



Sinhgad Institutes

**SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND
CATERING TECHNOLOGY**

(Affiliated to Savitribai Phule Pune University & Approved by AICTE, New Delhi)

Kusgaon (Bk), Off Mumbai – Pune Expressway, Lonavala Dist. Pune – 410401

Tel.: 2114-673313, Telfax :2114-270260, email: principal.sihmct@sinhgad.edu

Website : <http://sinhgad-sihmct.in>

5.1.2. Following capacity development and skills enhancement activities are organised for improving students' capability

Language and Communication

Objectives :

To Understand the concept of self-development and self-Enrichment through the various language skill for the progression in the course .

Summary :

As per the time table of SIHMCT have taken the various types of Language and communication subject through the semester which will include the

1. Communication skill -I
2. Communication skill – II
3. French – I
4. French – II
5. Generic Skill
6. Soft Skill Management

Activity :

It is been the integral part of the curriculum SIHMCT have appointed the specialty skill Presenter for the same . Som

(These subjects are the part STP program which conducted by as per the schedule)

Some examples are given below



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Sr. No.	YEAR	Page No.
1	Soft Skill (305 C)	1-13
2	Communication Skill (SE 107)	14-45
3	French (C 105)	46-55
4	Communication Skill (C 205)	56-77
5	Soft Skill Management (SE 307)	77-85
6	Soft Skill (C 305)	86-101
7	Soft Skill	102-115
8	SYLLABUS OF SUBJECT	116-125

SYBHMCT

C-305.

(2019 P)

Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Course File Content

SR.NO.	CONTENT	REMARK
1	SYLLABUS	
2	PERSONAL TIME TABLE	✓
3	ATTENDANCE SHEET	✓
4	CONTINUOUS ASSESSMENT SHEET	
5	LESSON PLAN OR PO/PEOS	✓
6	CHAPTER WISE NOTES	
7	CONTENT BEYOND SYLLABUS: WEB LINK, OPEN RESOURCES, JOURNAL	
8	PPT/OHP	
9	LIST OF REFERENCE BOOKS	
10	QUESTION BANK CHAPTERWISE	
11	LAST THREE YEAR QUESTION PAPER	
12	ONE QUESTION PAPER MODEL ANSWER	

DR. AYESHA SIDDIQUI
PRINCIPAL SHIMCT

IQAC-COORDINATOR

PRINCIPAL

Sinhgad Institute of Hotel Management
and Catering Technology
Kusgaon (Bk), Lonavala - 410 401.



SHILPA : H. BRANGER

VISION

To emerge as the most preferred hospitality educational institute with global recognition & developing competent & socially sensitive professionals committed to excellence.

MISSION

To make incessant enterprise in translating our vision into a reality & achieve the following objectives-

- To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship.
- To continuously grow through consistent performance in academics & healthy industry interface.
- To develop students as global citizens with conscious commitment & dedication.

GOALS & OBJECTIVE

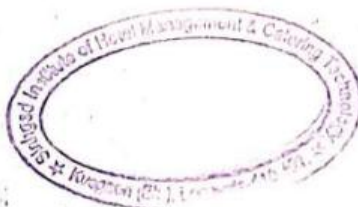
- To achieve excellent results at University examination through consistent efforts & improving teaching-learning process.
- Applying latest techniques of teaching methodology & skill of hospitality operations.
- Providing conducive environment for overall development of students into sensible citizens.
- Developing the institute into center of excellence in hospitality education through international tie-ups.
- Becoming the most preferred institute for global recruiters in hospitality industry.

Our Vision, Mission and Objectives of the Institution are exhibited at various strategic positions in the Institute premises like corridors, administrative office and library. We always ensure that most of our systems are recognized and occasionally analyzed.

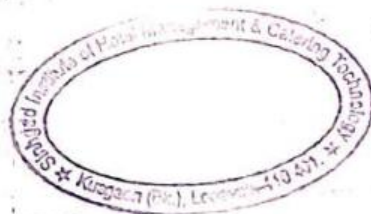


Describe how the Programme Educational Objectives are consistent with the Mission of the department

Institute Mission	Program Educational Objectives (PEOs)
<p>To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship. To continuously grow through consistent performance in academics & healthy industry interface. To develop students as global citizens with conscious commitment & dedication.</p>	<ul style="list-style-type: none"> • Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge. • Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts. • Breadth: To increase awareness through various curricular, co-curricular and extra-curricular activities. • Professionalism: To instill professional & Social approach for success in profession.



Program Outcomes (POs)	Program Educational Objectives (PEOs)
<ul style="list-style-type: none"> a. Graduates would demonstrate knowledge of hospitality industry. b. Graduates would exhibit an ability to identify problem and find solution. c. Graduates would show an ability to experiment with existing systems and give inference. d. Graduates would display an ability of analysis and provide conclusions. e. Graduates would adopt skills to handle equipments, processes, software. f. Graduates would show professionalism and communicate effectively. g. Graduates would show concern about society and understanding of contemporary practices. h. Graduates would boast confidence in self-ability and aptitude for extension of learning. 	<ul style="list-style-type: none"> I. Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge. II. Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts. III. Breadth: To increase awareness through various professional & technical activities. IV. Professionalism: To instill professional & Social approach for success in profession.





Sinhgad Institutes

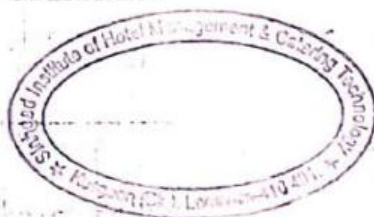
Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY

Course Outline

Course Title:-Soft Skill Management		Course Code :- C 305	
Class:- Second Year BHMCT	Division:-	Semester:- 03	
Lecture Schedule: - 2 Hrs/ Week		Examination Scheme:-	
Practical :- 0 Hrs/Week - NIL -		Theory Internal : 50	
		Theory External:	
		Total 50 Marks	
Course Teacher:- Prof Shilpa Branger		Date :-	Sign:- <i>Shilpa Branger</i>

Prerequisites: Understanding the soft skills required for the development of the personality.

Course Overview: The courses will provide the core competence in developing personality, grooming standards, physical appearance. The students will be able to understand stress management, time management, SWOT analysis, transactional analysis.

