

# Institute of Hotel Management Rohtak



**Tilyar Lake, Rohtak - 124001**

**PH.NO. 8222880280/380**

# LOG BOOK

Industrial Training Scheme

NAME OF STUDENT : .....

PERIOD OF TRAINING : .....

NAME OF HOTEL : .....

NAME OF COMPANY : .....

ADDRESS : .....

PHONE NO. : .....

TELEX NO. : .....

FAX NO. : .....

PHONOGRAM : .....

STAR CATEGORY : .....

E-MAIL : .....



## Facilities

1. Coffee Shop :

2. Restaurant :

(Seating Capacity) .....

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3. Banquet :

4. Conference Hall :

(Seating Capacity)

5. Bar :.....

6. NO. OF ROOMS

1. Single :

2. Double :

3. Twin :

4. Deluxe :

5. Suite :

6. Any other :

**Extra Facilities**

- 1. Health Club :
- 2. Swimming Pool :
- 3. Beauty Parlor :
- 4. Others :

Basis of Charging : Fixed Time/24 Hrs./Night Basis

Tariff Structure :

**Tax Structure**

1. Taxes : .....

2. Service Charge : .....

Credit Cards Accepted : .....

Billing Methods : Manual / Computer / NCR

**Organization Structure**



1. General Manager : .....
2. Resident Manager : .....
3. F & B Manager : .....
4. Executive Chef : .....
5. Front Office Manager : .....
6. Lobby Manager : .....
7. Executive House  
Keeper : .....
8. Ex. Engineer : .....  
(Maintenance)

# **ORGANISATION CHART OF THE HOTEL**

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**Institute of Hotel Management, Tilyar Lake, Rohtak-124 001**

**PERFORMANCE APPRAISAL**

Name : \_\_\_\_\_ Roll No. \_\_\_\_\_

Name of the organization : \_\_\_\_\_

Department : \_\_\_\_\_ Section : \_\_\_\_\_

Duration : From: \_\_\_\_\_ To \_\_\_\_\_

**APPEARANCE**

Immaculate Appearance, Spotless uniform, Well groomed hair, Clean nails & hands.	5
Smart, Appearance, Crisp uniform, Acceptable, hair, Clean nails & Hands.	4
Well Presented, Clean uniform, Acceptable hair, Clean nails & Hands.	3
Untidy hair, Created ill kept uniform, Hands not clean at times.	2
Dirty / Disheveled, Long, / Unkempt hair, Long / Dirty hands & nails.	1

**PUNCTUALITY / ATTENDANCE ( \_\_\_\_\_ ) days present in full duration**

On time, Well prepared, Ready to commence task, Attendance Excellent.	100 %	5
On time, Lacks some preparation but copes, Attendance Very Good.	90 %	4
On time, Some disorganized aspects just copes, Attendance Very Good.	80 %	3
One time, Some Disorganized aspects just cope, Attendance Regular.	60 %	2
Frequently late, Not Prepared, Frequently Absent without Excuse.	50 %	1

**ABILITY TO COMMUNICATE (WRITTEN / ORAL)**

Very confident, Demonstrates outstanding confidence & ability in spoken & written work.	5
Confident, Delivers information.	4
Communication adequately, but lacks depth & confidence.	3
Hesitant, lacks confidence in spoken / written communication.	2
Very inanimate, unable to express themselves in spoken & written work.	1

**ATTITUDE TOWARDS COLLEAGUES / CUSTOMERS**

Wins & retains highest regards from colleagues has an outstanding rapport with customers.	5
Polite considerate & firm if needed well liked.	4
Get on well most colleagues, Handless customers well .	3
Slow to mix & manner is distant has unfortunate approach to customers.	2
Does not mix to relate well to colleagues and customers.	1

**ATTITUDE TO SUPERVISION**

Welcome criticism, Acts on it very co-operative.	5
Readily accepts criticism & is noticeably willing.	4
Accepts criticism, but does not necessarily act on it.	3
Takes criticism very personally, broods on it.	2
Persistently disregards criticism & goes won way.	1



**INITIATIVE / MOTIVATION**

Very effective in analyzing situation an resourceful in solving problems.	Demonstrates ambition to achieve progressively.	5
Show ready appreciation and willingness to tackle problems.	Positively seeks to improve knowledge & performance.	4
Usually grasps points correctly.	Show interest in all work undertaken.	3
Slow on the uptake.	Is interested only in areas of work preferred.	2
Rarely grasps points correctly.	Lacks any drive and commitment.	1

**RELIABILITY / COMPREHENSION**

Is totally trust worthy in any working situation. Understands in details, why & how the job is done.	5
Can be dependent upon to identify work requirement, & willing to complete them. Readily appreciates, how & way the job is done.	4
Get on with the job in the hand. Comprehends, but does not fully understand work in hand. Cannot be relied upon to work without supervision.	3
Comprehends only after constant explanation.	2
Requires constant supervision. Lacks any comprehension of the application.	1

**RESPONSIBILITY**

Activity seeks responsibility at all times.	5
Very willing to accept responsibility.	4
Accepts responsibility as it comes.	3
Inclined to refer matters upwards rather than make own decision.	2
Avoids taking responsibility.	1

**QUALITY OF WORK**

Exceptionally accurate work, very thorough usually unaided.	5
Maintains a high standard.	4
Generally good quality with some assistance.	3
Performance is uneven.	2
Inaccurate & slow in work .	1

**QUANTITY OF WORK**

Outstanding in amount of work .	5
Gets through a great deal.	4
Output satisfactory.	3
Does rather less than expected.	2
Output regularly insufficient.	1

**Total Attendance in Days: ( \_\_\_\_\_ )**

**Name & Designation of Appraiser: .....**

**Signature & Stamp.....**

**Date:**