

SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

SUBJECTWISE DAILY CONDUCTION SHEET AY 2021-22 SEM 2

BSc HS

Name of Faculty :-

Prof. Bhagyashri Dashmukhe

Name of Subject :-

HS203: Housekeeping Operations II

Class :-F.Y.B.Sc.Hs

FYBSc HS

Div. :-

No. of Lectures

Planned :-

60

Sr.No.	Date	Time	Unit No	Lecture No	Topic Covered	No. Students Present	Students Strength in the class	% Attendance	E -content link	Remark
1	4/20/2022	1.55 to 2.45		1	Introduction Discussed the Syllabus	26	40	65.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg0Nzk0MzYwMzA1/details	
2	4/20/2022	3.35 to 4.25	1	2	General principles of cleaning.	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg0Nzk5NTMzNjk3/details	
3	4/21/2022	3.35 to 4.25	1	3	General principles of cleaning.	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg0Nzk5NTMzNjk3/details	
4	4/25/2022	2.45 to 3.35	1	4	General principles of cleaning.	29	40	72.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg0Nzk5NTMzNjk3/details	
5	4/26/2022	1.55 to 2.45	1	5	Work routine for floor supervisors and chambermaids.	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA1NjA4NTQxMTY1/details	



6	4/27/2022	1.55 to 2.45	1	6	Work routine for floor supervisors and chambermaids.	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA1NjA4NTQxMTY1/details
7	4/27/2022	3.35 to 4.25	1	7	Work routine for floor supervisors and chambermaids.	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA1NjA4NTQxMTY1/details
8	4/28/2022	3.35 to 4.25	1	8	Rules of the floor.	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA1NjA4NTQxMTY1/details
9	5/2/2022	2.45 to 3.35	1	9	Rules of the floor.	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA1NjA4NTQxMTY1/details
10	5/3/2022	1.55 to 2.45	2	10	Daily Cleaning of occupied, Departure, Vacant,	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA2NzUwOTY5MzYy/details
11	5/4/2022	1.55 to 2.45	2	11	Daily Cleaning of occupied, Departure, Vacant,	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA2NzUwOTY5MzYy/details
12	5/4/2022	3.35 to 4.25	2	12	Daily Cleaning of occupied, Departure, Vacant, Under Repair and VIP Rooms	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA2NzUwOTY5MzYy/details
13	5/5/2022	3.35 to 4.25	2	13	Daily Cleaning of occupied, Departure, Vacant, Under Repair and VIP Rooms	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA2NzUwOTY5MzYy/details

14	5/9/2022	2.45 to 3.35	2	14	Evening service and second service procedures	32	40	80.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1MjQ1NzY3MjU1/details
15	5/10/2022	1.55 to 2.45	2	15	Evening service and second service procedures	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1MjQ1NzY3MjU1/details
16	5/11/2022	1.55 to 2.45	2	16	Evening service and second service procedures	32	40	80.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1MjQ1NzY3MjU1/details
17	5/11/2022	3.35 to 4.25	2	17	Evening service and second service procedures	32	40	80.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1MjQ1NzY3MjU1/details
18	5/12/2022	3.35 to 4.25	2	18	Weekly/Periodic cleaning.	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA3MzE1OTE2MTc0/details
19	5/17/2022	1.55 to 2.45	2	19	Weekly/Periodic cleaning.	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA3MzE1OTE2MTc0/details
20	5/18/2022	1.55 to 2.45	2	20	Spring cleaning procedures.	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA3MzlyMDgyMjA4/details
21	5/18/2022	3.35 to 4.25	2	21	Spring cleaning procedures.	29	40	72.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTA3MzlyMDgyMjA4/details
22	5/19/2022	3.35 to 4.25	3	22	Areas to be maintained	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NTkwNTA3MjY1/details
23	5/23/2022	2.45 to 3.35	3	23	Areas to be maintained	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NTkwNTA3MjY1/details