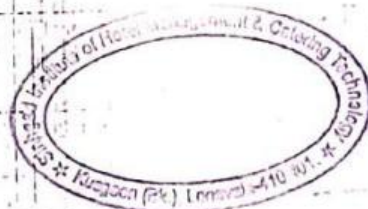


I. Course Objectives (CO):-

This subject aims at developing the personality of the students and the communication skills to face the industry. The student should be able to equip themselves with soft skills and teamwork ability to work promptly in the service industry.

II. Mapping of CEO and COs:-

Course Objectives	Course Outcomes	Program Outcomes	PEOs
1. To make the student aware the importance of grooming body language, personal presentation and physical health	Understanding the techniques and requirement of the industry In terms of grooming, physical appearance and inner personality.	A	I
2. To develop the skill to do SWOT Analysis, understand the elements of having the desired personality and relating it with the industry needs	Understanding how to do SWOT ANALYSIS, elements of personality and defining their own personality	D,H	II,IV
3. To enrich the personality of the students through understanding the concept of self esteem, by having the right attitude, developing self motivation, And having a positive body language	Developing qualities such as attitude ,self esteem. How to be self motivated. And the different body language	E	III
4. To develop the understanding between the students how to develop themselves so as they are recruited by the company in a glance and creating a career path	Understanding the expectations of the recruiters and knowing how to grow in the career path	F	IV
5. To develop the business communication skills	Understanding the presentation skills professionally	F	IV
6. to understand stress management and the causes of the same	Developing the skills of controlling the stress at work place as well as personally	D	II,IV
7.to develop in the students meaning and importance of time management, identifying time robbers and optimizing the time	Understanding the importance of time management and the use at workplace	H	IV
8.to analyze the ego state model ,transaction and strokes	Understanding the transaction and strokes and application of ego state analysis.	G	II,IV
9. To develop the ability of working in a team. Understand the do and don'ts of the teamwork.	Understanding the application of teamwork as work place where the environment is Cosmo.	D	II



III. Means of achieving Course Outcomes (COs):-

1. Understanding the techniques and requirement of the industry In terms of grooming, physical appearance and inner personality
2. Understanding how to do SWOT ANALYSIS, elements of personality and defining their own personality
3. Developing qualities such as attitude ,self esteem. How to be self motivated.And the different body language
4. Developing qualities such as attitude ,self esteem. How to be self motivated. And the different body language
5. Understanding the expectations of the recruiters and knowing how to grow in the career path
6. Understanding the presentation skills professionally
7. Developing the skills of controlling the stress at work place as well as personally
8. Understanding the importance of time management and the use at workplace
9. Understanding the transaction and strokes and application of ego state analysis.
10. Understanding the application of teamwork as work place where the environment is Cosmo



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
KUSGAON (Bh), LONAVALA 410401

(C) SESSION PLAN FOR ASSIGNMENTS ACADEMIC YEAR 2019 - 2020

COURSE: BHMCJ SUBJECT NAME: SOFT SKILLS MGT SUBJECT CODE: C-305

Sr. No.	Assignment	Source of Information	Aim & Purpose	Date of Submission
1	BOOK Review of 'I'm OK You are OK'	Book	How to write a review.	28/12/20
2	Hospitality Company Profile.	website internet	To understand the company	28/12/20
3	Preparation of PPT on	Magazine	To update information	4/1/21
4	current Hospitality topics.	E-magazine internet	on current trends.	
5				

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

Sr. No.	TITLE OF NOTES/SLIDES/PPT	RELEVANT TO TOPIC/SUB-TOPIC	TEACHING AID
1	Impression Mgt.	Chap - 1	PPT
2	Personality.	Chap - 2	PPT
3	Motivation.	Chap - 3.	PPT
4	Body Language.	Chap. 3.	PPT
5	Stress Mgt & Time Mgt.	Chap- 7 & Chap 8.	PPT.

Name of Faculty: SHILPA HATE BRANGER Academic Coordinator: _____

Signature: *S. Branger* Signature: _____

Date: _____



SUBJECT: SOFT SKILLS MGT. (305)

MONTH DEC - 20.

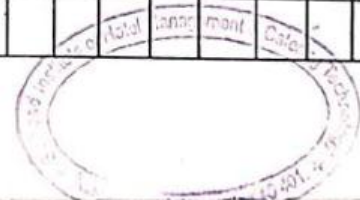
ALLOCATED HR. :- 7.
CONDUCTED HR. :- 9

NAME OF THE FACULTY SHILPA H. BRANGAR

Date: 14 15 16 17 18 21 23 28 29 ATTENDANCE SHEET

Roll No.	Name of the Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
301	BHOLE MAYUR MANOHAR	P	P	P	P	P	P	P	P	P		0																				
302	Baigh Asad Mirza		P	P								2																				
303	CHAVAN OMKAR KALURAM					P	P					2																				
304	CHAVAN UTKARSH ANIL	P	P	P			P	P		P		6																				
305	DHAWLE RUTIN YOGAJI	P	P									2																				
306	DIPKE MANGESH SHRIDHAR		P	P	P				P	P	P	6																				
307	GAIKWAD APRATIMRAJE DAULATRAO			P	P	P	P	P	P	P	P	7																				
308	GAIKWAD OM SHIVARAM	P	P	P	P	P		P		P		7																				
309	GAWADE ROHAN VILAS	P	P		P	P		P	P	P		7																				
310	GHODEGAVKAR SAMARTH SWARUP											0																				
311	KARHAD AKSHAY GANESH		P	P		P	P	P		P		6																				
312	KURANE PRATIK SHIRISH											0																				
313	LOKHANDE UDIT SANJAY	P				P				P		3																				
314	MANDGE AVISHKAR SHARADAPPA		P			P						2																				
315	NIMSE SARIKA SHIVAJI	P	P	P	P	P	P			P		7																				
316	PARE PRANAV DEVIDAS	P				P		P		P		4																				
317	PAWAR SANKET SADASHIV							P		P		2																				
318	PINJARI WASIM ANWAR				P		P			P	P	4																				
319	PISE TUSHAR HARI											0																				
320	POOJARI ADARSH HARISH	P	P	P		P	P	P	P	P		8																				
321	RAMTEKE HIMANSHU DNYANESHWAR	P	P				P	P				4																				
322	SANAS AMIT GAJENDRA	P	P	P	P							4																				
323	SHINDE BHAVESH SAKHARAM	P	P	P	P	P	P	P	P	P		9																				

13 16 13 10 12 10 12 7 14
2nd - A
7K/10-11 - ML



Shilpa H. Brangar

TO
Anticipated Profit & Loss

SUBJECT: SOFT SKILLS MGT. (C305)

MONTH NOV. 20.

