

SRL LANKA INSTITUTE OF TOURISM & HOTEL MANAGEMENT

INDUSTRIAL TRAINING REPORT

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

To be filled by the Student
School:.....
Course:.....
Course No:.....
Date Of Birth:.....
N.I.C. No:.....
Student No:.....
Mobile No:.....
Email:.....

Please cross the appropriate box

Please read instructions overleaf before you fill the form

| Scoring System | Poor - 00 | Average - 02 | Good - 04 | Very Good-05 |
|---------------------------------|-----------|--------------|-----------|--------------|
| | POOR | AVERAGE | GOOD | VERY GOOD |
| 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 :

.....
Date

.....
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