

BHHA881- ON-THE-JOB TRAINING PROJECT REPORT

1. Preamble

Course title	Industrial Training Project Report
Course code	BHHA 881
Credits	20
Total Industrial Training	158 days

2. Course Description

In this course, all the tasks related to the various core and ancillary departments of a hotel are recorded in the log book which later the learner may refer to frame the final Industrial Training Report for submission. The purpose of this course is to inculcate the habit of observing various departmental activities and noting them down for future reference.

This course will help the learners /trainees to draw conclusions related to the techniques learned, the skills acquired and the contribution made to the hotel environment through the on-the-job industrial training experience.

3. Learning Outcomes

On completion of this course, the learner will be confident to design the Industrial Training Project Report and present it to the bench of experts at the Institute. They will be able to complete their industrial training log book by the end of the industrial training, collect their departmental appraisals and industrial training completion certificate from the hotel and duly submit it to the institute for evaluation.

This course will enable the learner to have work-oriented discussions with the panel of experts during its evaluation.

Guidelines for Industrial Training Project Report

1. The learner has to submit the industrial training report, logbook, departmental appreciation letter (if any), participation certificate in special event (if any) and attendance record.
2. The report should be coherent, clear and concise.
3. The report should illustrate appropriately labeled tables, diagrams and pictures from the industry (if any).
4. The report should be within 20 to 40 pages.
5. Report writing content:
 - a. Title page
 - b. Acknowledgment
 - c. Table of contents
 - d. Table of abbreviation
 - e. Introduction: Brief about hotel, training objectives and work assigned
 - f. Technical Section: Various departments, key functions and proficiency acquired
 - g. Conclusion
 - h. References
 - i. Page Number
6. The report should be an original work.
7. The PowerPoint presentation must be submitted along with the report for assessment.
8. The PowerPoint presentation should not exceed more than 20 slides.

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EVALUATION OF ON-THE-JOB TRAINING REPORT (100 Marks)

Name of the Trainee: _____	University Roll No: _____
Name of the Hotel: _____	
Training From: _____	Training Till: _____

Evaluation of Written IT Report (A) (60 Marks)			
Marks Division/ evaluation factors	Explanation	Maximum marks	Marks obtained
Report Format	Sequencing of departments into chapters, Clarity in understanding the departmental functions, Detailing of subtopics, Use of tables, charts and references	15	
Description of workplace	Understanding of industry, Functioning of core and ancillary departments, Major activities carried out by various departments	15	
Analysis of job	Legible log book, Critical analysis of jobs performed within the departments	10	
Conclusion	Key lesson learned/ skills acquired	10	
Participation	Attendance record, Appreciation certificate (if any), Participation certification in special events (if any)	10	

Evaluation of Presentation (B)		(40 Marks)	
Presentation skills	Personal grooming, Mannerisms & body language, Articulation of voice, Audience interaction.	15	
Organizing presentation	Sequencing of content in Slides, Quality of content, Effective use of allotted time.	15	
Overall impression	Confident in presenting IT report, Clarity about the functioning of the hotel business.	10	
Grand Total (A+B)		100	

Assessed By: _____	Designation: _____
Signature: _____	Date: _____
