INDUSTRIAL TRAINING (IT)GUIDELINES FOR B.Sc.(HHA)

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 only **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 they participate in any interaction with a company

- Students have to maintain a cordial relationship with the Training Manager 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.

TIME PERIOD

- B.Sc. (HHA): 17 WEEKS

IT PROCESS

1. IT cell will announce the hotel or organisation name interested to take students to batch coordinators

2. Batch coordinators will share the news with batch mates

3. Coordinators will collect the names and CV of the interested students for that property

4. Coordinators will share the list with IT cell

IT PROCESS

5. IT Cell will send the names across to the property

6. Dates proposed by the hotel for selection process will be shared by the student coordinator

7. Students will appear for selection Process (it can be in person @ campus or at their site or virtual too)

8. After receiving the list of selected student the IT cell will share the names with student coordinator

IT PROCESS

- Students will be informed and start furnishing the required documents and submit to hotel at the time of joining. Please be ready with all documents 1week before joining the IT.

- Students can then join IT and finish their IT

- Submit Training certificate and other documents during the IT Exam as requested.

PROCESS FOR STUDENTS ARRANGING THEIR OWN IT

- Inform student coordinator – in a week's time

- Email IT cell the confirmatory letter of Hotel for NOC

- Pursue IT

- Same procedure for appearing for the IT exam

UTILIZE YOUR TRAINING PERIOD IN LEARNING.

BEST WISHES

IT CELL, IHM PUSA

Call :8800807353 / Mam Tanushri Sharma