

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY AND APPLIED NUTRITION, HAMIRPUR**

PART A

UNDERTAKING FOR INDUSTRIAL TRAINING

(Applicable to students who are arranging their Industrial Training on their own)

I, _____, S/o/D/o Sh./Smt. _____, bearing NCHMCT Roll No. _____, presently pursuing the **B.Sc. in Hospitality & Hotel Administration** at Institute of Hotel Management Hamirpur, hereby declare that I have been duly informed and briefed by the concerned Training & Placement Coordinator and faculty members regarding the objectives, guidelines, evaluation system, code of conduct, university norms, and academic requirements related to Industrial Training and the subsequent Term-End Examination.

I undertake that Industrial Training is an essential and compulsory component of the academic curriculum and that the responsibility for selecting an appropriate training property/organization rest entirely with me and my parent(s)/guardian(s). I further declare that, after careful consideration, consultation with my parent(s)/guardian(s), and understanding of my academic and professional career goals,

I hereby declare that I am arranging my Industrial Training independently. I undertake to obtain prior approval from the Training In-charge before shortlisting and applying to any organization/property for Industrial Training, in accordance with the applicable course guidelines. I further undertake to submit the official Confirmation Letter issued by the concerned organization to the Training & Placement Coordinator of the Institute on or before _____ (i.e., prior to the commencement of my Industrial Training).

I understand that failure to obtain the requisite approval and/or submit the Confirmation Letter within the stipulated time may result in my Industrial Training documents not being accepted for final assessment and fulfilment of related academic requirements.

I confirm that the above-mentioned training organization/property will be selected by me and my parent(s)/guardian(s) after independently verifying its suitability, work environment, safety standards, operational credibility, training opportunities, and compliance with the guidelines prescribed by the Institute, NCHMCT, and the affiliating University.

In this regard, I hereby solemnly undertake the following:

1. That the decision regarding the choice of training organization has been taken by me and my parent(s)/guardian(s) after due evaluation of its relevance to my career aspirations, professional growth, learning opportunities, and compliance with university and institutional guidelines.
2. That I understand the Institute has only facilitated/approved the training request based on my application and shall not be held responsible for matters relating to accommodation, stipend, safety, working conditions, interpersonal issues, training exposure, transportation, medical emergencies, or any dispute arising between me and the training organization.
3. That all expenses related to travel, accommodation, food, medical needs, uniforms, documentation, and other incidental expenses during the Industrial Training period shall be borne solely by me and/or my parent(s)/guardian(s).
4. That I shall strictly abide by all rules, regulations, policies, disciplinary standards, grooming requirements, confidentiality norms, and operational procedures of both the Institute and the training organization throughout the training period.
5. That I shall maintain professional conduct, discipline, punctuality, honesty, and integrity at all times and shall uphold the reputation, dignity, and values of Institute of Hotel Management Hamirpur.
6. That I understand that any misconduct, negligence, indiscipline, unauthorized absence, violation of organizational policies, involvement in unlawful activities, or behavior detrimental to the reputation of the Institute or training organization may lead to disciplinary action, cancellation of training, withholding of assessment, or any other action deemed appropriate by the competent authority.

7. That in the event of discontinuation, suspension, or termination of my Industrial Training due to my conduct, poor performance, absenteeism, violation of rules, or any other valid reason, the entire responsibility shall rest upon me and my parent(s)/guardian(s), and the Institute shall not be liable for the same.
8. That I understand that incomplete training, non-submission of required documents, shortage of attendance, or non-compliance with university/institutional norms may adversely affect my academic progress, examination eligibility, and award of degree/diploma.
9. That I shall regularly check and comply with all notices, circulars, schedules, deadlines, examination instructions, and guidelines issued by the Institute, NCHMCT, and the affiliating University through official communication channels and websites.
10. That I undertake to submit the following documents to the Institute on _____:
 - ❖ Performance Appraisal Forms (Food Production, Food & Beverage Service, Front Office, and Housekeeping)
 - ❖ Industrial Training Log Book and Attendance Certificate
 - ❖ Industrial Training Completion Certificate (Self-attested coloured photocopy)
 - ❖ Industrial Training Report
 - ❖ PowerPoint Presentation (in Pen Drive)
11. That I and my parent(s)/guardian(s) fully understand that Industrial Training forms an important foundation for my professional career in the hospitality industry, and therefore all decisions related to training property selection, continuation, discipline, conduct, and career planning shall be undertaken responsibly and in accordance with the academic regulations and university guidelines.
12. That I shall continue to remain governed by and comply with all academic ordinances, examination regulations, attendance requirements, disciplinary rules, and policies laid down by the Institute, NCHMCT, and the affiliating University during the entire period of Industrial Training.

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I further accept full responsibility for adherence to all the conditions stated herein.

STUDENT DETAILS

Name of Student: _____

NCHMCT Roll No.: _____

Signature of Student: _____

Email ID: _____ Contact Number: _____

Date: _____ Place: _____

I, _____, S/o/D/o Sh./Smt. _____, bearing NCHMCT Roll No. _____, presently pursuing the **B.Sc. in Hospitality & Hotel Administration** at Institute of Hotel Management Hamirpur, am submitting the Confirmation Letter received from the concerned organization on _____. Further, upon my request, the Institute has issued a No Objection Certificate (NOC) to facilitate my Industrial Training with the said organization.

Signature of Student: _____

Email ID: _____ Contact Number: _____

Date: _____ Place: _____