

DO'S AND DON'TS AT THE INDUSTRIAL TRAINING

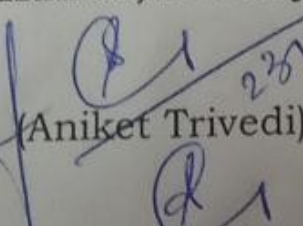
DO's

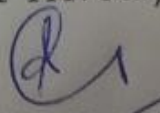
- Be Punctual
- Adhere to instructions and SOP's from the hotel
- Make sure you have your meals before the shift
- Take good rest in off hours
- Be prepared for extended hours shifts
- Always carry a notepad and a pen
- Try being a part of the operations rather than having a casual trainee attitude
- When in guest contact it is better to consult for a query rather than providing false information
- Consider your training as an opportunity to secure a job for yourself
- Report any un forward incident to your immediate reporting authority
- Logbook should be filled on regular basis

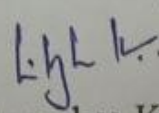
DONT's

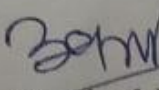
- Zero tolerance for sexual, verbal, physical and drug abuse on & off hotel premises and inform HR department immediately
- Pilferage is a temptation, stay away
- Staff knows the operational set-up, don't try to divulge department information
- Don't be absent without information to the concerned department's Head and HR via official mail
- Don't use hotel properties for personal use

For any queries/doubts contact **Mr. Aniket Trivedi, Mr. Gitanshu Kumar, Dr. Suyasha Gupta or Mr. Arvind Varma.**


(Aniket Trivedi)


(Suyasha Gupta)


(Gitanshu Kumar)


(Arvind Varma)