

CARE AND MAINTENANCE OF FABRICS IN INSTITUTIONS

STUDY NOTES

- **Care and maintenance** of fabric refers to the handling and storage requirement of the fabric.
- Care and maintenance of fabric depend on its fibre content, type of yarn and fabric construction techniques, and finishes of the fabric.
- It is mostly related to the laundry system which means to clean fresh, hygienic and spotless clothes.
- Three **types of equipment** are required for fabric that is washing equipment, drying equipment and ironing.
- Washing of clothes can be done by hand and using washing machine.
- Washing machine are of three types fully automatic, semi-automatic and manual machine.
- **Top loading machine** where garment put into machines from the top and front loading where garments put in machine from front side.
- Principle of washing machine is to keep the fabric in the movement to away the dirt.
- **Agitation** used in top loading machine it has blades which rotate in one and two direction which create current in the tub and forcing water into the fabric.
- **Pulsation** used in top loading machine where movement is caused by vertical pulsator.
- **Tumbling** is used in front loading machine in which washing take place horizontally. In this cloth move through the water rather than water moving through clothes.
- **Drying** can take place in open and washing machine drier.
- **Ironing** is the process of removing wrinkles created during washing process.
- Care and maintenance done at various level how. Household laundry take care of daily use articles where as bigger articles send to commercial laundry.
- Professionals who do washing and ironing and finishing are known as dhobis.
- **Commercial laundry** are organised in several institution such as hotel, hostel restaurant, hospitals etc. In this different section deals with specific job such as washing, extraction, drying, and pressing.
- Big institution need constant cleaning of garments like hospital and hotels. Both have large number of bed linen and rooms furnishing requirement also staff uniform for care and maintenance.
- Generally **hospital laundry** take care of hygiene cleanliness and disinfection however hospitality sector majorly focus on final finish of the articles like starching, folding and pressing.
- **Laundry process** in hospital works in several steps that is first one is collection from all different wards, then transportation from linen bank to laundry plant after that unloading dirty linen, then washing take place in washing machine which have capacity of 100 kg per load, water extraction drying, pressing, ironing, folding and staking then mending, packaging and last one is distribution.
- Care and maintenance of fabric required knowledge and skill in terms of material of garment, knowledge of the process involved, knowledge of the chemicals and knowledge of machinery.
- Specialisation in textile and clothing open various opportunities to do work such as laundry of railway, airways, shipping line, hotel, hospital and take care centre etc.

QUESTION BANK

MULTIPLE CHOICE QUESTIONS

- Care and maintenance of fabric consider
 - Fabric free from physical damage
 - Refreshing the appearance of fabric
 - Removal of stain and dirt
 - All of these
- Which of the following is not outcome of laundry or dry cleaning?
 - Clean hygienic clothes
 - Spotless garments
 - Physical damaged clothes
 - Crisp linen
- Laundry is both a science and an art.
 - True
 - False
 - Can't say
 - Neutral
- Maintenance of fabric does not depend upon
 - Fibre content
 - Type of yarn
 - Fabric construction techniques
 - Price of the fabric
- In _____ garments are put into machine from top of the machine.
 - Front load machine
 - Top load machine
 - Side load machine
 - All of these
- In which type of machine two tab are there that require intervention of the operator at some intervals
 - Semi automatic
 - Fully automatic
 - Manually operated
 - All of these
- In _____ machine 50% of work is done by the operator.
 - Fully automatic
 - Semi automatic
 - Manually operated
 - None of these
- Automatic washer perform following functions:
 - Filling up water and control of water level
 - Temperature of water and washing
 - Rinsing and water extraction
 - All of these
- Which method is used in front loading machine?
 - Tumbling
 - Pulsation
 - Agitation
 - Regulation of temperature
- Clothes move to the water rather than water moving through clothes to remove the dirt in _____.
 - Pulsation
 - Tumbling
 - Agitation
 - Water extraction
- If _____ is not properly done then clothes look grey and dull with harsh texture.
 - Rinsing
 - Stain
 - Calendaring
 - Mending
- At which speed, spinning generates centrifugal force?
 - 200 rpm
 - 250 rpm
 - 300 rpm
 - 350 rpm
- Water extraction can be done by _____ ways.
 - 2
 - 3
 - 4
 - 5
- Which of the following is incorrect way of water extraction?
 - Spinning
 - Bottom drain
 - Combination of bottom drain and spin
 - Hand
- Which of the following is correct option?

Statement I: Machine with perforated tub stop at end of wash phase.
Statement II: At the end of rinse phase drain through bottom.

 - Statement I
 - Statement II
 - Both I and II
 - Neither I nor II
- What is the speed of tub spin?
 - 333-1100 rpm
 - 444-1300 rpm
 - 544-1100 rpm
 - 233-1100 rpm
- What is the optimum speed of spin?
 - 600-620 rpm
 - 620-640 rpm
 - 640-680 rpm
 - 650-670 rpm

