages of each method of cooking</i> <p><i>Explain:</i></p> <ul style="list-style-type: none"> • <i>The following methods of cooking</i> <p>A. Braising B. Stewing C. Steaming D. Boiling E. Poaching F. Frying G. Grilling H. Roasting I. Broiling</p>	4		Demonstration and practice during practical

ANNEXURE – 8 Specific Learning Objectives

	J. Baking- Conversion from Fahrenheit to Celsius/Centigrade and vice versa			
10.	<p>Popular cuisines</p> <p><i>Trainees must be able to list the popular cuisines of Indian, Western and Oriental cuisine and explain the characteristics</i></p>	2	0	
	<p>.1 Regional Indian cuisines</p> <p>A. Punjabi, B. Gujarathi, C. South Indian, D. Goan E. Bengali</p>			Pictures of dishes
	<p>.2 Oriental cuisine</p> <p>A. Chinese B. Thai C. Japanese D. Filipino</p>			Pictures of dishes
	<p>.3 Continental/ Western cuisines</p> <p>A. French B. Italian C. Mexican.</p>			Pictures of dishes
11.	<p>Menu Planning.</p> <p><i>Trainees will be able to:</i></p> <p><i>List:</i></p> <ul style="list-style-type: none"> • <i>Factors to be considered while planning menu</i> <p><i>Prepare:</i></p> <ul style="list-style-type: none"> • <i>A Weekly menu for ship</i> <p>.1 Introduction .2 Factors to be considered while planning Menu .3 Weekly Menu on merchant ships</p>	4		Menu samples from various catering establishments
12.	<p>Food Costing</p> <p><i>Trainees will be able to:</i></p> <p><i>List</i></p> <ul style="list-style-type: none"> • <i>Contents of a monthly provision report.</i> <p><i>Prepare</i></p> <ul style="list-style-type: none"> • <i>Precise provision order.</i> <p>A. Introduction B. Provision ordering a. Factors to be considered while ordering provision</p>	16		Samples of Monthly provision report and costing sheet from various ships.

ANNEXURE – 8 Specific Learning Objectives

	<p>b. How to prepare a precise provision order</p> <p>C. Monthly Provision Report</p> <p>D. Food cost report</p> <p>E. How to control the food cost</p>			
13.	<p>Receiving And Storage.</p> <p><i>Trainees will be able to:</i></p> <p><i>List</i></p> <ul style="list-style-type: none"> • <i>Quality checks for Frozen foods, Vegetables and Dry provision while receiving.</i> • <i>Storage rules and temperatures of cold rooms.</i> <p><i>Exhibit</i></p> <ul style="list-style-type: none"> • <i>Proficiency in conversions from metric to US measurements and vice versa.</i> <p>A. Receiving.</p> <p>B. Quality and Quantity Check on Receiving.</p> <p>C. Storage</p> <p style="padding-left: 20px;">a. Guide lines for effective store management</p> <p style="padding-left: 20px;">b. Cold room temperatures</p> <p>D. Weights, measures and equivalents</p> <p>E. Conversions from pound and ounce to Kilogram and vice versa.</p>	4.		
14.	<p>Nutrition.</p> <p><i>Trainees will be able to List</i></p> <p>.1 <i>Basic nutrients, sources and functions</i></p> <p>.2 <i>Healthy food production practices.</i></p> <p>.3 <i>Steps to prevent Nutritional loss while cooking</i></p>	12		
	<p>.1 Basic Nutrients</p> <p>A. Protein</p> <p>B. Mineral</p> <p>C. Fat</p> <p>D. Water</p> <p>E. Carbohydrate</p> <p>F. Vitamins</p>			
	<p>.2 Composition of Human body</p>			
	<p>.3 How to prevent loss of Nutrients while cooking</p>			
	<p>.4 Nutritional concerns in modern days</p> <p>A. Calories</p>			

ANNEXURE – 8 Specific Learning Objectives

	<p>B. Fats and Cholesterol C. Sodium D. Fiber E. Healthy food production practices</p>			
	.5 Sources and functions of basic nutrients.			
	.6 Preferred dietary intake			
15.	<p>Cookery Practical</p> <p><i>Trainees will be able to prepare the following menu variations independently.</i></p>			
	<p>I. Indian</p> <p>E- Essential D- Desirable</p> <p>Guidelines on quality : Stress needs to be put on the following quality aspects of the dishes prepared :</p> <ul style="list-style-type: none"> • Taste • Texture/ Consistency • Appearance <p>.1 Rice preparations</p> <p>E Boiled rice E Vegetable pulao E Kichdi E Mutton Biryani E Lime Rice E Masoor Pulao E Tomato Pulao E Chinese fried rice</p>	70	170	
	.2 Vegetable preparation			
	<p>E Pav Bhaji E Baingan Bhurtha E Dahi Kadi Pakoda E Aloo Gobi E Cabbage Fookath E Palak Paneer D Bagara Baingan E Aloo Mutter E Aloo baingan E Sukha Aloo D Veg Cutlets E Gobi Manchurian D Veg Manchurian D Doodhi Chana</p>			
	<p>.3 Meat Preparations</p> <p>E Dal Gosh E Mutton Saagwala</p>			

