



QUALIFICATION FILE

Revenue Manager

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☒ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 5.5

Submitted By:

Tourism and Hospitality Skill Council

#1216-1220, 12th Floor, Naurang House, Kasturba Gandhi Marg, Connaught Place

New Delhi – 110001, Landline # 011-41608056/8057 Ext.1102

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Section 1: Basic Details

1.	Qualification Name	Revenue Manager																			
2.	Sector/s	Tourism & Hospitality																			
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> 2022/TH/THSC/05469 & v2.0	Qualification Name of existing/previous version: Revenue Manager																		
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>																				
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-5.5-TH-02016-2024-V1-THSC	6. NCrF/NSQF Level: 5.5																		
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																			
8.	Brief Description of the Qualification	The individual at work develops pricing strategies and forecasts the revenue for hotels and other lodging establishments while working closely with sales teams, reception desk employees and the hotel senior management in areas of promotion, business planning and reservation costs.																			
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Completed UG in relevant field</td> <td>3 years relevant experience</td> </tr> <tr> <td>2.</td> <td>Completed 2 year diploma in relevant field after 12th</td> <td>4 years relevant experience</td> </tr> <tr> <td>3.</td> <td>12th Grade pass</td> <td>6 years relevant experience</td> </tr> <tr> <td>4.</td> <td>Previous relevant Qualification of NSQF Level 5</td> <td>1.5 years relevant experience</td> </tr> <tr> <td>5.</td> <td>Previous relevant Qualification of NSQF Level 4.5</td> <td>3 years relevant experience</td> </tr> </tbody> </table> b. Age- 26 years		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	Completed UG in relevant field	3 years relevant experience	2.	Completed 2 year diploma in relevant field after 12th	4 years relevant experience	3.	12th Grade pass	6 years relevant experience	4.	Previous relevant Qualification of NSQF Level 5	1.5 years relevant experience	5.	Previous relevant Qualification of NSQF Level 4.5	3 years relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																			
1.	Completed UG in relevant field	3 years relevant experience																			
2.	Completed 2 year diploma in relevant field after 12th	4 years relevant experience																			
3.	12th Grade pass	6 years relevant experience																			
4.	Previous relevant Qualification of NSQF Level 5	1.5 years relevant experience																			
5.	Previous relevant Qualification of NSQF Level 4.5	3 years relevant experience																			
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	22	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable):</i> II																		
12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																			

13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended <table border="1" data-bbox="882 172 1765 339"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td></td> <td>275:00</td> <td>180:00</td> <td>455:00</td> </tr> <tr> <td>Online</td> <td>205:00</td> <td></td> <td></td> <td>205:00</td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>			Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	Total (Hours)	Classroom (offline)		275:00	180:00	455:00	Online	205:00			205:00
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	Total (Hours)															
Classroom (offline)		275:00	180:00	455:00															
Online	205:00			205:00															
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/ 1324.0500, 2412.0200																	
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Front Office manager																	
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																	
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																	
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If “Yes”, specify applicable type of Disability:																	
19.	How Participation of Women will be Encouraged	The inclusion of women in the workplace is important as there is an increase in the number of educated women. Despite progress in some areas, women still face significant challenges and barriers to their full participation in the workforce. This can be addressed by formulating policy measures on skilling, job creation and support services. To increase the proportion of women in the workforce, various support measures like childcare facilities, close proximity to the workplace, safe transportation, gender acceleration plans and return to work (allowing women to re-join the workforce after motherhood) should be provided. Organisations should provide flexible work arrangements like part-time or remote work options. This not only helps the organisation to retain talented women employees, but it also helps women to balance work and family responsibilities.																	
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No THC/N9907.Monitor and maintain health, hygiene and safety at workplace																	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																	
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Dr. Sunita Badhwar Email: sunita.badhwar@thsc.in Contact No.: 011-41608056/8057 Ext.1102 Website: www.thsc.in																	
23.	Final Approval Date by NSQC: 31/01/2024	24. Validity Duration: 3 years	25. Next Review Date- 31/01/2027																

