

## **GUIDELINES**

### **CERTIFIED HOSPITALITY TRAINERS PROGRAMME**

The Government of India, Ministry of Tourism has launched a Special Teachers Training Programme christened as the “**CERTIFIED HOSPITALITY TRAINERS PROGRAMME**” organised by the Institutes of Hotel Management in association with the National Council for Hotel Management and Catering Technology with a view to augmenting the pool of teachers for training of manpower specific to the Hospitality Sector.

#### **OBJECTIVE**

To create a pool of qualified educators for Hotel Management and Food Craft Institutes.

#### **CONDUCT OF THE PROGRAMME**

The selected Institutes of Hotel Management will conduct the programme on behalf of Ministry of Tourism in association with NCHMCT which will be the nodal agency.

#### **ROLL/RESPONSIBILITY OF THE IMPLEMENTERS OF THE PROGRAMME**

##### **a) LOCAL CORDINATOR/PRINCIPAL OF IHM**

- Provide logistic support for the smooth conduct of the training program;
- Identify senior faculty with whom graduate trainees shall be attached as understudy;
- Provide slots for independent classes as per existing time table to test teaching ability, delivery and management of class;
- Maintain record of continued performance/learning appraisals of graduates provided by trainers/teachers;
- Arrange for term-end examinations/invigilators;

##### **b) NCHMCT**

- Advertise program on all India basis through advertisement in Times of India (North & West) and on regional basis in Hindu (South)/Statesman (East) and Employment News;
- Receive applications and prepare database and post the same on web site including enrolment letters for the program;
- Write to Institutes for sponsoring existing regular junior faculty and grant special permission to contractual ones for enrolment to the program;
- Hold term-end examination and certification;
- Announce registration of trainers.

## **FUNDING OF THE PROGRAMME**

The funds for the programme will be provided under the Ministry of Tourism Scheme of Capacity Building for Service Providers.

## **STANDARDISED CONDITIONS FOR CONDUCT OF THE PROGRAMME (w.e.f March 2009)**

- ◆ All these courses will be standard ones in terms of content and duration. Each training programme will have the following standard structure:

i)	Teaching skill development	:	214 hours
ii)	Independent class teaching	:	30 hours
iii)	Food productions	:	110 hours
iv)	Accommodation, Operation	:	80 hours
v)	Term Examination	:	10 hours
<b>Total</b>			<b>: 444 hours</b>

- ◆ The course will be spread over 52 working days. Since the faculty for the course will be totally outsourced, they will be paid @ Rs.1,000/- per lecture of 60-90 minutes with an additional payment of Rs. 200/- per visit towards taxi. It was also indicated that on a given day, there would not be more than 3 faculty visits, i.e. there will be, on an average, classes of about 9 hours including concurrent classes on food production and accommodation operations, on each day. Thus each teacher will be taking classes for a duration of 3 hours. Accordingly on any given day, two periods of 90 minutes each would be allowed to a teacher. Based on this, funding by the MoT will be as follows:

### **For a class size of 30 students**

i)	Payment to faculty @ Rs.1,000/- per period (of 90 minutes) total 300 class or 450 hrs.	:	Rs.3,00,000/-
ii)	Taxi charges to the teachers	:	Rs. 30,000/-
iii)	Lunch / tea charges @ Rs.70/- per trainee for 52 days for 30 students	:	Rs.1,09,200/-
iv)	Stipend @ Rs.10000/- per month performance per trainee	:	Rs.6,00,000/-
iv)	Logistics / venue charges	:	Rs.1,00,000/-
v)	Administrative charges @ 5%	:	Rs. 56,950/-
vi)	Students' kit charges @ Rs.1,000/- per student.	:	Rs. 30,000/-
<b>Total</b>			<b>: Rs.12,26,150/-</b>

- ◆ The trainees for a course will be selected on the basis of a competitive test/interview.
- ◆ The institute of Hotel Management conducting the courses will be paid directly. However, the NCHMCT will be reimbursed expenditure on publicity including newspaper advertisements, which will be common to all the IHMs.
- ◆ The training courses in question will be co-ordinated by the NCHMCT and Director (A&F) in the NCHMCT will be the nodal officer for the purpose.
- ◆ Minimum qualification of trainees will be first class Hospitality graduates.
- ◆ Graduates in Hospitality & Hotel Administration possessing CHT(Certified Hospitality Trainer) Certificate would be eligible for appointment as Assistant Lecturer on contract basis.

