

## A reminder for all the students who are under going Industrial Training in the Hotels

### During the Training

- Queries with regards to IRT should be send to [itihmgoa@gmail.com](mailto:itihmgoa@gmail.com)  
Phone call will be entertained  
-Only after receiving email.  
-Phone calls to be strictly made to the Institute number & during office hours only.[0832-2417252,Ext-259/261
- **Continuous absenteeism** from training without informing concerned hotel/Institute leads to **termination** of training.
- If a student **has taken leave** from Training days, then he/she has to compensate those many leave availed either **working on off days or to compensate in buffer period after consulting the authority from the Hotel.**

### **To Complete 102 days**

- If a student is unable to compensate the leave taken during the training time to complete 102 days, then he has to work extra in buffer period to compensate the same.
- If he **do not complete 102 days**, then he has to continue the training in buffer period or after he returns back to the Institute by working on Saturdays/Sundays or Public holidays or during successive vacations till he compensate the short fall .[102 days of Training is compulsory]

## Log Book

- If Log book is ***misplaced*** then students can buy from any ***close-by IHM*** from where he/she is doing the training.
- Log book should be ***written on daily basis*** stating what exactly you have learned each day during your training, [any special observations or learning, throughout your shift].
- Mention day, date, time and department clearly on each page of the log book.
- Only ***signature of departmental head and stamp*** can be taken weekly or on the last day of working in that particular department.
- Log Book to be covered ***with white chart paper*** mentioning all the personal information i.e., Name of the student, Council Roll No. , Hotel Name, Batch (Winter/Summer), Date of Training schedule with year.
- ***Scanned copy*** of how to write Log Book is uploaded on Institute website

## Verification of documents

- ***Batches*** for Verification of documents and presentation will be uploaded on Institute website <http://www.ihmgov.gov.in> link –***IRT-before the last week of training.***

So please ***book your journey tickets*** from ***Hometown/training*** to Goa accordingly. No acceptance of any excuse for not attending ***verification /presentation*** batch wise as per the timetable.

- ***Do not Laminate*** Training ***certificate*** until verification.
- Documents for verification are-
  - Log book,
  - Training certificate [mentioning number of days attended],
  - Performance appraisal forms –all major departments
  - Leave Form [if availed]
  - CD for presentation.
  - Report [A4 size paper, Hand written, only on one side, Spiral binding only]

## **IRT-Report**

- **IRT Report** to be **hand written [Only on A-4 Size Project paper]** on **all core departments** and explaining each department in minimum **10 pages** (written matter on right hand side & pictures on left)
- IRT Report in **spiral binding only**.
- **Scanned copy** of how to write IRT Report is uploaded on **Institute website**.

## **Dress Code**

- **IRT presentation**

**Boys:-White shirt and Black Trouser with black Tie, Black shoes & socks**

**AND**

**Girls:- White blouse and Black skirt with Black scarf**

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## **Important Note**

- Any kind of **sexual Harassment** encountered by students during IRT has to be brought to the notice of Training Manager/HR Manager and to the Institute immediately **In Writing** for any further actions.
- Students who did not attend IRT Briefing have to give their attendance daily on all days of IRT presentation.