ANNEXURE – 8 Specific Learning Objectives

	<ul style="list-style-type: none"> E Sukha Mutton D Mutton Nilgiri Khorma E Mutton or Beef Chilly fry D Rogan josh D Dhansak E Pork Vindaloo 			
	<p>.4 Fish Preparations</p> <ul style="list-style-type: none"> E Goan fish Curry E Masala fried fish E Malbari fish curry 			
	<p>.5 Poultry</p> <ul style="list-style-type: none"> E Chicken Curry E Chicken Makhani E Chicken masala E Masala Fried Chicken E Chicken Xacuthi E Tandoori Chicken D Chicken Chettinad E Chicken Chilly D Goan Chicken curry D Chicken Khorma 			
	<p>.6 Eggs</p> <p>a. E Egg curry</p>			
	<p>.7 Pulses</p> <ul style="list-style-type: none"> E Rajma masala E Chana Masala 			
	<p>.8 Dal</p> <ul style="list-style-type: none"> D Gujarathi dal E Dal tadka E Sambar E Palak dal E Dal Makhani E Dal Fry D Punjratani Dal D Whole Moong Dal E Whole Masoor Dal 			
	<p>.9 Rotis / Indian breads</p> <ul style="list-style-type: none"> E Chapathies E Aloo Paratha E Plain paratha E Puris D Batoora 			
	<p>.10 Sweet Preparation</p> <ul style="list-style-type: none"> .1 E Gulab Jamun .2 D Coconut Burfi .3 E Rice Kheer .4 E Vermicelli Kheer .5 E Gajar Halwa .6 E Sheera 			

ANNEXURE – 8 Specific Learning Objectives

<p>.11 Snacks</p> <ul style="list-style-type: none"> .1 E Onion Bhujia .2 E Samosa .3 E Chicken Lollipops .4 E Dahi Wada .5 E Cheese toast .6 E Chana Chat .7 D Aloo Chat .8 E Veg pakodas .9 D Fish Fingers .10 E Sandwich (Veg Chicken, Tuna, Cheese) 			
<p>.12 Salads/ Chutneys</p> <ul style="list-style-type: none"> .1 E Green Chutney .2 E Coconut Chutney .3 D Peanut Chutney .4 E Sweet Chutney .5 D Carrot Koshimbir .6 E Kachumber .7 E Green salad .8 E Tomato Chutney .9 E Raitha 			
<p>.13 Breakfast Preparation</p> <ul style="list-style-type: none"> .1 E Masala Dosa .2 E Idli .3 E Uthapam .4 E Meduwada .5 E Potato wada .6 E Poha .7 E Bacon , Ham, Sausage .8 E Porridge .9 E Bread – Toast, Grilled, French toast .10 E Upma 			
<p>.14 Beverages</p> <ul style="list-style-type: none"> .1 E Tea .2 E Coffee .3 E Milk Shakes .4 E Lassi .5 E Chaas 			
<p>II. WESTERN COOKERY</p> <p>.1 Soup</p> <ul style="list-style-type: none"> .1 E Cream of Tomato Soup .2 D Chicken Chowder .3 E Manchow Soup .4 E Sweet Corn Chicken Soup .5 E Rasam .6 E Minestrone Soup 	30	70	

ANNEXURE – 8 Specific Learning Objectives

<p>.2 Stocks and sauces</p> <p>.1 E White Stock .2 E Brown Stock .3 E White Sauce .4 E Brown sauce .5 E Veloute sauce .6 E Tomato sauce .7 E Mayonnaise sauce .8 D Hollandaise sauce .9 D Tartar Sauce .10 E Pepper Sauce</p>			
<p>.3 Vegetable</p> <p>.1 E Buttered vegetables .2 E Vegetable au gratin .3 D Parsley Potatoes .4 E Jacket Potatoes .5 E Potato Croquettes</p>			
<p>.4 Meat/ Fish/ Poultry / Egg</p> <p>.1 E Beef Steak with Pepper Sauce .2 E Irish Stew .3 E Roast Chicken with Roast gravy .4 D Chicken a la King .5 E Fish Colbert .6 E Eggs to Order- Scrambled egg, Poached egg, Fried egg, Stuffed Omelets, Boiled and half boiled egg .7 D Beef Stroganoff</p>			
<p>.5 Salads</p> <p>E Cole slaw D Waldroff Salad D Russian salad E Tossed Salad</p>			
<p>.6 Sweets</p> <p>E Bread and Butter Pudding E Swiss roll with custard E Caramel custard D Chocolate Mousse D Fruit Custard E Trifle Pudding</p>			
<p>.7 Bakery</p> <p>.1 E Bread Rolls .2 E Bread Loaf .3 E Nankhatai .4 E Fruit cake .5 E Sponge cake .6 E Pineapple Tart .7 E Chocolate Pastry (Cake) .8 E Bread Variations - Garlic Bread, Cumin Bread, Cinnamon Bread</p>	8	28	
Total	200	316	
Cookery Total	516		

