

# Guidelines for Industrial Training

## INDUSTRIAL TRAINING

**Duration of training:- 21 weeks period including buffer period** out of which **17-weeks** of actual training period. i.e. -102 days [6 working days per week]

### **Academic Credits for training**

1] Out of these 102 days **15% [15-days]** can be availed as leave **with prior permission of the hotel**. A further **10% [10-days]** can be **condoned by the Principal** on production of bonafide **medical certificate** in case of illness or due to extreme unforeseen circumstances.

Thus students must complete minimum 77 days of Industrial training to **become eligible** for the **Term End Examination [102days-15=87-10=77days]**

2] The 21 weeks or 126 days [6 working days per week] has been allocated for industrial Training during which time **the students is expected to complete 17 weeks or 102 days**, as indicated above. **The remaining 04 weeks or 24 days have been provided as buffer for students to make good shortfall, if any. For others, the 04 weeks may be utilized for report writing or extended IT.**

3] Break-up for assessment of IT for Term End Examination would be as follows:

- i] Attendance-----60 marks  
**[for each attended day, a student will get 0.6 marks for e.g. -student who has attended 90 days of Industrial Training will earn  $90 \times 0.6 = 54$  marks & 77 days of attendance will earn 46 marks]**
- ii] Performance Appraisal Form-PAF [received from the Hotel]-----40 marks
- iii] Grooming-----10 marks
- iv] IT Report Assessment-----20 marks
- v] IT Log Book Assessment-----20 marks
- vi] IT Report Presentation & VIVA –VOCE -----50 marks

**TOTAL: 200 Marks**

**Leave Formalities:** 1 weekly off and Festivals and National Holidays given by the hotel.  
10 days Medical leave supported by a Medical Certificate.

**Leave taken must be made up by doing double shifts or working on weekly offs.**

Attendance in the second year would be calculated separately for the two components of Institute Training and Industrial Training as per NCHMCT rules.

Students who are **unable to complete a minimum of 45 days** of industrial training would **be disallowed** from **appearing in the term end examinations** as per NCHMCT Examination rules.

Students who complete **more than 45 days** of industrial training but are **unable to complete minimum 90 days** due to **medical reasons** may make good during the ensuing summer vacation. Such students will be treated **as 'absent'** in industrial training and results declared as per NCHMCT Examination Rules.

**Once the student has been selected / deputed for industrial training by the institute, he/ she shall not undergo IT elsewhere. In case students make direct arrangements with the hotel for industrial training, these will necessarily have to be approved by the institute. Students selected through campus interviews will not seek industrial training on their own.**

**There will be no interchange of candidates from one batch to another i.e. winter batch to summer batch and vice versa.**

#### **Training Schedule**

Housekeeping	: 4 weeks
Front Office	: 4 weeks
Food and Beverage Service	: 4 weeks
Food Production	: 4 weeks
Specialization	: 1 week
<b>Total weeks</b>	<b>: 17 weeks</b>