ALLOTTED HRS - 7 hrs
CONDUCTED - 4 hrs.

NAME OF THE FACULTY SHILPA H. BRANGER

Date: 2 18 23 25

ATTENDANCE SHEET

Roll No.	Name of the Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
301	BHOLE MAYUR MANOHAR	P	P	P	P																													
302	Baigh Asad Mirza																																	
303	CHAVAN OMKAR KALURAM	P		P	P																													
304	CHAVAN UTKARSH ANIL	P		P																														
305	DHAWLE RUTIN YOGAJI	P																																
306	DIPKE MANGESH SHRIDHAR				P	P																												
307	GAIKWAD APRATIIMRAJE DAULATRAO	P	P	P	P																													
308	GAIKWAD OM SHIVARAM	P		P	P																													
309	GAWADE ROHAN VILAS	P	P	P	P																													
310	GRUDEGAVKAR SAMARTH SWARUP	-	-	-	-																													
311	KARHAD AKSHAY GANESH	P			P																													
312	KURANE PRATIK SHIRISH				P																													
313	LOKHANDE UDIT SANJAY				P																													
314	MANDGE AVISHKAR SHARADAPPA	-	-	-	-																													
315	NIMSE SARIKA SHIVAJI		P		P																													
316	PARE PRANAV DEVIDAS				P	P																												
317	PAWAR SANKEI SADASHIV	P																																
318	PINJARI WASIM ANWAR	P		P	P																													
319	PISE TUSHAR HARI																																	
320	POOJARI ADARSH HARISH	P		P	P																													
321	RAMTEKE HIMANSHU DNYANESHWAR	P																																
322	SANAS AMIT GAJENDRA			P	P																													
323	SHINDE BHAVESH SAKHARAM	P		P	P																													

(13) (14) (12) (14)

Att, 1st 11th mo - ML/CL

Branger
Faculty Sign SHILPA H. BRANGER

SUB NAME: <u>SOFT SKILLS</u>			SUB CODE: <u>C305</u>			MONTH: <u>OCT</u> 20						Alloted Hrs: 8	
FACULTY NAME: <u>SHILPA H. BRANGEK</u>			STP <u>In. Exam</u> <u>Int. Exam</u>									Conducted Hrs: 8	
Roll.No.	STUDENT NAME	HRS.	5/10	7/10	9/10	12/10	14/10	19/10	21/10	22	26	28	Total
								12	19	P	16	14	8
301	BHOLE MAYUR MANOHAR		P	P	P		P	P	P	e	P	P	8
302	Baigh Asad Mirza									a			8
303	CHAVAN OMKAR KALURAM		P	P			P	P	P	v	P	P	0
304	CHAVAN UTKARSH ANIL		P	P			P	P	P	h		P	7
305	DHAWLE RUTIN YOGAJI		P		P		P	P	P	b		P	6
306	DIPKE MANGESH SHRIDHAR		P				P	P	P	r	P	P	6
307	GAIKWAD APRATIMRAJE DAULATRAO		P	P			P	P	P	M	P	P	6
308	GAIKWAD OM SHIVARAM		P	P	P		P	P		e	P	P	7
309	GAWADE ROHAN VILAS		P	P	P		P	P	P	e	P	P	6
310	GHODEGAVKAR SAMARTH SWARUP						P		P	e	P	P	8
311	KARHAD AKSHAY GANESH		P	P	P		P	P	P			P	2
312	KURANE PRATIK SHIRISH		P	P			P	P	P			P	7
313	LOKHANDE UDIT SANJAY		P				P	P					5
314	MANDGE AVISHKAR SHARADAPPA		P		P		P				P		4
315	NIMSE SARIKA SHIVAJI						P	P	P		P	P	5
316	PARE PRANAV DEVIDAS		P	P	P		P	P	P		P	P	5
317	PAWAR SANKET SADASHIV		P	P			P	P			P	P	5
318	PINJARI WASIM ANWAR		P	P			P	P	P		P	P	4
319	PISE TUSHAR HARI						P	P			P	P	4
320	POOJARI ADARSH HARISH		P	P			P	P			P	P	7
321	RAMTEKE HIMANSHU DNYANESHWAR		P	P	P		P	P	P		P	P	2
322	SANAS AMIT GAJENDRA				P		P	P	P		P	P	6
323	SHINDE BHAVESH SAKHARAM		P	P	P		P	P	P		P	P	8
													7
													8

PRINCIPAL

Sinhgad Institute of Hotel Management
and Dr. Ayesha Siddiqui
Kusgaon, Principal SIHMCT-01.

IQAC

(18) (14) (10) (22) Int. Exam (C305)

