

**F. No. 3(28)/2009-CBSP
GOVERNMENT OF INDIA
MINISTRY OF TOURISM**

**GUIDELINES
“HUNAR SE ROZGAR”**

**(PROGRAMME FOR HOSPITALITY SECTOR THROUGH INSTITUTES OF
HOTEL MANAGEMENT / FOOD CRAFT INSTITUTES ETC. UNDER THE
SCHEME FOR CAPACITY BUILDING FOR SERVICE PROVIDERS)**

As part of the *Suo-Motu initiatives* of the Ministry of Tourism under the Scheme of “Capacity Building for Service Providers”, it was decided to provide assistance to Ministry of Tourism sponsored Institutes to conduct Skill Development Programmes to be called “**HUNAR SE ROZGAR**”. The Programme offered short but quality training courses covering (i) Food & Beverage Service and (ii) Food Production. The programme was aimed at targeting persons with not much means and in need to acquire skills facilitative to employment. The implementation of the programme was subject to certain Guidelines.

In the light of review of the Hunar Se Rozgar Scheme of the Ministry of Tourism certain modifications /amendments to the Scheme have been carried out. After incorporating these modifications /amendments the revised Guidelines governing the implementation of the “**HUNAR SE ROZGAR**” programme through the Ministry of Tourism sponsored institutes is as follows:

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 raised to 28 years with effect from 11th November, 2010).**

II) COURSES OFFERED

The following four courses will be offered:

- a) A six week full time course in Food & Beverage Service.
- b) An eight week full time course in Food Production.
- c) A six week full time course in Housekeeping Utility.
- d) An eight week full time course in Bakery and Patisserie.

Each course will also have a built-in emphasis on improving the trainees in behaviour and attitudes in order to enhance their market acceptability.

(The courses in Housekeeping Utility and Bakery and Patisserie have been introduced with effect from 17th August, 2011).

III) Conduct of the Programme

The Programme will be implemented through the Institutes of Hotel Management, Food Craft Institutes sponsored by the Ministry of Tourism and the India Tourism Development Corporation (ITDC).

IV) 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 Implementing Agency 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 Implementing Agency will maintain a register of applications which will also indicate the date of receipt of each.

V) Minimum target

Each Implementing Agency will conduct the Programme in such a way that the maximum targets set by the Ministry of Tourism is not only achieved but also exceeded to the maximum extent possible.

VI) Course contents

The training contents and modules will be the same for all the Implementing Agencies and will be made available to them by the National Council of Hotel Management & Catering Technology (NCHMCT).

VII) Publicity

The Implementing Agencies will publicize the programme by inserting advertisement in the newspapers and also putting it on its respective websites. The Implementing Agencies will also publicize the programme to the Trade Associations, State Tourism Corporations and Vyapaar Mandals through interaction / workshops etc. Talks on TV / Radio channels may also be arranged.

VIII) Faculty

In order to maintain the quality of regular courses as well as “Hunar Se Rozgar” initiative the faculty arrangements for undertaking the 6 to 8 weeks courses would be as under:

- a) The IHMs will have option of implementing these short duration courses either by using their regular faculty or by hiring additional faculty on contractual basis.
- b) In case the Central IHMs decide to appoint additional contractual Teachers for the short duration courses their additional strength will be reckoned strictly on the basis of the SIU norms on faculty: student ratio (i.e. 1 teacher for every 25 students). Having ascertained the requirement, up to one additional faculty can be deployed after following the due process and taking approval of the Chairperson. If more than one additional faculty is required, then the Central IHMs will take prior approval of the Ministry of Tourism.
- c) If the IHMs implement the courses through the existing faculty, it will be ensured that the involvement of existing teaching and non teaching faculty will not compromise the quality of the regular courses or the normal work.
- d) **The total honorarium/remuneration payable to the existing teaching and non-teaching staff for any work of arduous and intermittent nature, including classes conducted or assistance rendered for the conduct of “Hunar Se Rozgar” shall not exceed Rs. 5,000/- per annum under any circumstances. The approval of the competent authority, as prescribed under the Fundamental Rules, shall be obtained before such sanction.**

IX) Application fees

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

X) Stipend

A trainee with a minimum attendance of 90% will be paid lump sum stipend of Rs.1,500/- in respect of the 6 weeks course and Rs.2,000/- in respect of the 8 weeks course. The stipend will be paid in two equal instalments – first one in the middle of the Programme and the other at its conclusion.

