



**MASTER PROSPECTUS - DIPLOMA IN HOTEL & TOURISM – Online / Hybrid**

**Metro Institute of Culinary Arts Program in Collaboration with NCVTE**

**Program Title:** *DIPLOMA IN HOTEL & TOURISM – Online / Hybrid*

**Duration:** 8 months (62 sessions) + 4 months Industrial Training

**Delivery:** Live online theory/demo + at-home practical's + optional in-kitchen practical's (Mumbai)

**Final Assessment:** 2 written papers + 1 practical viva

**Certification:** *DIPLOMA IN HOTEL & TOURISM – Online / Hybrid*

**Program Overview**

Feature	Details
Total duration	12 months (9 months coursework + 3 months industrial training)
Online sessions	72 (36 theory/demo + 36 guided practical cook-alongs)
In-kitchen / Housekeeping / F&B Service practicals (Mumbai – optional extra)	12 hands-on sessions (1 per month) at our training center
Industrial training	3 months (minimum 300 hours) at partner hotels/restaurants
Batch size	25 students max per instructor
Eligibility	10+2 (any stream) Working professionals can also apply
Language	English (Hindi/Marathi support for practical's)





## 2. Government Certification – NCVTE

**NCEVTE** (National Council for Vocational Education and Training) is a recognized body under the Ministry of Skill Development & Entrepreneurship, Government of India.

- ✓ Certificate valid for all hospitality , cruise, hotels, resort and **government jobs**, and **further higher education** (through lateral entry / credit transfer where applicable)
- ✓ Mentioned on **NCVTE's national portal** (verifiable)
- ✓ Joint logo of **MICA + NCVTE** on certificate

*Course aligned to NCVTE's National Occupational Standards (NOS) for Hospitality & Tourism*

## 3. Detailed Curriculum (1 Year – 12 Months)

### Month 1–2: Foundation in Hospitality Operations

Subject	Hours	Topics
<b>Front Office Management – I</b>	35	Guest cycle, reservation, check-in/out, phone etiquette, ID proof handling (Aadhaar/PAN), PMS software basics
<b>Housekeeping Management – I</b>	35	Cleaning agents, bed making, room layout, linen management, lost & found, pest control
<b>Communication &amp; Grooming</b>	25	English for hospitality, Hindi for guest handling, body language, personal hygiene, uniform standards

### Month 3–4: Food & Beverage Operations

Subject	Hours	Topics
<b>F&amp;B Service Management</b>	40	Types of service (À la carte, buffet, room service, thali service), cutlery/crockery, order taking, billing
<b>F&amp;B Production Basics</b>	40	Indian kitchen hierarchy, basic cooking methods (tadka, steaming, sauté), kitchen safety, FSSAI principles
<b>Menu Engineering &amp; Costing</b>	15	Menu psychology, food cost calculation, portion control, pricing strategies for hotels/restaurants

### Month 5–6: Travel, Tourism & Events

Subject	Hours	Topics
<b>Travel &amp; Tourism Management</b>	40	Domestic tour packaging (IRCTC, pilgrimage, leisure), itinerary planning, GDS basics (Amadeus), visa documentation
<b>Banquets &amp; Events Management</b>	35	Wedding planning (budget to luxury), banquet layouts, vendor management, event SOPs, theme design
<b>Catering Management</b>	20	Off-site catering, bulk cooking logistics, tiffin service business, wedding buffet operations



### Month 7–8: Advanced & Supervisory Skills

Subject	Hours	Topics
Housekeeping Management – II	35	Laundry operations (on-site/contract), inventory control, room inspection checklists, budgeting
Front Office Management – II	35	Yield management, handling complaints, night audit, guest history, upselling
Hospitality Accounting & Cost Control	15	Billing formats (GST invoices), POS systems, budgeting for small hotels, wastage control
Human Resources in Hospitality	10	Rostering, recruitment basics, labour laws (gratuity, PF, ESIC), team motivation

### Month 9–10: Digital & Sustainable Skills

Subject	Hours	Topics
Digital Marketing for Hotels	10	<a href="#">Google My Business</a> , <a href="#">OTA management (MakeMyTrip, Goibibo, Booking.com)</a> , <a href="#">review handling</a> , <a href="#">WhatsApp for business</a>
Revenue Management & Analytics	10	Dynamic pricing, occupancy forecasting, channel management
Sustainable Tourism & Eco-Hotels	10	Swachh Bharat in hotels, waste segregation, water conservation, eco-certifications

