

# HSRT THROUGH HOTELS



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
STATE INSTITUTE OF HOTEL MANAGEMENT, INDORE & INDUSTRY PARTNERS (HOTELS)  
PARTICIPATING IN THE HUNAR SE ROZGAR PROGRAM  
AS PART OF THE CAPACITY BUILDING FOR SERVICE PROVIDERS SCHEME, MINISTRY OF TOURISM,  
GOVT. OF INDIA**

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This Memorandum of Understanding (MoU) is entered into on this day: \_\_\_\_\_ by and between:

STATE INSTITUTE OF HOTEL MANAGEMENT (hereinafter called SIHM, Indore) acting through its Authorized Signatory **Mr. Sharad Nautiyal, Principal**

And  
Hotel ..... acting through its Authorized Signatory Mr.  
....., General Manager / Manager-Human Resources of  
..... .

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**Role of SIHM, Indore**

1. Arranging publicity and creating awareness of the scheme and courses offered to the general public / hotels / group of hotels.
2. SIHM, Indore will provide syllabus/ lesson plan for the programme, approves the trainer's profile and accord admission approval for the candidates as per guidelines, ie.,
  - a. Age : 18 years on date of commencement
  - b. Pass in required standard
  - c. the candidate is not a graduate , not qualified in Hotel management course and not having done any other HSRT programme
  - d. Verifying the following documents:
    - i. Aadhar Copy
    - ii. Aadhar linked bank passbook copy
    - iii. Age Proof
    - iv. Educational Qualification
    - v. Individual Police Verification report with photo
    - vi. Individual medical certificate with photo
    - vii. Undertaking and application of the trainee
    - viii. 2 passport size photographs of the trainees.
    - ix. Consolidated Information sheet and bank statement of trainees.
3. SIHM, Indore will also provide Tool Kit, uniform and Certificates to the eligible candidates.
4. SIHM, Indore will conduct examination at the end of the programme at SIHM, Indore and stipend to the eligible candidates (80% attendance required)

**Role of the Hotels**

1. To go through the revised guidelines on "Hunar Se Rozgar Tak" Programme under the Scheme of "Capacity building for Service Providers" by Ministry of Tourism, Govt. of India.

2. Identify and nominate one member to attend the Train-The-trainer session whenever conducted by SIHM, Indore as a part of the HSR scheme.
3. Maintain Trainer's /Trainees log book and weekly group photograph and update their email to the Institute periodically.
4. The candidates will be called for an "orientation programme" followed by interview at hotel to be identified by the local hotel / restaurant association. The trainees to be educated about the objectives of HSRT programme and its prospects.
5. Candidates will be Interviewed and screened for suitability. The screening committee will have representative of local Hotel Association, Principal/staff of SIHM, Indore. No TA/DA would be paid to candidates for attending the interview. The list of suitable candidates will be made available to the Hotel Association for deployment at their member hotels.
6. Hotels can conduct training for sponsored candidates from NGOs, Voluntary Organizations and Local Municipality etc. Names of such candidates must be registered with the local IHM prior to commencement of programme.
7. Candidates selected will join only after undergoing basic medical test and police verification.
8. Hotels are permitted to admit 50% more candidates than the number of seats to accommodate for drop-outs during the training period.
9. A minimum of 20 persons will constitute a training class to begin with.

Rooms Per Hotel	No. of Persons to be Trained in				
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
<b>100+</b>	20	20	25	25	30
<b>50 to 100</b>	10	10	15	15	20
<b>20 to 50</b>	5	5	5	5	5

10. Identify and allocate suitably qualified members to impart and oversee training of the students as per the Syllabus. (Profile of the trainer to be approved by SIHM, Indore).
11. Groom and Train the students as per the curriculum of the HSR scheme / syllabus.
12. Uniform and Tool Kits have to be collected by the concerned Hotel from SIHM, Indore at the beginning of training. These will be ordered as per requirement by the SIHM, Indore to be collected by hotels of the region, based on their demand. Hotels must issue only one set of uniform during the first week of training of candidates and only after ensuring their continuity, issue the second uniform to prevent misuse. Hotels, if required, can issue their own uniform during the training period.
13. Tool-kits to be provided by SIHM, Indore and issued to the hotels based on their requirement.
14. Employment (both Wage and Self) of successful trainees is mandatory for the Hotels conducting the HSRT programme as per the Common Norms.
15. Undertaking must be taken from the candidates regarding:
  - a. Not a graduate and not undergone any programme of this type.
  - b. Will refund the entire amount, if he/she discontinues the course / abandon the placement arranged by the Hotel .

Ensure completion of stipulated number of hours both Theory and Practical classes.