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory **Training Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Conduct Research and Formulate Strategies	THC/N0134 & v4.0	Core	5.5	7	60:00	90:00	60:00	0	210:00	40	40	0	20	100	30
2.	Manage Revenue and the Team NOS	THC/N0135 & v4.0	Core	5.5	9	60:00	90:00	120:00	0	270:00	40	40	0	20	100	40
3.	Ensure Effective Communication and Service Standard at Work Place	THC/N9902 & v2.0	Non-Core	5.5	1	15:00	15:00	0:00	0	30:00	40	40	0	20	100	5
4.	Ensure to Maintain Organizational Confidentiality and Guest's Privacy	THC/N9910 & v4.0	Non-Core	5.5	1	15:00	15:00	0:00	0	30:00	10	5	0	5	20	10
5.	Monitor and Maintain Health, Hygiene and Safety at Workplace	THC/N9907 & v2.0	Non-Core	5.5	1	15:00	15:00	0:00	0	30:00	30	35	0	15	80	10
6.	Employability Skills (90 Hours)	DGT/VSQ/N0103 & v1.0	Non-Core	5	3	40:00	50:00	0:00	0	90:00	20	30	0	0	50	5
Duration (in Hours) / Total Marks					22	205:00	275:00	180:00	0	660:00	180	190	0	80	450	100

Assessment - Minimum Qualifying PercentagePlease specify **any one** of the following:**Minimum Pass Percentage – Aggregate at qualification level: 70 %** (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)**Minimum Pass Percentage – NOS/Module-wise: __** (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)**Section 3: Training Related**

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma / Degree / Postgraduate in Hotel/ Hospitality / QSR with 5 years' experience in the industry and 1 year as a trainer
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	NA
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma / Degree / Postgraduate in Hotel/ Hospitality / QSR with 5 years' experience in the industry
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
4.	Assessment Mode (Specify the assessment mode)	Blended
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 120
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: No If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	<i>Attached</i>
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Attached</i>
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Attached</i>
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	<i>Attached</i>
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	<i>Attached</i>
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	<i>Attached</i>
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	<i>Attached</i>
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	<i>Attached</i>
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	<i>Attached</i>
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	<i>Attached</i>
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	<i>Attached</i>
12.	Any other document you wish to submit:	-

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	Advanced multidisciplinary and specialized knowledge <ul style="list-style-type: none"> Statistical analysis techniques Trend analysis procedures Competition analysis techniques Revenue management principles Strategic and differential pricing strategies Importance of price in 4Ps of the marketing mix Role of supply & demand, cost, and value in pricing Revenue optimization process Legal and ethical aspects of revenue management Demand forecasting techniques Market segmentation and analysis Price management techniques Marketing channel management procedures Market share analysis How to measure revenue change Evaluation procedure for revenue-generating efficiency Keys to building a better business Process to create promotional campaigns Critical analysis techniques of strategies and demand factors Budget preparation process Principles of financial management and accounting Ways to increase revenue Revenue and expenditure analysis techniques Revenue maintenance standards 	<ul style="list-style-type: none"> A Revenue Manager should be well acquainted with the facts, principles, processes and general concepts of statistical analysis, revenue management principles, 4Ps, budget principles etc. Hence Level 5.5 	5.5

