

# **Uttarakhand Open University**

## **School of Tourism, Hospitality and Hotel Management**

### **Haldwani, Uttarakhand**

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#### **Project Report/Industrial Training Report Submission Guidelines**

#### **Diploma in Hospitality Administration (DHA-19/DHA-21)**

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**Last Date of Submission:** 10<sup>th</sup> March 2026 (For Annual Programme Learners Enrolled in Winter Session Jan. 2025)

**Last Date of Submission:** 30<sup>th</sup> June 2026 (For Annual Programme Learners Enrolled in Summer Session July 2025)

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#### **DHA-106 Industrial Training and Viva-Voce:**

##### **Industrial Training Report Preparation Guidelines:**

The main goal of the Industrial Training Report is to give learners practical knowledge and skills that will inspire, develop and boost their confidence. Another benefit of industrial Training is identifying one's primary operational areas of interest.

Learners shall undergo 6 months of industrial Training in a reputed hotel or resort an event management company or any other allied hospitality sector. After completing the Industrial Training, the learner will write a detailed report of at least 30 pages on the industrial Training, covering the introduction of the organization, details of each department and learning outcomes from the Training, in two copies (Spiral/Hard Bind). The study centre will collect the self-attested copy of the training certificate from the learner. Learner will complete the The Supervisor under whose guidance the industrial Training was completed will add their remarks and send the documents to the University by registered mail or speed post for evaluation before the University's last dates. The cover page of the industrial training report should contain your name, enrollment number, program name, program code, Session, study centre name, and its code. The industrial training report must contain at least 30 pages.

##### **Contents of the Training Report:**

- Cover Page / Title Page
- Training Certificate
- Certificate by Supervisor
- Declaration by Learner
- Acknowledgement

## **Chapter 1: Introduction**

- **Overview of the Industry/Sector:** Provide an overview of the industry or sector in which you completed your offline Training.
- **Profile of the Organization**
- **Competitive Landscape:** Describe the competitive landscape of the industry or sector.
- **SWOT Analysis:** Conduct a SWOT analysis of the organization.

## **Chapter 2: Task(s) Assigned and Work Plan**

- **Main Task(s):** Detail the main tasks assigned to you during your online/offline training project or online certification course.
- **Time, Duration, Geographical Area:** Specify the time, duration, and geographical area where the tasks were carried out.
- **Work Plans:** Mention the work plans you followed to accomplish the assigned tasks.

## **Chapter 3: Conceptual Discussions:**

- **Understanding of Concepts:** Present your understanding of various concepts used in your training report.
- **Theoretical Backdrop and Literature Review:** Provide a brief theoretical backdrop and literature review about the core concepts and their business implications. Refer to standard textbooks, journals, magazines, newspapers, etc.
- **Updated Information:** Collect updated information by reading the latest articles published in periodicals, journals, etc. Note that the latest authentic data enhances the quality of the Project and leaves a positive impression on the Viva committee and the organization where the student is placed for summer training.

## **Chapter 4: Skills Learned During Training:**

- **Activities and Learning:** Mention your daily or weekly activities or tasks completed and what you learned during your online/offline Training.

## **Chapter 5: Problems, Suggestions, and Conclusion:**

- **Problems and Challenges:** Discuss your problems and challenges during your summer training.

- **Suggestions:** Here, you will give suggestions to your juniors so that they can avoid the problems and challenges you encounter.

**or**

## **Project Report Instructions:**

### **1. Identifying the Topic:**

- After identifying an area of interest, discuss it with your counsellor/Guide to decide on the topic's aim and objectives.

### **2. Proposal Preparation:**

- Prepare one copy of three proposals (preferably typed).
- Obtain approval from your counsellor in the format given in Annexure "A".
- Send a soft copy of your proposal to the following email addresses:
  - **Programme Coordinator:** Dr. Akhilesh Singh **Email:** akhileshsingh@uou.ac.in /
  - Dr. Subhash Ramola sramola@uou.ac.in
- The approval of the Programme Coordinator will be final.

### **3. Project Work:**

- After obtaining approval, start working on your Project.
- Choose the title of your Project Report from the suggested list below after consultation with your Supervisor.
- Begin working on your project report only after your Supervisor's approval. A counsellor appointed by the study centre will act as your Supervisor.
- The project report must be typed and contain a minimum of 100 pages (A4 size), double-spaced, using Times New Roman font size 12, with a one-inch margin on all sides.
- Before sending the project report to the University, ensure you sign the acknowledgement and declaration pages and have your Supervisor certify it.
- The study centre will send one copy of the project report to the University via registered mail or speed post for evaluation by the dates stipulated by the University.
- The project work must be original and in your own words; do not copy or reproduce from other sources. The University will check all project reports for plagiarism.
- The project report should include pictures, charts, and brochures.