24	5/24/2022	1.55 to 2.45	3	24	Areas to be maintained	32	40	80.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NTkwNTA3MjY1/details
25	5/31/2022	1.55 to 2.45	3	25	Daily, Weekly, and spring cleaning procedure for public areas.	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NTkwNTA3MjY1/details
26	6/1/2022	1.55 to 2.45	3	26	Daily, Weekly, and spring cleaning procedure for public areas.	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NTkwNTA3MjY1/details
27	6/1/2022	3.35 to 4.25	3	27	Daily, Weekly, and spring cleaning procedure for public areas.	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NTkwNTA3MjY1/details
28	6/2/2022	3.35 to 4.25	3	28	Daily, Weekly, and spring cleaning procedure for public areas.	32	40	80.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NTkwNTA3MjY1/details
29	6/13/2022	2.45 to 3.35	4	29	Computerized keys	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NTkwNTA3MjY1/details
30	6/14/2022	1.55 to 2.45	4	30	Manual keys	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NzU0NTA5NzQ3/details
31	6/15/2022	1.55 to 2.45	4	31	Key Control Procedures	33	40	82.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NzU0NTA5NzQ3/details

32	6/15/2022	3.35 to 4.25	4	32	Key Control Procedures	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NzUONTA5NzQ3/details
33	6/16/2022	3.35 to 4.25	5	33	Importance of Control Desk	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NzUONTA5NzQ3/details
34	6/20/2022	2.45 to 3.35	5	34	Importance of Control Desk	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NDg1NzUONTA5NzQ3/details
35	6/21/2022	1.55 to 2.45	5	35	Records maintained at Control Desk	32	40	80.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTE0MzQzNzI5Njc4/details
36	6/22/2022	1.55 to 2.45	5	36	Records maintained at Control Desk	32	40	80.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTE0MzQzNzI5Njc4/details
37	6/22/2022	3.35 to 4.25	5	37	Records maintained at Control Desk	32	40	80.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTE0MzQzNzI5Njc4/details
38	6/23/2022	3.35 to 4.25	5	38	Functions performed by Control Desk	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTE0MzQ0MzAzNzYy/details
39	6/27/2022	2.45 to 3.35	5	39	Functions performed by Control Desk	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTE0MzQ0MzAzNzYy/details
40	6/28/2022	1.55 to 2.45	5	40	Functions performed by Control Desk	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTE0MzQ0MzAzNzYy/details
41	6/29/2022	1.55 to 2.45	6	41	Importance of supervision	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTE0NjEyMzMONjk3/details
42	6/29/2022	3.35 to 4.25	6	42	Importance of supervision	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTE0NjEyMzMONjk3/details

43	6/30/2022	3.35 to 4.25	6	43	importance of supervision	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOUjIyMzU2MTk2/details
44	7/11/2022	2.45 to 3.35	6	44	Checklist for inspection	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOMDM4MzU2MTk2/details
45	7/12/2022	1.55 to 2.45	6	45	Checklist for inspection	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOMDM4MzU2MTk2/details
46	7/13/2022	1.55 to 2.45	6	46	Checklist for inspection	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOMDM4MzU2MTk2/details
47	7/13/2022	3.35 to 4.25	6	47	Dirty Dozen	31	40	77.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOMDM4MzU2MTk2/details
48	7/14/2022	3.35 to 4.25	6	48	Dirty Dozen	29	40	72.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOMDM4MzU2MTk2/details
49	7/18/2022	2.45 to 3.35	7	49	Procedure for Guest articles	29	40	72.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOTg4NTkxOTE4/details
50	7/19/2022	1.55 to 2.45	7	50	Procedure for Guest articles	29	40	72.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOTg4NTkxOTE4/details
51	7/20/2022	1.55 to 2.45	7	51	Procedure for Lost Hotel Property	29	40	72.50%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOTg5NDM4NzE0/details
52	7/20/2022	3.35 to 4.25	7	52	Records maintained	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOTg5NDM4NmM4/details
53	7/21/2022	3.35 to 4.25	7	53	Records maintained	30	40	75.00%	https://classroom.google.com/c/NTAwMzYwODM5MzE5/m/NTMOTg5NDM4NmM4/details

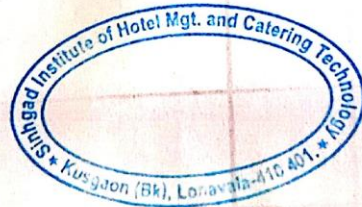
Practical

1	4/21/2022	8.30 to 12.05		Vacuum Cleaning & Bed Making Day/Evening.	34	40	85.00%	
2	4/25/2022	8.30 to 12.05		Cleaning of different floor finishes, & use of floor scrubbing machine	31	40	77.50%	
3	4/28/2022	8.30 to 12.05		Equipping Maids Carte / Trolley.	32	40	80.00%	
4	5/5/2022	8.30 to 12.05		Daily Cleaning of Guest rooms - Departure,	29	40	72.50%	
5	5/12/2022	8.30 to 12.05		Daily cleaning of Public Areas(Corridors)	30	40	75.00%	
6	5/19/2022	8.30 to 12.05		Cleaning routine Restaurants / Admin. Offices / Staircases & Elevators /Exterior areas.	28	40	70.00%	
7	6/1/2022	8.30 to 12.05		Weekly / Spring-cleaning of Rooms and Public Areas	34	40	85.00%	

