

**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 Organisation - \_\_\_\_\_

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

Registration No. - \_\_\_\_\_ Date of Registration - \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

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

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

Service Tax No. \_\_\_\_\_

**Declaration**

I \_\_\_\_\_ on behalf of \_\_\_\_\_

Declare that the above information is true to the best of my knowledge.

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

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

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

**Note:**

1. The organisations are required to duly fill the "Application and Assessment Criterion" as per the attached performa and checklist.
2. Application duly filled alongwith supporting documents should be submitted at AIH&TM, C-12/A, Qutab Institutional Area, New Delhi – 110016 latest by 3:00 PM on \_\_\_\_\_, alongwith a processing fee of Rs. 1000/- 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 Criterion for Empanelment of Institutes for conducting HSR training sponsored by MOT, Govt. of India.

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

1. Name of the Institute and Status. **5 Marks**
  - a. Registered under Societies Act/ Registered NGO/  
Registered Trust 4 marks
  - b. Affiliated to State University. 4 marks
  - c. Recognized By AICTE. 5marks
  
2. Average Financial turnover for last 2 years (2011-12, 2012-13) **10 Marks**
  - a. 50 lakhs and below 4 marks
  - b. Between 51 lakhs to 2 Crore 6 marks
  - c. Above 2 Crore 10 marks
  
3. Infrastructure support available for HSR Programs **20 Marks**
  - I. Class rooms (Seating capacity of minimum 30 Students)
    - a. One Class Room 5 marks
    - b. Two Class Room 8 marks
    - c. Three or More class room 10 marks
  - II. Labs for Practical Training (Fully equipped as per list attached)
    - 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 year. **10 Marks**

No. of students trained in last 2 years

  - a. Between 500 to 999 5 marks
  - b. More than 1000 10 marks
  
5. Affiliation with Industry/ Hotels for conducting on the Job training **5 Marks**
  - a. Yes 5 marks
  - b. No 0 mark

6. No. of trained faculty employed for Hospitality sector **10 Marks**
- a. Two to Four 2 marks
  - b. Five to Nine 5 marks
  - c. Ten 10 marks
7. Placement of students trained for hospitality skill trades in last 2 years  
(Submit Proof) **15 Marks**
- a. Less than 25% 0 mark
  - b. Between 25% to 50% 5 marks
  - c. Between 50% to 70% 10 marks
  - d. More than 70% 15 marks
8. If organisation is partner of National Skill Development Corporation **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 Authorised  
Signatory of the Organisation

- 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.

Government of India  
Ministry of Tourism

## **Hunar Se Rozgar**

(An initiative to create employable skills)

### **Implementation by State Tourism Development Corporations**

#### **Background / Objectives**

1. The Government of India, Ministry of Tourism (the MoT in short) launched a special training initiative, christened Hunar Se Rozgar ( HSR in short, in the year 2009-10, for creation of employable skills amongst youth belonging to economically weaker strata of the society.
2. The basic objective was to reduce, through this initiative, the skill gap that affected the hospitality and tourism sector. Another objective was to put in place a dispensation to ensure that the economic benefit of a growing tourism reached the poor.
3. Initially, the initiative covered only two trades, namely Food Production and Food and Beverage services. Trades namely Housekeeping and Bakery were added later.
4. In view of its growing acceptability, the HSR has been extended to cover non hospitality trades too..
5. The training programmes relating to hospitality trades are largely conducted by the hospitality institutes sponsored by the MoT, by other institutes enlisted by and through the State Governments / UT Administration, and by star classified hotels.
6. In order to broad-base implementation of the HSR, to reach youth in a much larger number all across the country, the MoT has decided to accept the State Tourism Development Corporations (STDCs in short) as implementing agencies subject to the following Guidelines :

## **The Guidelines**

### i) Implementation

The State Tourism Development Corporations will conduct the training programmes at their respective guest houses, tourists' homes or such other establishments (referred to as establishments hereafter). The following will be the minimum training targets:

- a) An establishment with 20 or more rooms will work for a training class of 40 students. However, it will in no circumstances constitute a class of less than 25 students;
- b) An establishment with 10 -19 rooms will work for a training class of 20 students. However, it will in no circumstances constitute a class of less than 15 students;
- c) An establishment with less than 10 rooms will not be eligible to conduct the training courses.

