

**Department of Hotel Management**

**A Report on Out Door Catering provided to Walk with Scholars on  
31.01.2023**

*(An Initiative of Department of Hotel Management)*

**Naipunnya**  
To reach the unreachable

**Date of event: 31/01/2023**

**Faculty In-charge: Mr. Jithu Doyal**

## Event Report

Academic year: 2022-2023

Event Details	
Name of the Event	Out Door Catering
Date	31.01.2023
Venue	Novotel Kochi
Activity	Lunch
Name of Participants	WWS Students
Organized by	Dept. of HM
Resource person/Guest/Host-Name	Nil
<p>Introduction: Novotel Kochi offered ODC to the WWS students on 31.01.2023. They requested WWS students for providing dinner service. Students went 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.</p>	
<p>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</p>	
<p>Learning /Observations:</p> <ul style="list-style-type: none"> <li>➤ Organizing the table plans</li> <li>➤ Arrangement of buffet</li> <li>➤ Preparation of mise-en-place</li> <li>➤ Food pick up and refilling</li> <li>➤ Service of food and beverages to the customer</li> </ul>	
<p>Attachments: Students attendance sheet, NOC form, Transaction slip and Students payment voucher.</p>	
Budget	Nil
Income	Nil
Expenses	Nil
Appendix	

## REPORT

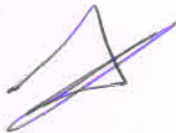
### Out Door Catering

WWS Students went for outdoor catering to Novotel Kochi on 31.01. 2023. Students reported at 4.00 p.m. to HR office. HR manager had explained to 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 dinner and finished their work and left the hotel by next day morning 6 a.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

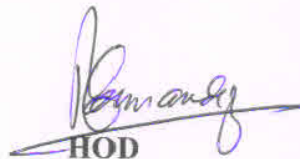
Students were paid all together Rs.1500/- from the hotel. Outdoor Catering Services are the unique opportunities for the students. During the industrial visit and tour the students simply observe the things whereas during the outdoor catering service the students are directly involved in the service 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 30th January 2023 External Inbox x



**NOVOTEL Kochi HR2**

Jan 30, 2023, 12:25 PM ☆ ↶ ⋮

to me, NAIIR ▾

Dear Mr. Rahul,

Greeting from Novotel Kochi Infopark..!

As discussed, request the support from your esteemed organisation for 4 ODC in F&B Services for today (30<sup>th</sup> January 2023). Below details for your reference. Trust your support will be there.

**F&B Services**

**4 ODC - 4 PM**

Also please support us with ODC in F&B Services on for below dates.

31<sup>ST</sup> Jan 2023 : 06 (04 nos. at 9.00AM / 02 nos. at 4.00PM)

1<sup>ST</sup> Feb 2023 : 02 (02 nos. at 10.00AM)



**Student's attendance sheet**

Naipunnya Institute of Management and Information Technology				
Walk with Scholar				
Students List for ODC @ Novotel Kochi				
Date -31.01.2023				
SL.No	Students Names	Class	Mobile Number	Date
1	Mr. Alex Paul	B Sc HMCA	8086624758	31.01.23
2	Mr. Jonathan Thottungal	B Sc HMCA	8086624758	31.01.23





Letter of Consent

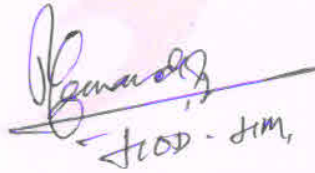
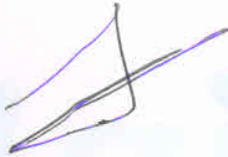
Letter of Consent

\_\_\_\_\_  
Liji Paul Father/ Mother/ Guardian of Ms/ Mr. Alex Paul  
4th Sem BSc HMCA (Semester and Course), hereby give my consent to send my ward for  
ODC on 30/1/2023 at Newotel Kochi  
I have advised my ward about the proper conduct to be carried throughout the training.  
\_\_\_\_\_  
hgy Parent/Guardian's Signature +91 80866 24758  
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 - 31.01.2023			
SL.No	Students Names	Amount	Signature of students
1	Mr. Alex Paul	750	
2	Mr. Jonathan Thottungal	750	



1000 - Jim,



Fr. Dr. PAULACHAN K.J.  
Principal

