

**ATTENTION I.T. BATCH**

The 2<sup>nd</sup> semester students proceeding for their Industrial Training from **29/06/20** onwards for **17 weeks** should procure a **Log Book and Appraisal Form** from **Mr.Amit Kumar** and fill the log book on Regular basis, get it signed by their respective department in-charge. The Appraisal forms can be downloaded from an institute website **www.ihmchandigarh.org** and signed from each department in-charge.

A **hand written and hard bound** report (**on A4 paper size and margins as required for binding**) is required to be submitted with log book and appraisals for **TERM END EXAMINATION**.

The Proforma of the report is :

1. Title Page – with **Name and NCHMCT Roll No.**
2. Copy of Certificate } Original to be carried for exams
3. Copy of Appraisals }
4. Copy of Appreciation Letter, if any
5. Acknowledgement
6. Page of Contents
7. Introduction to Hotel Group
8. Introduction to particular Hotel
9. Introduction to particular Department
10. Hierarchy and information on sub-outlets of the department.
11. All relevant information
12. Performa, brochures, drawings, layouts, etc.
13. Your experience in each outlet.
14. Conclusion

For any queries/doubts contact **Mrs. Suyasha Gupta** or **Mr. Arvind Varma**.

**ATTENTION I.T. BATCH**

The 3<sup>rd</sup> semester students proceeding for their Industrial Training from **09/12/19** onwards for **17 weeks** should procure a **Log Book and Appraisal Form** from **Mr.Amit Kumar** and fill the log book on Regular basis, get it signed by their respective department in-charge. The Appraisal forms can be downloaded from an institute website **www.ihmchandigarh.org** and signed from each department in-charge.

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For any queries/doubts contact **Mrs. Suyasha Gupta** or **Mr. Arvind Varma**.

**ATTENTION I.T. BATCH**

The second semester students proceeding for their Industrial Training from 27/06/16 onwards for 17 weeks should procure a **Log Book and Appraisal Form** from Mr. P.K. Koul and fill the log book on Regular basis, get it signed by their respective department in-charge. The Appraisal forms can be printed from the Institute's website: ihmchandigarh.org (as required) and signed from each department in-charge.

A **hand written and hard bound** report (**on A4 paper size and margins as required for binding**) is required to be submitted with log book and appraisals for **TERM END EXAMINATION**.

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For any queries/doubts contact **Ms. Suyasha Gupta or Mr. Arvind Varma.**