18. Air of low temperature is circulated at _____.
- (a) High speed (b) Higher velocity (c) Lower speed (d) Lower velocity
19. Which technique is used to remove out the wrinkles from the fabric?
- (a) Washing (b) Drying (c) Ironing (d) Finishing
20. _____ adjusts the temperature to suit the fabric.
- (a) Iron (b) Washing machine (c) Thermostat (d) Dryer
21. Ironing machine can be
- (a) Gaseous (b) Electric (c) Charcoal (d) All of these
22. Bigger article of household sent to _____ for cleaning.
- (a) Commercial laundering (b) Dhobis
(c) Dry cleaning store (d) All of these
23. Which article can't be washed at household laundry?
- (a) Curtain (b) Bedsheet (c) Jeans (d) Shirt
24. Commercial laundry machine capacity to handle _____ kg load in one cycle.
- (a) 590 (b) 400 (c) 100 (d) 50
25. Commercial laundry operators have
- (a) Hydro extractor (b) Flat bed ironing
(c) Calendaring machine (d) All of these
26. Which institute doesn't require constant flow of clean linen?
- (a) Hotel (b) Hospital (c) Prisons (d) None of these
27. Hospital laundry takes care of
- (a) Finishing (b) Ironing (c) Hygiene (d) Color of fabric
28. Hotel laundry mostly focuses on
- (a) Final finishing (b) Hygiene (c) Disinfect (d) Price
29. Commercial laundry has separate section for dry cleaning such as
- (a) Washing (b) Water extraction
(c) Drying (d) All of these
30. Hydro extractor get rids of _____ moisture.
- (a) 50-90% (b) 60-70% (c) 10-30% (d) 20-40%
31. _____ is basic unit of textile.
- (a) Fabric (b) Yarn (c) Fiber (d) Cloth
32. _____ is an ironing process which adds sheen to fabric.
- (a) Shearing (b) Calendaring (c) Weighing (d) Detergent
33. Bleaching is _____ treatment
- (a) Whitening (b) Dyeing (c) Ironing (d) Mending
34. Which of the following is not the method of washing?
- (a) Friction washing (b) Kneading. (c) Suction (d) None of these
35. _____ tag contain regular care instructions.
- (a) Sticker (b) Symbol
(c) Care label (d) All of these
36. Which of the following are technique of stain removal?
- (a) Scraping (b) Dipping (c) Drop method (d) All of these

HUMAN RESOURCE MANAGEMENT

STUDY NOTES

- Human Resource Management (HRM) belongs to the field of managing human work force.
- HRM is a part of resource management with deals with efficiency of human resource and their best utilisation for the work.
- The management of human resources has a direct impact on the efficiency of organisation.
- The department of human resource management plays a major role in selection, staffing, training, helping the human resources to improve their capacities in order to achieve better performances for the institutions.
- The performance and profitability of any institution directly depend on the quality of its manpower.
- The capabilities, attitude and performance of the human resource affect the overall performance of the organisation.
- Human resource management is a strategic approach to the management of an organisation. The Human Resource Management team helps in achieving the organisational goals through maximising human potential working for it.
- **Resource management** is there for a managerial function which takes care of the selection, recruitment, training and professional development of employees.
- HRM is responsible for handling the human potentials and human behaviour to get the better results by collaboration of people.
- The function of HRM is to provide desirable working environment, improving relationship, motivating collaboration, maximising individual development and leading all in the direction of achieving organisational goals.
- HRM includes a multifaceted process which starts with selection and recruitment of personnel, their placement induction training, performance appraisal, career planning and professional development of personnel.
- It is also responsible for the training and development of the personnel as well as for their motivation, leadership and Management of resources.
- One of the functions of human resource management includes enhancing the knowledge, skills and capacities of personnel in organisation.
- Human Resource Management analyses the match between individual capacities and organisational needs and for this purpose it keeps on working on the individuals capacity building, training and development of skills, development and refinement of skills.
- Human resource development includes selection and recruitment, training of employees, guiding them for career, addressing their grievances, maintaining high performances and increasing the productivity
- The functions of human resource management also include insuring compliance to regulations, retention and redressal of grievances as well as maintenance of employee discipline.
- HRM also does assessment of present and future needs of organisation in relation to the resources available and future predictions regarding demands and changes the in manpower planning which includes assessing the needs for coming 15 and 10 years including adjustments for staff movements, retirements, normal turnover in relation to the organisational plans for the corresponding time frames.
- **Manpower planning** includes jobs analysis and job description. Job analysis is a process where information about the responsibility, skills, outcomes, work environment are assessed.

Input Text Based MCQs

Read the passage and answer the questions that follow (37 to 40).

Care and maintenance of a apparel within the family the done at various level. First household laundry take care of small article and bigger articles send to commercial laundry. Bigger laundry provide services of transport of material to and from the customer. Laundries also have arrangement of dyeing and special finishes. These laundries have units for inspection, sorting, and taking care of treatment. Commercial laundries have number of machine as per the fabric content, colour, ornamentation of fabric, and size.

37. Dry-cleaning can't be done on
(a) Woolen (b) Silk (c) Cotton (d) Linen
38. Which of the following is important for care and maintenance of fabric?
(a) Pressing (b) Washing (c) Drying (d) All of these
39. _____ used in top loading machine. It has blades which move in one and two direction.
(a) Agitation (b) Pulsation (c) Tumbling (d) Button
40. This machine require operator at single time.
(a) Semi automatic (b) Fully automatic
(c) Manual (d) Semi and manual machine

ANSWERS

Multiple Choice Questions

1. (d) 2. (c) 3. (a) 4. (d) 5. (b) 6. (a) 7. (c) 8. (d) 9. (a) 10. (b)
11. (a) 12. (c) 13. (b) 14. (d) 15. (c) 16. (a) 17. (a) 18. (b) 19. (c) 20. (c)
21. (d) 22. (d) 23. (a) 24. (c) 25. (d) 26. (d) 27. (c) 28. (a) 29. (d) 30. (b)
31. (c) 32. (b) 33. (a) 34. (d) 35. (c) 36. (d)

Input Text Based MCQs

37. (c) 38. (d) 39. (a) 40. (b)