ANNEXURE – 8 Specific Learning Objectives

Part 2.2 House Keeping

	TOPIC	Suggested hours		Teaching aids
		Theory	Practical	
1.	<p>Introduction To House Keeping</p> <p><i>Trainees will be able to list the following</i></p> <ul style="list-style-type: none"> .1 Housekeeping Duties of a General Steward. .2 Qualities required for a Housekeeping professional <ul style="list-style-type: none"> .1 Honesty .2 Eye for detail .3 Grooming .4 Courtesy .5 Personal hygiene 	1		
2.	<p>Familiarization</p> <p><i>Trainees will be able to identify, distinguish and explain uses and characteristics of the following.</i></p>	2	6	
	<p>.1 Cleaning Agents</p> <ul style="list-style-type: none"> .1 Water .2 Soap .3 Detergent .4 Methylated spirits .5 Turpentine .6 Vinegar .7 Approved drain cleaners (branded) .8 Degreasers .9 Abrasives 			Samples of all cleaning agents, polishes and disinfectants
	<p>.2 Polishes</p> <ul style="list-style-type: none"> .1 Brass Polish .2 Silver polish .3 Stainless steel polish .4 Vinyl polish .5 Wax polish .6 Wood polish .7 Pine oil 			
	<p>.3 Disinfectants</p> <ul style="list-style-type: none"> .1 Phenyl .2 Disinfectant (branded e.g. Dettol) 			

ANNEXURE – 8 Specific Learning Objectives

	<p>.4 Housekeeping / laundry Equipments and tools Washing machines(Front loading and top loading) , Dryer, ironing machine, Vacuum cleaners, Carpet shampooing machine, Ironing board, Steam iron, water coolers and purifiers.</p> <p>Mop, Broom, Mop wringer trolley, Carpet brush, Cloth brush, Deck scrubbing brush, Feather brush, Toilet brush, Dust pan, Water squeezers</p>	4	11	Pictures of Equipments which are not available at the institute
	<p>.5 Linen – Bed sheets, Bed spreads, Face towel, Hand towel, Bath Towel, Bath robe, Blanket, Pillow Cover, Dusters, Glass cloth, foot towel,</p>	1	2	
	<p>.6 Fabric varieties Cotton, Wool, Silk, Synthetic</p>	1	1	Fabric samples
3.	<p>Housekeeping Practices <i>Trainees will be able to:</i></p> <p><i>State</i></p> <ul style="list-style-type: none"> • <i>Hazards involved while working in Housekeeping department</i> <p><i>List</i></p> <ul style="list-style-type: none"> • <i>Safety precautions to be considered while working in Housekeeping department</i> <p><i>Perform</i></p> <ul style="list-style-type: none"> • <i>The following Housekeeping tasks independently</i> 			
	.1 Safety aspects in Housekeeping	1		
	.2 Cabin Cleaning Procedures (including vacuuming)	1	12	Video on cabin cleaning.
	.3 Making a bed	1	8	
	.4 Dirty dozen in cabin cleaning	1		
	.5 Cleaning a bathroom	1	8	
	.6 Carpet upholstery care and maintenance	2	2	
	<p>.1 Carpet cleaning - electrical and manual method</p> <p>.2 Carpet shampooing procedure</p> <p>.3 Upholstery care and maintenance</p>			
	.7 Public Area Cleaning	2	32	Video on public area cleaning.
	<p>.1 Definition</p> <p>.2 Guidelines on public area cleaning.</p>			
4.	<p>Laundry Operations. <i>Trainees will be able to list and explain the processes involved in laundry operation.</i></p>			

ANNEXURE – 8 Specific Learning Objectives

	.1 Laundry process .1 Sorting and marking .2 Washing .3 Blueing .4 Drying .5 Ironing	1	6	
	.2 Stains .1 Types of stains .1 Absorbed stains .2 Built up stains .3 Compound stains .2 How to identify stains .1 Sight .2 Odour .3 Colour .4 Feel .5 Location .3 How to remove stains .1 Tea/ Coffee/ Cocoa .2 Fruit and wine stains .3 Rust stain .4 Paint .5 Grease stains	2	6	
	.4 Par stocks .1 Definition .2 How to establish pars stock	1		
	Total	21	94	
	Housekeeping Total	115		