- The cover page should contain your name, enrollment number, Programme Name, Programme Code, Study Centre Code, Study Centre Name, Regional Centre name, and Session.

#### **4. Contents of the Project Report:**

- Front Page
- Declaration (by the student)
- Certificate (by the Supervisor)
- Acknowledgement
- Chapter 1: Introduction
- Chapter 2: Review of Literature
- Chapter 3: Research Methodology
- Chapter 4: Data Analysis and Interpretation
- Chapter 5: Conclusion and Recommendation
- Bibliography

#### **5. Submission Guidelines for Project Report and Industrial Training Report:**

- Send the soft copy of your project report or Industrial Training report to the Programme **Coordinator's email:** akhileshsingh@uou.ac.in or sramola@uou.ac.in.
- Prepare one hardbound copy of the Project Report and send it to the Programme Coordinator through the study centre or by registered post/speed post to the following address:

##### **Programme Coordinator**

School of Tourism, Hospitality and Hotel Management (STHHM)  
Uttarakhand Open University  
Behind Transport Nagar Haldwani,  
District: Nainital, Uttarakhand,  
Pincode- 263139 Phone No.- 05946-286034  
**Email id:** akhileshsingh@uou.ac.in

- Along with hard copies of their Project Report or Summer Training Report, learners must also submit a Compact Disc (CD) containing the soft copy of their report or summer training report. Otherwise, their submission will be considered incomplete, and they will not be allowed to appear in the Viva-Voce Examination.

- If, at any point, it is found that the project report or summer training report is copied from another student's project report or thesis, the learner will not be allowed to appear in the Viva-Voce Examination.

### **Suggested Topics for the Project Report:**

- The Hospitality Industry in the Face of the COVID-19 Pandemic
- E-Marketing in the Hospitality Industry: Prospects and challenges
- The Effect of COVID-19 on the Indian Hospitality Industry
- Uses of convenience food in the catering industry
- Challenges and solutions to the development of Hospitality Industries: A case study of Hotel .....
- Contribution of Hospitality Industry to the national development: A case study of Hotel .....
- Management of service in the Hospitality establishment: A case study of Hotel .....
- Management of service in the Hospitality Establishment: A case study of Hotel .....
- The role of modern technology in the management of hospitality outfit
- Linkage between employee satisfaction and loyalty to the hotel industry
- The role of media and communication in Tourism Development
- Impact of Advertising on the services of the Fast Food Industry
- A critical examination of the food and beverage service technologies in the hospitality
- A critical examination of safety and security concerns in Hospitality Industry
- Pandemics, Tourism and Global Change: A Rapid Assessment of COVID-19
- Tourism Recovery Strategy against COVID-19 Pandemic
- COVID-19 and Tourism Risk in India
- Role of Social Media in the Promotion and Development of the Tourism and Hospitality Industry.
- Role of the Internet in the Growth of the Hospitality Industry
- Employment Opportunities and Challenges in Tourism and Hospitality Sectors
- A Study on Information Technology Applications in Hospitality and Tourism

- The Value and Benefits of Fieldtrips in Tourism and Hospitality Education
- Tourism and Hospitality Industry: Emerging Trends and Issues and for the next decade
- Emerging Information and Communication Technologies in Tourism and Hospitality Industry
- Adoption of Robots and Service Automation by Tourism and Hospitality Companies
- Motivations for Entrepreneurship in the Tourism and Hospitality Sector
- Challenges and Solutions to the development of the Tourism and Hospitality Industry in India
- A Study on the Impacts of Automation on Tourism and Hospitality Jobs
- A Study on the Role of Virtual Reality (VR) in Transforming the Hospitality Industry
- Virtual Reality: Applications and Implications for Tourism and Hospitality Industry
- New opportunities for the Tourism Market: A Case Study of Accessible Tourism
- A Study on the Role of Mobile Applications for Accessible Tourism
- Local Community Participation in Homestay Programme Development in India
- The Emerging Importance of Homestays in the Indian Hospitality Sector
- Homestays Contribution to Community-based Eco-Tourism in the Himalayan Region of India
- Community-based tourism in the Indian State of Uttarakhand: A Case Study of Homestays and Lodges
- The Digital Future of the Tourism and Hospitality Industry
- Managing Employee Attitudes and Behaviors in the Tourism and Hospitality Industry
- Consumer Trust in the Tourism and Hospitality Industry
- A Study on the role of Smartphones in Tourism and Hospitality Marketing
- Influences of Social Media on the Tourism and Hospitality Industry
- Adoption of Robots, Artificial Intelligence and Service Automation by Travel, Tourism and Hospitality Companies Cost-Benefit Analysis
- Tourism and Hospitality Education in India
- The Effects of ICT Application on the Tourism and Hospitality Industries in India
- New Innovations in Hospitality Education
- Recent Developments in Tourism and Hospitality Industry in India