Faculty

Shilpa H. Brangek

SUB NAME: SOFT SKILLS. (2019)		SUB CODE: 305 C		MONTH: SEPTEMBER '20		Alloted Hrs: 9							
FACULTY NAME: SHILPA HATE BRANGER						Conducted Hrs: 2							
Roll.No.	STUDENT NAME	2/9	7/9	9/9	14/9	16/9	21/9	23/9	28/9	30/9			Total
	HRS.	1	1	1	1	1	1	1	1	1			8
✓ 301	BHOLE MAYUR MANOHAR ✓	P	P	P	P	P	P	P	3	P			100% 8
302	Baigh Asad Mirza (2016) p.	-	-	-	-	-	-	-	3	-			0% 0
✓ 303	CHAVAN OMKAR KALURAM ✓	P	P	A	P	P	P	P	3	P			87.5% 7
✓ 304	CHAVAN UTKARSH ANIL ✓	P	P	P	P	P	A	A	3	A			62.5% 5
✓ 305	DHAWLE RUTIN YOGAJI ✓	P	P	A	A	A	P	P	3	P			62.5% 5
✓ 306	DIPKE MANGESH SHRIDHAR ✓	P	A	A	A	P	A	A	3	A			25% 2
✓ 307	GAIKWAD APRATIMRAJE DAULATRAO ✓	P	A	P	A	P	A	A	3	P			50% 4
✓ 308	GAIKWAD OM SHIVARAM ✓	-	-	-	-	-	-	-	3	-			0% 0
✓ 309	GAWADE ROHAN VILAS ✓	P	A	P	P	P	A	P	3	P			75% 6
✓ 310	GHODE GAVKAR SAMARTH SWARUP ✓	-	-	-	-	-	-	-	3	-			0% 0
✓ 311	KARHAD AKSHAY GANESH ✓	P	A	P	A	P	A	A	3	P			50% 4
✓ 312	KURANE PRATIK SHIRISH ✓	P	A	P	P	P	P	P	3	P			87.5% 7
✓ 313	LOKHANDE UDIT SANJAY ✓	P	A	A	A	P	A	P	3	A			37.5% 3
✓ 314	MANDGE AVISHKAR SHARADAPPA ✓	A	A	P	P	A	A	A	3	P			37.5% 3
✓ 315	NIMSE SARIKA SHIVAJI ✓	A	P	-	-	-	-	-	3	-			12.5% 1
✓ 316	PARE PRANAV DE VIDAS ✓	P	P	P	P	P	P	P	3	P			100% 8
✓ 317	PAWAR SANKET SADASHIV ✓	-	-	-	-	-	-	-	3	-			0% 0
✓ 318	PINJARI WASIM ANWAR ✓	P	A	P	A	P	P	P	3	P			75% 6
✓ 319	PISE TUSHAR HARI ✓	P	-	-	-	-	-	-	3	-			12.5% 1
✓ 320	POOJARI ADARSH HARISH ✓	P	P	P	P	A	P	P	3	P			87.5% 7
✓ 321	RAMTEKE HIMANSHU DNYANESHWAR ✓	-	-	-	-	-	-	-	3	P			12.5% 1
✓ 322	SANAS AMIT GAJEKAR ✓	P	P	A	P	P	P	P	3	A			75% 6
✓ 323	SHINDE BHAVESH SAKHARAM ✓	P	P	P	P	P	P	A	3	P			87.5% 7

PRINCIPAL

Sinhgad Institute of Hotel Management

Dr. Ayesha Siddiqui
 Principal, BHIMCT

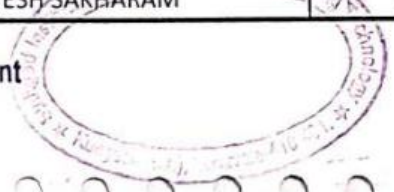
IQAC

CL
 Faculty SHILPA H. BRANGER

SUB NAME: <u>SOFT SKILLS</u>		SUB CODE: <u>305 C.</u>		MONTH: <u>AUGUST 2020</u>		Alloted Hrs: <u>9</u>							
FACULTY NAME: <u>SHILPA H. BRANGER</u>						Conducted Hrs: <u>9</u>							
Roll.No.	STUDENT NAME	3/8	5/8	10/8	12/8	17/8	19/8	24/8	27/8	31/8			Total
	HRS.												
301	BHOLE MAYUR MANOHAR	P	P	P	P	P	P	P	P	P			9 100%
302	Baigh Asad Mirza	A	A	A	A	A	A	A	A	A			
303	CHAVAN OMKAR KALURAM	A	A	A	P	P	P	P	P	A			5 55%
304	CHAVAN UTKARSH ANIL	A	A	A	P	P	P	P	P	P			6 66%
305	DHAWLE RUTIN YOGAJI	A	A	A	A	A	P	A	P	P			3 33%
306	DIPKE MANGESH SHRIDHAR	A	A	A	P	P	A	P	A	P			4 44%
307	GAIKWAD APRATIMRAJE DAULATRAO	A	A	P	P	P	P	A	P	P			6 66%
308	GAIKWAD OM SHIVARAM	P	P	P	A	A	A	P	A	A			4 44%
309	GAWADE ROHAN VILAS	P	P	P	P	P	P	P	P	A			8 88%
310	GHODEGAVKAR SAMARTH SWARUP	A	A	A	P	P	A	A	A	A			2 22%
311	KARHAD AKSHAY GANESH	A	A	A	A	A	P	A	P	P			3 33%
312	KURANE PRATIK SHIRISH	A	A	P	P	A	A	A	A	A			2 22%
313	LOKHANDE UDIT SANJAY	A	A	A	A	A	P	A	P	A			2 22%
314	MANDGE AVISHKAR SHARADAPPA	P	P	P	P		P	P	P	P			8 88%
315	NIMSE SARIKA SHIVAJI	A	A	A	P	P	P	P	P	P			6 66%
316	PARE PRANAV DEVIDAS	A	A	P	P	A		P	A	P			4 44%
317	PAWAR SANKET SADASHIV	A	A	A	A	A	A	A	A	A			
318	PINJARI WASIM ANWAR	P	P	P	P	P	P	P	P	P			9 100%
319	PISE TUSHAR HARI	P	P	A	P	P	A	A	A	A			4 44%
320	POOJARI ADARSH HARISH	A	A	A	P	A	P	P	P	A			4 44%
321	RAMTEKE HIMANSHU DNYANESHWAR	A	P	P	P	A	A	P	A	A			4 44%
322	SANAS AMIT GAJENDRA	A	A	A	P	P	P	P	P	P			6 66%
323	SHINDE BHAVESH SAKHARAM	A	P	P	P	P	P	P	P	P			7 77%

PRINCIPAL

Sinhgad Institute of Hotel Management
 and Catering Technology
 Dr. Ayesha Siddiqui,
 Kusgaon, LonaVala - 410401,
 Principal, SIHMCT



IQAC

Shilpa H. Branger
 Faculty



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

PERSONAL TIME TABLE

COURSE NAME: BHMCT.
SUBJECT - SOFT SKILLS MGT

ACADEMIC YEAR: 2020

CLASS: SYCT
SEMESTER: 3rd SEM.

DAY/TIME			11 to 12	12 to 1.						
MONDAY				SOFT SKILLS (TH)						
TUESDAY										
WEDNESDAY			SOFT SKILL (TH)							
THURSDAY										
FRIDAY										

Shilpa

NAME OF THE FACULTY

SHILPA HATE BRANGER.





