



OFFICE OF THE PRINCIPAL, IHMC&TAN, HYDERABAD – 500 007

IHM(H)/Trng.(U-III)/2025-26/

30-07-2025

CIRCULAR

Attn.: II Year B.Sc. (Semester IV) Students

Sub: Instructions to the II Year B.Sc. in Hospitality and Hotel Administration (Semester IV) students detailed to undergo 17 Weeks Industrial Release Training **Circular** from **01st December, 2025 to 27th March, 2026** – Reg.

General:

All the students of II Year B.Sc. in Hospitality and Hotel Administration (Semester IV) who have been detailed to undergo 17 Week Industrial Release Training **Circular** from **01st December, 2025 to 27th March, 2026** or as instructed by Training Coordinator are required to note the following:

Attendance Rule regarding Industrial Training:

Under the Semester system, compulsory Industrial Exposure has to be completed in Semester III / Semester IV comprising of 17 weeks (minimum) or 102 working days. A student can avail leave upto 15% or 15 days with prior permission of the Hotel.

Period of Training & Collection of Hotel letters:

Students of B.Sc., in Hospitality and Hotel Administration Programme undergoing 17-Week Industrial Release Training are required to collect a copy of the letter addressed to the hotel allotted to them, along with 4 copies of “Industrial Training Feedback Appraisal” for each student, and report to the hotel for which they have been allotted on the due date. They are not allowed to undertake any training on their own without prior permission from the Coordinator / Principal after being detailed by the Institute. They have to collect the hotel letters from Mr. L. Rajesh, Training Coordinator. They have to report back to the Institute on **(Thursday & Friday i.e. 23rd & 24th April, 2026 for End Semester Examinations / Presentation (Tentative)** on completion of their training and IT Report Preparation / IT Shortfall Make-Good Period and submit Logbooks along with training report immediately to the Training Coordinator on their arrival to the Institute.

Responsibilities of the Trainee:

- Should be Punctual
- Should maintain the training logbook up-to-date.
- Should be attentive and careful while completing assigned tasks.
- Should be keen to learn and maintain high standards and quality of work.
- Should interact positively with the hotel staff.
- Should be honest and loyal to the hotel and towards their training.
- Should get their appraisals signed regularly from the HOD's or Training Manager.
- Gain maximum from the exposure given, to get maximum practical knowledge and skills.
- Should attend the training review sessions / classes regularly.
- Should be prepared for the arduous working condition and should face them positively.
- Should adhere to the prescribed training schedule.
- Should take the initiative to do the work as training is the only time where you can get maximum exposure
- Should handover all the appraisals, logbook and training report after the completion of the training to the Institute.

Student Discipline during Hotel Training:

TO STRICTLY FOLLOW THE HOTEL RULES

Complaints have been received from some of the Hoteliers regarding the student behavior, theft, consuming alcohol on duty, indiscipline, improper groom, unpunctuality and absenteeism, etc. These are viewed very seriously, and the students have been warned not to give room for any complaints from the hotels, as this will reflect on the Institute's reputation in general, and also affect the career of the students in particular. The training marks awarded to the students are based on their entire performance during the hotel training. Hence, the students are to bear in mind all these aspects, and carry on with their hotel training successfully. The students are to report to their respective Hotels conforming to the standards set by the hoteliers.

Students are not permitted to take any leave without the permission of the Department I/C., where they are deputed during the training. In dire necessity, **written permission should be obtained before availing leave. A mail has to be marked to the hotel training manager & faculty training coordinator.**

Collection of Log Books:

They are required to collect four copies of LOG BOOKS for their training after remitting an amount of Rs. 200/- (Two hundred rupees only) in the Office (Account Section) between 05.00PM and 05.30 PM.

Note: The Log Books must be signed by the Department I/c., as well as the Training Coordinator of the place, wherever possible. The "Industrial Training Feedback Appraisal" signed by Senior Executives of the respective departments, & duly stamped of hotel / training department seal.

NCHMCT Examination Forms for Industrial Training and Semester II backlog papers / Dates:

Separate circulars will be issued with regard to submission of Examination forms for the following:

- Industrial Training, i.e., Sem. IV.
- Reappear papers, if any, to appear during Semester II Internal Evaluation (IE) / End Semester Examinations (ESE).

Results of I Year (Semester I & II) End Semester Examinations 2024-25:

The names of students falling under following categories shall automatically stand removed from rolls of the University:

- A student of B.Sc. 1st year fails to clear at least 50% of the prescribed subjects at the end of the 1st semester.
- A student joining the 1st semester will be required to maintain a CGPA of 3.00 in the courses at the end of 2nd semester, otherwise his/her name will be removed from university rolls.
- A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.
- A student shall be eligible to carry forward an additional load over & above the normal load prescribed, the additional load shall not exceed 50% of the subjects /course a student is normally expected to cover in a semester.
- To get promoted from 2nd semester (1st year) to the 3rd Semester (2nd year), a student has to pass at least 50% (11 subjects) of the total subjects/courses of 1st and 2nd Semesters together with grade higher than "F" and with a CGPA of minimum '3.00'. (A student can carry not more than 10 back subjects/courses with a grade "F" at the end of 2nd semester to move into 3rd semester)
- In case a student secured '0' grade point (Grade-F) in any subject/course, he/she has to repeat in the subject/course to achieve Grade higher than 'F', till then his overall grade will be marked "NIL"
- A student who secured a grade higher than "F" in a subject/ course may be permitted by NCHMCT to improve his/her grade by repeating that subject/ course once, by surrendering his/her earlier grade by due date, it will be his/ her repeat performance in the subject which will be taken in account to compute SGPA and the CGPA. The transcript will however, reflect appropriately both of the performances and the fact that s/he had repeated the subject.
- A student must complete industrial training for the prescribed time period during the allotted semester or in genuine medical grounds, he/she may be permitted to complete the remaining duration of industrial training during the extended one year by the Director (S) of NCHMCT on recommendation of the Principal of the Academic Chapter.
- A student with a cumulative index of less than 4.00 CGPA at the end of 6th semester, will be given a maximum two semesters to bring his cumulative index to the prescribed requirements for the award of Degree.