8	6/16/2022	8.30 to 12.05		Understanding Inspection records -Checklist	31	40	77.50%
9	6/23/2022	8.30 to 12.05		Monogramming	29	40	72.50%
10	6/30/2022	8.30 to 12.05		Linen Inventory - Stock Taking / Identification and Construction of - Plain, Basket, Figured etc weaves.	29	40	72.50%

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IQAC



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Faculty.

601 TYBScHS
Prof Abhijeet Jadhav.



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING
TECHNOLOGY, LONAVALA

CONTENT OF FILE

ACADEMIC YEAR

COURSE: TYBSC(HS)

SUBJECT CODE: ADV. Food proc. SUBJECT NAME: 601

SR NO	INDEX	REMARKS
1.	SYLLABUS	✓
2.	PERSONAL TIME TABLE	✓
3.	LESSON PLAN	✓
4.	ADDITIONAL NOTES	✓
5.	CONTENTS BEYOND SYLLABUS	✓
6.	PPT/OHP/TRANPERENCIES	✓
7.	LIST OF REFERENCE BOOKS	✓
8.	QUESTION BANK	✓
9.	LAST THREE YEARS QUESTION PAPERS+ MODEL ANSWERS	✓
10.	ATTENDANCE SHEET	✓
11.	CONTINUOUS ASSESMENT	

NAME OF FACULTY: Abhijeet J. ACADEMIC COORDINATOR

SIGNATURE: Abhijeet SIGNATURE:

DATE: 16/11/18

PA J



Actual Hrs	Topic to be Covered	Date Planned	Actual date	student sign
	Chapter 1 International Cuisine 10			
1	Seasonal availability and local ingredients of the Asian cuisine.	2.1.18	14.3.18	Paghe
2	International cuisine, Influence on regional food. Chinese food and ingredients	2.1.18	14.3.18	Paghe
3	Seasonal availability and local ingredients of the than food, sauces and soups and main courses	3.1.18	14.3.18	Paghe
4	Seasonal availability and local ingredients of the Malaysian cuisine. Local ingredients and seasonal ingredients,	9.1.18	14.3.18	Paghe
5	Seasonal availability and local ingredients of the Japanese cuisine. Main courses.	9.1.18	20.3.18	Paghe
6	Seasonal availability and local ingredients of the Mexican cuisine Food preparation style and service procedure.	10.1.18	20.3.18	Paghe
7	Seasonal availability and local ingredients of the Spanish ingredients availability.	16.1.18	21.3.18	Paghe
8	Seasonal availability and local ingredients of the	16.1.18	21.3.18	Paghe
9	Seasonal availability and local ingredients of the.	17.1.18	27.3.18	Paghe
10	Seasonal availability and local ingredients of the South America.	17.1.18	28.3.18	Paghe
	Chapter 2 Pates & Galantines 5			
11	Types & making of pate	23.1.18	17.1	Paghe
12	Commercial pate & pate maison	23.1.18	17.1	Paghe
13	Truffles Sources, cultivation, uses & types of truffe	24.1.18	23.1	Paghe
14	Types & making of galantine	30.1.18	23.1	Paghe
	Ballotine -	30.1.18	24.1	Paghe
	Chapter 3 Desserts 5			
15	Frozen Desserts	6.2.18	6.2.18	Paghe
	Classification	6.2.18	6.2.18	Paghe
16	Types & method of preparation care uses.	7.2.18	7.2.18	Paghe
	Hot Puddings – Methods of preparation, care, uses	13.2.18	7.2.18	Paghe
17	Ice- creams, methods, types	13.2.18	14.2.18	Paghe
	Indian Specialty Desserts	14.2.18	14.2.18	Paghe
	Chapter 4 Chocolate making 5			
18	Manufacturing & processing of chocolate	20.2.18	20.2.18	Paghe