Sinhgad Institutes

Sinhgad Technical Education Society's
**SINHGAD INSTITUTE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY**
Kusgaon (Bk), Lonavala-410401

Communication
skill - First Y
BHMIC
August 18 - Dec. 1

VISION

To emerge as the most preferred hospitality educational institute with global recognition, developing competent & socially sensitive professionals committed to excellence.

MISSION

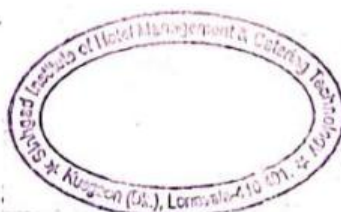
To make incessant enterprise in translating our vision into a reality & achieve the following objectives-

- To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship.
- To continuously grow through consistent performance in academics & healthy industry interface.
- To develop students as global citizens with conscious commitment & dedication.

GOALS & OBJECTIVE

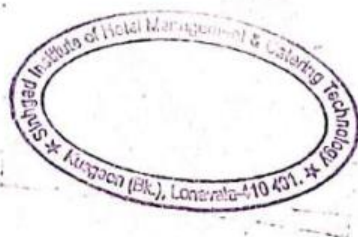
- To achieve excellent results at University examination through consistent efforts & improving teaching-learning process.
- Applying latest techniques of teaching methodology & skill of hospitality operations.
- Providing conducive environment for overall development of students into sensible citizens.
- Developing the institute into center of excellence in hospitality education through international tie-ups.
- Becoming the most preferred institute for global recruiters in hospitality industry.

Our Vision, Mission and Objectives of the Institution are exhibited at various strategic positions in the Institute premises like corridors, administrative office and library. We always ensure that most of our systems are recognized and occasionally analyzed.

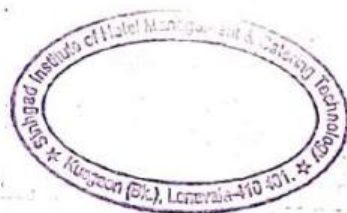


Describe how the Programme Educational Objectives are consistent with the Mission of the department

Institute Mission	Program Educational Objectives (PEOs)
<p>To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship. To continuously grow through consistent performance in academics & healthy industry interface. To develop students as global citizens with conscious commitment & dedication.</p>	<ul style="list-style-type: none"> • Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge. • Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts. • Breadth: To increase awareness through various curricular, co-curricular and extra-curricular activities. • Professionalism: To instill professional & Social approach for success in profession.



Program Outcomes (POs)	Program Educational Objectives (PEOs)
<p>a. Graduates would demonstrate knowledge of hospitality industry.</p> <p>b. Graduates would exhibit an ability to identify problem and find solution.</p> <p>c. Graduates would show an ability to experiment with existing systems and give inference.</p> <p>d. Graduates would display an ability of analysis and provide conclusions.</p> <p>e. Graduates would adopt skills to handle equipments, processes, software.</p> <p>f. Graduates would show professionalism and communicate effectively.</p> <p>g. Graduates would show concern about society and understanding of contemporary practices.</p> <p>h. Graduates would boast confidence in self-ability and aptitude for extension of learning.</p>	<p>I. Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge.</p> <p>II. Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts.</p> <p>III. Breadth: To increase awareness through various professional & technical activities.</p> <p>IV. Professionalism: To instill professional & Social approach for success in profession.</p>





Sinhead Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY

Course Outline

Course Title:-Communication Skills(English 1)		Course Code : -107	
Class:-First Year BHMCT	Division:-	Semester:-	Semester 1 st
Lecture Schedule: - 2 Hrs/ Week Practical :-2 Hrs/Week		Examination Scheme	
		INTERNAL Unit test 20 Assignments 10 Internal Practical 20 Total Internal Marks:- 50	EXTERNAL Theory – 50 Total External Marks – 50
		Total Marks	100
Course Teacher:-Mrs. Shilpa Hate Branger		Date :- 21/06/2018	Sign:-

Prerequisites: Basic Understanding of Communication and soft Skills required for hospitality Industry.



Course Overview: The course would explore the scope to communication and soft skills required for Hospitality Industry. It would develop the essential attributes and elementary skills in the service procedures of a Hospitality establishment.

I. Course Objectives (CO):-

This course enables the student to gain a better understanding of communication & soft skills. It also explores the personal traits required in hospitality industry, types of communication, barriers of communication, skills required for effective communication. To introduce to the process of communication & presentation skills needed by the hospitality professional

II. Mapping of CEO and COs:-

Course Objectives	Course Outcomes	Program Outcomes	PEOs
1. To make the student conversant with process of Communication.	1. Understanding of process of communication	a	I
2. To develop competency in understanding of barriers of communications.	2. Knowing the various barriers of communications and how to overcome it.	e	II
3. To develop competency in listening skills.	3. Understanding of listening skills	e	II
4. To understand framework for planning business message	4. Adapting the framework for planning business message.	f	II, IV
5. To make the student conversant with written communication skills	5. Understanding of written communication skills.	g, h	I, III
6. To understand the techniques oral communication skills.	6. Understanding of techniques oral communication skills.	e	I
7. To understand the importance of non verbal communication	7. Learn non verbal communication	c	II



III. Means of achieving Course Outcomes (COs):-

1. Understanding the communication process
2. Understanding of basic and dynamic practices required in listening skills.
3. Understanding of framework required for planning business message.
4. Understanding concepts of written communication skills.
5. Understanding concepts oral communication skills.
6. Learning the non verbal communication

Reference Book:

- A. Communication Skills for Effective Management by Dr. Anjali Ghanekar
- B. Communication Skills by Ms. Malavika Nagarkar



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
KUSGAON (Bk), LONAVALA 410401

(B) SESSION PLAN FOR ASSIGNMENTS ACADEMIC YEAR 2018-19

COURSE: BHMET SUBJECT NAME: COMM. SKILLS. (ENGLISH) SUBJECT CODE: SE 107

Sr. No.	Assignment Name	Source of Information	Aim & Purpose	Tentative date of Submission
① 1	Weekly Review of current affairs.	Newspapers	to understand & know the current political status.	Last week Aug. - 31/8.
2				
② 3	Letter Writing			Second week
4 a)	Inquiry letter.	Ref. Book. Internet.	To write correct & proper words in a letter.	Sept - 14/9.
5 b)	Appreciation letter.			
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	Communication Skills	Chapt 1	PPT.
2	Body Language	Chapt 7	PPT.
3			

Name of Faculty: SHILPA HATE BRANGER Academic Coordinator: DR. SAMEER K.