Part 2.3 Food and Beverage Service

Sr No	Topic	Suggested Hours		Teaching Aids
		Theory	Practical	
1.	Introduction <i>Trainees will be able to list the following.</i> .1 F& B Service duties of a General Steward. .2 Basic etiquettes required for a waiter. .3 Basic attitudes required for a waiter.	2		
2	Familiarization of Service Equipment- <i>Trainees will be able to identify and explain the use of each of the following.</i>			Pictures and actual equipment
	.1 Cutlery Soup spoon, All purpose knife, All purpose fork, Dessert spoon, Service spoon, Service fork, Tea spoon, Butter knife.	2	2	Chart with samples

ANNEXURE – 8 Specific Learning Objectives

	<p>.2 Crockery Dinner plate, Side plate, Dessert plate, Cruet set, Soup Bowl with under liner, Soup Plate, Tea cup and saucer, Tea pot, Coffee pot, Sugar Bowl, Milk creamer, Ash tray.</p>	2	2	
	<p>.3 Glass ware High ball, Tom Collins, Beer Mug, Brandy Balloon, Red wine glass, White wine glass, Champagne Saucer, Champagne tulip ,Cocktail glass , Beer mug.</p>	2	2	
	<p>.4 Linen- Table cloth, Service cloth, Napkin, Buffet frills, Tea cozy.</p>	1	1	
	<p>.5 Miscellaneous Salad tongs, Ice tongs, Peg Measure, Pepper mill, Sugar Dispenser, Champagne chiller, Entrée dish, Platter, Salver, Bread basket, Room service tray, Ice cream scoop, Ice buckets, Water jugs, Chaffing dishes, Ice cream cup, Dessert bowls, Menu stand, Bud vase, Sauce boat, Finger bowl, Wine Opener, Bottle opener, Butter dish, Cocktail shaker.</p>	2	2	Each equipment to be displayed
3.	<p>Food And Beverage Service Practices .1 Safe working Practices. <i>Trainee will be able to:</i> State</p> <ul style="list-style-type: none"> • Hazards involved while working in the Food and Beverage Service department <p>List</p> <ul style="list-style-type: none"> • Safety precautions while working in F&B Service department 	1		
	<p>.2 The Cover <i>Trainee will be able to layout the table for a given Menu independently.</i> .1 Guidelines in setting up a cover</p>	1	18	
	<p>.3 Types Of Service <i>Trainee will be able to:</i> <i>Explain</i></p> <ul style="list-style-type: none"> • Peculiarities of each type of service listed below <p><i>Organize and execute</i></p> <ul style="list-style-type: none"> • Different types Food service listed below independently 	(Additional practice during lunch service)		Video on food and beverage service
		2	8	
	.1 American or Plated service			
	.2 Silver Service	2	18	
	.3 Buffet Service.	2	6	
	.4 Room Service	2	12	

ANNEXURE – 8 Specific Learning Objectives

	<p>.4 Preparation for Service <i>Trainee will be able to:</i> <i>Define</i></p> <ul style="list-style-type: none"> • <i>Mise en place and Mise en scene.</i> • <i>Carry out Mise en place for breakfast, lunch, and dinner service.</i> <p>.1 Mise – en - scene .2 Mise en place .3 Mis-en –place for break fast service .4 Mise en place for lunch service .5 Mise en place for dinner service</p>	5	5 (Additional practice during lunch service)	
4.	<p>Beverages.</p> <ul style="list-style-type: none"> • <i>Trainee will be able to classify and list beverages.</i> • <i>Trainee will be able to carry out beverage service independently.</i> <p>.1 Classification of beverages .2 Wines .1 Table wine .2 Sparkling wine .3 Fortified wine .3 Aperitifs .4 Spirits .1 Whisky .2 Brandy .3 Rum .4 Gin .5 Vodka .6 Tequila .5 Liqueurs .6 Beer .7 Cocktails .8 Beverage service</p>	4	8	Samples or Empty bottles of liquors
5.	<p>Napkin Folding <i>Trainee will be able to prepare the following Napkin folds.</i></p> <p>.1 Fan .2 Bishop's Hat .3 Cock's comb .4 Candle</p>		2	
6	<p>Kitchen Stewarding <i>Trainee will be able to:</i> <i>Explain</i></p> <ul style="list-style-type: none"> • <i>Three sink systems in dish washing.</i> • <i>Precautions while using Dish washing machines.</i> <p><i>Perform</i></p> <ul style="list-style-type: none"> • <i>Dish washing as per the standards required for merchant ships.</i> <p>.1 Precautions while using Dish washing machines.</p>	1	4 (Additional practice during lunch service)	

ANNEXURE – 8 Specific Learning Objectives

	.2 Dish washing Procedures while using three sinks system.			
	Total	31	91	
	Total for F & B service	122		