Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by Govt. Institutes of Hotel Management/Food Craft Institutes

I) Name, Educational Qualification, duration and NSQF QP-NOS for the Course

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Minimum Educational Qualification required</th>
<th>Duration of Training (by Training Provider + On-the-Job Training (OJT))</th>
<th>Job Role mapped to Qualification Pack No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi Cuisine Cook</td>
<td>8th Class Pass</td>
<td>700 Hours (500 Hours + 200 Hours OJT)</td>
<td>QP:THC/Q3006 Version 1.0</td>
</tr>
<tr>
<td>Craft Baker</td>
<td>8th Class Pass</td>
<td>240 Hours (240 Hours + OJT hours not yet decided)</td>
<td>QP:FIC/Q5002</td>
</tr>
<tr>
<td>F&amp;B Service Steward</td>
<td>10th Class Pass</td>
<td>500 Hours (300 Hours + 200 Hours OJT)</td>
<td>QP:THC/Q0301 Version 1.0</td>
</tr>
<tr>
<td>Room Attendant</td>
<td>5th (Primary) Class Pass</td>
<td>500 Hours (300 Hours + 200 Hours OJT)</td>
<td>QP:THC/Q0202 Version 1.0</td>
</tr>
<tr>
<td>Front office Associate</td>
<td>12th Class Pass</td>
<td>540 Hours (340 Hours + 200 Hours OJT)</td>
<td>QP:THC/Q0102 Version 1.0</td>
</tr>
</tbody>
</table>

The URL of the courses, containing the syllabus etc., are as follows:

https://www.nnsdindia.org/New/sites/default/files/MC_THC-Q3006_Multi-cuisine-Cook.pdf
https://www.nnsdindia.org/New/sites/default/files/MC_THC-Q0202_Room-Attendant.pdf
https://www.nnsdindia.org/New/sites/default/files/MC_THC-Q0102_Front-Office- Associate.pdf

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

II) **Target Group**: The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding or pursuing Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme. (The age limit can be relaxed for a class or category of persons by the Ministry of Tourism depending upon reasons to be recorded in writing).
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, to begin with, will have a minimum of 20 trainees and a maximum of 30. 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. The Implementing Agency will maintain a register of applications which will also indicate the date of receipt of each.

Placement/Self-employment being the major outcome of the skill development programmes under the Common Norms, the Implementing Agencies are advised that the concept of first-come-first-admitted presently being followed would have to be made more restrictive to prevent non-serious candidates (who actually do not aspire to be placed in the trade owing to their possession of either much higher qualifications than what has been prescribed or sound financial status) from participating in the HSRT courses. If the HSRT implementing institutions have to fulfil the prescribed Placement/Self-employment norm and discourage drop-outs during the currency of training, they have to screen out the non-serious candidates through the process of personal interviews. Towards this end, they could even require the trainee to provide a signed Undertaking/Declaration to refund the entire training cost, if the institute so desires, in case of default in taking up the placement arranged by the institution post training or the educational qualifications found NOT to be what had been declared in their application form. If, however, the trainee himself/herself obtains any employment in a trade related to the course undertaken within three months of certification, the same shall be accepted as employment under placement category.

V) **Minimum target** : Each Implementing Agency will conduct the Programme in such a way that the minimum Annual 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 for each course will have to conform to NSQF parameters mapped to the relevant Qualification Pack (QP-NOS).

VII) **Publicity** : The Implementing Agencies will publicize the programme by inserting advertisement in the newspapers and also putting it on its respective websites. They will also publicize the programme amongst 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 the “Hunar Se Rozgar Tak” initiative, the faculty arrangements for undertaking the 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 of the Board of Governors. If more than one additional faculty is required, then the Central IHMs will take prior approval of the Ministry of Tourism. Such Trainer would have to undergo the Training of Trainers programme.

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 does not compromise the quality of the regular courses or the normal work.

d) The total honorarium/remuneration payable to the guest faculty/existing teaching and non-teaching staff or any work of arduous and intermittent nature, including classes conducted or assistance rendered for the conduct of “Hunar Se Rozgar” shall be as follows and shall form a part of the Base Cost:

(i) Rs.1000/- for guest faculty- for a class of 60-90 minutes duration.
(ii) Rs.500/- for faculty/staff of Implementing Agency - for a session (of four hours) subject to a ceiling of upto 30 days or 60 sessions in a year, whichever is lower.
(iii) Rs.250/- for student-trainer who provide training for a two hour class.
(iv) An additional Rs.200/- shall be payable to a guest faculty per day, on self-certification, for meeting the local travel cost. (Senior students of IHMs/FCIs may be used as trainers)
(v) Expenses on meals for trainers/trainees - Rs.70/- per person per day.

The entire expenditure on this account will be met out of the Base Cost.

IX) **Application fees**: There will be no application or course fees chargeable to the applicant/trainee.
X) **Stipend/Incentive** : A trainee with a minimum attendance of 80% will be paid lump sum incentive/stipend of Rs.1,500/- in respect of the Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate courses and Rs.2,000/- in respect of the Multi Cuisine Cook course subject to his/her passing in the course.

XI) **Uniforms** : For provision of uniforms for trainees, an amount of Rs.1900/- per trainee will be allowed and this amount shall be over and above the Base Cost.

XII) **Attendance, Assessment and Certification** : Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines.