

**INDIA TOURISM DEVELOPMENT CORPORATION**  
**ASHOK INSTITUTE OF HOSPITALITY & TOURISM MANAGEMENT**  
**APPLICATION FORM FOR HUNAR SE ROZGAR SCHEME APPROVAL**

Name of the Institute/NGO/College/Trust- \_\_\_\_\_

Name of the Head of the Organization- \_\_\_\_\_

Date of Establishment- \_\_\_\_\_

Registration No: - \_\_\_\_\_ Date of Registration- \_\_\_\_\_

Center applied for 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

Course Applied For 1. Multi Cuisine Cook  2. FnB Service- Steward

3. Room Attendant  4. Front Office Associate

Address (Ownership proof to be enclosed) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No.- \_\_\_\_\_ Official Mail

\_\_\_\_\_ Official Website: \_\_\_\_\_

\_\_\_\_\_

PAN No. \_\_\_\_\_

(Copy Enclosed)

GST Registration. \_\_\_\_\_

(Copy Enclosed)

**Declaration**

I \_\_\_\_\_ on behalf of \_\_\_\_\_ declare that the above mentioned information is true to the best of my knowledge.

Name of the authorized signatory: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

1. The organizations are required to duly fill the "Application and Assessment Criterion" as per the attached Performa and checklist.
2. Application duly filled along with supporting documents should be submitted between 10 am to 05 pm at AIH&TM, COE, Samrat Hotel, Chanakyapuri, New Delhi-110021 latest by 3:00 PM on 25/07/18 alongwith a non-refundable processing fee of Rs. 2000/- by DD/PO drawn in favour of ITDC UNIT AIHTM payable at New Delhi.

**INDIA TOURISM DEVELOPMENT CORPORATION**

**ASHOK INSTITUTE OF HOSPITALITY & TOURISM MANAGEMENT**

**Application and Assessment Criteria for Empanelment of Institutes for conducting HSR training sponsored by MOT, Govt. of India.**

Kindly put a tick mark in the relevant field at all the points mentioned below:

1. Name of the Institute and Status. **5 Marks**  
(Copy of certificate to be enclosed as proof)
  - a. Registered under Societies Act/ Registered NGO/  
Registered Trust 4 marks
  - b. Recognition by State Govt. / UT Administration. 4 marks
  - c. Recognized By AICTE. 5 marks
  - d. Recognized by the  
National Skill Development Authority 5 marks
  
2. Average Financial turnover for last 2years (2016-17,2017-18) **10 Marks**  
(Proof to be enclosed)
  - a. 50 Lakhs and below 4 marks
  - b. Between 51Lakhs to 2Crore 6 marks
  - c. Above 2 Crore 10 marks
  
3. Infrastructure support available to run a minimum of 02 courses  
HSR Programs at every location **20 Marks**  
(Photographs to be enclosed for classrooms and labs)
  - I. Classrooms (Seating capacity of minimum 30 Students)
    - a. One Class Room 5 marks
    - b. Two Class Room 8 marks
    - c. Three or More classroom 10 marks
  - II. Labs for Practical Training
    - a. One Lab 5 marks
    - b. Two Labs 8 marks
    - c. Three or More Labs 10 marks
  
4. Whether undertaken any hospitality related vocational training program in previous years.  
(Proof to be enclosed) **15 Marks**  
  
No.of students trained in last 2 years in hospitality sector
  - a. 250 to 500 5 marks
  - b. 501 to 1000 10 marks
  - c. 1001 & above 15 marks

5. Affiliation with Industry/Hotels for conducting on the Job training (Proof to be enclosed) **5 Marks**
- d. Yes 5 marks  
e. No 0 mark
6. No.of trained faculty employed for Hospitality sector training (Proof to be enclosed) **10 Marks**
- a. Two to Four 3 marks  
b. Five to Nine 5 marks  
c. Ten 10 marks
7. Placement of students trained for hospitality skill trades in last 2 years (Proof to be enclosed) **10 Marks**
- a. Less than 50% 0 mark  
b. Between 51% to 74% 5 marks  
c. 75% & above 10 marks
8. If an organization is partner of National Skill Development Corporation (Proof to be enclosed) **5 Marks**
- a. Yes 5 marks  
b. No 0 mark
9. Physical inspection of the facilities **20 Marks**

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Stamp and Signature of the Authorized Signatory of the Organization

- Note:
1. Physical inspection shall only be carried out for those institutes who score a minimum of 40 marks under Sl. No. 1 to 8.
  2. For institutes to qualify for approval minimum cut off score shall be 60 marks. Additionally, they should score a minimum of 10 for physical inspection under Sl. No :- 9.
  3. Supporting Documentary proof regarding every point should be attached for reference; failing which it will be considered invalid and shall be awarded zero marks for the same.



**ANNEXURE-B****(TO BE FILLED BY THE APPLICANT ORGANISATION & SENT WITH THE APPLICATION)****1. CLASS ROOMS: (Photos to be attached)****Multi Cuisine Cook Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

**Food & Beverage Service Steward Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

**Bakery & Patisserie Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

**Room Attendant Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

**Front Office Associate Course.**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	30	
2.	White Board	01	
3.	Teacher's table and chair	01	
4.	Portable over head Projector as and when required		

**2. LABORATORIES: (Photos to be attached)**

**Multi Cuisine Cook Course (Kitchen).**

<b>Equipment</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
S. S. Work Table 4ft x 2ft x 34 inches	01 S. S. work table/ 02 trainees	
S. S. Cooking Range (Gas operated)	02 low pressure burners/ 02 trainees	
S. S. Demonstration Table (6ft x 3ft)	01 with 4 burner cooking range	
S. S. Sink with Drain Board with hot & cold water	01/ 04 trainees	
Stock Pot Stove	01	
S. S. Portable Tandoor	01	
S. S. Salamander 24"x 14"	02	
Griller with Hotplate 24" x 24"	01	
Two Deck Oven (12KW)	01	
Food Processor (Semi Commercial)	01	
S. S. Two door vertical refrigerator	01 (500 ltrs.)	
H. Pressure 2 burner Cooking Range	02 (low height 26")	
H. P Single burner Cooking Range	01 (low height 26")	
Deep fat fryer (2 compartments)	01 (05-10 ltrs. Gas operated)	
Potato peeler (heavy duty 05-10 kgs)	01	
Food Processor	01	
Meat Mince (heavy duty)	01	
Hot plate with chapatti puffer	01	
Tandoor gas operated	01	

- Each working table to have one set of the following:

<b>Equipment</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
S. S. double bottom vessels	04 (different sizes)	
Sauce pans with handle	01	

Frying pans ( 1 each for shallow and deep frying)	02	
Strainer S. S	01	
S. S. Thali	01	
Pie dish	01	
Cutting Boards (Polypropylene)	01	
Pudding moulds, aluminium basins, bowls, measuring cup, cooking spoons (flat, round, perforated.), ladles, etc. in appropriate quantities.		

- Items like kitchen knives, peeler, scoop, table spoon, tea spoon, fork, wooden spoon, spatula, check dusters, lighter, and sanitizer etc. can be provided as part of tool kit to the trainees who shall bring these to each practical session in a tool kitbag.

### F & B Service Steward Course (Training Restaurant and Pantry)

Equipment	Required Quantity (Number)	Available Quantity (Number)
Table (wooden 3ft x 3ft x2 i/2 ft H)	08	
Instructor's Table & Chair	01	
Chairs (dining) upholstered	32	
Side Boards 4' x 1.5' x 42"	04	
White Board 5' x3'	01	
Cutlery S.S. (various types and sizes)	As per training requirement	
Crockery (various types and sizes)	As per training requirement	
Hollowware and Flatware S. S.	As per training requirement	
Glassware	As per training requirement	
Plate warmer	01	
Soup kettle	01	
Chafing dishes/ display platters	Sufficient for a buffet display	
Linen	Sufficient to lay all tables and Buffet Display	
Bar Counter	01 with display of mock bottles, glassware, bar measures, shakers, mixers, and other items required for training purpose	
Bain-marie (pantry)	01 (5-7 compartments)	
Microwave	01	
Water cooler	01	

- Tool kit for the trainees would include a bag containing cutlery items for laying one cover, service spoon and fork, serviette, waiter's cloth, scribbling pad, pen, bottle opener and sanitizer.

## Bakery and Patisserie

Equipment	Required Quantity (Number)	Available Quantity (Number)
S.S. Work table 3' x3' with granite/ marble top with drawer and cabinet	08	
Double deck oven S. S. Body	01	
Planetary mixture 25 kg	01	
Proving chamber with humidity control	01 ( size to match oven)	
Bread slicing machine table top	01	
Dough sheeter table top	01	
Refrigerator 300 Ltrs.	01	
Cooking range 4 burners	01	
S.S. cooling racks 4' x2'x 5' with castors	01	
Demonstration table with granite/ marble top 4ft x2ft x 34"	01	
White Board	01	
S.S. Sink with Drain Board with hot and cold water supply	01/4 trainees	

- **Small/ Light Equipment:** (For individual work tables and for common use).
- Stainless steel vessels, steel mugs, steel bowls, egg beaters, palate knives, cutting knives, sieve, cutting boards, wooden spoons, piping bags, nozzles, pudding moulds, baking trays, strainers, cake tins, frying pans, brass kadhai, tart trays, perforated spoons, biscuit cutters, pizza cutters, rolling pins, whisk, spatula, measuring spoons, tin cutters, scissors.
- Tool kit for the trainees would include a bag containing cutting knife, palate knife, paring knife, egg beater, whisk, lighter, piping bag with nozzle, wooden spoon, check dusters, spatula and sanitizer.

## Room Attendant Course

Equipment	Required Quantity (Number)	Available Quantity (Number)
Vacuum Cleaner (straight suction dry pickup industrial model)	01	
Floor Polishing Machine	01	
Wringer trolley with mops	01	
Janitorial trolley with accessories	01	
Geyser/ storage boiler	01	
Ladder Aluminium A- type with platform	01	
Cleaning Equipment (Mops, Buckets, Basins, Bins, Mugs, Brooms & Brushes, Pans, Dusters, polishing/ glass cloths, Wipers, etc.	Various types / sizes	
H. K. Attendant's Trolley	01	
Room Maid's box	01	
Display Sample Section/ Model/ Material Board	Contemporary items & materials	
First aid box with all first aid materials	02	
Linen storage trolley	01	



<b>Guest Rooms/ Mock-up Rooms with attached bathrooms.</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
Twin Room - 02 single beds (with mattresses) with attached or wall fixed head board and 02 bed side tables	01	
Double Room - 01 double bed (with mattresses) with attached or wall fixed head board and 02 bed side tables	01	
<b>Items common to twin room and double room set up.</b>		
Glass top tea / coffee table	01	
Easy Chairs	02	
Study Table	01	
Study Chair	01	
Mirror with dressing table and drawers	01	
Wardrobe	01	
Luggage Rack	01	
Fridge/ Mini bar	01	
Light fittings- fixed general/ indirect and spot lighting and bed side reading lights.	As required	
<b>Linen Items:</b>		
Single bed sheets/ double bed sheets, mattress protectors, blankets, quilts, pillows, pillow covers, crinkle sheets (night sheet), bed spreads, bath towels, bath sheets, hand towels, face patch/towels, bath mats, and bath gowns. Curtains ( heavy and light/ sheer curtains)	Sufficient quantity for practical and practice sessions.  Two sets each.	
Guest Supplies ( stationery folder, room supplies and bath room supplies)	Sufficient quantity for practical and practical sessions	

- Tool kit for trainees would include a bag containing check dusters, mops, polishing cloths, triangular slings/ bandages, scribbling pad and pen.