<b>Name of Course</b>	<b>Minimum Educational Qualification required</b>	<b>Duration of Training (by Training Provider + On-the-Job Training (OJT))</b>	<b>Maximum of 07 Hours a Day</b>
<b>Multi Cuisine Cook</b>	<b>8th Class Pass</b>	<b>500 + 200 Hours</b>	
<b>F&amp;B Service -Steward</b>	<b>10th Class Pass</b>	<b>300 + 200 Hours</b>	
<b>Room Attendant</b>	<b>5th (Primary) Class Pass</b>	<b>300 + 200 Hours</b>	
<b>Front office Associate</b>	<b>12th Class Pass</b>	<b>340 + 200 Hours</b>	

16. Maintain the attendance records of the students through Aadhar based attendance system based on which SIHM, Indore would disburse the stipend on completion of the course.
17. The trainees will be brought to SIHM, Indore for examination for which no travelling allowance will be paid by IHMCT.
18. Regarding accommodation of Trainees, hotels have to follow guidelines and SIHM, Indore will reimburse the same accordingly.
19. Hotels have to monitor trainee employment for one year from the date of completion of training period and obtain copy of appointment order and salary slip and update in the website and send the same to SIHM, Indore.

This MoU would come into effect on the date of signing and would be in effect for a period of one year and shall be renewed on mutual consent.

**Signature of Authorized Signatory**

**Principal  
SIHM  
INDORE**

**General Manager / Manager HR**

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**(Hotel Name)**

To,  
The Principal, SIHM, Indore

Sir,

**Subject :** Forwarding of applications of HSRT trainees.

**Ref :** MOU dated.....

We are forwarding the applications of the following candidates to join for HSRT training at our hotel.

**Name of Approved Trainer:**.....

SI No.	Name of Candidates	Age & Date of Birth	Qualification	Submitted			Course Applied for
				Police Verification	Medical Certificate	Bank Pass Book Details	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**Check list:**

1. Application form with undertaking duly filled in and signed by the candidate and two photographs of them.
2. Attested copies of Age Proof and Educational Qualification Proof.
3. Copy of Bank Pass Book copy (Aadhar linked Account) and Bank detail statement
4. Individual Police Verification Report with photograph.
5. Individual Medical Certificate with photograph.

Kindly enroll the names of the candidates for HSRT training at our hotel.

Thanking you,

Yours faithfully,

**Name & Signature of GM with seal.**

**Contact Number:** .....

Place:-

Date:-



STATE INSTITUTE OF HOTEL MANAGEMENT , INDORE

(MINISTRY OF TOURISM GOVT.OF M.P.)

PH: 0731-2911333, 9425066094, [www.sihmindore.com](http://www.sihmindore.com) , email: [indoresihm@gmail.com](mailto:indoresihm@gmail.com)

**APPLICATION FOR ADMISSION TO HUNAR ZE ROZGAR TAK PROGRAMME THROUGH HOTELS**

COURSE APPLIED FOR (✓ in the respective column)	Multi Cuisine Cook	
	F&B Service – Steward	
	Room Attendant	
	Front Office Associate	

1. NAME (in capital letters as in the 10 <sup>th</sup> certificate)	Mr./Ms.									
2. AGE ( Limited to 18 to 28 Years)	DATE OF BIRTH			DATE	MONTH	YEAR				
3. QUALIFICATIONS (Minimum 10 <sup>th</sup> pass)	Qualification			Year of passing						
	1.									
	2.									
4. CATEGORY	SC		ST		OEC		OBC		GEN	
5.PERMANENT ADDRESS	6.ADDRESS FOR COMMUNICATION									
Telephone No:	Telephone No:									
6. AADHAR NUMBER :										
7.Name of parent / Guardian	Mr./Ms.									

**DECLARATION**

I hereby declare that I have not attended any other training programme under the scheme of “Hunar Ze Rozgar Tak” sponsored by The Ministry of Tourism, Govt. of India and I am not qualified in Certificate or Diploma or Degree in Hotel Management from any Institute. I also declare that I am not a graduate. I understand that I have to achieve 80% minimum attendance and pass the examination to receive the certificate and eligible amount of stipend. I understand that in the event o discontinuing the course and / or during training period arranged in Hospitality Industry for one year, I am willing to pay back the cost of training incurred by the Ministry of Tourism, Govt. of India.

Place:

Date:

Signature of the candidate in front of the GM

Name of the trainer approved by SIHM, Indore

Signature of GM with seal

Enclosures:

1. Two passport size photograph
2. Self Attested Copy of the certificate proving age and qualification
3. Original medical fitness certificate with photo
4. Original police verification report with photo
5. Copy of Aadhar card
6. Copy of the first page of bank pass book