

Promotional initiatives

8. The Ministry of Tourism may consider, on being approached, one time Central Financial Assistance not exceeding Rs. 200 lakhs to a governmental institute, such as ITI, polytechnic institute, university, college owned by a government or a university, a public sector undertaking which offers course(s) specific to hospitality crafts (including management courses) or travel/tourism, for facilitating development of institutional infrastructure, subject to conditions that the Ministry may impose on case to case basis. Similarly, the Ministry may also consider, on being approached, one time CFA not exceeding Rs. 25 lakhs to a government school (including a Kendriya Vidyalaya) which offers hospitality/tourism course at +2 stage, to enable it to develop laboratory and acquire equipments necessary for and specific to the course. The assistance shall be subject to such conditions as the Ministry may impose on case to case basis. The assistance will broadly cover the following :

a) INDUSTRIAL TRAINING INSTITUTES

Recipient: Institutions planning to conduct hospitality programmes.

Amount: For expenditure on civil works, equipment, furniture and fixtures etc. **subject to a maximum of Rs. 2 crores.**

Courses to be conducted: One year and upto two years trade certificate (after class X) in;

- a. Food Production
- b. House keeping
- c. Front Office
- d. Food & Beverage Service
- e. Bakery & Confectionary

Group sizes: Theory: **50 Students** Practical: 25 Students
(At least two trades will be offered)

Civil works: Assistance limited upto Rs.100 lakhs

1. Minor alterations & modifications.
2. Improvement of Kitchen, Pantry and training restaurant flooring.
3. Improvement in wall surface (glazed tiles etc.) of kitchen and pantry.
4. Plumbing and electrical improvement work for kitchen, pantry and training restaurant.

Heavy & Small Equipment, Furniture & Fixtures etc. in; (Assistance limited upto Rs.150 lakhs)

1. Basic Training Kitchen
2. Advanced Training Kitchen / Pantry / Scullery
3. Quantity Food Kitchen & Pot Wash Area
4. Larder
5. Demonstration Kitchen
6. Basic Training Restaurant
7. Advanced Training Restaurant
8. Bar
9. Student Dining Hall & Scullery

10. General Stores

11. Front Office Lab
12. House Keeping Lab
13. Linen Room
14. Laundry
15. Demonstration Lab (House Keeping)
16. Bakery
17. Confectionery

Note: It is only an illustrative list and not exhaustive.

b) VOCATIONAL SCHOOLS

Recipient: +2 level Vocational stream schools planning to conduct hospitality programmes.

Amount: For expenditure on civil works, equipment, furniture and fixtures etc. **subject to a maximum of Rs. 25 lakhs.**

Courses to be conducted:

- a) Two year Vocational course in Food Production
- b) Two year Vocational course in Food & Beverage Service

Group sizes: Theory: 60 Students Practical: 30 Students

Civil works: Assistance limited to Rs. 5 lakhs

1. Minor alterations & modifications.
2. Improvement of Kitchen, Pantry and training restaurant flooring.
3. Improvement in wall surface (glazed tiles etc.) of kitchen and pantry.
4. Plumbing and electrical improvement work for kitchen, pantry and training restaurant.

Heavy & Small Equipment, Furniture & Fixtures etc. in; (Assistance 20 Lakhs)

1. Training Kitchen:
2. General Stores:
3. Basic Training Restaurant

Note: It is only an illustrative list and not exhaustive.

c) UNIVERSITIES & OTHER COLLEGES

Recipient: Institutions planning to conduct hospitality & travel tourism programmes.

Amount: For expenditure on civil works, equipment, furniture and fixtures etc. **subject to a maximum of Rs. 200 lakhs.**

Courses to be conducted after 10+2 stage:

- a) Three year diploma/degree in Hotel Management, Travel & Tourism
- b) One/Two year trade diploma in; atleast one of the following :
- c) Food Production
- d) House keeping
- e) Front Office
- f) Food & Beverage Service

g) Bakery & Confectionary

Group sizes: Theory: **40 Students** & Practical: 20 Students

Civil works: Assistance limited to 50 lakhs.

1. Minor alterations & modifications.
2. Improvement of Kitchen, Pantry and training restaurant flooring etc.
3. Improvement in wall surface (glazed tiles etc.) of kitchen and pantry.
4. Plumbing and electrical improvement work for kitchen, pantry and training restaurant.