### ii) Target Group

The training programmes will be open to 8<sup>th</sup> pass youth in the age group of 18 to 28 years.

### iii) Courses Offered

All or any of 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.

### iv) Course contents

The training contents and modules will be the same for all the Implementing establishments and will be made available by the National Council of Hotel Management & Catering Technology (NCHMCT). However, the STDCs will have the discretion to customize the contents to provide for the local / regional aspirations / requirements in consultation with the NCHMCT.

- v) Faculty  
Each STDC will use its regular faculty for the Programmes, if available. Alternatively, the STDC will engage contractual faculty at the rate indicated by the MoT from time to time. The norm in this regard will be: one teacher for every 25 students. The STDC will also ensure that contract faculty engaged is fully utilized.
- vi) Application fees  
There will be no application or course fees chargeable to the applicant / eventual trainee.
- vii) 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 and the Implementing STDC. 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 implementing establishment 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.
- viii) Data base on pass-outs  
Data base will be maintained by the STDC in respect of all successful candidates with their photograph, address and contact details. This data base will be utilized for uploading on the MoT/NCHMCT websites in addition to their own.
- ix) Mentor Institute  
The MoT will designate atleast one Institute of Hotel Management affiliated to the NCHMCT to serve as a Mentor Institute to a STDC and the implementing establishments under it.
- x) 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 STDC in advance based on the annual target fixed. Subsequent release of funds will depend upon receipt of Utilization Certificate and consolidated accounts as sustained against the indicated norms.
- xi) Stipend  
A trainee with a minimum attendance of 90% will be paid a lump sum stipend of Rs.1,500/- if in the 6 weeks course and Rs.2,000/- if in the 8 weeks course. The stipend will be paid at the conclusion of the course.

xiv) Uniform

The STDC will provide to each trainee two sets of uniform at a cost not exceeding Rs. 1900/-. The STDC will have the discretion of either procuring the uniforms from the Handicrafts & Handloom Export Corporation of India as per the existing arrangement or work out an arrangement of their own. This will also include a redesigning of the uniform so as to be in sync with the local / regional conventions and traditions.

xvi) Lunch

The STDC / Establishment will provide lunch to the trainees @ Rs. 70/- per day per trainee.

xvii) Employment Facilitation

The STDC will make conscious effort to facilitate employment of the pass-outs from this Programme.

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**Status of the Kitchen Equipments  
(Batch size - 25 no.)**

Sr. No.	Name of Item	Requirement	Status of the Institute	Remarks
	<b>Pots and Pans</b>			
1	Brass degkchi with lid	12		
2	Brass degkchi with lid	12		
3	Brass thali 16"	12		
4	Sauce pan Brass	12		
5	Pie Dish Aluminium	12		
6	Oven tray SS with collar	12		
7	Baking tray	12		
8	cooking range with 4 lp burners	12		
9	Sink with drain board	12		
10	Work table with shelves and	12		
11	Perforated Spoon	12		
12	Small Moulds assorted	12		
13	Non Stick Pans	12		
14	Wooden Spatula	12		
	Measuring jug 1.5l	12		
	<b>Common Equipments</b>			
15	Large demo Table (10x3ft)	1		
16	Weighing Machine(2kg)	1		
17	Deep fat frier	1		
18	Steamer	1		
19	Bulk cooker	1		
20	Wet Grinder	1		
21	Potato peeler	1		
22	Food Processor	1		
23	Mortar and Pestle	1		
24	Potato Masher	1		
25	Egg slicer	1		
26	Gas tandoor	1		
27	Lemon squeezer	1		
	<b>Light Equipments</b>			
28	Kadai	12		
29	Laddles	12		
30	Laddles Medium	12		
31	Laddles Large	12		
32	Collander SS	12		
33	SS tray	12		
34	Stock Pot	1		
35	Cleavers SS	1		
36	Chopping Borad Wooden	12		
37	SS Masala Containers	1		
38	Tandoor Skewers MS	6		
39	Balloon Whisk SS	1		



