



**Institute of Hotel Management, Catering Technology & Applied Nutrition,
Industrial Area, Panipat**
(An Autonomous Body under Department of Tourism, Govt. of Haryana)
Affiliated to National Council for Hotel Management & Catering Technology, NOIDA
Email: ihmcpaipat@gmail.com, Web site: www.ihmpanipat.com
Contact Number – 0180-2650222, 2658222

INDUSTRIAL TRAINING LOG BOOK

STUDENT'S NAME :
NCHMCT ROLL NUMBER :
TRAINING DURATION :
HOTEL'S NAME :
ACADEMIC SESSION :

SIGN. OF INTERNAL EXAMINER:

SIGN OF EXTERNAL EXAMINER:

**Institute of Hotel Management, Catering Technology & Applied Nutrition,
Industrial Area, Panipat**

Date Shift.....
Department..... Section.....

TASKS CARRIED OUT (to be filled by trainee):

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

OBSERVATIONS (to be filled by trainee):

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

REMARKS: (to be filled by trainer)

.....

SIGNATURE OF SUPERVISOR / H.O.D.

**Institute of Hotel Management, Catering Technology & Applied Nutrition,
Industrial Area, Panipat
Affiliated to National Council for Hotel Management & Catering Technology, NOIDA**

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

Remarks:**Total Marks: (_____) / 50**

Name & Designation of appraiser : _____

Signature & Stamp _____ Date: _____