Heavy & Small Equipment, Furniture & Fixtures etc. in; (Assistance 150 Lakhs)

1. Basic Training Kitchen
2. Advanced Training Kitchen / Pantry / Scullery
3. Quantity Food Kitchen & Pot Wash Area
4. Larder
5. Demonstration Kitchen
6. Basic Training Restaurant
7. Advanced Training Restaurant
8. Bar
9. Student Dining Hall & Scullery
10. General Stores
11. Front Office Lab
12. House Keeping Lab
13. Linen Room
14. Laundry
15. Demonstration Lab (House Keeping)
16. Bakery
17. Confectionery

Note: It is only an illustrative list and not exhaustive.

d) POLYTECHNICS & PSUs

Recipient: Institutions planning to conduct hospitality & travel tourism programmes.

Amount: For expenditure on civil works, equipment, furniture and fixtures etc. **subject to a maximum of Rs. 200 lakhs.**

Courses to be conducted after 10+2 stage:

- a. Three year diploma/degree in Hotel Management, Travel & Tourism
- b. One/Two year trade diploma in atleast one of the following ;;
- c. Food Production
- d. House keeping
- e. Front Office
- f. Food & Beverage Service
- g. Bakery & Confectionary

Group sizes: Theory: **40 Students** & Practical: 20 Students

Civil works: Assistance limited to 50 lakhs.

1. Minor alterations & modifications.
2. Improvement of Kitchen, Pantry and training restaurant flooring etc.
3. Improvement in wall surface (glazed tiles etc.) of kitchen and pantry.
4. Plumbing and electrical improvement work for kitchen, pantry and training restaurant.

Heavy & Small Equipment, Furniture & Fixtures etc. in; (Assistance 150 Lakhs)

1. Basic Training Kitchen
2. Advanced Training Kitchen / Pantry / Scullery
3. Quantity Food Kitchen & Pot Wash Area
4. Larder
5. Demonstration Kitchen
6. Basic Training Restaurant
7. Advanced Training Restaurant
8. Bar
9. Student Dining Hall & Scullery
10. General Stores
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Note: It is only an illustrative list and not exhaustive.

**Government of India
Ministry of Tourism
HRD DIVISION**

**TERMS & CONDITIONS FOR SANCTION OF CENTRAL FINANCIAL ASSISTANCE
TO I.T.I/SCHOOL/POLYTECHNIC/UNIVERSITY/COLLEGE**

Within the framework of the revised guidelines regulating the outflow of assistance under the Scheme of Financial Assistance to ITI/POLYTECHNIC INSTITUTE/ UNIVERSITY/ GOVT. COLLEGE/GOVT. SCHOOL/PSU, all proposals for release of Grants-in-Aid related to broad-basing of hospitality education through the aegis of these Institutions will be subject to the following standard terms & conditions which can, however, be added or altered on case-to-case basis, if considered necessary:

- i) Project proposals from institutes other than universities for starting hospitality/tourism courses must be routed through the respective State Govts. duly recommended with the following explicit commitment :-
 - a) That the State Govt. will meet the expenditure on the project over and above that sanctioned by the Ministry of Tourism; and
 - b) that it shall provide faculty for the start of the courses either on regular or on contract basis.
- ii) **Central Financial Assistance will be sanctioned only for starting new/additional hospitality and/or tourism courses in the Institute and not for works & equipments related to already ongoing/running hospitality or tourism courses.**
- iii) Assistance to only such University shall be considered for Central financial assistance which has been created either by the Act of State Legislature or of Parliament.
- iv) A University shall not be eligible for assistance from the MoT unless it proposes to introduce a 3-year degree course in hospitality or tourism & travel education.
- v) Only such Polytechnic Institutes which propose to offer a 3-year Diploma course in Hospitality Education shall be eligible for assistance from the Ministry of Tourism. However, there shall be no bar on conducting additional courses specific to hospitality education.
- vi) Assistance to ITI shall be available for starting new craft courses.
- vii) The assistance shall be released by the Ministry of Tourism in three installments of 50%, 40% and 10%.

