

No. F. 3/129/2013/CBSP
Government of India
Ministry of Tourism
HSRT

C-1 Hutments,
Dalhousie Road
New Delhi 110 011
Dated the 13th June, 2014

The Principals
Central IHMs / State IHMs / FCIs

Subject : Launch of 6-month course in hospitality trades for HSRT pass-outs-

Sir / Madam,

The Government of India in Ministry of Tourism has decided to launch a 6-month course in hospitality trades for HSRT pass-outs. The IHMs and the FCIs sponsored by the Ministry of Tourism and networked to the NCHMCT will implement the programme in terms of the Guidelines enclosed.

2. The NCHMCT is presently finalizing the curriculum / course contents, and the same should reach the Institutes by or before 20/6/2014. In the meantime, the Institutes are advised to make preparatory efforts so as to ensure that the first course under the programme gets underway on 21/7/2014.

3. Please note that implementation of this programme is a priority of the Government and the indicated timeline for the start of the course will have to be met necessarily.

Yours faithfully

(Vijay Kumar)
Consultant

Copy to:

- (i) Shri N. S. Bhuie, Consultant NCHMCT for action relating to the finalization of the curriculum.
- (ii) PMUHSRT

(Vijay Kumar)
Consultant

Copy for information to Additional Director General (Tourism)

(Vijay Kumar)
Consultant

Government of India
Ministry of Tourism

A 6-MONTHS CERTIFICATE PROGRAMME OF TRAINING IN HOSPITALITY
TRADES

GUIDELINES

1. Objectives

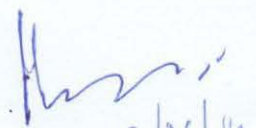
- (i) To facilitate vertical skill / academic mobility of the pass-outs under Hunar Se Rozgar Tak Programme (HSRT).
- (ii) To put in place a skill / academic hierarchy specific to hospitality education.
- (iii) To upgrade sector specific service standards by infusion of skills.

2. Implementation

The programme will be implemented by the Institutes of Hotel Management and Food Craft Institutes sponsored by the MoT and networked to the National Council for Hotel Management and Catering Technology.

3. Trades covered

- (i) The following courses will be offered :
 - (a) A six months full time course in Food Production.
 - (b) A six months full time course in Food & Beverage Service.
 - (c) A six months full time course in Bakery and Patisserie.
 - (d) A six months full time course in Housekeeping.
- (ii) In the FY 2014-15, each implementing Institutes will, however, conduct only two courses in classes of 25-30 students each.
- (iii) Each implementing Institute will have the discretion to decide the trades for the two courses. In this, the Institute will be guided by the demand / market realities.
- (iv) Each course will be conducted on a five-days-a-week basis (Saturdays, Sundays, gazetted holidays will be closed). The total training days will be 120 including 4 days for behavioural / attitude training. The training hours on each day will be from 1000 hrs to 1700 hrs.


13/08/14

4. Eligibility

- (i) HSRT pass-outs subject to an age limit of 30 years. For the course(s) starting in the first half of the calendar year, the age will be reckoned as of first-of January of that year, and as of first-of July for the courses conducted in the second half.
- (ii) The admissions will be in-line. That means, the HSRT pass-outs seeking admission will not be allowed to change their respective trades at the certificate level.

5. Selection

- (i) The implementing Institutes will invite applications through advertisement in the news papers, which will also be hoisted on their respective websites.
- (ii) Admissions to a course will be on first-come-first-admitted basis.

6. Application fee

There will be no application fee chargeable to the trainee.

7. Stipend

Each trainee who has a minimum 90 % course specific attendance will be entitled to payment of a one-time stipend of Rs. 6000/-.

8. Curriculum / Course Contents

The implementing Institutes will conduct the courses in terms of the curriculum / course contents firmed up and provided by the National Council for Hotel Management and Catering Technology.

9. Faculty

The Implementing Institutes may engage need-based faculty on contract for delivering the training module.

