



DIRECTORATE OF DISTANCE EDUCATION

**INDUSTRIAL EXPOSURE TRAINING &
DEVELOPMENT/ INSTITUTIONAL TEACHING
EXPOSURE & DEVELOPMENT REPORT**

**TRAINING AND DEVELOPMENT
GUIDELINES & ASSESSMENT SHEET**



SOORYA INSTITUTE OF MANAGEMENT STUDIES

3rd Main Road, Mahavir Nagar,

Karuvadikuppam, Pondicherry-8

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The Industrial Training Programme guidelines

1.0 OBJECTIVES

The objectives of the industrial training are:

- (a) To expose students to the various aspects of industrial practices and ethics.
- (b) To apply the Training knowledge for the preparation of their final year project.

2.0 TRAINING DURATION

The minimum duration of the training tenure is given below

Course Code	Programme	Duration
463	M.B.A Hotel Management and Tourism	8 Weeks
461	M.Sc Hotel Management	8 Weeks
371 (DO)	B.Sc Hotel Management And Tourism	20 Weeks
EA (464)	BBA Hospitality and Tourism Management	20 Weeks
373 (DP)	Diploma In Hotel Management And Catering Technology	20 Weeks
673	Front Office Management,	12 Weeks
674	House Keeping,	12 Weeks
675	Food and Beverages Production	12 Weeks
<u>Lateral Entry Programs</u>		
662	M.Sc. Hotel Management	8 Weeks
661 (EM)	B.Sc Hotel Management And Tourism	20 Weeks
672 (EN)	Diploma In Hotel Management And Catering Technology	20 Weeks

3.0 Selection of Training venue

Each student has to undergo Compulsory **Industrial Exposure Training & development programme** for preparing the report for stipulated duration as mentioned duration in the all major departments by choosing suitable & classified star rated Hotel/Resort/Motel/ Food Chains/Club of National or Global Reputation.

For Institutional Teaching Exposure And Development Programme the student has to select a suitable University reputed Hotel Management colleges or Government recognized or affiliated Arts & Science Colleges (in the departments of -

Hotel Management /tourism/ Food Science & Nutrition / Food Science colleges) for preparing the report for stipulated duration as mentioned duration.

4.0 REQUIREMENTS

(a) The student is required to submit **Form A- Industrial Training Notification/Institutional Teaching Exposure Notification** in the Appendix to Soorya Institute of Management Studies Administration Office to confirm his / her eligibility to undergo the industrial training.

(b) The student is required to register the industrial training Programme as a subject which will be taken in special semester on the pre-registration day(s) scheduled. *(Note: each registered student will be assigned an internal visiting supervisor)*

(c) The student is required to inform Soorya Institute of Management Studies Administration Office upon receiving an accepted offering letter from the company applied by submitting **Form B- Final Placement Confirmation** Form in the Appendix to Soorya Institute of Management Studies Administration office not later than one week before the industrial training starts.

(d) Upon reporting for the industrial training at the organization, the student is required to send or email to sims_hmct@hotmail.com the complete and certified **Form C - Industrial Training Notification/Institutional Teaching Exposure Notification** in the Appendix to the respective department's industrial training coordinator within **7 (seven) days**.

*Co-coordinator of Industrial Training
Soorya Institute of Management Studies
3rd, Main Road, Mahavir Nagar
Karuvadikuppam, Puducherry - 605 008
E-MAIL: shiva_sims@hotmail.com
TEL: 0413 - 2250610, 2250611
FAX: 0413 4209014*

(e) During the training, the student's conduct must be in accordance with the organization working schemes, rules and regulations. The organization will appoint a host supervisor.

- (f) The student is required to submit **Form D - Student's Report** in the Appendix during training supervisor visitation
- (g) The student is required to have a logbook and all the training activities should be recorded either on daily or weekly basis. The student is also required to write a complete industrial training report and it should be submitted together with the certified logbook (duly signed from the Company / Hotel's department HOD) to the assigned supervisor on or before 31st January. The student is required to submit **Department HOD Bio-Data** in the Appendix while submitting the report to SIMS. Please refer to *the Industrial Training Programme Student's Report Guidelines*.

5.0 EVALUATION

Evaluation of the training will be based as follows:

- a. HOD / Supervisor's assessment report (30%) - Form E2 (Host)
- b. Industrial Training log book (50%)
- c. Student's Training report Presentation Evaluation by sims

6.0 METHODS OF EVALUATION

6.1 Assessment report by the host Supervisor

The host supervisor is responsible to assess the student's performance using *Form E2 (Host) - HOD / Supervisor's Report* in the Appendix.

6.2 Assessment of the logbook and Industrial Training Report prepared by the Student

The assigned visiting supervisor is responsible to assess the student's performance based on the logbook and the industrial training full report submitted.