Sr. No.	PRACTICAL	Teaching Hours	Probable Date of Completion	Actual Date of Completion	Remarks (Teaching Aids)	Student sign
1	Thai cuisine	4	1.1.18	15.1.18		
2	spanish menu	4	4.1.18	18.1.18		
3	British menu	4	8.1.18	—		
4	American menu	4	11.1.18	2.2.18		
5	German German Menu	4	15.1.18	15.3.18		
6	Ice cream	4	18.1.18	25.1.18		
7	Pates	4	22.1.18	22.1.18		
8	galantine	4	25.1.18	29.1.18		
9	Hot pudding	4	1.2.18	26.2.18		
10	Indian sweets	4	5.2.18	22.3.18		
11	chocolate	4	8.2.18	5.2.18		
12	chocolate chinese	4	12.2.18	8.01.18		
13	Ballantine	4	15.2.18	—	—	
14	classical salads	4	19.2.18	1.2.18		
15	savouries	4	22.2.18	—	—	
16	greek Greek	4	26.2.18	12.3.18		
17	sugar craft	4	1.3.18	—		
18	Fast food visit	4	5.3.18	—		
19	Greek menu	4	12.3.18	16.3.18		
20	North USA German	4	15.3.18	19.3.18		
21	Arabic	4	19.3.18	15.3.18		
22	Italian	4	22.3.18	9.3.18		
23	Medican	4	26.3.18	12.1.18		
24	Frozen dessert	4	29.3.18	20.2.18		

Name of Faculty Abhijeet Jadhav Academic Coordinator: _____

Signature: Abhijeet Signature: _____

Date: 12/12/18 IQAC: _____

Sr. No.	Assignment Name	Information	Aim & Purpose	Submission
1	International cuisine	Books	To gain knowledge	25.1.18
2	Frozen desserts	Books	—	15.2.18
3	chocolates	Books	—	10.3.18
4	Draw spe. kitchen - au.		—	31.3.18
5				
6				

(C) CURRICULUM DEVELOPMENT: DETAILS OF SLIDES/PPT PREPARED FOR SUBJECT

Sr. No.	TITLE OF SLIDES/PPT	RELEVANT TO TOPIC/SUB-TOPIC	TEACHING AID
1	chocolates		
2	pate, galantines		
3			

Name Faculty: Abhijeet J. Academic Coordinator: _____
 Sign: Abhijeet Signature: _____
 Date: 16/01/18 IQAC: [Signature]

[Signature]
 PRINCIPAL

**SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING
TECHNOLOGY, LONAVALA**

CONTENT OF FILE

ACADEMIC YEAR

COURSE: T.Y. BSc. HS.

SUBJECT CODE: 503.

SUBJECT NAME: Accommodation Operations - II.

<u>SER NO</u>	<u>INDEX</u>	<u>REMARKS</u>
1.	SYLLABUS	
2.	PERSONAL TIME TABLE	✓
3.	LESSON PLAN	✓
4.	ADDITIONAL NOTES , Notes	✓
5.	CONTENTS BEYOND SYLLABUS	✓
6.	PPT/OHP/TRANPERENCIES	✓
7.	LIST OF REFERENCE BOOKS	✓
8.	QUESTION BANK	✓
9.	LAST THREE YEARS QUESTION PAPERS+ MODEL ANSWERS	✓
10.	ATTENDANCE SHEET	
11.	CONTINUOUS ASSESMENT	

NAME OF FACULTY: Prof. Poonam Jori ACADEMIC COORDINATOR

SIGATURE: [Signature] SIGNATURE: [Signature]

DATE: June 2017.