10. Certification

The trainees with a minimum attendance of 90% will be required to appear in an end of the course test and those who pass it successfully will be awarded certificates by the Implementing Institutes concerned. For the purpose of the test there will be one internal and one external examiner, the latter to be drawn from a panel firmed up by the NCHMCT. The Principal of the Institute will have the discretion for reasons to be recorded in writing to relax the attendance norms by 10% for appearance in the test.



16/06/14

11. Record of trainees

Each Institute will ensure that after conclusion of the training of a batch, the list of pass-outs is uploaded on the Institute's website. The list must indicate the name of each trainee, his/her age, qualification, residential address, telephone and mobile number and employment and salary status. The Institutes will also ensure that at the concluding / valedictory session of each batch of the training programme undertaken, a group photograph (comprising the trainees and the Course Instructors) will be taken and kept in record and uploaded on the Institute's website as well.

12. Employment Facilitation

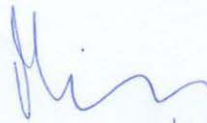
The implementing agency will work closely with the Industry for placement of a minimum of 50% of the pass-outs.

13 Funding of the programme

The programme will be funded under the MoT's Scheme of Capacity Building for Service Provider under *suo motu initiatives*. Funds will be extended to the Implementing Agencies in advance based on the annual target fixed. Subsequent release of funds will be upon receipt of Utilization Certificate and consolidated accounts as sustained against the indicated norms.

Food Production

S. No.	Head	Cost (In `)
1	Training fee	6000/-
2	Course Material	1500/-
3	Certification fee	500/-
4	Uniform	950/-
5	Tool kit	400/-
6	Material charges @ ` 100/- per day for 120 days (lunch charges will be subsumed in the material charges)	12000/-
7	Misc. Expenses	1500/-
8	Cost of 4 days behavioural / attitude training @ ` 500 per day per trainee	2000/-
	Sub Total	24850/-
9	Administrative charges @ 5%	1243/-
	Grand Total	26093/-


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Bakery

S. No.	Head	Cost (In `)
1	Training fee	6000/-
2	Course Material	1500/-
3	Certification fee	500/-
4	Uniform	950/-
5	Tool kit	400/-
6	Lunch charges @ ` 70/- per day for 120 days	8400/-
7	Misc. Expenses	1500/-
8	Laboratory charges for course of Bakery @ `75 X 120 days	9000/- or actual whichever is less
9	Cost of 4 days behavioural / attitude training @ `500 per day per trainee	2000/-
	Sub total	30250/-
10	Administrative charges @ 5%	1513/-
	Grand total	31763/-

Food & Beverage and Housekeeping

S. No.	Head	Cost (In `)
1	Training fee	6000/-
2	Course Material	1500/-
3	Certification fee	500/-
4	Uniform	950/-
5	Tool kit	400/-
6	Lunch charges @ ` 70/- per day X 120 days	8400/-
7	Misc. Expenses	1500/-
8	Cost of 4 days behavioural / attitude training @ ` 500 per day per trainee	2000/-
	Sub Total	21250/-
9	Administrative charges @ 5%	1063/-
	Grand total	22313/-

Additional Provision I

Stipend @ Rs. 6000/- per trainee


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Additional Provision II

Advertisements in the local papers will be reimbursed on actuals subject to lowest / DAVP rates.

14. The Authorities for Implementation :

- (a) The Additional Director General, Ministry of Tourism, Transport Bhawan, New Delhi

For the matters of policy, strategy and the size of the programme and the matters connected therewith.

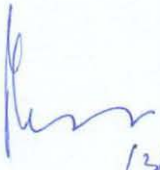
- (b) The Programme Monitoring Unit – Skill Development, MoT

For processing financial sanctions and monitoring the Programme including issuing clarifications on administrative aspects.

- (c) For finalizing (including revision) of curriculum / course contents and notifying the same to the implementing Institutes under intimation to the Ministry of Tourism. The NCHMCT will also issue clarifications at its own and / or on specific references to it on technical / academic aspects of the programme.

- (d) The Institutes

For the conduct of programme and certification


13/06/14