### Month 11–12: Internship + Capstone Project (4 Months)

Activity	Duration	Details
Internship	4 months (parallel to Month 9–12)	Full-time placement in a hotel/resort/event company. MICA provides offer letter, logbook, mentor visits.
Capstone Project	Last 60 days	Real-world project: Create a tour package OR plan a wedding banquet OR set up a mock hotel budget.
Final Exam (NCVTE)	Month 12	Online proctored exam – theory + practical viva (via video call)



**Total Theory Hours:** ~400 hours over 8 months (live + recorded).

**Weekly breakdown:** 3 days/week × 4 hours/day = 12 hours/week average + Submissions 10 hours.

Day	Time	Activity
Monday	10 AM – 11:30 PM	Live class (Front Office)
Monday	1 PM – 2:30 PM	Live class (F&B Service)
Wednesday	10 AM – 11:30 PM	Live class (Housekeeping)
Wednesday	1 PM – 2:30 PM	Travel & Tourism
Friday	10 AM – 11:30 PM	Food Production
Friday	1 PM – 2:30 PM	Banqueting & Events & Accounting
Saturday	Off / Makeup recordings	
Sunday	Off / Makeup recordings	–

All classes recorded and available on LMS. Attendance required: minimum 75% for NCVTE certification.



## 5. Optional Practical Training (In MICA and our partner facilities, Base Kitchens or Partner Resorts)

These are **not mandatory** but strongly recommended for skill confidence.

Practical Module	Hours	Fee (₹) + GST
<b>Basic Kitchen Practical</b> (Indian cooking – dal, sabzi, rice, chai, paratha)	(8 days)	₹15,000
<b>Front Office &amp; Housekeeping Lab</b> (mock check-in, bed making, room styling)	(8 days)	₹8,000
<b>Resort Immersion</b> (live resort – all departments)	(8 days)	₹8,000
<b>Combo (All three above)</b>	24 days	₹25,000

Practicals conducted at **MICA base kitchens** or **partner resorts** (locations: Delhi NCR, Mumbai, Bengaluru, Goa, Jaipur – to be confirmed batch-wise).

Travel & accommodation for resort immersion: extra (actuals, approx ₹6,000–10,000).

## 6. Pricing Model (Premium 1-Year Program)

### A. Online-Only Track (No practicals)

Component	Fee (₹)
Tuition (540+ live hours + LMS + recorded modules)	₹50,000
Study materials (digital – PDFs, videos, case studies)	₹5,000
NCEVTE examination & certification fee	₹8,000
Internship coordination & placement assistance	FREE Local
<b>Total Online Only</b>	<b>₹63,000</b>

**GST (18%)** applicable

### B. Online + Practical (Add-on prices)

Package	Base Fee (₹)	Practical Add-on (₹)	Total + GST (₹)
Online + Basic Kitchen Practical	50,000	15,000	65,000
Online + Front Office/HK Lab	50,000	8,000	58,000
Online + Resort Immersion	50,000	8,000	58,000
<b>Online + Combo (All practicals)</b>	50,000	25,000	75,000

**EMI available:** No-cost EMI for 3/6/9 months via Razorpay, Simpl, or ZestMoney

**EMI Example (Online Only – ₹75,000 total)**

Tenure	Monthly EMI (approx)
3 months	₹25,000
6 months	₹13,000



## 7. Internship (4 Months to 6 months)

- **Duration:** Month 9 to Month 12 (parallel with final modules)
- **Type:** Full-time onsite (minimum 6 hours/day, 6 days/week)
- **Stipend:** Not guaranteed but many partners offer ₹5,000 – ₹8,000/month
- **Internship Roles:**
  - ✓ Front Office Trainee
  - ✓ Housekeeping Trainee
  - ✓ F&B Service Trainee
  - ✓ Events Coordinator Trainee
  - ✓ Travel Desk Assistant
- **Internship Partners (Illustrative):** Resorts near Mumbai & Pune etc. STAR hotels in India

Students who do not complete internship will not receive final NCEVTE certificate

