

**Scheme of Teaching and Examination for
IV Semester DIPLOMA in HOTEL MANAGEMENT & CATERING TECHNOLOGY**

SESSIONAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME			
			Periods per Week	Periods in One Session (Year)	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject
1.	Industrial Training	36401	20 Weeks		200	300	500	250
Total:-			20 Weeks				500	

DISTRIBUTION OF SESSIONAL MARKS

Industrial Training Report	Log Book	Presentation	Viva	PAF Marks
20%	10%	30%	30%	10%

INDUSTRIAL TRAINING

Subject code
36401

No. of Periods
In one Session
20 weeks

SESSIONAL

No. of Periods per week		
L	T	P/S
-	-	-

Full Marks	:	500
External Marks	:	300
Internal Marks	:	200

Rationale:

1. Industrial Exposure
2. Ability to Communicate
3. Reliability and Motivation
4. Responsibility and Quality of work.

Objective:

1. Industrial Exposure
2. Ability to Communicate
3. Reliability and Motivation
4. Responsibility and Quality of work.

Industrial Training

Objective of industrial training is to provide to students the feel of the actual working environment and to gain practical knowledge and skills, which in turn will motivate, develop and build their confidence. Industrial training is also expected to provide the students the basis to identify their key operational area of interest.

1. RESPONSIBILITIES OF THE TRAINEE

1. Should be punctual.
2. Should maintain the training logbook up-to-date.
3. Should be attentive and careful while doing work.
4. Should be keen to learn and maintain high standards and quality of work.
5. Should interact positively with the hotel staff.
6. Should be honest and loyal to the hotel and towards their training.
7. Should get their appraisals signed regularly from the HOD's or training manager.
8. Gain maximum from the exposure given, to get maximum practical knowledge and skills
9. Should attend the training review sessions/ classes regularly.
10. Should be prepared for the arduous working condition and should face them positively.
11. Should adhere to the prescribed training schedule.
12. Should take the initiative to do the work as training is the only time where you can get maximum exposure.
13. Should on completion of Industrial Training, handover all the reports, appraisals, logbook and completion certificate to the institute.

2. RESPONSIBILITIES OF THE INSTITUTE:

1. Should give proper briefing to students prior to the industrial training.
2. Should make the students aware of the industry environment and expectations.
3. Should notify the details of training schedule to all the students.
4. Should coordinate regularly with the hotel especially with the training manager.
5. Should visit the hotel, wherever possible, to check on the trainees.
6. Should sort out any problem between the trainees and the hotel.
7. Should take proper feedback from the students after the training.
8. Should brief the students about the appraisals, attendance, marks, logbook and training report.
9. Should ensure that change of I.T. hotel is not permitted once the student has been interviewed, selected and has accepted the offer.

10. Should ensure that change of I.T. batch is not permitted.
11. Should ensure trainees procure training completion certificate from the hotel before joining institute.

3. RESPONSIBILITIES OF THE HOTEL:

First exposure: A young trainee's first industry exposure is likely to be the most influential in that person's career. If the managers / supervisors are unable or unwilling to develop the skills young trainees need to perform effectively, the latter will set lower standards than they are capable of achieving, their self-images will be impaired, and they will develop negative attitudes towards training industry and – in all probability – their own careers in the industry. Since the chances of building successful careers in the industry will decline, the trainees will leave in hope of finding other opportunities. **If on the other hand, first managers/supervisors help trainees achieve maximum potential, they will build the foundations for a successful career.**

Hotels

1. Should give proper briefing session/ orientation/ induction prior to commencement of training.
2. Should make a standardized training module for all trainees.
3. Should strictly follow the structured training schedule.
4. Should ensure cordial working conditions for the trainee.
5. Should co-ordinate with the institute regarding training programme.
6. Should be strict with the trainees regarding attendance during training.
7. Should check with trainees regarding appraisals, training report, log book etc.
8. Should inform the institute about truant trainees.
9. Should allow the students to interact with the guest.
10. Should specify industrial training's "Dos and Don'ts for the trainee.
11. Should ensure issue of completion certificate to trainees on the last day of training.