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- viii) The first installment of 50% shall be released only after the estimates, both for the civil work and equipment, have been worked out. The NCHMCT shall be consulted in the process of firming up of the estimates. To ensure the reasonableness of the civil estimates, the estimates based on the rates of the CPWD/PWD/designated State agency/ Engineering Wing of the University (in the case of a University) alone will be accepted.
- ix) The second installment of 40% shall be released only after:-
 - a) The Utilisation Certificate in respect of the first installment is received;
 - b) There is an acceptable physical progress on the project; and
 - c) The institute has acquired / placed order for at least 50% of the equipment sanctioned or has completed the codal formalities in respect of equipment acquisition (to the extent of 50%) and short-listed the name of the supplier.
- x) The final installment of 10% shall be released after the institute has furnished a certificate showing 90% utilization of the funds released and has additionally acquired all the equipments sanctioned, has also in place 50% of the faculty approved (as per the NCHMCT's norms) and initiated the process incidental to admission for the sanctioned course.
- xi) The Institute shall complete the project within two years of the sanction of the project. It will also be a condition that the Institute shall start the sanctioned courses latest by that time.
- xii) The CPWD/PWD/designated State agency/Engineering Wing of the University (in the case of a University) shall be the executing agency for the project.
- xiii) Institutes proposing to start 3-Yrs. Degree/Diploma course in Hotel Management must possess at least 2200 Sq. Mtrs. (23,672 Sq. ft.) of dedicated space for Class rooms & Labs for the proposed course.
- xiv) The Central financial assistance will, under no circumstances, be utilized for meeting recurring and/or establishment expenditures.
- xv) The Project Proposal must provide explicit information on the points listed in the **ANNEXURE** to enable the Ministry of Tourism to process the request for central financial assistance.

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Ministry of Tourism
HRD DIVISION**

Proposals from I.T.I/GOVT. SCHOOL/POLYTECHNIC/UNIVERSITY/ COLLEGES for Central Financial Assistance must contain a detailed write-up providing information on the following aspects for examination by the Ministry of Tourism:-

- 1. In case of a University, please indicate whether the University was created either by the Act of State Legislature or of Parliament.**
- 2. Details of courses being currently conducted by the Institute.**
- 3. Physical Infrastructure details of the Existing Institute (Please provide details of the land available, No. of classrooms, Labs, Library facilities etc. already available)**
- 4. Details of Courses proposed to be started with Central Financial Assistance along with the duration thereof. Please provide information on the following related points :-**
 - (a) Whether proposal approved by the University Administration.
 - (b) Yearly intake of students in each course.
 - (c) Whether Faculty available for the proposed course OR whether necessary faculty positions would be created. What will be the staff structure?
 - (d) Whether University Administration. has formally committed to meet the recurring expenditure i/c Salaries?
 - (e) Whether the course will start from the ensuing academic session?
 - (f) If Degree Courses proposed, will be the course content thereof follow the syllabus prescribed by NCHMCT.
 - (g) Who will be the Affiliating Body for the Degree Courses proposed?
 - (h) If Diploma Courses proposed, will be the course content thereof follow the syllabus prescribed by NCHMCT.
 - (i) Who will be the Affiliating Body the Diploma Courses proposed?
 - (j) FEE structure for various courses.
 - (k) Level of Travel & Tourism courses, if proposed.
- 5. Details of the proposed Site for running the courses (Area Details for each class, Lab etc. to be provided. Please see condition no.XI of the terms & conditions)**

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6. Details of Civil Works proposed :

- (a) Whether Construction work estimates prepared?
- (b) Whether prepared on the basis of CPWD/PWD Schedule of rates?
- (c) Who will be the executing agency for the Construction works?
- (d) Total Plinth Area (in Sq.ft.) proposed for addition/alteration.
- (e) Break-up of Expenditure to be incurred on Construction.
- (f) Timeline for completion of the Construction work.

**7. Details of the Machinery & Equipments along with cost of each item.
(Please ensure that the list of Machinery & Equipments corresponds exactly to the courses proposed)**

8. Source of funding to meet the expenditure over and above the Central Financial Assistance.

9. Does the Institute propose to apply/Has the Institute applied for/obtained grants for this purpose from any other authority of the Govt. of India.