**Note:** Receiving, pre-wash and storage of perishable and non-perishable items as per requirement.

### **Front Office Associate Course**

<b>Equipment</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
Reception Counter	01	
Bell Desk	01	
Currency Exchange Board	01	
Key Rack / Message Rack	01	
EDC or Functioning Credit Card Machine	01	
Sofa, Table, Chair for lobby set up	01 Set	
Multimedia System / LCD / White board / smart board in the Classroom	01 each	
Functioning Computer Lab, ,	15	
Functioning Printer	01	
Functioning Fax machine	01	

Property Management Software / Hotel Reservation System ( <b>software must be installed and running on all computers during inspection</b> )	01	
Newspaper / Magazine stand	01	
Front Office Consumables – registration card; maintenance work order; courier form; tourist maps; tent card; luggage tags; vouchers; function sheets; signage's (fire exit, washroom, smoking, valet, DND, courier form) etc.		

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# Government of India

## Ministry of Tourism

### Hunar se Rozgar Tak

#### Implementation by State Tourism Development Corporation

#### Background / Objective

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 State/Union Territory Governments;

I) Name, Educational Qualification, duration for the Course.

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT))
Multi Cuisine Cook	8th Class Pass	700 Hours 500 Hours + 200 Hours OJT)
Craft Baker	8th Class Pass	240 Hours (240 Hours + OJT hours not yet decided)
F&B Service-Steward	10th Class Pass	500 Hours (300 Hours + 200 Hours OJT)
Room Attendant	5th (Primary) Class Pass	500 Hours (300 Hours + 200 Hours OJT)
Front office Associate	12th Class Pass	540 Hours (340 Hours + 200 Hours OJT)

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

- [https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q3006\\_Multi-cuisine-Cook.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q3006_Multi-cuisine-Cook.pdf)
- [https://www.nsdcindia.org/New/sites/default/files/MC\\_FIC-Q5002\\_Craft-Baker.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_FIC-Q5002_Craft-Baker.pdf)
- [https://www.nsdcindia.org/New/sites/default/files/MC\\_THC\\_Q0301\\_Food%20and%20Beverage%20Service%20-Steward.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC_Q0301_Food%20and%20Beverage%20Service%20-Steward.pdf)
- [https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0202\\_Room-Attendant.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0202_Room-Attendant.pdf)
- [https://www.nsdcindia.org/New/sites/default/files/MC\\_THC-Q0102\\_Front officeAssociate.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0102_Front_officeAssociate.pdf)

II) Target Group: The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme.

III) Intake and selection: A batch, to start 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 Agency will concurrently or in phases run more batches depending on its institutional capacity. The 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.

IV) Application Fees: There will be no application form fee or course fees chargeable to the applicant eventual trainee.

V) 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.

VI) 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.

VII) Faculty: Each agency will use its regular faculty for the programmes, if available. Alternatively the agency will engage contractual faculty at the rate indicated by the MoT from time of time. The norm in the regard will be: one teacher for students. The agency will also ensure that contract faculty engaged is well qualified and fully utilized.

VIII) Attendance, Assessment & Certification

The trainees with minimum attendance of 80% will only be permitted to appear in the course-end test. The assessment and certification will be done.

IX) Uploading of video : Each implementing organisation will upload, on the 10<sup>th</sup> day and concluding day of the training course, a video clipping / a clear photograph showing the class with trainees in uniform and with respective tool kits on the e-mail address ([aihtm.admin@gmail.com](mailto:aihtm.admin@gmail.com)). After conclusion of training of every batch, each Implementing organisation will ensure that the list of pass outs along with their full contract details like address, telephone number, Mobile number (excluding female trainees) etc. And their employment and salary status is posted on their website.

**The Base Cost for the courses (Category 1 & 2) Shall be inclusive of cost component such as:**

- (i) Mobilization of candidates
- (ii) Post-placement tracking/monitoring
- (iii) Curriculum
- (iv) Placement expenses
- (v) Trainers' training
- (vi) Equipment
- (vii) Amortization of Infrastructure costs/Utilities
- (viii) Teaching Aid (including Course material& Tool Kit)
- (ix) Raw material
- (x) Salary of trainers