

Introduction

Dear Students,

As you prepare for your industrial training, go through these guidelines. Take your training to be an exposure to the industry that you are going to be a part of. As far as college curriculum is concerned, it is an assignment carrying 200 marks. That you can easily **score with punctuality, Commitment and interest. It does not matter where you train.** Every hotel, big or small has its own significance. If you train at a large 5 star deluxe hotel you get a very good exposure at the same time you may not get to work in certain specialized areas. On the other hand a smaller hotel may not have too many specialized areas but you get to handle responsibilities, which is a big learning in itself.

Industrial Release Training also gives you an opportunity to select the department that you are suitable for. Students can look for role models and know the profile desirable for the industry. You may face some difficult times as you are adjusting to the life of an "Employee" but don't worry, you can address your concerns to the training manager and also can get in touch with the faculty coordinator if required. They will guide you. But never ever remain absent from work if you are not able to cope up, Speak to the personnel concerned about your difficulties and some solution will certainly come up.

It is also important to complete the training from one organization only. Institute does not approve of students changing hotels for their training. In case such needs arises due to **some emergencies, approval from the institute must be taken.** Make sure you always have a scratch pad and a pen with you so that you can record the observations or write down any query that you have. Remember that you are the "Ambassador" of your institute and your conduct forms the image of the institute in the minds of the hoteliers. We expect you to be well behaved and well groomed always.

I have tried to include here information about industrial training, leave formalities, documents and reports that are to be submitted at the institute, performance appraisals (you can make as many copies as you require), there is also an attendance sheet for you to maintain during your training and a leave card that can be used while applying for leave.

Best wishes and good luck