	<ul style="list-style-type: none"> • Maintenance procedures of distribution channels • Impact analysis techniques • Maintenance procedures of revenue management systems • Ways to delegate tasks to the team members • Effective ways to debrief the team • Procedure to conduct team meetings, orientations, and training • Employee performance parameters • Ways to give constructive feedback • Team management techniques • Conflict management strategies • Organizational policies on behavioural etiquette and professionalism • Organizational policies on gender sensitive service practices at workplace • Organizational reporting and hierarchy structure • Documentation policy and procedures of the organization • Service quality standards as per organizational policies • Complaint handling policy and procedures • SOP on personal hygiene • Procedure of giving and receiving feedback positively • Specific requirements of different age-groups of guests • Age and gender specific etiquette • Organizational policy with regards to Persons with disability • Significance of professional etiquette and behaviour • Basics of IPR Laws, Trademark Laws, Patent Laws, etc. in the country, and penalties associated with them • Organisation's policies on intellectual property rights and confidential information 		
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	<ul style="list-style-type: none"> • Organisation's product, service or design patents • How Intellectual property protection is important for competitiveness of an organisation • Guidelines for crafting effective SOPs regarding IPR • Procedure for disposal of confidential documents • Confidential data protection methods • Organizational policies on safety procedures at workplace • Procedure to maintain cleanliness standards at workplace • Compliance norms for established health and hygiene procedures at workplace • Importance of preventive health check-up and healthy living • Purpose and usage of PPE such as gloves, protective goggles, masks, etc. • Basic first aid procedures • Methods to minimize accidental risks • The significance of safe handling of chemicals, acids, etc. for cleaning • Instructions for operating and handling equipment as per standard • Emergency procedures to be followed in case of a mishappening such as fire accidents, etc 		
Professional and Technical Skills/ Expertise/ Professional Knowledge	Advanced Technical and Managerial Skills <ul style="list-style-type: none"> • Read and interpret financial information • Analyze revenue management policies • Resolve staff conflicts • Fill up documentation pertaining to job requirement • Spot and report potential areas of disruption to work process proactively • Improve work processes by incorporating guest feedback 	<ul style="list-style-type: none"> • A Revenue Manager must have social and political understanding, and some skill of collecting and organising information for various types of analysis, mathematical skills to handle budget and communication skills to effectively manage revenue of the hotel. • Hence Level 5.5 	5.5

	<ul style="list-style-type: none"> • Motivate self and colleagues to work effectively • Read and follow IPR and related information documents • Identify measures that can prevent potential infringements within the team • Evaluate organisation policies and procedures and assess its robustness to prevent IPR infringements • Analyse the impact of IPR infringement on the guests and the organization • Communicate effectively with the sales team, senior management and guests • Read job sheets, organization policy documents, information displayed at the workplace and comments received from the supervisor or guest • Interact with team members to work efficiently • Read and follow IPR and related information documents • Manage communication regarding IPR infringement, prevention, and management • Fill in relevant forms, formats and checklist accurately • Communicate effectively with visitors, co-workers and supervisors • Analyze importance of personal hygiene • Analyze the impact of not adhering to the health and safety procedures 		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Leadership, effective resource management <ul style="list-style-type: none"> • Read and write different types of documents/instructions/correspondence • Communicate effectively using appropriate language in formal and informal settings 	<ul style="list-style-type: none"> • A Revenue Manager should have good oral and written communication skills, advanced literacy and numeracy skills, organisation and time management skills, good understanding of social, political and work environment, etc. 	5.5

	<ul style="list-style-type: none"> • Behave politely and appropriately with all • How to work in a virtual mode • Perform calculations efficiently • Solve problems effectively • Pay attention to details • Manage time efficiently • Maintain hygiene and sanitization to avoid infection • Communicate effectively with the sales team, senior management and guests • Read job sheets, organization policy documents, information displayed at the workplace and comments received from the supervisor or guest • Interact with team members to work efficiently • Read and follow IPR and related information documents • Manage communication regarding IPR infringement, prevention, and management • Fill in relevant forms, formats and checklist accurately • Communicate effectively with visitors, co-workers and supervisors • Analyze importance of personal hygiene • Analyze the impact of not adhering to the health and safety procedures 		
Broad Learning Outcomes/Core Skill	Judgement in complex problems <ul style="list-style-type: none"> • Conduct research and formulate strategies • Manage revenue and the team • Ensure effective communication and service standards at workplace • Ensure to maintain organisational confidentiality and guest's privacy • Monitor and maintain health, hygiene and safety at workplace. 	<ul style="list-style-type: none"> • A Revenue Manager develops pricing strategy, undertake market and client research and manage the revenue which requires wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices. • Hence Level 5.5 	5.5