Signature: *Shilpa* Signature: _____

Date: 21/6/18 IQAC: _____



Teaching Plan Theory

Chapter 1: Nature & the process of communication									
Contents: Definition of Communication, communication Process						04 Hrs.	Course Objectives: 1		
Unit Objectives: On completion the students will be able to : 1. Understand the meaning & definition of Communication 2. Know the communication process 3. message encoding, channel decoding and feedback									
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation		
1	1		3/8	1.1 Meaning & scope of communication	3/8	Meaning & scope of communication	-	A 1,2	1
2	2		3/8	1.2 Objectives and Principles of communication	3/8	Objectives & Principles of communication	-	A 8,9	2
3	3		10/8	1.3 Features of communication	10/8	Features of comm.	-	A 3,5	3
4	4		10/8	1.4 Process of communication	10/8	Process of communication.	-	A 16,17	3

S. Brangan
27/1/18

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Teaching Plan Theory

Chapter 2: Types of Communication

Contents: Types of Communication

03 Hrs.

Course Objectives: 2

Unit Objectives: On completion the students will be able to :

1. Understand the various categories of communication.
2. Know the forms of communication
3. Know the differences between various types of communications.

PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation		
5	5		24/8	2.1 Categories of communication <ul style="list-style-type: none"> • Interpersonal communication • Mass Communication 	27/8	2.1. Categories of communication : Interpersonal : Mass communication.		A 34-61 A 62-82	1
6	6		24/8	2.2 Forms of communication <ul style="list-style-type: none"> • Verbal communication <ol style="list-style-type: none"> a. Oral communication b. Written communication • Non-verbal communication 	31/8	Forms of comm. • Verbal a. Oral b. Written • Non-verbal communication		A-62-82 A 90	2, 3
			31/8	2.3 Formal and informal communication <ul style="list-style-type: none"> • Vertical Communication vs. Horizontal communication • Inter vs. intra organizational communication 	31/9	Formal & informal communication • Vertical v/c Horizontal • Inter vs intra			3

Brangan 27/18

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Teaching Plan Theory

Chapter 3: Barriers to effective communication.										
Contents:							02 Hrs.	Course Objectives: 5,6		
Unit Objectives: 1. To understand meaning of barrier 2. Know the various types of the same										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
			3/1/18	3.1 Defining barriers to communication	14/9	Defining barriers.		A, 294	1	
			3/1/18	3.2 Types of Barriers	21/9	Types of Barriers				
			7/9	<ul style="list-style-type: none"> • Physical or environmental • Symentic and language barrier • Personal Barriers • Emotional or Perception • Socio Psychological • Physiological or Biological • Cultural Barriers • Organizational Barriers 	24/9					
			7/9		28/9					
			14/9							

S. Anand
4/7/18

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Teaching Plan Theory

Chapter 4: Reading

Contents

02 Hrs.

Course Objectives: 4

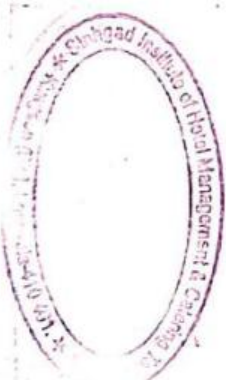
Unit Objectives: On completion the students will be able to :

1. Understand the importance of reading
2. To know the various styles of reading

PLAN				ACTUAL			Reference Books	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered		
			21/9	4.1 Importance of reading 4.2 Strategies of reading	1/10 5/10	Imp. of Reading Strategies of Reading		1 2

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21/1/18



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Chapter 5: Written communication skills

Contents:

9 Hrs.
9

Course Objectives:
4,6

- Unit Objectives: On completion the students will be able to :
1. To understand what is written communication
 2. Understand the advantages and disadvantages of written communication
 3. To write various styles of Letters

PLAN				ACTUAL					
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation	Reference Books (Page No./Book Title)	Mapping with Unit Objectives
			27/9	5.1 Meaning, Advantages and disadvantages	5/10			A-158	1, 2
			28/9 19/10	5.2 Letter writing • Letter of inquiry, Booking of banquet or a room, Complaint, Apology, Leave and Appreciation	5/10 6/10 8/10 12/10 15/10			A-175	3

19/10.

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12/7/18

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Teaching Plan Theory

Chapter 6: Oral communication skills

Contents:

Course Objectives:

05 Hrs.
5

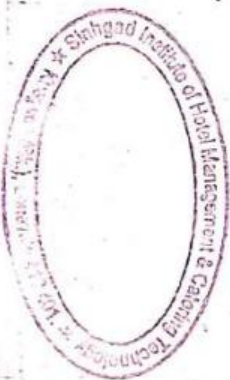
Unit Objectives: On completion the students will be able to :

1. Understand the importance, advantages and disadvantages of Oral communication
2. To know the required qualities of a good speaker
3. Understand the various styles of communication

PLAN				ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Date	Contents delivered	Reason for Deviation		
25	25		21/11	22/11	Meaning, Imp. Adv & disadv. Essential Q. of a good speaker		A 40-42	1
			22/11	23/11	Essential Q. of a good speaker			2
			23/11	24/11	Extempore, Debate and elocution			3

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Teaching Plan Theory

Chapter 7: Non-verbal communication

Contents:	4 Hrs.	Course Objectives: 7
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Unit Objectives: On completion the students will be able to :

- Understand what body language is.
- To know the various concepts and forms of body language.

