

SIHM, BALANGIR
INDUSTRIAL TRAINING GUIDELINES

STUDENTS ARE ADVISED TO ABIDE RULES FOR AND DURING IT:

1. Any queries regarding procedure/rules etc. may be addressed to the Placement and IT Cell through the respective email ID hrd@sihmbalangir.org only.
2. Students are advised to read the announcements made, go through the company website and apply only if interested for their IT.
3. Once the student is selected for IT, he/she is not allowed to switch the company.
4. Only one NOC will be issued to one student, by the name of only one hotel.
5. The details given in the resume have to be genuine and any student found violating this rule will be disqualified from the IT.
6. All the details given in the resume will be verified by the academic cell and administration with supporting documents.
7. Honesty, Integrity, and Compliance have to be maintained by the students always.
8. Dress Code to be followed whenever they participate in any interaction with a company.
9. Be ready with all certificates (in original & duplicates) for the curricular and extracurricular activities as mentioned in the CVs.
10. Students have to maintain a cordial relationship with the Training Managers/ recruiters.
11. Students (girls and boys) must be properly kept and wear neat business attire.
 - Formal clothes for boys include formal shirt and trousers with tie, blazer and oxford leather shoes. Mandatory accessories should include wrist watch and handkerchief. Mild deodorant is recommended.
 - Formal clothes for girls include either a formal saree or formal shirt and Trousers/Skirt with neck tie scarf / cravat. Mandatory accessories should include wrist watch, pearl necklace, pearl earring and handkerchief. Light makeup and mild perfume is recommended.
12. Abide to the policy of the Training hotel

13. Refrain yourself from any malpractice in hotel. Any case reported from your will not be entertained by the institute. Hotel's decision will be treated as final. Institute won't intervene for any such talks related to malpractice.
14. Refrain yourself to keep hotel's belongings in your lockers assigned to you in hotel.
15. Report any illness/emergency to the Training Manager of the hotel.

KEEP LEARNING.

BEST WISHES...

PLACEMENT AND IT CELL, SIHM BALANGIR