Responsibility	Vertical/ Business unit management –Manager or Senior Manager <ul style="list-style-type: none"> Analyze facts and figures to formulate strategies Conduct competitor analysis Create and implement pricing strategies Manage hotel revenue Handle revenue management team Promote effective communication Maintain professional etiquette Ensure rendering of specific services as per the guests' requirements Maintain organisational confidentiality Maintain guests' privacy Ensure personal and workplace hygiene Maintain safe and secure working environment Follow effective waste management and recycling practices at workplace 	<ul style="list-style-type: none"> A Revenue Manager is responsible for analyzing facts and figures to formulate strategies, implementing pricing strategy and managing hotel revenue as per the organizational standards. The individual is responsible for output of group and their development. Hence Level 5.5 	5.5
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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Sample list of special events	Standard	01
2.	Marketing channel	Standard	01
3.	Sample pricing strategies	Standard	01
4.	Financial policies	Standard	01
5.	Regulations and revenue recognition strategies	Standard	01
6.	Sample budget	Standard	01
7.	Revenue reports	Standard	01
8.	Financial statements	Standard	01
9.	Distribution channels	Standard	01
10.	Sample work plan	Standard	01
11.	Training schedule	Standard	01
12.	Training plan for new hiring	Standard	01
13.	Succession plan	Standard	01
14.	Sample of escalation matrix	Standard	01
15.	Organisation structure	Standard	01
16.	Handouts of IPR guidelines and regulations	Standard	01
17.	Personal Protection Equipment: Safety glasses, Head protection, Rubber gloves, Safety footwear, Warning signs and tapes, Fire extinguisher, First aid kit	Standard	01
18.	Standard Operating Procedures	Standard	01
19.	Sample reports	Standard	01

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Flip Chart
3. Duster
4. Projector
5. Projector screen
6. Computer/ Laptop with charger
7. Power Point Presentation
8. Laptop External Speakers
9. Training kit (Trainer guide, Presentations)
10. Participant Handbook and Related Standard Operating Procedures
11. Markers
12. Chalk

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Barbeque Nation	Jayanta Soha	Sr. Manger HR	Barbeque Nation Hospitality Limited,601 Doddakannalli Village, Varthur Hobli,. Sarjapur Road, Bengaluru – 560035	9330430689	Jayanta.s@barbequenation.com	-
2.	Best Western	Amit Sharma	Corp. Training Manager	Bestwestern India,Jasola , New Delhi	8377833382	Amit.shama@bhindia.in	-
3.	Bikaji Foods International	Vineet Manocha	President-Culinary	Bikaji Foods International Ltd , Karni Industrial Area,Bikaner 334001	7738930777	Vineetmanocha@hotmailcom	
4.	Bottle lab technologies pvt ltd	Jyoti Dhaundiyal	City Head (Operations)	HTC aspire, 4th Floor (401) No. 19, Ali Askar Road, Bangalore, Karnataka - 560052	9634678540	jyoti.dhaundiyal@thesmartq.com	
5.	Devyani International Limited	Kirti Bhushan	Associate General Manager	F-2/7, Okhla Industrial Area Phase - 1, New Delhi, 110020	7738074059	kirti.bhushan@dil-rjcorp.c	
6.	The Fern Residency	Avani Kulshreshtha	Human Resources	The Fern Residency, Noida Link Road Sec 100, Hazipur Secto104 Noida, Uttar Pradesh 20130	8929079713	hr.fr.noida@fernhotels.com	
7.	Holiday Inn	Mukesh Kumar	Director-Human Resource	Asset Area 12 Hospitality District, Aerocity, New Delhi, Delhi 110037	8826996447	Mukesh.kumar1@ihg.com	
8.	Hotel CK Internatinal	Hoshiar Singh	General Manager		9805091617	gm@hoteckinternational	
9.	Hotel KC Cross Roads Panchula	Ravi Chauhan	FOM	Hotel KC Cross Roads Panchula Site No.1 Sector 10. Opp Bus Stand Panchkula-134113	7573415785	reservation.kchotelsandre sort.com	