## 8. Outdoor Exhibition Activities & Competitions (Included)

### Outdoor Exhibitions (3 mandatory events)

Event	Description
<b>Travel Mela</b>	Student-run booth selling tour packages to public (at a mall or college)
<b>Pop-up Restaurant</b>	Set up a temporary F&B outlet in a local market
<b>Wedding Exhibition</b>	Display budget wedding themes, menus, decor

### Competitions (4 internal + 1 inter-college)

- Travel Pitch Battle (₹5,000 prize)
- Table Setup & Napkin Art (₹3,000 prize)
- Mock Banquet Plan (₹5,000 prize)
- Housekeeping Room Styling (₹3,000 prize)
- **Inter-College Quiz on Hospitality** (Trophy + ₹10,000 for winning team)

Any outside cost including travel food, accommodation or entry fee will for Exhibitions or competitions are not **included** in the ₹50,000 base fee.



## 9. Why ₹50,000+ Pricing is Justified

Feature	Value to Student
<b>Government NCEVTE certificate</b>	Valid for govt jobs & higher education
<b>400+ live teaching hours</b>	4 hours daily – not just recordings
<b>Industry expert guest lectures</b>	Every Thursday / Friday – from GMs, chefs, travel heads
<b>4-month paid/ unpaid internship</b>	Real work experience before job
<b>LMS with recorded backup</b>	Study anytime
<b>Placement assistance</b>	<a href="http://www.wrapphospitality.co.in">Until you get a job (minimum 3 interview calls, Life time assistance through www.wrapphospitality.co.in)</a>
<b>3 outdoor exhibitions</b>	Builds confidence & resume
<b>Competitions with cash prizes</b>	Recruiters notice winners

Comparable programs from other private institutes charge ₹80,000 – ₹1,20,000 for similar duration without government certification.

## 10. Admission Process (India)

1. **Fill Online Application** – on MICA website or WhatsApp
2. **Upload Documents** – 10th/12th marksheet, Aadhaar, photo
3. **Pay Registration Fee** – ₹2,000 (adjustable in total fee)
4. **Counseling Call** – To confirm batch and practical preferences
5. **Block Seat** – Pay first installment (₹15,000)
6. **Receive LMS & NCVTE enrollment ID**

Batch	Start Date	Registration Deadline
Monsoon Batch	1st August	20th July
Winter Batch	1st December	20th November
Summer Batch	1st April	20th 30 June



## 11. Certification Details (Final Award)

Upon successful completion of:

- 75% attendance in live classes
- All assignments & projects
- 4-month internship (logbook submitted)
- 3 outdoor exhibitions
- At least 2 competitions
- Final NCVTE proctored exam (theory + practical viva)

**You will receive:**

1. **NCVTE Government Certificate** (verifiable on national portal)
2. **MICA Diploma Certificate**
3. **Internship Completion Certificate**
4. **Transcript with grades**

### Refund & Cancellation Policy (India)

Time of Cancellation	Refund Amount
Within 7 days of registration	Full refund (minus ₹2,000 registration fee)
Before batch start date	75% of Tuition Paid
Within 15 days of batch start	50% of tuition fee
After 15 days	No refund

Practical fees refunded fully if cancelled 10 days before practical date



### 13. Frequently Asked Questions (Indian Students)

**Q. Is the NCVTE certificate valid for central government jobs?**

A. Yes, NCVTE is under Ministry of Skill Development. Many PSUs and state tourism departments accept it.

**Q. Do I need a laptop?**

A. Smartphone with good internet is enough. Laptop recommended for assignments.

**Q. Can I work while studying?**

A. Classes are 4–5 hours/day, mostly daytime. Evening batch possible if minimum 15 students request.

**Q. Will MICA help me find a job after internship?**

A. Yes, placement assistance for 6 months post-certification. We share job openings and conduct mock interviews.

**Q. What if I fail the NCEVTE exam?**

A. One free re-exam allowed. Second re-exam costs ₹1,000.

### 14. Contact & Apply

**Metro Institute of Culinary Arts (MICA)**

*WRAP'S 2017 – Where Skills Meet Standards*


**Website:** [www.metroinstitute.in](http://www.metroinstitute.in)

**WhatsApp (India):** +91-98765XXXXX

**Email:** [admissions@metroinstitute.in](mailto:admissions@metroinstitute.in)

**Office:** (Virtual – Online only institute, base kitchen in Delhi NCR for practical's)

### Ready to enroll?

 [Click here to pay ₹2,000 registration fee and block your seat] *(link placeholder)*