40	Parat Brass 24"	12		
Sr. No.	<b>Name of Item</b>	<b>Requirement</b>	<b>Status of the Institute</b>	<b>Remarks</b>
41	Plastic Storage Tray	12		
	<b>Table Equipments</b>			
42	Meat Knife	1		
43	Fillet Knife	1		
44	Pairing Knife	12		
45	Chinese Chopper	1		
46	Scooper	12		
47	Round Spoon	12		
48	Flat Spoon	12		
49	Slicer	12		
50	Strainer S.S	12		
51	Rolling Pin	12		
52	Steak Hammer	1		
53	Conical Strainer S.S	1		
54	Piping Bag/Nozzle	1		
55	Scissor	1		
56	Brush for basting	2		
57	Sauce Pan	12		
58	Saute pans	12		
59	Omlette Pan	12		
60	Tawa with Handle	12		
61	Large Plate	12		
62	Soup cup	12		
	<b>Common Equipments</b>			
63	Salamander	1		
64	Griller	1		
65	Hand Blender	1		
66	Bulk cooking range	1		
67	Chinese cooking range	1		

**Status of the Bakery Equipments  
(Batch Size- 30 no)**

Sr. No.	Name of Item	Requirement	Status of the Institute	Remarks
1	Work table	12		
2	SS Bowl Small	12		
3	SS Bowl Large	12		
4	ss Mug	12		
5	Rolling Pin Wooden	12		
6	Egg beater	4		
7	Wooden Spoon	4		
8	Palstic scraper	2		
9	Mearsuring Jug Enamel	12		
10	SS sink with drain board	6		
11	Wire whisk	12		
12	Comb fir decoration	1		
13	SS sieve	1		
14	Piping bag with nozzle	1		
	<b>Common Equipments</b>			
15	HD Convection Oven 3Decks	1		
16	Prooving Cabinet	1		
17	Refridgerator	1		
18	Cooking Range	1		
19	Cooling racks Trolley	2		
	<b>Common Equipments</b>			
20	Baking tray Large	12		
21	Bread Tins	12		
22	Cake Tins	12		
23	Under lkining tray	12		
24	Cake tin Rectangular	12		
25	Baguette Moulds	6		
26	Tartlette Mould Alluminium	12		
27	Savarin Mould	6		
28	Muffin tray	12		
29	Small brass kadai	2		
30	Round Laddle SS	4		
31	Greater	4		
32	Jalebi kadai	1		
33	Large frying spoon	12		
34	SSParat	12		
35	Chopping borad Wooden	12		
36	Cake stand	12		
37	Jelly Moulds	12		
38	Mixie	1		
39	Cooking range with 4 burners	1		
40	Cooling Rack	6		

**Status of the House- Keeping Equipments  
(Batch Size- 30 no)**

Sr. No.	Name of Item	Requirement	Status of the Institute	Remarks
	<b>Electrical Cleaning Equipment</b>			
1	Vaccum Cleaner (dry Pick up industrial model)	1		
2	Vaccum Cleaner (wet and Pick up industrial model)	1		
3	Scrubbing cum Polishing Machine	1		
4	Carpet shampooing Machine	1		
	<b>Non Electronic leaning Equipments</b>			
5	<b>Brooms</b>			
	a) Soft Broom	5		
	b) Hard broom	3		
	c) Cobweb broom	5		
6	<b>Brushes</b>			
	a) Carpet Brush	3		
	b) Hand Scrubber	3		
	c) T-Scrubber	5		
	d) WC Brush	5		
	e) Upholstery Brush	3		
	f) Wash Basin Brush	5		
7	<b>Mops</b>			
	a) With detachable/fixed Heads	5		
8	<b>Squeegee</b>	5		
9	<b>Containers</b>			
	a) Buckets	6		
	b) Mugs	6		
	c) Bowls	2		
	d) Dustbins	5		
	e) Hand Caddy	2		
	f) Maids Trolley	1		
	g) Mop wringers Trolley	3		
10	<b>Floor Sign</b>			
	a) Caution Wet Floor	3		