10.	HPDC-Hotel Peterof , Chaura Maidan	NandLal Sharma	Dy. Genral Manager	HPDC-Hotel Peterof , Chaura Maidan- Near All India Radio , Shimla -171004	9818455077	chefnandlal@gmail.com	
11.	IHHR Hospitlity	N Satish Mohan	AGM Operations and Audit	Plot 9 D Block, Samalka, New Delhi, Delhi 110037	9891834909	Satish.mohan@ihhrhospit ality.in	
12.	LiteBite Foods Pvt.Ltd.	Supreet Kaur	HR Manager	LiteBite Foods Pvt.Ltd. 317 Udyog Vihar Phase IV	8130595480	Supreet.kaur@LBF.co.in	
13.	Mc Donalds	Achyut Vats	Shift Manager	Mc Donalds Crown Interior Mall,Faridabad 121003	8252931845	Achyut.vats@gmai.com	
14.	Orange Tiger Hospitality	Bharat Alagh	VP Operations and Culinary	Orange Tiger Hospitality Pvt Ltd.	9811118705	Bharat.alagh@othpl.com	
15.	PSIL	Dharmendra Patil		Property Solutions (India) Pvt. Ltd. Unit no 11,Ground floor, Kalpataru Square, Off. Andheri Kurla Road, KondivitaLane, Andheri (E), Mumbai 400059.	9898049090	dharmendra.patil@psipl.c o.in	
16.	Ritz Hotel	Piyush Kapoor	General Manager	Raja Motels Pvt Ltd , 45 , the Mall, Amritsar	9872855208	info@ritzhotel.in	
17.	Royal; Caribbean Cruise Lines	Jai Kumar	Executive Chef	Royal; Caribbean Cruise Lines 1050 Miami Florida	9873461253	jaikumarbhasin@yahoo.c om	
18.	Serene Suites	Aman Mahajan	Managing Partner	-	9816466999	Serensuites@gmail.com	
19.	Shilton Hotels	Santosh Kr. G	Assistant General Manager	Shilton Hospitality LLP, Office 2, Ulsoor Road, Bangalore	9972471542	santhoshkumar@shiltonh ospitality.com	
20.	The Grand Hotel, ND	Sudershan Singh Bhandari	Executive Chef	The Grand New Delhi, Nelson Mandela Road, Vasant Kunj. New Delhi.	9810911114	ld:ssb.ssb@outlook.com	
21.	Hotel Twin Tower	Ramesh Dogra	General Manager - Sales	Hotel Twin Tower New Kufri, Shimla	9816325865	sales@hoteltwintowers.com	

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023-2024	110	110	11	11	NA	NA
2024-2025	121	121	12	12	NA	NA
2024-2025	133	133	14	14	NA	NA

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
v2.0		154	141	127	NA	NA	NA	NA	NA	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. Govt. funded STT
2. Industry funded STT

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:**Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:**

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> • Books/ e-books • Presentations • Reference Material • Audio / Video Modules 	
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> • Self-Learning Videos • Broadcasts • Mobile Learning 	
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> • Video Content • E-Resource library • AR/ VR/ XR 	
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> • Training tools (tools list attached) • Video Play • Presentations 	
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> • Online Question Bank • Mobile Quick test app • MCQ based tests 	
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	<ul style="list-style-type: none"> • Assessment engine for Essays • Up-loadable file examinations • Mock test sessions 	
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	<ul style="list-style-type: none"> • Online tests • Offline assessments 	

