

No. 3(37)/2009-CBSP
GOVERNMENT OF INDIA
MINISTRY OF TOURISM
GUIDELINES
"HUNAR SE ROZGAAR"
(A TRAINING PROGRAMME TO CREATE EMPLOYABLE SKILLS
UNDER THE CBSP SCHEME OF THE MINISTRY OF TOURISM –
EXTENSION THEREOF TO STATES/UTs)

The Govt. of India, Ministry of Tourism has launched a Training Programme to create employable skills for the interested youth who are in the age group of 18-25 years (**upper age limit increased to 28 years with effect from 11th November, 2010** and who are minimum 8th class pass. In its original conception, which is under execution, the Programme was to be conducted by the Institutes of Hotel Management and Food Craft Institutes sponsored by the Ministry of Tourism. It has now been decided to extend the programme so as to reach out to the young eligible persons in much greater numbers. This extension of programme will be subject to the following Guidelines :

I) TARGET GROUP

To target those who are minimum eighth pass and in the age group of 18 to 28 years. (**The upper age limit has been increased to 28 years with effect from 11th November, 2010**).

II) COURSES OFFERED

The following two courses will be offered:

- a) A six week full time course in Food & Beverage Service, also covering house keeping, and
- b) An eight week full time course in Food Production. Each course will also have a built-in emphasis on improving the trainees in behavior and attitudes in order to enhance their market acceptability.

III) CONDUCT OF THE PROGRAMME

The Institutes of Hotel Management and Food Craft Institutes running the AICTE approved courses or the Institutes that have the facility, both physical and academic to conduct hospitality courses. However, the State Governments/UT Administrations concerned will be responsible for steering and monitoring the efforts of the Institutes assigned the responsibility of conducting the Programme.

IV) PROJECT SANCTION

The project sanction will be done by the State Level Committee to be constituted by the State Govt./UT Administration concerned.

V) SELECTION OF THE INSTITUTES

The State Government/UT Admn. concerned will select the Institutes following at transparent system. The following should be the steering/selection committee for the purpose : -

- a) The State Secretary of Tourism - Chairperson
- b) A representative of the District Urban Development Agency.
- c) The Principal of the nearest MoT sponsored IHM in the State.
- d) The concerned Regional Director Indiatourism Office.
- e) The Director, Technical Education in the State Govt. Plus need based co-opted members
- f) The Director, Higher Education in the State Govt.

The Commissioner/Secretary (Tourism) in the State Govt./UT Administration would act as the Secretariat for the purpose. Secretary, State Tourism can co-opt any other person in this committee. The State Secretary of Tourism will have the discretion to co-opt an additional member in case considered necessary for an objective selection.

VI) MINIMUM TARGET

Each implementing Institute will conduct the Programme at least two times in a year and each programme will consist of two courses – one on Food Beverage service and the other on Food Production. However, as mentioned in para vii), if the number of eligible applicants is higher, more batches will be taken up.

VII) COURSE CONTENT

The training contents and modules will be the same for all the implementing agencies and will be made available to the State Govts./UT Admns. concerned by the National Council of Hotel Management & Catering Technology.

VIII) APPLICATION FEES

There will be no application form fee or course fees chargeable to the applicant / eventual trainee.

IX) FUNDING OF THE PROGRAMME

The programme will be funded under the MoT's Scheme of Capacity Building for Service Providers under suo motu Initiatives. Funds will be extended to a State Govt./UT Admn. in advance based on the number of persons it proposes to train during the year. In other words, the funding norm will be specific to the number of persons to be trained and not to the institutes which will train them. Funds to the State Govt./UT Admn. will be released subsequently only upon receipt of UC and consolidated accounts as sustained against the indicated norms. The funds admissible for the training of one person course-wise will be as follows :-

Training in F&B Services (6 weeks or 36 training days)

S.No	Head of Expenditure	In Rs.
1	Training Fee	1500.00
2	Course Material	1000.00
3	Certification fee	500.00
4	Uniform	1500.00
5	Tool Kit	400.00
6	Lunch Charges @ Rs.70 per day X 25 trainees X 48 days	2520.00
7	Miscellaneous expenses	250.00
8	SUB TOTAL	7670.00
9	Add 5% Administrative Charges	384.00
10	Lump Sum Stipend	1500.00
11	TOTAL PER TRAINEE	9554.00

Training in Food Production (8 weeks or 48 training days)

S.No	Head of Expenditure	In Rs.
1	Training Fee	2000.00
2	Course Material	1000.00
3	Certification fee	500.00
4	Uniform	1500.00
5	Tool Kit	400.00
6	Lunch Charges @ Rs.70 per day X 25 trainees X 48 days	3360.00
7	Miscellaneous expenses	375.00
8	SUB TOTAL	9135.00
9	Add 5% Administrative Charges	457.00
10	Lump Sum Stipend	2000.00
11	TOTAL PER TRAINEE	11592.00

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

X) INTAKE AND SELECTION

A class will have a minimum of 25 trainees and a maximum of 30. However, the programme will have an inclusive nature. In case the number of eligible candidates exceeds the requirement of a batch, and there is a requirement of additional batches, the Institute will concurrently or in phases run more batches depending on its institutional capacity. In case of phasing, the scheduling of candidates between batches will be on first-cum-first-admitted basis. The Institute will maintain a register of applications which will also indicate the date of receipt of each.

XI) PUBLICITY

The State Governments/UT Admns. will publicize the Programme by inserting advertisement in the newspapers and also putting it on its respective websites. The Programme will also be publicized to the trade associations, State tourism corporations and vyapaar mandals through interaction/workshops etc. Talks on TV/audio channels may also be arranged.

XII) FACULTY

The Institutes will use their regular faculty for the Programme to the extent possible. The additional requirement will be met by engaging guest faculty as per the Institutes' guidelines subject to the CBSP ceiling.

XII) STIPEND

A trainee with a minimum attendance of 90% will be paid lump sum stipend of Rs.1,500/- in respect of Food & Beverage course and Rs.2,000/- in respect of Food Production course. The stipend will be paid in two equal instalments – first one in the middle of the Programme and the other at its conclusion.

XIV) CERTIFICATION

The trainees with 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 joint certificate of the State Governments/UT Admns. and the Institutes concerned. For the purpose of this test, there will be one internal and one external examiner – the latter will be drawn from a panel that the NCHMCT will firm up. The Principal will have the discretion for the reasons to be recorded in writing to relax the attendance norm by 10% for the purpose of stipend and appearance in test.

XV) EMPLOYMENT FACILITATION

The State Governments/UT Admns. and the implementing Institutes will make conscious effort to facilitate employment of the pass-out from this Programme. Efforts will also be made to organize campus recruitments by the stake holders in the Trade.