**Status of the F&B Service Equipments  
(Batch Size - 30 no.)**

Sr. No.	Name of Item	Requirement	Status of the Institute	Remarks
1	Table Wooden Square - 4 seater	12		
2	Dining Chair Wooden Upholstered	50		
3	Side Boards 4'x1.5'x4'	5		
4	White boards on stand	1		
5	Hostess Desk	1		
	<b>Linen</b>			
6	Baize Cloth 137x137 cm	14		
7	Table cloth 183x183 cm	16		
8	Curtains	Depending on the number of windows		
9	Napkins 46-50 cm	50		
10	Slip cloth 1mx1m	50		
	<b>Cutlery (EPNS-Deisgned)</b>			
11	Small Knife	50		
12	Small Fork	50		
13	Large Knife	50		
14	Large /fork	50		
15	Service spoon	50		
16	Service Fork	50		
17	Dessert Fork	50		
18	Dessert Spoon	50		
19	Soup Spoon	50		
20	Butter Knife	50		
21	Tea Spoon	50		
22	Ice Cream Spoon	50		
23	Pastry Fork	50		
24	Pastry Tongs	50		
25	Gateaux Slicer	50		
26	B&B Knife	50		
	<b>Crockery</b>			
27	Large Plate 10"	50		
28	Half Plate 9"	50		
29	Quarter Plate 7"	50		
30	Soup Cups with Saucer	50		

Sr. No.	Name of Item	Requirement	Status of the Institute	Remarks
31	Tea cups with Saucers	50		
32	Saucers	15		
33	Bud vases	14		
34	Cruet Sets	14		
35	Chutney Bowls	14		
36	Salad Dishes	14		
	<b>Hollowware</b>			
37	Water Jugs	14		
38	Teapot (4 portions)	3		
39	Teapot (2 portions)	5		
40	Milkpot (2 Portions)	5		
41	Milkpot (4 Portions)	3		
42	Coffeepot (2portions)	4		
43	Sugar Bowls with tongs	5		
44	Butter Dishes	14		
45	Icecream Cups	50		
46	Finger Bowls	50		
47	Menu Stand	14		
48	Tent Card Hoder	14		
49	Table Numbers Brass	12		
50	Sauce Boat with Ladles (small)	12		
51	Tea Strainer slop basin	5		
52	Entrée Dish with Lid (2portion single compartment)	4		
53	Entrée Dish with Lid (4 portion single compartment)	4		
54	Entrée Dish with Lid (4 portion double compartment)	6		
55	Platter Oval (4Portions)	6		
56	Platter round (medium)	4		
57	Ice Bucket with tongs	3		
58	Napkins Rings	30		
	<b>Glassware</b>			
59	Highball	24		
60	Water Golets	50		
61	Glass bowls	24		
62	Fancy Glasses	4		
63	Brandy Balloon	1 set		
64	Champagne Flute	1 set		
65	Tom Collins	1 set		

Sr. No.	Name of Item	Requirement	Status of the Institute	Remarks
66	Beer Mugs	1 set		
67	White wine glasses	1 set		
68	Red wine glasses	1 set		
69	Martini Glass	1 set		
70	Old fashion glass	1 set		
	<b>Common Equipment</b>			
71	Flambe Trolley	1		
72	Flambey Pan	2		
73	Plate warmer dispencer (50Plates)	1		
74	Large Restaurant tray SS	6		
75	Restaurant tray medium	6		
76	Beverage round tray (Medium)	12		
77	Bread Basket	6		
78	Food Cover	2		