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
THC/N0134: Conduct research and formulate strategies	<i>Analyze facts and figures to formulate strategies</i>	10	10	0	5
	PC1. coordinate with front desk personnel to track guest trends and reservations	-	-	-	-
	PC2. conduct analysis of citywide and special events	-	-	-	-
	PC3. analyze trends in group inventories & rates to include occupancy, goals, product line, and strategic sales goals	-	-	-	-
	PC4. examine and monitor marketing channels and other account production	-	-	-	-
	PC5. analyze economic trends to determine the demand for hotel reservations based on tourism and business travel	-	-	-	-
	<i>Conduct competitor analyses</i>	10	10	0	5
	PC6. evaluate the prices of the competitor periodically to determine competitive prices to ensure increased reservations and more revenue	-	-	-	-
	PC7. monitor competitors closely for the shift in demand and strategy	-	-	-	-
	PC8. monitor and analyze the competition weekly through the internet, news reports, etc. to identify emerging trends	-	-	-	-
	PC9. identify the business mix of the competitors to better understand which hotels are similar to their own business and also to identify where potential advantages may exist	-	-	-	-
	<i>Create and implement pricing strategies</i>	20	20	0	10
	PC10. identify new revenue opportunities through market analysis	-	-	-	-
	PC11. forecast future demand and pricing trends	-	-	-	-
	PC12. forecast monthly revenue and identify and communicate revenue opportunities to management	-	-	-	-
	PC13. develop pricing strategies, including building rates for rooms and packages and determining discounts and special rates	-	-	-	-
	PC14. set room rates and other prices in order to keep the hotel pricing competitive and earn revenue	-	-	-	-
	PC15. develop and enforce organizational financial policies and regulations	-	-	-	-
	PC16. develop revenue recognition strategies to maximize the organization's revenue	-	-	-	-
	PC17. implement revenue management operations, procedures, and best practices to maximize demand generators	-	-	-	-
	PC18. review and recommend improvements to existing revenue management functions	-	-	-	-
	PC19. develop internal controls to support revenue management activities	-	-	-	-
	PC20. establish appropriate goals and benchmarks in order to effectively measure revenue performance	-	-	-	-

	PC21. implement tools to automate and streamline consultations as well as document action plans	-	-	-	-
	PC22. explore and provide variations in the market mix which would stimulate additional revenue without increasing costs	-	-	-	-
	PC23. assist senior management in creating promotional campaigns in order to generate business	-	-	-	-
	PC24. provide financial expertise to management for revenue improvements	-	-	-	-
	PC25. foster a culture of revenue management throughout all departments of the hotel	-	-	-	-
	PC26. develop and implement innovative marketing strategies focused on attracting guests from different key segments	-	-	-	-
	PC27. provide critical analysis of strategies, room's statistics, and demand factors	-	-	-	-
	PC28. develop targeted propositions across the hotel's website, distribution channels, e- marketing, and offline channels	-	-	-	-
	Total Marks	40	40	-	20
THC/N0135: Manage revenue and the team	<i>Manage hotel revenue</i>	20	20	0	10
	PC1. assist senior management in budget preparation and expense control activities	-	-	-	-
	PC2. determine the hotel's revenue after expenditures using the accounting processes	-	-	-	-
	PC3. generate revenue reports and financial statements	-	-	-	-
	PC4. analyze financial statements and determine monthly revenues and expenses	-	-	-	-
	PC5. report financial information to general managers periodically	-	-	-	-
	PC6. make suggestions for increasing revenue through changes in pricing and efforts in generating more business	-	-	-	-
	PC7. assist the management in revenue accounting and closing processes on a monthly, quarterly, and annual basis	-	-	-	-
	PC8. identify and resolve revenue-related issues promptly	-	-	-	-
	PC9. ensure the maintenance of revenue management standards	-	-	-	-
	PC10. review and measure hotel revenue performance against established goals	-	-	-	-
	PC11. ensure overall development and implementation of rate and occupancy	-	-	-	-
	PC12. coordinate with each department to develop property-specific strategies to ensure positive growth	-	-	-	-
	PC13. ensure that all major channels of distribution like the Internet, GDS, CRO, Wholesale effectively support the hotel and maintain rate parity	-	-	-	-
	PC14. provide management with qualified analysis of how each booking will impact occupancy, average rate, and rooms profit over the dates in question	-	-	-	-
	PC15. work on all revenue management projects as requested e.g., implementing formal end of the month reporting process, providing roll-up reporting for corporate users and the brand team, etc.	-	-	-	-