PLAN				ACTUAL					
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation	Reference Books (Page No./Book Title)	Mapping with Unit Objectives
25	25		20/11 21/11	7.1 Introduction of body language	26/10	Introduction of Body language.		A 98	1
26	26		20/11 21/11	7.2 Understanding Body Language	26/10.	Understanding of Body language.		A 98	1, 2

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21/11/18

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Teaching Plan Theory

Practical 1: Newspaper Reading										
Contents:							02 Hrs.	Course Objectives: 4		
Unit Objectives: On completion the students will be able to : <ol style="list-style-type: none"> 1. To enhance reading skills 2. Enhance knowledge about current affairs 										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			1.1 Reading from the Newspapers	10/8	Headlines & news.		Local newspapers.	1	

S. Prangan


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Teaching Plan Theory

Practical 2: Extempore										
Contents:							02 Hrs.	Course Objectives: 6		
Unit Objectives: On completion the students will be able to : 1. To introduce quick thinking, presence of mind. 2. To encourage self expression										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			1.1 Speaking on inanimate things on the spot.	27/8	Topics given e.g. smile etc.		—	1	


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Practical 3: Listening to speeches										
Contents:							02 Hrs.	Course Objectives: 1		
Unit Objectives: On completion the students will be able to : 1. To improve listening skills 2. To introduce to the new vocabulary and expressing of thoughts										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			1.1 Listening to speeches by prominent orators.	31/8	Choice of speaker given to students & write summary.		own choice of speaker. (audio/visual).	1	

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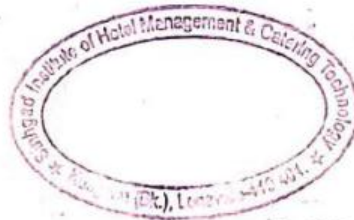
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Teaching Plan Theory

Practical 4: Group Interaction										
Contents:							02 Hrs.	Course Objectives: 2		
Unit Objectives: On completion the students will be able to : - 1. To observe different cultures from their non verbal behavior										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			1.1 Interaction between groups of students of different cultures	3/9.	group discussion		- jt	1	

B. Rangra

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Practical 5: Differences in Non-verbal communication									
Contents:							02 Hrs.	Course Objectives: 7	
Unit Objectives: On completion the students will be able to :									
1. Know the different cultures of nonverbal communication between various countries.									
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation		
1	1			1.1 Gather information about non-verbal communications of various countries from internet.	21/9	non-verbal communication.		Internet.	1

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Practical 6: Debate									
Contents:							02 Hrs.	Course Objectives: 3	
Unit Objectives: On completion the students will be able to :									
1. To be able to stress your point of view on a particular topic and justify the same.									
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation		
1	1			1.1 Debate on a particular topic between groups or individuals.	24/9	Topic given to		Interact.	1

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Teaching Plan Theory

Practical 7: Elocution										
Contents:							02 Hrs.	Course Objectives: 6		
Unit Objectives: On completion the students will be able to :										
1. To be able to memorize and speak on a particular topic										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			I.1 to give a speech on a particular topic in front of the class	28/9	Poetry given to recite -		Internet search	1	

Abhangra

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Teaching Plan Theory

Practical 8: Letter writing skills										
Contents:							02 Hrs.	Course Objectives: 5		
Unit Objectives: On completion the students will be able to :										
1. To be able to write formal business letters and informal letters										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			1.1 To write various styles of letters	1/10	Letters done.		Internet & <i>Actual Hotel Letters</i>	1	

S. Branga

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Practical 9: Book Reading and Discussion										
Contents:							02 Hrs.	Course Objectives: 4		
Unit Objectives: On completion the students will be able to :										
1. To be able to read book correctly										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			1.1 How to read a book	5/10.			Personal books of students.	1	

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Practical 10: Communication games										
Contents:							02 Hrs.	Course Objectives: 1		
Unit Objectives: On completion the students will be able to : 1. To implement fun element in learning new vocabulary										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			1.1 Play different games like Quiz, crosswords, Puzzles, etc	6/10	chinese whiffles, dumb shodak etc.	-	-	1	

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Teaching Plan Theory

Practical 11: Body Language									
Contents:						02 Hrs.	Course Objectives: 7		
Unit Objectives: On completion the students will be able to :									
1. To understand the concept of the body language									
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation		
1	1			1.1 Good Body language, Demonstration and its impacts and improvement.	12/10	gestures, postures, head movement etc.	-	Internet & RAjale Ghatgekar.	1

SB Nangan


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Teaching Plan Theory

Practical 12: Quiz										
Contents:							02 Hrs.	Course Objectives: 6		
Unit Objectives: On completion the students will be able to : 1. To improve presence of mind										
PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives	
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation			
1	1			1.1 Conduct a quiz competition in the class.	26/10.	Quiz done.		Internet	1	


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TOTAL ALLOTTED HOURS	40	10
TOTAL CONDUCTED HRS	36	6

Th + Pr.

FYBHMCT

Sub Code: SE : 107 Sub: Communication: English Faculty Name: Shilpa H. Brange Month: August 18

SR. NO.	Name of Candidate	9/8	10/8	17/8	27/8	31/8											
A101	BAIG MIRZAASADALI MIRZARAZAALI	P	P	P	P	P	100%										
A102	BADGUJAR KETAN SANJAY	P	P	P	P	P	100%										
A103	BARAVKAR RANJIT MAHESH	P	P		P	A	50%										
A104	BHARANE PRAFUL YUVRAJ	P	P		P	A	50%										
A105	BHOIR ROHAN RAJU	P	P		A	P	83%										
A106	BHOSALE HRITHIK SANJAY	P	P		A	P	83%										
A107	BHOSALE VISHAL VILAS	P	P		A	P	83%										
X A108	BHUBAL ABHISHEK SANTOSH																
A109	BUCHADE PRATHMESH DILIP	P	P		A	P	83%										
A110	CHAUDHARY CHETAN RAMESH	P	P		P	P	100%										
A111	DESHMUKH ANURAG PRASHANT	P	P		P	A	50%										
X A112	DESHMUKH DIGAMBAR SHIVAJI																
X A113	DIGHE RAHUL ANIL																
A114	GAIKWAD DHANANJAY KASHIRAM	P	P		A	P	83%										
A115	JAYBHAY YUVRAJ RAOSAHEB	P	P		P	P	100%										
X A116	KADAM SANKET K.																
A117	KAMBLE KIRAN BABAN	P	P		A	P	83%										
A118	KARADE OMKAR DHANANJAY	P	P		P	P	100%										
A119	KHAMKAR ANIKET RAJU	P	P		P	P	100%										
X A120	KHEDKAR HRUSHIKESH DATTATRAY																
A121	KULKARNI NIRANJAN MANGESH	P	P		P	P	100%										
A122	LAMTURE ABHISHEK ANAND	P	P		P	P	100%										
X A123	MANE SARANG VIJAY																
A124	MIR TAHA RAIS	P	P		P	P	100%										
A125	MORE SOURABH SHIVAJI	P	P		P	P	100%										

4 hrs 2+2 4 hrs 2+2 1 hr 1 3 hrs 1+2



TOTAL ALLOTTED HOURS	
TOTAL CONDUCTED HRS	

FYBHMCT

Sub Code: SE:107 Sub: Communication (English) Faculty Name: Shilpa H. Branga Month: Aug 2018.