Industrial Training
PERFORMANCE APPRAISAL FORM (PAF)
Institutes of Hotel Management & Catering Technology

Name of Student.....	PIHMCT Roll No.....
Institute:	Duration: 5 weeks (30 working days)
Name of the Hotel:.....	From To
Department: F & BS / FP / HK/ / FO	

Appearance

Immaculate Appearance, Spotless uniform, Well groomed hair, Clean nails & hands	5
Smart Appearance, Crisp uniform, Acceptable hair, Clean nails and hands	4
Well Presented, Clean Uniform, Acceptable hair, Clean nails & hands	3
Untidy hair, Creased ill kept uniform, Hands not clean at times	2
Dirty / disheveled, Long / unkempt hair, Dirty hands & long nails	1

Punctuality / Attendance (days present out of 30 days)

On time, Well Prepared, Ready to commence task, Attendance Excellent	100%	5
On time, Lacks some preparation but copes well, attendance Very good	90%	4
On time, Some disorganized aspects-just copes, Attendance Regular	80%	3
Occasionally late, Disorganized approach, Attendance irregular	60%	2
Frequently late, Not prepared, Frequently absent without excuse	50%	1

Ability to Communicate (Written / Oral)

Very confident, demonstrates outstanding confidence & ability both spoken/written	5
Confident, Delivers information	4
Communicates adequately, but lacks depth and confidence	3
Hesitant, lacks confidence in spoken / written communication	2
Very inanimate, unable to express in spoken or written work	1

Attitude to Colleagues / Customers

Wins / retains highest regard from colleagues has an outstanding rapport with clients	5
Polite, considerate and firm, well liked.	4
Gets on well with most colleagues, Handles customers well.	3
Slow to mix weak manners, is distant has insensitive approach to customers	2
Does not mix, relate well with colleagues & customers	1

Attitude to Supervision

Welcomes criticism, Acts on it, very co-operative	5
Readily accepts criticism and is noticeably willing to assist others.	4
Accepts criticism, but does not necessarily act on it.	3
Takes criticism very personally, broods on it.	2
Persistently disregards criticism and goes own way.	1

Initiative / Motivation

Very effective in analyzing situation and resourceful in solving problems	Demonstrates ambition to achieve progressively	5
Shows ready appreciation and willingness to tackle problems	Positively seeks to improve knowledge and performance	4
Usually grasps points correctly	Shows interest in all work undertaken	3
Slow on the uptake	Is interested only in areas of work preferred	2
Rarely grasps points correctly	Lacks drive and commitment	1

Reliability / Comprehension

Is totally trust worthy in any working situation? Understands in detail, why and how the job is done	5
Can be depended upon to identify work requirements and willing to complete them. Readily appreciates, how and why the job is done.	4
Gets on with the job in hand. Comprehends, but doesn't fully understand work in hand	3
Cannot be relied upon to work without supervision. Comprehends only after constant explanation	2
Requires constant supervision. Lacks any comprehension of the application	1

Responsibility

Actively seeks responsibility at all times.	5
Very willing to accept responsibility.	4
Accepts responsibility as it comes.	3
Inclined to refer matters upwards rather than make own decision.	2
Avoids taking responsibility	1

Quality of Work

Exceptionally accurate in work, very thorough usually unaided.	5
Maintains a high standard of quality	4
Generally good quality with some assistance	3
Performance is uneven	2
Inaccurate and slow at work	1

Quantity of work

Outstanding in output of work	5
Gets through a great deal	4
Output satisfactory	3
Does rather less than expected	2
Output regularly insufficient	1

Total/50

Stipend Paid: Rs.....per month

Name of Appraiser: Signature

Designation of Appraiser Date

Signature of Student Date

SCHEME OF EXAMINATION FOR FINAL EXAMINATION

F.M. : 500