	PC16. manage the digital presence of the hotel	-	-	-	-
	PC17. analyze and determine whether the hotel is effectively marketing itself across electronic distribution channels	-	-	-	-
	PC18. ensure that all room statistics reports, including the financial statement, and any other related reports are accurate and consistent	-	-	-	-
	PC19. ensure that all revenue management related systems are maintained like Opera/Fidelio/Protel, etc.	-	-	-	-
	<i>Handle revenue management team</i>	20	20	0	10
	PC20. assess the resource requirement for the revenue management team	-	-	-	-
	PC21. set clear team goals and targets	-	-	-	-
	PC22. delegate tasks to the team members and set deadlines	-	-	-	-
	PC23. organize regular meeting with the team to get feedback, update, and maintaining a good relationship with the team members	-	-	-	-
	PC24. Manage orientation of new hires and training programs for the existing employees to train them on revenue management process of the organization	-	-	-	-
	PC25. prepare training materials and training schedules for the team members	-	-	-	-
	PC26. complete and administer employee performance appraisals	-	-	-	-
	PC27. analyze and resolve conflicts in the team, in a timely and accurate manner	-	-	-	-
	PC28. implement new initiatives to improve the performance of the team	-	-	-	-
	PC29. ensure that team members follow standard procedures at all times	-	-	-	-
	Total Marks	40	40	0	20
THC/N9902: Ensure effective communication and service standards at workplace	<i>Promote effective communication</i>	20	20	0	10
	PC1. greet the guests promptly and appropriately as per organization's procedure	-	-	-	-
	PC2. communicate with the guests in a polite and professional manner	-	-	-	-
	PC3. build effective yet impersonal relationship with guests	-	-	-	-
	PC4. identify guests' dissatisfactions and address complaints effectively	-	-	-	-
	PC5. inform guests of any issue/problem well in advance	-	-	-	-
	PC6. seek feedback from the guests and incorporate them to improve the guest experience	-	-	-	-
	PC7. ensure essential information is passed on in a timely manner	-	-	-	-
	PC8. ensure team members to maintain etiquette while interacting with each other	-	-	-	-
	PC9. ensure the team members provide feedback to their peers	-	-	-	-
	<i>Maintain professional etiquette</i>	10	10	0	5
	PC10. ensure self and team members report to work on time	-	-	-	-
	PC11. use the guests' names as many times as possible during the conversation with proper salutation	-	-	-	-
	PC12. maintain personal integrity & ethical behaviour	-	-	-	-
	PC13. make sure personal hygiene is maintained by self and others at all times	-	-	-	-

