

INDUSTRIAL TRAINING EXAMINATION NOVEMBER, 2024

3rd SEMESTER, B.Sc. H & HA

1. Students are required to submit their Logbook (with Appraisal forms duly filled), original Attendance Record (Individual/Group), 1 set photocopied Performance Appraisal Forms and Training Certificate (original and 2 photocopies) by 1st November, 2024. No submissions shall be accepted after **12 pm on 1st November, 2024.**

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

3. Students should be present on the date and time mentioned in the Presentation Schedule. No exchange of slots will be allowed.

4. Training Report and PowerPoint Presentations to be submitted on the mentioned scheduled dates of examination only. 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 of which passing marks are 100. The industrial training report (BHA 402) will be evaluated for 100 marks of which passing marks are 50.

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 have 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 15-20 slides.

The marking scheme for the exam is as follows:

MARKED PRIOR TO THE EXAM (BHA 401)	MARKED ON THE DAY OF EXAM (BHA 402)	
Appraisals	Evaluation of Written IT Report	
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	Confident 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 Srivastava]

PRINCIPAL

प्रधानाचार्य/सचिव

Principal/Secretary

होटल प्रबन्ध कॅटरिंग टेक्नासॉजी

Institute of Hotel Management Catering Technology

एवं अनुप्रयुक्त पोषाहार संस्थान

& Applied Nutrition

वीर सावरकर मार्ग, दादर, मुंबई-400 028.

Veer Savarkar Marg, Dadar, Mumbai-400 028

Industrial Training Examination Schedule

S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
1	2341116001	A MADHAV NAIR	1	11-11-2024 09:30
2	2341116002	AADITYA VIVEK		
3	2341116003	AAKHYAN VED MISHRA		
4	2341116004	AARTI BHATT		
5	2341116005	AARYAN KATARA		
6	2341116006	AASTHA SINGH		
7	2341116007	AASTHA SONI		
8	2341116008	ABADAGIRE ADITI HEMANT		
9	2341116009	ABHIJEET CHAKRABORTY		
10	2341116010	ABHISHEK KUMAR		
11	2341116011	ABHISHEK YADAV		
12	2341116012	ABHYUDAYA SRIVASTAVA		
13	2341116013	ABRAR NABI		
14	2341116014	ADDAGALLA SREEVARDHAN		
15	2341116015	ADE RINKU RAMESH		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
16	2341116016	ADHIRAJ BHATNAGAR	2	11-11-2024 14:15
17	2341116017	ADIT GOSWAMI		
18	2341116018	ADITYA GOYAL		
19	2341116019	ADITYA PAUL		
20	2341116020	ADITYA RAHUL HARSHE		
21	2341116021	ADVAITH ADARSH		
22	2341116022	AHIRE SUMIT VIJAY		
23	2341116023	AJAY SINGH		
24	2341116024	AJAY VALMIKI		
25	2341116025	AKSHAT SARDANA		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
26	2341116026	AKSHIT MUKHERJEE	3	12-11-2024 09:30
27	2341116027	AMBER GHANSYALA		
28	2341116028	AMIT YADAV		
29	2341116029	AMY S BABU		
30	2341116030	ANAND KUMAR		
31	2341116031	ANJALI KUMARI		
32	2341116032	ANOUSHKA NIGHOSKAR		
33	2341116033	ANULAL U		
34	2341116034	ANURAN DAS		
35	2341116035	APARAJITA MONDAL		
36	2341116036	ARADHYA GUPTA		
37	2341116037	ARINDAM PRAKASH		
38	2341116038	ARKAPRABHO CHATTOPADHYAY		
39	2341116039	ARMAAN SINGH		
40	2341116040	AROTE ASHLESHA SUDHIR		