XI) 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 NCHMCT / Implementing Agency concerned. For the purpose of this test, there will be one internal and one external examiner – the latter will be drawn from a panel firmed up by the NCHMCT. 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.

XII) 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 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.

The rates of uniform has been revised from Rs 1500/- to Rs 1900/- per trainee with effect from 7th October, 2011. Consequent on this revision in the rate of uniform the expenditure sanctioned per trainee for the four courses will stand revised as follows with effect from 7th October, 2011:-

Training in Food & Beverage 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	1900.00
5	Tool Kit	400.00
6	Lunch Charges @ Rs.70 per day X 36days	2520.00
7	Miscellaneous expenses	250.00
8	SUB TOTAL	8070.00
9	Add 5% Administrative Charges	404.00
10	Lump Sum Stipend	1500.00
11	TOTAL PER TRAINEE	9974.00

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	1900.00
5	Tool Kit	400.00
6	Lunch Charges @ Rs.70 per day X 48 days	3360.00
7	Miscellaneous expenses	375.00
8	SUB TOTAL	9535.00
9	Add 5% Administrative Charges	477.00
10	Lump Sum Stipend	2000.00
11	TOTAL PER TRAINEE	12012.00

Training in Housekeeping Utility (6 weeks or 30 days)

S. No	HEAD OF EXPENDITURE	In Rs.
1	Training fee (@ Rs 250/- per week)	1500.00
2	Course material	1000.00
3	Certification fee	500.00
4	Uniform	1900.00
5	Tool kit (Glass cloth & various dusters etc.)	200.00
6	Lunch charges @ Rs 70/- per day for 30 days (6 weeks x 5 days)	2100.00
7	Miscellaneous expenses (Rs 50/- per week for six weeks)	300.00
	SUB TOTAL	7500.00
8	Add 5% administrative charges	375.00
9	Stipend @ Rs 250/- per week	1500.00
10	TOTAL PER TRAINEE	9375.00

Training in Bakery & Patisserie (8 weeks or 40 days)

S. No	HEAD OF EXPENDITURE	In Rs.
1	Training fee (@ Rs 250/- per week)	2000.00
2	Course material	1000.00
3	Certification fee	500.00
4	Uniform	1900.00
5	Tool kit (Glass cloth & various dusters etc.)	400.00
6	Lunch charges @ Rs 70/- per day for 40 days (8 weeks x 5 days)	2800.00
7	Miscellaneous expenses (Rs 50/- per week for eight weeks)	400.00
	SUB TOTAL	9000.00
8	Add 5% administrative charges	450.00
9	Stipend @ Rs 250/- per week	2000.00
10	TOTAL PER TRAINEE	11450.00

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

XIII) Employment facilitation

The MoT and the Implementing Agency will make conscious effort to facilitate employment of the pass-out from this Programme. Possibilities will also be explored for their employment at Mega Tourist Destinations. Efforts will also be made to organize campus recruitments by the stake holders in the Trade.

XIV) Hostel Facility to the Outstation Candidates

Effective 24th April, 2012 hostel facility will be provided to such outstation students who are not able to get accommodation in MoT sponsored IHMs/FCIs due to capacity constraints. For meeting the expenditure under this head an amount of Rs. 2000/- per trainee would be allowed. However the expenditure would be requirement /actual based depending on the actual number of outstation candidates provided alternative accommodation outside the IHM/FCI.

XV) After conclusion of training of every batch, each Implementing Agency will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers etc and their employment and salary status is posted on their website.