	PC14. ensure self and team members adhere to the dress code as per organizational policy	-	-	-	-
	PC15. respect privacy of others at the workplace	-	-	-	-
	<i>Ensure rendering of specific services as per the guests' requirements</i>	10	10	0	5
	PC16. provide assistance to Persons with Disability, if asked	-	-	-	-
	PC17. ensure self and team members comply to the organizational policies towards Persons with Disability	-	-	-	-
	PC18. make sure gender and age sensitive service practices are followed at all times	-	-	-	-
	PC19. ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members	-	-	-	-
	PC20. support PwD team members in overcoming any challenges faced at work	-	-	-	-
	PC21. make sure the workplace is accessible for the Persons with Disability	-	-	-	-
	Total Marks	40	40	0	20
THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy	<i>Maintain organisational confidentiality</i>	6	3	0	3
	PC1. prevent leak of new plans and designs to competitors	-	-	-	-
	PC2. ensure protection of employee information	-	-	-	-
	PC3. prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.	-	-	-	-
	PC4. take immediate and appropriate action in case of any IPR violation	-	-	-	-
	PC5. make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor	-	-	-	-
	PC6. protect sensitive data with strong passwords and change passwords on a regular basis	-	-	-	-
	PC7. ensure policies around confidential information are followed by all staff members	-	-	-	-
	<i>Maintain guests' privacy</i>	4	2	0	2
	PC8. ensure the team refrains from infringing upon guest's professional deals and plans	-	-	-	-
	PC9. make sure guest's personal information and financial data is protected all times	-	-	-	-
	PC10. ensure proper disposal of guest's information like booking details, credit card slips etc.	-	-	-	-
	Total Marks	10	5	0	5
	<i>Ensure personal and workplace hygiene</i>	15	15	0	5
THC/N9907: Monitor and maintain health, hygiene and safety at workplace	PC1. ensure that self and team's work area is clean and tidy	-	-	-	-
	PC2. ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members	-	-	-	-
	PC3. monitor sanitization of all tools, equipment and machine touch-points at regular intervals	-	-	-	-
	PC4. ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule	-	-	-	-

	PC5. maintain personal hygiene and ensure the team members do the same	-	-	-	-
	PC6. report to the concerned authority in case any co-worker is unwell	-	-	-	-
	PC7. report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell	-	-	-	-
	<i>Maintain safe and secure working environment</i>	10	10	0	5
	PC8. ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times	-	-	-	-
	PC9. make sure first aid procedures are followed appropriately	-	-	-	-
	PC10. identify hazards at the workplace and report to the concerned person in time	-	-	-	-
	<i>Follow effective waste management and recycling practices at workplace</i>	5	10	0	5
	PC11. identify and segregate recyclable, non-recyclable and hazardous waste at workplace	-	-	-	-
	PC12. segregate waste into different coloured dustbins	-	-	-	-
	PC13. handle waste as per SOP	-	-	-	-
	PC14. recycle waste wherever applicable	-	-	-	-
	PC15. dispose of PPEs in a plastic bag, sealed and labelled as infectious waste	-	-	-	-
	Total Marks	30	35	0	15
DGT/VSQ/N0103: Employability Skills (90 Hours)	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
	PC2. identify and explore learning and employability relevant portals	-	-	-	-
	PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
	<i>Constitutional values – Citizenship</i>	1	1	-	-
	PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. for personal growth and the nation's progress	-	-	-	-
	PC5. follow environmentally sustainable practices	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
	PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC7. practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
	<i>Basic English Skills</i>	3	4	-	-
	PC9. use English as a medium of formal and informal communication while dealing with topics of everyday conversation in different contexts	-	-	-	-
	PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-

PC11. write short messages, notes, letters, e-mailsetc., using accurate English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at the workplace in accordance with the POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-

	PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	<i>Customer Service</i>	1	2	-	-
	PC33. identify different types of customers	-	-	-	-
	PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
	PC35. use appropriate tools to collect customer feedback	-	-	-	-
	PC36. follow appropriate hygiene and grooming standards	-	-	-	-
	<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
	PC37. create a professional Curriculum vitae(Résumé)	-	-	-	-
	PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange,recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC39. apply to identified job openings using offline/online methods as per requirement	-	-	-	-
	PC40. answer questions politely, with clarity andconfidence, during recruitment and selection	-	-	-	-
	PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	Total Marks	20	30	-	-
Grand Total		180	190	-	80

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Revenue Manager) will be assessed separately.
2. The candidate must score 70% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
FSSAI	Food Safety and Standards Authority of India
HACCP	Hazard Analysis and Critical Control Points
OH&S	Occupational Health and Safety
PPE	Personal Protective Equipment
IPR	Intellectual Property Rights
ISO	The International Organization for Standardization

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above.