

No. 3(28)/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)

As part of the suo-motu initiatives of the Ministry of Tourism under the Scheme of “Capacity Building for Service Providers”, it has been decided to provide assistance to Ministry of Tourism sponsored Institutes to conduct Skill Development Programmes to be called “**HUNAR SE ROZGAAR**”. The Programme would offer short but quality training courses covering (i) Food & Beverage Service and (ii) Food Production. The programme would target those who are persons with not much means and in need to acquire skills facilitative to employment. The broad features of the Programme are as follows:-

i) Target group

To target those who are minimum eighth pass and in the age group of 18 to 25years. The upper age limit has been increased to 28 years with effect from 11th November, 2010.

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

To begin with, the Institutes of Hotel Management and Food Craft Institutes, sponsored by the Ministry of Tourism, will conduct the Programme.

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 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.

.....contd/-

v) 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 iv, if the number of eligible applicants is higher, more batches will be taken up.

vi) Course contents

The NCHMCT will firm up the course contents for each course latest by 30/06 and provide the module directly to the implementing Institutes under intimation to the Ministry of Tourism.

vii) Publicity

The implementing Institutes will publicize the programme by inserting advertisement in the newspapers and also putting it on its respective websites. The Institutes 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

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 prevalent guidelines.

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 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.

xi) Certification

The trainees with minimum attendance of 90 % will be required to appear in an end of the course test and those pass it successfully will be awarded joint certificate of the NCHMCT / Institute 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 to relax the attendance norm by 10% for the purpose of stipend and appearance in test.

.....contd/-

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.

xiii) Employment facilitation

The MoT and the implementing Institutes 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.

3. Each course will have 25-30 trainees. The following expenditure per course (for a class of 25 trainees) has been sanctioned:

F & B SERVICE

S.No.	Head of Expenditure for a class of 25 trainees in Food & Beverage service	Proportionate expenditure for 6 weeks per trainee	Total expenditure for 6 week course
1.	Training Fee	1500.00	37500.00
2.	Course Material	1000.00	25000.00
3.	Certification fee	500.00	12500.00
4.	Uniform	1500.00	37500.00
5.	Tool Kit	400.00	10000.00
6.	Lunch Charges @ Rs.70 per day X 25 trainees X 36days	2520.00	63000.00
7.	Miscellaneous expenses	250.00	6250.00
Expenditure on Training for 25 trainees for 6 week course:			191750.00
Add 5% Administrative Charges as provided for :			9588.00
Total Expenditure on training:			201338.00
8.	Lump Sum Stipend	1500.00	37500.00
9.	Advertisements in the local papers will be reimbursed on the actual subject to lowest /DAVP rates		Actual
Grand Total Expenditure Per Course Except Adv Expenditure			238838.00

.....Contd/-

FOOD PRODUCTION

S.No.	Head of Expenditure for a class of 25 trainees in Food Production	Proportionate expenditure for 8 weeks per trainee	Total expenditure for 8 week course
1.	Training Fee	2000.00	50000.00
2.	Course Material	1000.00	25000.00
3.	Certification fee	500.00	12500.00
4.	Uniform	1500.00	37500.00
5.	Tool Kit	400.00	10000.00
6.	Lunch Charges @ Rs.70 per day X 25 trainees X 48 days	3360.00	84000.00
7.	Miscellaneous expenses	375.00	9375.00
Expenditure on Training for 25 trainees for 8 week course:			228375.00
Add 5% Administrative Charges as provided for :			11419.00
Total Expenditure on training:			239794.00
8.	Lump Sum Stipend proposed	2000.00	50000.00
9.	Advertisements in the local papers will be reimbursed on the actual subject to lowest /DAVP rates		Actual
Grand Total Expenditure Per Course Except Adv Expenditure			289794.00