Ayesha
Prof. AYESHA SIDDIQUI
Officer



Actual Hours	Topic to be covered	Date Planned	Actual Date	Student Sign
	SECTION-I			
04	Chapter 1 Interior Decoration	3/7/17		
	1.1 Importance & Definition	3/7/17	6/7/17	Abhijit
	1.2 Principles of Design	3/7/17	6/7/17	Abhijit
	1.3 Elements of Design - Line/ Form/ Color / Texture	6/7/17	13/7/17	Santosh
04	Chapter 2 Refurbishing & Redecoration			
	2.1 Definition	10/7/17	21/7/17	S. P. P. P.
	2.2 Factors	13/7/17	21/7/17	
	2.3 Snagging list	13/7/17		
04	Chapter 3 Gardening & Horticultural aspects in Housekeeping	20/7/17	20/7/17	Ann
	Chapter 4 Budget & Budgetary Control 06 08			
	4.1 Definition, Concept & importance	24/7/17		
	4.2 Types of Budgets - operating & capital	27/7/17		
	4.3 Housekeeping Room Cost	31/7/17		
02	Chapter 5 Purchasing System			
	5.1 Identification & selection of supplier	3/8/17	2/8/17	Padern Chinmayee
	5.2 Purchase procedure - Purchase order, receiving, storage & issuing	3/8/17	2/8/17	
	5.3 Concept of <u>ROL</u> , bin card & other records maintain for purchasing	7/8/17	3/8/17	
	SECTION-II			
04	Chapter 1 Night Audit			
	1.1 Concept of Night Audit and Role of Night Auditor	10/8/17	10/9/17	Chinmayee
	1.2 Night Auditors Report	14/8/17	10/9/17	
	1.3 Auditing Process (in brief)	17/8/17	10/9/17	
02	Chapter 2 Sales Techniques			
	2.1 Various Sales Tools	21/8/17	8/8/17	
	2.2 Role of Front Office Personnel in maximising occupancy	21/8/17	8/8/17	
	2.3 Overbooking, Repeat guests, Return Reservations.	24/8/17	22/8/17	
	2.4 Offering Alternatives and Suggestive Selling	24/8/17	22/8/17	
	2.5 Business related Marketing Techniques	24/8/17	22/8/17	
02	Chapter 3 Establishing Room Rates (Rule of Thumb Approach, Hubbart's Formula)	28/8/17	28/8/17	
		31/8/17		

No.	Assignment Name	Information	Aim & Purpose	Submission
1	Types of Gardens & Pics	Nursery visit	To know various Landscape	3/8/17
2	collect Purchase materials of a 5* Hotel.	visit/Ref Books.	Knowledge about Purchase Records	14/8/17
3				
4				
5				
6				

(C) CURRICULUM DEVELOPMENT: DETAILS OF SLIDES/PPT PREPARED FOR SUBJECT

Sr. No.	TITLE OF SLIDES/PPT	RELEVANT TO TOPIC/SUB-TOPIC	TEACHING AID
1	Redecoration Republishing (styles)	Interior Decoration	ppt.
2	Types of Gardens	Horticulture	ppt
3			

Name of Faculty: Prof. Poonam Agri Academic Coordinator: _____
 Signature: _____ Signature: _____
 Date: 14/08/17. IQAC: _____

Ayisha
 Prof. AYESHA SIDDHANT



Sr. No.	Section - I PRACTICAL	Teaching Hours	Probable Date of Completion	Actual Date of Completion	(Teaching Aids)	
1	Basic Layouts of Guest #	3 Hrs	3/7/17	11/7/17	Textbooks	Abhijet
2	Formats of Purchase Rec.	3 Hrs	17/7/17	31/7/17	Handouts	shinoye
3	color wheel	3 Hrs	24/7/17	17/7/17	Handout.	vicky
4	calculation of staff for		14/8/17			through
5	- Hk dept of 3* & 5* hotel	3 Hrs			Lab Manual	
6	Preparing duty rota for-	3 Hrs	21/8/17	14/8/17	Samples/	
7	- supervisory & CRA & P-			14/8/17	Lab Manual	Pr
8	ublic attendants					
9	Daily Monthly consumption sheet	3 Hrs	28/8/17	07/8/17	Reference	
10	Section - II					
11	upselling	3 Hrs	31/7/17	21/9/17	ppt	Pr
12	suggestive selling	3 Hrs	7/8/17	19/9/17	ppt	Pr
13	Night Audit formats	3 Hrs	4/9/17	9/10/17	Ref Book	Pr
14	Preparing forecast sheets (weekly & monthly)	3 Hrs.	18/9/17		Ref Book	
15	overbooking	3 Hrs	25/9/17	26/9/17		shinoye
16	Increasing Repeat Guests	3 Hrs	2/10/17	3/10/17		shinoye
17	Encouraging Return Reservation	3 Hrs.	9/10/17	9/10/17		
18						
19						
20						
21						
22						
23						
24						

Name of Faculty: Prof. Poonam Jain Academic Coordinator: _____
Signature: _____ Signature: _____
Date: 14/06/17 IQAC _____