



Ashok Institute of Hospitality & Tourism Management

Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi – 110 021

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**LOG BOOK**

**INDUSTRIAL TRAINING SCHEME**

(22 WEEKS)

2) FIRST PAGE -

NAME OF STUDENT : .....

PERIOD OF TRAINING : .....

NAME OF HOTEL : .....

NAME OF COMPANY :

ADDRESS :

PHONE NO. :

FAX NO. :

STAR CATEGORY :

E-mail address

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 :

3) SECOND PAGE

Extra Facilities

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

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

Tariff Structure :

Tax Structure

- 1. Taxes : .....

Billing Methods : Manual / Computer / NCR

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Organisation 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)

4) THIRD PAGE

**ORGANISATION CHART OF THE HOTEL**

5) FOURTH PAGE

DATE : DAY :

SHIFT : TIME :

DEPARTMENT : WORK AREA:

WORK OBSERVED / PERFORMED

SIGNATURE

DATE : DAY :

SHIFT : TIME :

DEPARTMENT : WORK AREA :

WORK OBSERVED / PERFORMED

SIGNATURE

**NOTE**

**FOURTH PAGE CONTINUES FOR ALL DAYS OF**

**TRAINING DESCRIBING EACH DAY IN EACH**

**DEPARTMENT.**