S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
41	2341116041	ARSAD SIDDHANT MANISH	4	12-11-2024 14:15
42	2341116042	ARUL SOMKUWAR		
43	2341116044	ARYA DEO		
44	2341116045	ARYA GUPTA		
45	2341116048	ASHMITA BHARTI		
46	2341116049	ATAR TUFAIL NIHAL		
47	2341116051	AVIRAL SINGH		
48	2341116052	AVNI JAISWAL		
49	2341116053	AYUSH KAURA		
50	2341116054	AYUSH RAJ		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
51	2341116055	AYUSHMAN MISHRA	5	13-11-2024 09:30
52	2341116056	BAGUL NIDHI NILESH		
53	2341116058	BARADE ARYAN JITENDRA		
54	2341116059	BARRU MEHTA		
55	2341116060	BHABAL SMIT SANTOSH		
56	2341116061	BHAGAT TANISH SANJAY		
57	2341116062	BHALERAO ATHARVA SANTOSH		
58	2341116063	BHIDE ADVAIT JATIN		
59	2341116064	BHOIR DEVESH PRAKASH		
60	2341116065	BHOMBE PRANAV PRAMOD		
61	2341116066	BHOVAR ARYAN VASUDEV		
62	2341116067	BHUMIKA MALHOTRA		
63	2341116068	BIDUSHI KUMARI		
64	2341116069	BOBADE PARTH RAJESH		
65	2341116070	BOBDE ADITI SANJAY		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
66	2341116071	BOKIL AARYA ANIRUDHA	6	13-11-2024 14:15
67	2341116072	BOLE MINAL KRUSHNA		
68	2341116073	BORDE SHAUNAK SANJIV		
69	2341116074	BORKAR JANHAVI VINAY		
70	2341116075	BORSE AASAWARI MAHENDRA		
71	2341116077	CHANDRAVANSI AKSHAT ASHOK		
72	2341116078	CHAORASHE MEHARSH PRAMOD		
73	2341116079	CHAUBEY SAURABH PRADEEP		
74	2341116080	CHAURASIYA HIMANSHI DINESH		
75	2341116081	CHAVAN ABHIJEET SANJAY		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
76	2341116082	CHAWATHE ANISH JAIPAL	7	14-11-2024 09:30
77	2341116083	CHERKUPALLY DURGA BHARGAVI TEJASWINI		
78	2341116084	CHETAN MUKESH DOCHANIA		
79	2341116085	CHOUBEY PRITHVI NITIN		
80	2341116086	CHRIS JACOB KOSHY		
81	2341116087	CYRUS NOEL WATKINS		

82	2341116088	DAKSHAY KUMAR		
83	2341116089	DALAL AMEYA MIHIR		
84	2341116090	DALVI ATISH VIJAY		
85	2341116091	DALVI SHRAWANI SUNIL		
86	2341116092	DEBJIT SINGH		
87	2341116093	DEODHAR AADITYA RAHUL		
88	2341116094	DEVADATH K M		
89	2341116095	DHANRAJ BHARDWAJ		
90	2341116096	DHAS PRATHAM MILIND		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
91	2341116097	DHIRWANI DHRUV KAILASH	8	14-11-2024 14:15
92	2341116098	DHOBALAH RAHUL BHAGAWAN		
93	2341116099	DHOTRE BHAVESH SANJAY		
94	2341116100	DHRUV RAMMOHAN K M		
95	2341116101	DHRUV SHARMA		
96	2341116102	DHRUVANG SINGH RAO		
97	2341116103	DHUMAL SIDDHESH SANJEEV		
98	2341116104	DISHA TARANG DESAI		
99	2341116105	DIVYANJALI BECK		
100	2341116106	DIVYANSH GUPTA		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
101	2341116107	DIWAN CHAITRALI JAYANT	9	18-11-2024 09:30
102	2341116108	DIYA SINGH		
103	2341116109	DIYA UPADHYAY		
104	2341116111	DUSANE ARYA ANIL		
105	2341116113	GAIKWAD ADITYA PRAVIN		
106	2341116114	GAIKWAD SIDDESH DEEPAK		
107	2341116115	GAIKWAD SIDDHARTH RAJENDRA		
108	2341116116	GAJELLI SHREYA MAHESH		
109	2341116117	GALGALE HARSHAD REVANSIDDHA		
110	2341116118	GALVE VAIBHAV SUDHIR		
111	2341116119	GAOKAR SAKSHI SEJAL		
112	2341116120	GARUDI MAHESH DATTA		
113	2341116121	GAVIT ANESH RAMA		
114	2341116122	GHANEKAR MEERA KANCHANKUMAR		
115	2341116123	GHEVADE PRANAV YUVARAJ		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
116	2341116124	GHORPADE VIKRANT DILIP	10	18-11-2024 14:15
117	2341116125	GOSAVI RAJ RANJAY		
118	2341116126	GOVANDE AYUSH ANIL		
119	2341116127	HAMBIRE BHUMI CHARUHAS		
120	2341116128	HAMZA SIDDIQUI		
121	2341116129	HANDE PARAS PRAVIN		
122	2341116130	HARSHITA DIXIT		
123	2341116131	HARSHVARDHAN MEHTA		