- The Role of Hospitality Services in Promoting Tourism Industry in India
- The Hospitality Industry in the face of the COVID-19 Pandemic
- Neo-Tourism and Hospitality- Vehicle for World Peace & Sustainable Development
- Sustainable Tourism: Opportunities and Challenges
- Tourism as an Industry
- Transforming Hospitality & Tourism: Sustainable Goals & Strategies for Future
- Current & Emerging Trends in Tourism and Hospitality
- Sustaining Culture and Heritage Tourism through Community Development and Involvement
- Hospitality & Tourism Education and Training: Future, Strategies & Sustainability

**Learners can select any one topic from the above-suggested list.**

**Annexure-A**

**Letter/Certificate of Approval**

**(By the Supervisor)**

I hereby certify that the proposal for the Project Report entitled (Name of the Project Report)..... by (Name of the candidate) .....has been prepared after due consultation with me. The proposal has my approval, and I agree to supervise the above-mentioned project report until its completion.

**(Signature of the Supervisor)**

**Name**.....

**Designation**.....

**Address**.....

.....

.....

.....

**Email id**.....

**Mobile No.** .....



**Annexure-B**

.....Title of the Project Report.....

**Project Report**

**Submitted for the Award**

**of**

**Master of Hotel Management**

**or**

**Bachelor of Hotel Management**

**or**

**Diploma in Hotel Administration**

**By:**

**Student's Name:.....**

**Enrollment No.....**

**Study Centre Name and Code.....**

**Under the Supervision**

**of**

**Supervisor's Name:.....**

**Address:.....**

**(Academic Year)**

**Uttarakhand Open University  
School of Tourism, Hospitality and Hotel Management Haldwani  
(Nainital),  
Uttarakhand- 263139**

## Annexure-C

### **Declaration**

I hereby declare that the project work entitled **(Title of the Project Report)** submitted to the School of Tourism, Hospitality, and Hotel Management, Haldwani, is a record of original work done by me under the guidance of **(Name, designation, and address of the Supervisor)**. This project work is submitted in partial fulfillment of the requirements for the award of the degree of Master of Hotel Management/Bachelor of Hotel Management/Diploma in Hotel Administration. The results embodied in this project report have not been submitted to any other university or institute for the award of any degree.

#### **Signature of the Candidate**

**Name of the Candidate**.....

**Enrollment No.**.....

**Address**.....

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.....

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**Email id:**.....

**Mobile No.** .....

## Annexure- D

### Certificate

This is to certify that the project report entitled "(**Topic of the Project Report**)" submitted to the School of Tourism, Hospitality and Hotel Management, Haldwani, in partial fulfilment of the requirements for the award of the degree of Master of Hotel Management/Bachelor of Hotel Management/Diploma in Hotel Administration, is a record of bona fide work carried out by (**Student's Name, Enrollment No.**) under my supervision and guidance.

All assistance received by the student from various sources has been duly acknowledged. No part of this report has been submitted elsewhere for the award of any other degree.

(Signature of the Supervisor)

Name.....

Designation.....

Address.....

.....

.....

Email id.....

Mobile No. ....

## Annexure-E

### Acknowledgement

I take this opportunity to express my heartfelt gratitude to my teachers for their unwavering guidance, encouragement, and support throughout my journey as an MTTM learner. Your dedication to imparting knowledge and fostering critical thinking has been instrumental in shaping my understanding of tourism and travel management.

I am also deeply thankful to my friends for their camaraderie and collaborative spirit. Your support, insightful discussions, and shared experiences have made this academic journey both enriching and memorable.

Lastly, I extend my sincere appreciation to my family and relatives for their constant encouragement and belief in my abilities. Your unwavering support and sacrifices have been my source of strength and inspiration.

To all who have been part of this journey, I am profoundly grateful. Your contributions have not only helped me grow academically but have also shaped me as an individual.

**Signature of Learner.....**

**Name of the Learner.....**

**Enrollment No.....**

**Course Name.....**

**Course Code.....**