INDUSTRIAL TRAINING REPORT

NAME OF THE STUDENT: .................................................................
NAME OF THE HOTEL: .................................................................
DURATION AT WORK: From .........................................................
To .................................................................
DEPARTMENT: ..............................................................................
DESIGNATION: .............................................................................

Please cross the appropriate box
Please read instructions overleaf before you fill the form

Scoring System

<table>
<thead>
<tr>
<th>POOR</th>
<th>AVERAGE</th>
<th>GOOD</th>
<th>VERY GOOD</th>
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JOB KNOWLEDGE

ATTENDANCE

PUNCTUALITY

QUALITY OF WORK

ATTITUDE TO WORK

WILLINGNESS TO LEARN

ACQUISITION OF SKILLS

ACCEPTANCE OF RESPONSIBILITY

ATTITUDE TOWARDS FELLOW WORKERS

Special Comments : ...........................................................................

................................................................. Signature/Designation
Authorized Signatory
(Please place your rubber stamp)

To all managers,

Please do not release the Industrial Training Report until the student complete the 06 months Training.

FOR OFFICE USE ONLY
Comments of the Hotel School Lecturer In-Charge

................................................................. Date Name Signature
We kindly request you to note the following when filling-up the report:

- One single form to be used per student.
- Scoring system indicated on the "Industrial Report" format. Qualifying mark for re-admission is 26. However, a person with 2 "Poor" category grading will not be eligible for re-admission in spite of obtaining the required pass mark. (This is stated for your information only and not to influence upon you.)
- Please place your Hotel rubber-stamp to authenticate the report or produce a letter of service along with the report.
- The duration of the practical training should be Six (06) months minimum to be eligible for re-admission to the school.
- Please forward this under confidential cover by registered post (original), immediately upon completion of the training period to.
- Also please send a certified copy in a sealed envelope through the student.

The Registrar
Sri Lanka Institute of Tourism & Hotel Management
No.78, Galle Road,
Colombo 03.

- In the event a student is found guilty of any misconduct during his/her training period kindly notify the School immediately and follow it up with a written document.
- Thank you for your valuable time.

Sri Lanka Institute of Tourism & Hotel Management