

INDUSTRIAL TRAINING APPLICATION FORM

I Mr. / Ms. _____ pursuing _____ (programme name) _____ (year), would like to request the institute for providing assistance for my industrial training for the duration of _____ months i.e. from Dec 2026 to April 2027.

My preferred Cities for the training are mentioned below:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

GENERAL RULES AND REGULATIONS FOR TRAINING:

1. Students shall complete their training as per the schedule and at allotted hotel.
2. Students shall manage their own transportation, accommodation, etc., in most of the cases hotels help the candidates in search of good accommodation.
3. Students shall maintain the log book duly signed by the head of the department of hotel and training evaluation form.
4. Students shall strictly abide with the code of conduct of the hotel.
5. Students shall avoid unnecessary and un-intimated leaves.
6. In case of illness or any kind of emergency the student needs to immediately inform the hotel for the approval of the leave. If required, the institute could forward an e-mail to the hotel against parent's request in written.
7. Students managing their own trainings shall submit their intent letter for the same along with hotel's confirmation letter, and the institute would provide NOC against the same.
8. Students shall strictly follow the training duration mentioned in the training NOC letter issued by the institution.
9. Students shall attend the pre-training briefing and follow the same during their training period. This would specially help to avoid any misunderstandings during the early days of the training.
10. Institute would not be responsible for any kind of personal disputes amongst the students during the training period.
11. Any complaint from the hotel will result in strict action from the institute.
12. Students shall keep the institute updated on their training i.e. learning, department allocated, etc.
13. Students shall do their best to serve the industry and keep up to institute and self standards.
14. I further declare & confirm that the Institute or Hotel shall not be held responsible in the event of any misfortune or accidents/or personal injuries whether fatal or otherwise involving me.

Thanking you,

Yours Sincerely,

(Candidate's Signature)
Cell No.:

(Parent's Signature)
Cell No.: