

INDUSTRIAL TRAINING EXAMINATION APRIL, 2025

4th SEMESTER, B.Sc. H & HA

1. Students are required to submit their Logbook (with Appraisal forms duly filled, signed and stamped by hotel), original and 1 photocopy of the Attendance Record (Individual/Group – signed and stamped by the hotel), 1 set photocopied Performance Appraisal Forms and Training Certificate (original and 2 photocopies) by 17th April, 2025 for verification. No submissions shall be accepted after **12 pm on 17th April, 2025**.

2. Students will not be permitted to give the examination if the required documents have not been verified by the due date.

3. Students should be present on the date and time mentioned in the Presentation Schedule. The exam is scheduled from 24th April 2025 to 2nd May 2025. The groups for the exam will be published on the college website on 22nd April 2025. No exchange of slots will be allowed.

4. Training Report and PowerPoint Presentations to be submitted on the mentioned scheduled dates of examination only along with the verified documents. The presentation must be made in Microsoft Office 21 PowerPoint. The presentation must be put on a clean and scanned pen drive with no other files on it.

5. Dress code - Students must wear college suit for the examination.

6. You are expected to report 20 mins before the exam starts.

7. The appraisals (BHA 401) are for 200 marks. The industrial training report (BHA 402) will be evaluated for 100 marks.

8. Student must present admit card prior to entering the exam hall.

Guidelines for making the report:

The report must be printed in Times New Roman, font size 12 and headings 14-16 with line spacing of 1.5. Text should be justified. It should be printed double sided (back-to-back) and spiral bound. It should be within 30 to 40 pages

Layout should be as follows:

a) Title Slide

b) Acknowledgement

c) Index/ Table of contents

d) Table of abbreviations

e) Introduction (not more than 3 pages): History and growth of the property, brief of the property, training objectives

f) Training schedule

g) Front Office department 1 (approx. 8-10 pages) Key functions, work assigned and proficiency acquired

h) Food & Beverage department 2 (approx. 8-10 pages) Key functions, work assigned and proficiency acquired

i) Food Production department 3 (approx. 8-10 pages) Key functions, work assigned and proficiency acquired

j) Housekeeping Department 4 (approx. 8-10 pages) Key functions, work assigned and proficiency acquired

k) Observations

l) Annexures (containing formats, etc.)

m) Page numbers must be clearly indicated.

Guidelines for making the presentation:

Each slide should not have more than 5 points.

Text must be in contrast with the background so that it is clearly legible, Black text on white background.

Font: Arial, Font size: 28-36 for body and 48 for headings with line spacing of 1, Text must be left aligned

Illustrations: Photos, graphs, specimen formats could be added.

Layout should be as follows:

a) Title slide

b) Front Office Department - observations, learnings

c) Food & Beverage Department - observations, learnings

d) Food Production Department - observations, learnings

e) Housekeeping Department- observations, learnings

g) The presentation should not have more than 12 - 15 slides.

The marking scheme for the exam is as follows:

Appraisals (BHA 401)	IT Report (BHA 402)	
Front Office Department	Report format	Sequencing of departments into chapters, Clarity in understanding the departmental functions, Detailing of subtopics, Use of tables, charts and references
Food & Beverage Department	Description of workplace	Understanding of industry, Functioning of core and ancillary departments, Major activities carried out by various departments
Food Production Department	Analysis of job (Log book)	Legible log book, Critical analysis of jobs performed within the departments
Housekeeping Department	Conclusion	Key lesson learned/ skills acquired
	Participation	Attendance record, Appreciation certificate (if any), Participation certification in special events (if any)
	Evaluation of Presentation	
	Presentation Skills	Personal grooming, Mannerisms & body language, Articulation of voice, Audience interaction
	Organizing presentation	Sequencing of content in Slides, Quality of content, Effective use of allotted time
	Overall impression	Confidence in presenting IT report, Clarity about the functioning of the hotel business

For any queries, please call on the college number (022 45284100) and ask for extension 220 or send a mail on trgco-ordinator@ihmctan.edu

Dr. Nisheeth Srivastav
Principal
IHM Mumbai