

INDUSTRIAL TRAINING (IT)GUIDELINES FOR 01 YEAR COURSES

**IT Cell
IHM, Pusa**



GUIDELINES

- Any queries regarding procedure/rules etc. may be addressed to the Placement and IT Cell through the respective email ID and for NOC: **placement.ihmpusa@nic.in**



GUIDELINES

- Students are advised to read the announcements made, go through the company website and apply only if interested for their IT in the respective property.
- Once the student is selected for IT , he/she is not allowed to switch the company.
- Only one NOC will be issued to one student, by the name of only one hotel.



GUIDELINES

- Honesty, Integrity, and Compliance have to be maintained by the students always.
- Dress Code to be followed whenever you participate in any interaction with a company
- Students have to maintain a cordial relationship with the Training Managers and the entire team of Hotel
- Students (girls and boys) must be properly kempt and wear neat business attire.



GUIDELINES

- Formal clothes for boys include formal shirt and trousers with tie, blazer and oxford leather shoes. Mandatory accessories should include wrist watch and handkerchief. Mild deodorant is recommended
- Formal clothes for girls include either a formal saree or formal shirt and Trousers/Skirt with neck tie scarf / cravat. Mandatory accessories should include wrist watch, pearl necklace, pearl earring and handkerchief. Light makeup and mild perfume is recommended.



GUIDELINES

- Abide to the policy of the Training hotel
- Refrain yourself from any malpractice in hotel. Any case reported for you will not be entertained by the institute. Hotel's decision will be treated as final. Institute wont intervene for any such talks related to malpractice.
- Refrain yourself to keep hotel's belongings in your lockers assigned to you by the hotel.
- Report any illness/emergency to the Training Manager of the hotel. Put on email and keep institute in CC.



TIME PERIOD

- DBC: 24 WEEKS
- DFB: 24 WEEKS
- CCFP: 20 WEEKS



IT PROCESS

1. IT cell will announce the hotel or organisation to faculty coordinators
2. Faculty coordinators will share the news with students
3. Coordinators will collect the names and CV of the interested students for that property
4. Faculty coordinator will share the list with IT cell



IT PROCESS

5. IT Cell will send the names across the property
6. Dates proposed by the hotel for selection process will be shared by the faculty coordinator
7. Students will appear for selection Process
8. After receiving the list of selected student the IT cell will share the names with faculty coordinator



IT PROCESS

- Students will be informed and start furnishing the required documents and submit to hotel.
- Students can then join hotel and finish their IT.
- Submit Training certificate to **Administration** **i.e exam cell** to take Marksheet, Diploma or certificate.(After 1 year of finishing Diploma / certificate comes from NCHMCT)



PROCESS FOR STUDENTS ARRANGING THEIR OWN IT

- Inform faculty coordinator
- Email IT cell the confirmatory letter of Hotel for NOC
(placement.ihmpusa@nic.in)
- Pursue IT
- Same procedure to collect Marksheet, Diploma or certificate.



**UTILIZE YOUR TRAINING PERIOD IN
LEARNING.**

BEST WISHES

IT CELL, IHM PUSA

**Call :8800807353 / Course Faculty
Coordinator.**