STUDENTS ARE HEREBY INFORMED, THAT THEY ARE REQUIRED TO FIND OUT ABOUT THE DATE OF THE EXAMINATIONS (SEMESTER II INCLUDING PRACTICAL) THROUGH THE COLLEGE WEBSITE / EMAIL / OVER PHONE OR FROM THEIR CLASSMATES.

Issue of Railway Concession for Training:

The students are eligible for railway concession for their training i.e., from the Institute to Training Place and back, only. Since the concession is valid for only three months from the date of issue, initially, students are being issued only for onward journey (place of training). Students who wish to avail return journey concession from the training place to the Institute, should submit the requisition form for the same by post, so as to reach this Office, not later than 30-10-2025. The signed concession forms will be mailed to them as per the address given in the requisition form. Concession forms cannot and will not be mailed if they do not mention their postal address properly in the requisition form.

Railway concession for the training will be issued in batches of up to four candidates in a single form (hotel-wise). Individual concessions are not allowed in any case, and they have to forego their railway concession.

They can also collect railway requisition form for return journey from the Academic Section, which can be submitted later as above (one month before completion of hotel training).

The following points are to be borne in mind while filling-up the railway requisition for availing Railway Concession form:

The date of birth should be written correctly and the age should be written as completed years.

The railway station name must be written with correct spelling as per the name board erected at the stations or as per the railway guide. Wrongly spelt names of railway station in the form will lead to rejection by the railway authorities.

The concession form must be exchanged at the Railway Station within 14 days of issue of Railway Concession (date of issue) for both journeys, otherwise it will be invalidated.

The Railway concession form issued for return journey must be verified by the Railway authorities at the issuing station itself otherwise it will be invalidated by the railway authorities at the time of exchange of concession form at the other end.

The students can exchange the railway concession forms for both journeys here itself, if interested, but they should clearly specify in the requisition form, so as to address the Station Master in both railway concession forms, by the Office.

The students can make their journey reservation by paying full amount in advance and later they can claim on Railway Concession, provided they give their particulars, and Name and Age should tally with particulars of Railway Concession and the Reservation slip initially filled-in at the reservation counter, otherwise they will reject availing of railway concession.

The students of SC / ST community will be getting additional concession and those who want to avail this concession, should clearly mention the community in requisition form and they should be in possession of Community Certificate along with the railway concession form when they go for exchange of Railway concession for ticket.

The railway concession will be issued only on two occasions, i.e., one to Home-town on declaration of vacation by the Institute and the other for Hotel Training when detailed for Hotel Training. On both occasions, the concession will be issued only from the Railway station here to Home-town for vacation or Railway station of Hotel Training place only. Concessions for other railway stations will not be issued.

The Railway concession will be issued for the Industrial Training in a group of four in a single form (hotel wise). Individual single concessions will not be issued for any reason. Otherwise, they have to forego the Railway Concession and should go on their own.

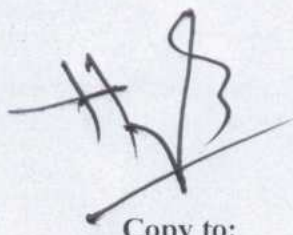
The students after receipt of Railway concession from the Office have to see the following:

- The form is signed by the authorized signatory (three signatures)
- Spelling of Railway station name.
- Overwriting / corrections properly signed and stamped by the Institute authority.
- Dates written correctly.
- Form is filled-up without leaving any column.
- Affixing of Office Rubber stamp.

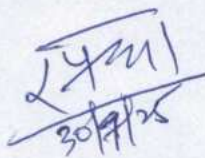
Assembly for Briefing:

Students are required to assemble at **MICE on 31st October, 2025 at 03:00 PM (Tentative)** for a briefing session about training.

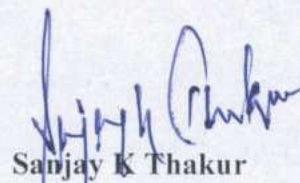
They have to be in touch with the Training Coordinator at the Hotel and the local Institute, if any as well as this Institute's Training Coordinators Mr. L. Rajesh, Contact No. +91-9052975425 in case of any necessity and guidance.



Copy to:



1. Each Student of II Year who are under training. (105 Nos.) through E-Mail and on what's app
2. Training Coordinator – with a request to remind the students on the above points during their briefing.
3. Accounts Department for Log Book Collection
4. Hostel (Boy's & Girl's)




Sanjay K Thakur

Principal/Secretary

प्रधानाचार्य/PRINCIPAL

होटल मैनेजमेंट कैटरिंग संस्थान
प्रौद्योगिकी एवं एप्लाइड पोषण सोसायटी
INSTITUTE OF HOTEL MANAGEMENT CATERING
TECHNOLOGY & APPLIED NUTRITION SOCIETY
भारत सरकार के पर्यटन मंत्रालय
Govt. of India, Ministry of Tourism,
'एफ' पॉइन्ट, डी.डी. कालोनी, /F' Row, D.D. Colony,
विद्यानगर, हैदराबाद/Vidyanagar, Hyderabad-500 007.



Sansat

Shiva