7.0 Result

PASS or FAIL grade will be based on marks acquired (accumulated) from all four-evaluation methods above and the minimum-passing percentage is 35%. **FAIL grade will also be given to those who fail to submit the industrial training full report.**

Industrial Training Notification/Institutional Teaching Exposure Notification

Name: _____ Student's ID No.: _____

Sponsored by: _____

No. Of Credit Hours Completed: _____

Permanent Address: _____

Tel: _____ Mobile No. _____

Postal Address:

Tel: _____

1.

Name(s) and Address(s) of Company
Applied (if any):

Tel: 1. _____

Fax: 1. _____

2. _____

2. _____

3. _____

3. _____

Student's Signature: _____ Date: _____

For Office Use only

Form No. **FINAL PLACEMENT CONFIRMATION FORM**

Student's Name: _____

Student's ID No.: _____

Company's Name and Address: (Door number and street name, not P.O. Box)

Contact Person: _____

E-Mail _____

Designation: _____

Tel. No.: _____ Fax No.: _____

Any allowance given? Yes/No If yes, state how much: Rs _____

Student's signature: _____

Date: _____

Important Reminder:

Please attach a copy of the hotel/institution offer letter

Once this form is submitted, no change is allowed

For office use only

All details have been updated:

Yes/No

Co-coordinator, I.E.T

Industrial Training Notification/Institutional Teaching Exposure Notification

Student's Name: _____ Student's ID No.: _____

Postal Address: _____

Tel: _____ Mobile No: _____

Company's Name and Address:

Tel: _____ Fax: _____

Student's Signature: _____ Date: _____

To be filled by host supervisor:

I certify that the above named student has registered for the industrial training at our organization commencing from:

_____ to _____

Name: _____

Designation: _____ E-mail _____

Tel: _____ Mobile No: _____

Host Supervisor's Signature and Stamp:

Date: _____

Please send (post or fax) to: Co-coordinator of Industrial Training
Soorya Institute of Management Studies
2nd Main Road, Mahavir Nagar
KaruvadiKuppam
Puducherry- 605008.

STUDENT'S REPORT

Student's Name: _____

Student's Enroll No: _____

Course : _____

Industry / Institution's Name and Address:

Does the company plan the training modules in advance? Yes No

If "No", please state why?

Types of exposure given:

Department	Exposure	Estimated Duration (hours)

Mention two important experiences obtained:

(a) _____

(b) _____

Any problem encountered? No: Yes: if yes, please state below:

In general how do you evaluate your training?

Excellent

Satisfactory

Not Satisfactory

Signature: _____ Date: _____

Head of the department Report
(To be filled by the head of the department or equivalent designators)

Student's Name: _____

Student's ID No.: _____

Training Duration: From _____ to _____

Name and Address of the Training Organization:

Overall training evaluation. Please circle the appropriate range* (1 to 5)

*** Range: 5- Excellent, 4- Good, 3-Satisfactory, 2-Below Average, 1-Weak**

(i) Attendance	1	2	3	4	5
(ii) Co-operation	1	2	3	4	5
(iii) Communication Ability	1	2	3	4	5
(iv) Association	1	2	3	4	5
(v) Adaptation	1	2	3	4	5
(vi) Knowledge	1	2	3	4	5
(vii) Industrial Skills/subject knowledge	1	2	3	4	5
(viii) Quality of Work/teaching	1	2	3	4	5

TOTAL (i+ii++ viii) _____

Please list three major activities of training which the student have been exposed to

- (a) _____ (%)
- (b) _____ (%)
- (c) _____ (%)

Total: _____ (100 %)

Comments or suggestions:

HOD / Supervisor's signature and stamp

Date: _____

Please send by Fax on Post to: *The Co-ordinator
Soorya Institute of Management Studies
3rd, Main Road, Mahavir Nagar
KaruvadiKuppam, Puducherry- 605008*

STUDENT'S PERFORMANCE EVALUATION FORM
(to be filled by Sims)

Academic Session : 20 to 20 Semester: _____

Course : Industrial Training Code: _____

Program : _____

Name : _____

Enrollment No : _____

Form E (Host) (40%)	Form G (Internal) (30%)	Report logbook (30%)	Total (100%)	Grade Status*

*Pass (P)

Fail (F)

Date: _____

Signature: _____

DEPARTMENT HOD / SUPERVISOR PARTICULARS

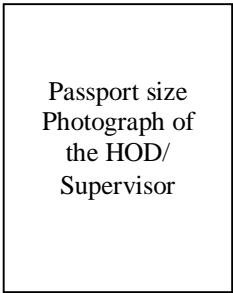
Name of the HOD/ Supervisor:.....

Qualification:.....

Designation:

Name & Address with Phone No of Organization with Seal

.....
.....
.....
.....
.....



(Note: Please enclose the Bio-data of the HOD/ Supervisor From your Training Venue)

