राष्ट्रीय होटल प्रबन्ध एवं केटरिंग टेक्नोलॉजी परिषद
(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय)
NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY
(An Autonomous Body under Ministry of Tourism, Govt. of India)
ए-34, सेक्टर 62, नोएडा - 201309 (प्रदेश उत्तर)
A-34, Sector 62, NOIDA - 201309 (Uttar Pradesh)
टैलि/Tel: 0120-2590600-623 ईमेल-/e-mail : dirs-nchm@nic.inवेबसाईट/Website: www.nchm.nic.in / www.nchm.gov.in

No: ST/University/IGNOU/17/NC
Dated: 1ST April 2024

To,

Principal
All IHMs

Subject: Regarding Industrial Training Report

Dear Principal,

With reference to the Industrial Training Report, IT report presentation will be conducted by institute as per the past practice(Regular & Reappear)

This information has to be circulated to all the students of Semester III / IV of B.Sc. HHA, Academic Session 2023-24 for filling up the Term-end examination form for June 2024 (Last date: 22nd April 2024 without late fine).

IT report of Regular students only will be sent to IGNOU consolidated by the institute, postal charges will be borne by the institute as institute already taken examination fees of Rs.3000/-.

BHM 208 IT (Industrial Training Report)

Address:

To, Registrar,

Students Evaluation Division

Block -12 Indira Gandhi National Open University

Maidan Garhi, New Delhi 110068

Institute wise as per Instructions for Industrial training Report and Submission procedure attached herewith provided by IGNOU

The following points must be considered before sending the report to IGNOU:

A copy of industrial training certificate issued by the hotel where the student has undergone industrial training

A certificate from the Principal/Course coordinator clearly indicating that the students has completed the industrial training on letter head of the institute.

- IT report (Hard copy) certified by Principal/HOD of each student
- IT Certificate (Xerox copy)
- PAF (Performance Appraisal Form) (original)

The following point must be considered before dispatching the report to IGNOU:

- Packets should be waterproof and the address should be covered fully with plastic white tape so that rain drops/water will not affect it

Note: Kindly retain the soft copy with the institute for future reference.

Thanking you,

Yours sincerely,

Dr. Satvir Singh
Director (Studies)

INSTRUCTIONS FOR INDUSTRIAL TRAINING REPORT AND SUBMISSION PROCEDURE

- The Industrial training report is to be submitted at:
  Registrar,
  Student Evaluation Division.
  Block-12, Indira Gandhi National Open University,
  Maidan Garhi, New Delhi-110068

- The envelop covering the Industrial Training Report Should be super scribed as, '**Industrial Training Report, Course Code: BHM-208**'.

- **The report submitted should have:**
  o **A copy of industrial training certificate issued by the hotel where the student has undergone Industrial Training.**
  o **A certificate from the Principal/Course Coordinator clearly indicating that the student has completed the Industrial training on letter head of the institute.**

- The training report should have introduction, description of departments of hotel, what learner has learned, and conclusion.

- The front page should have the following details:
  o **The IGNOU enrollment number of the student (Essential, without which evaluation may not be possible.**
  o **Name of the Student**
  o **Programme Title**
  o **Programme Code**
  o **Course Title**
  o **Course Code**
  o **Name and Address of Institution where student is admitted**

- Industrial training report preferably hard bound/spiral bound, it is not acceptable in loose leafs.

- The Industrial Training report may be hand written (must be legible) otherwise printed.

- Format of front page is as under:

INDUSTRIAL TRAINING REPORT

Enrolment No.(IGNOU) :

Name of Student :

Programme Title : **B.Sc. Hospitality and Hotel Administration**

Programme Code : **BHM**

Course Title : **Industrial Training**

Course Code : **BHM-208**

Name of Institute :