124	2341116132	HATE MOHIT JAIWANT		
125	2341116133	HATWAR AMAR PRAKASHRAO		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
126	2341116134	HEDGE OMKAR MURLIDAR	11	19-11-2024 09:30
127	2341116135	HITARTH AMITKUMAR DESAI		
128	2341116136	HOTCHANDANI PAYAL PRAKASH		
129	2341116137	INGALE BHUMIKA VINOD		
130	2341116138	IRINA KAUSHAL		
131	2341116139	ISHAAN SONKER		
132	2341116140	ISHIKA ANAND		
133	2341116141	JADHAV ABHIJEET MAHESH		
134	2341116142	JADHAV JAHNVI ANIL		
135	2341116143	JADHAV KRUTIKA PANDHARINATH		
136	2341116144	JADHAV PRANAV PRADIP		
137	2341116145	JADHAV SHRADDHA DATTATRAY		
138	2341116146	JADHAV YASHASHREE AMAR		
139	2341116147	JAGDALE HRUSHIKESH SANTOSH		
140	2341116148	JAGGER PRANATI NAVIN		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
141	2341116149	JAGTAP ARYAN DIPAK	12	19-11-2024 14:15
142	2341116150	JAI AAKAASH R		
143	2341116152	JATIN		
144	2341116153	JAWALE PRANAV PARMESHWAR		
145	2341116154	JAY PATEL		
146	2341116155	JAYPRAKASH KUMAR		
147	2341116156	JOSHI RAJA KAILASH		
148	2341116157	JOSHI SAYEE SUYOG		
149	2341116158	JOSHI SHRUTI NILESH		
150	2341116159	JOSHUA ETHAN FERNANDES		
S. NO.	ROLL NO.	NAME		
151	2341116160	KADAM RUCHI RAJESH	13	20-11-2024 09:30
152	2341116161	KADAM SAIRAJ RAJESH		
153	2341116162	KAJAVE RASHI GAJANAN		
154	2341116163	KALAM MIHIR VIJAY KUMAR		
155	2341116164	KALAMBE RITESH RATNAKAR		
156	2341116165	KALWANE OM SUBHASH		
157	2341116166	KAMBLE TANVI JAGDISH		
158	2341116167	KANISHK TANEJA		
159	2341116168	KANYA GUPTA		
160	2341116169	KARTIKAYSINH PARMAR		
161	2341116170	KATARIA RISHI DINESH		
162	2341116171	KATDARE SWARA AMIT		
163	2341116172	KATE SAMIKSHA SATYENDRA		
164	2341116173	KATE SHREYAS ULHAS		
165	2341116174	KEDARE PRABODH RAJU		

S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
166	2341116175	KEDARI OM SACHIN	14	20-11-2024 14:15
167	2341116176	KHANDEKAR SOUMYA ANOOP		
168	2341116177	KHEDEKAR OM PRAVIN		
169	2341116178	KHOPKAR CHINMAI YOGESH		
170	2341116179	KHUSHI TRIPATHI		
171	2341116180	KODAPE RITESHWARI PITAMBAR		
172	2341116181	KOKJE SAUMYA HRISHIKESH		
173	2341116182	KRISHIKA BARUAH		
174	2341116183	KRISHNA KUMAR		
175	2341116184	KSHIRSAGAR RAJ SANTOSH		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
176	2341116185	KUBDE ARJUN NITIN	15	21-11-2024 09:30
177	2341116186	KULKARNI NIPUN GOVARDHAN		
178	2341116187	KUMBHAR ADITI JAYA		
179	2341116188	KUMBHAR SHON VAIBHAV		
180	2341116189	KUNAL KARVE		
181	2341116190	LAD PARTH GANESH		
182	2341116192	LEKI CHOJOM		
183	2341116193	LISHA ALINA FERNANDES		
184	2341116194	LOHAR PANCHAL MILAP		
185	2341116195	MADHAVAN A		
186	2341116196	MAGHADE PALLAVI SAMESH		
187	2341116197	MAHESHWARAN ARUL		
188	2341116198	MAHESWARAN NAIR		
189	2341116199	MAHIMA DIGAMBAR PAWAR		
190	2341116200	MALGAONKAR AVANI SANTOSH		
S. NO.	ROLL NO.	NAME	GROUP	DATE & TIME
191	2341116201	MALHOTRA TARUSSH VIJAYRAJ	16	21-11-2024 14:15
192	2341116202	MALVI TANISHKA RANJIT		
193	2341116203	MANAN JUNEJA		
194	2341116204	MANAV KAUSHIK		
195	2341116205	MANE ANISH PRAVIN		
196	2341116207	MANYA VAID		
197	2341116208	MARIA KHAN		