

Department of Hotel Management

**A Report on Out Door Catering provided to Walk with Scholars on
06.02.2023**

(An Initiative of Department of Hotel Management)

Naipunnya
To reach the unreachable

Date of event: 06/02/2023

Faculty In-charge: Mr. Jithu Doyal

Event Report

Academic year: 2022-2023

Event Details	
Name of the Event	Out Door Catering
Date	06.02.2023
Venue	Novotel Kochi
Activity	Lunch
Name of Participants	WWS Students
Organized by	Dept. of HM
Resource person/Guest/Host-Name	Nil
Introduction: Novotel Kochi offered ODC to the HM students on 06.02.2023. They requested 2 students for providing dinner service. WWS Students to hotel on the day and met the HR manager. As per the instruction from HR manager students reported to the banquet department. Banquet manager briefed the students about the work and students were engaged in to that.	
Objectives: The scheme initiated by the Department, proposes to arrange specialized mentoring programmes for students of Under Graduate Programmes in Department of Hotel Management and to provide guidelines for their future career. The scheme aims at giving necessary orientation to WWS students, to prepare them for employment and give them necessary guidance, motivation and mental support to enhance their employability.	
Learning /Observations:	
<ul style="list-style-type: none"> ➤ Organizing the table plans ➤ Arrangement of buffet ➤ Preparation of mise-en-place ➤ Food pick up and refilling ➤ Service of food and beverages to the customer 	
Attachments: Students attendance sheet, NOC form, Transaction slip and Students payment voucher.	
Budget	Nil
Income	Nil
Expenses	Nil
Appendix	

REPORT

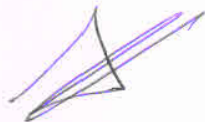
Out Door Catering

WWS Students went for outdoor catering to Novotel Kochi on 06.02.2023. They reported at 9.00 a.m. to HR office. HR manager had briefed the students about the work, timing, reporting and payments. Students reported to banquet department and the banquet manager briefed the students about the work. Students served the guest during lunch and finished their work and left the hotel by 6 p.m. The works done by the students was as follows

- Preparation of mise -en -place
- Organizing the table plans
- Arrangement of buffet
- Food pickup and refilling
- Service of food to the customer
- Clearance and resetting of tables and buffet
- Closing the function

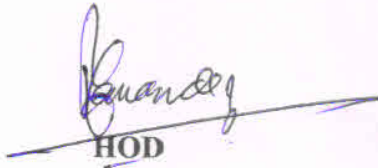
Students were paid all together Rs.1500/- from the hotel. Outdoor Catering Services are the unique opportunities for the students. During the industrial visit and tour the students simply observe the things whereas during the outdoor catering service the students are directly involved in the service to the guests. Under the supervision and guidance of the senior professionals these ODC proved to be much beneficial for the students from learning viewpoints.

Prepared by,




WWS Coordinator

verified by,



HOD

Approved by,



Principal

Email from Hotel

ODC support for 6th Feb & 7th Feb external inbox x



NOVOTEL Kochi HR2

Feb 3, 2023, 6:53 PM



to me, NAIR ▾

Dear Mr. Rahul,

Greeting from Novotel Kochi Infopark..!

As discussed, request the support from your esteemed organisation for 2 ODC in F&B Services for 6th Feb (Monday) from 9am onwards and 3 ODC for F&B Service for 7th Feb (Tuesday) from 9am onwards. Below details for your reference. Trust your support will be there.

Thanks & Regards,

NOVOTEL
KOCHI INFOPARK

- Ananthakrishnan P S
- Talent & Culture Executive
- NOVOTEL KOCHI INFOPARK
- Kakkanad Kochi Kerala, India, Pin - 682030
- Mobile: +91 75938 23310 Tel.: +91 484 6766 666
- hb283-hr2@accor.com • novotel.com • accorhotels.com



Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.

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www.naipunnnya.ac.in, mail@naipunnnya.ac.in

Student's attendance sheet

Naipunnya Institute of Management and Information Technology				
Walk with Scholar				
Students List for ODC @ Novotel Kochi				
Date -06.02.2023				
SL.No	Students Names	Class	Mobile Number	Date
1	Mr. Alex Paul	B Sc HMCA	8086624758	06.02.23
2	Mr. Jonathan Thottungal	B Sc HMCA	8086624758	06.02.23



Letter of Consent

Letter of Consent

Lgn. Paul Father/ Mother/ Guardian of Mr/ Ms Alex Paul





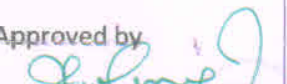
4th Sem BSc HMCA (Semester and Course), hereby give my consent to send my ward for
OEC on 02/2023 at Novotel Kochi

I have advised my ward about the proper conduct to be carried throughout the training.

hgy +91 80800 24758 _____
Parent Guardian's Signature Parent's Phone/ Contact Number Student's Contact Number



Student's payment voucher

Naipunnya Institute of Management and Information Technology			
Walk with Scholar			
Students payment list			
Date - 06.02.2023			
SL.No	Students Names	Amount	Signature of students
1	Mr. Alex Paul	750	
2	Mr. Jonathan Thottungal	750	
Prepared by 		Verified by 	Approved by 

Fr. Dr. PAULACHAN K.J.
Principal