SR. NO.	Name of Candidate	3/8	10/8	17/8	24/8	27/8	3/8											
A126	NAIKWADE RAVINDRA SAMADHAN	P	P	H	ML	P	P	9										100%
A127	NAIR AJITH MANIKANTAN	P	P	H		P	P	9										100%
A128	PATIL ASHISH M.	P	P	L		P	A	9										50%
A129	PATIL SHUBHAM SANJAY	P	P	L		P	A	9										50%
A130	RAJPUT IRAM ABIDALI	P	P	I		P	P	9										83%
A131	SANGLE PRASHANT SANJAY	P	P	d		P	A	9										50%
A132	SAVAKHANDE RAVIRAJ DILIP	P	P			P	P	9										100%
A133	SHELAR RUSHIKESH YUVRAJ	P	P	9		P	P	9										100%
A134	SHEWALE HITESH RAVINDRA	P	P	4		P	P	9										100%
A135	SINGH MANISH MAULISINGH	P	P			P	P	9										100%
X A136	SONAWANE ABHIJEET P.							9										9
A137	SONAWANE ABHISHEK ASHOK	P	P			P	P	9										100%
X A138	SONAWANE PRATIK K.							9										9
A139	SYAL SAAKSHI BHAVESH	P	P			P	P	9										100%
A140	TEKE ANANT KANTILAL	P	P			P	P	9										100%
A141	THORAT PRASANNA PRASAD	P	P			P	P	9										100%
X A142	THORAT YASH GOVARDHAN							9										9
X A143	TIDKE KHUMESWAR VIJAY							9										9
X A144	TIDKE YUKTI VIJAY							9										9
A145	UKIRADE YUVRAJ DIGAMBAR	P	P			P	P	9										100%
A146	UNCHAIYA NITIN DILIP	P	P			P	P	9										100%
X A147	WAGHMALE ADITYA SHASHIKANT							9										9
A148	WAGHUKE SWAPNIL HEMRAJ	P	P			P	P	9										100%
A149	WANI MANAS RAVINDRA	P	P			A	P	9										83%
A150	BHOSALE SUMIT YASHWANT	P	P			A	P	9										83%

4 4 4 4 4 1 3 4 4 4 4 4 4 4 4 4 4 4 4 4



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SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

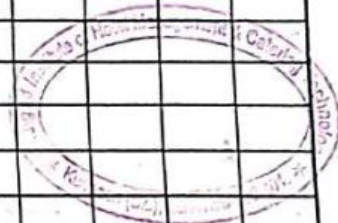
TOTAL ALLOTTED HOURS	8	8
TOTAL CONDUCTED HRS	5	6

FYBHMCT

Sub Code: SE-107 Sub: Communication English Faculty Name: Shripati H. Branger Month: Sept/19

SR. NO.	Name of Candidate	3/a	7/a	10/a	14/a	17/a	21/a	24/a	28/a								
A101	BAIG MIRZAASADALI MIRZARAZAALI	P	OD	OD		OD	P	P	A	60%							
A102	BADGUJAR KETAN SANJAY	P			P		P	P	A	60%							
A103	BARAVKAR RANJIT MAHESH	P			P		A	P	A	60%							
A104	BHARANE PRAFUL YUVRAJ	P			P		P	A	P	83%							
A105	BHOIR ROHAN RAJU	P			P		P	P	A	60%							
A106	BHOSALE HRITHIK SANJAY	P					A	P	P	60%							
A107	BHOSALE VISHAL VILAS	P			P		P	P	P	100%							
X A108	BHUJBAL ABHISHEK SANTOSH																
A109	BUCHADE PRATHMESH DILIP	P			P		P	P	P	100%							
A110	CHAUDHARY CHETAN RAMESH	P			P		P	P	P	100%							
X A111	DESHMUKH ANURAG PRASHANT	P			P		A	P	P	60%							
X A112	DESHMUKH DIGAMBAR SHIVAJI																
X A113	DIGHE RAHUL ANIL																
A114	GAIKWAD DHANANJAY KASHIRAM	P			P		A	P	P	60%							
A115	JAYBHAY YUVRAJ RAOSAHEB	P			P		P	P	A	60%							
X A116	KADAM SANKET K.																
A117	KAMBLE KIRAN BABAN	P			P		P	P	A	60%							
A118	KARADE OMKAR DHANANJAY	P			P		A	P	P	60%							
A119	KHAMKAR ANIKET RAJU	P			P		P	P	P								
X A120	KHEDKAR HRUSHIKESH DATTATRAY									60%							
A121	KULKARNI NIRANJAN MANGESH	P			P		A	P	P	80%							
A122	LAMTURE ABHISHEK ANAND	P			P		P	A	P	85%							
X A123	MANE SARANG VIJAY																
A124	MIR TAHA RAIS	P			P		P	A	P	83%							
A125	MORE SOURABH SHIVAJI	P			P		P	A	P	82%							

1hr 3hr 1hr 3hr 4hr 3hr 1hr 3hr.





Sinhgad Institutes

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TOTAL ALLOTTED HOURS	
TOTAL CONDUCTED HRS	

FYBHMCT

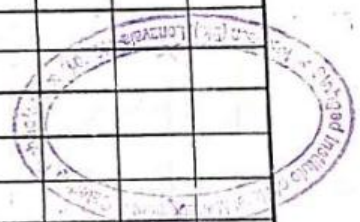
Sub Code: SE:107

Sub: Communication English

Faculty Name: Milpa H. Branger

Month: Sept '18

SR. NO.	Name of Candidate	3/9	7/9	10/9	14/9	17/9	21/9	24/9	28/9								
A126	NAIKWADE RAVINDRA SAMADHAN	P	OD	OD	P	OD	P	P	A		60%						
A127	NAIR AJITH MANIKANTAN	P			P		P	A	P		83%						
A128	PATIL ASHISH M.	P			P		P	P	A		80%						
A129	PATIL SHUBHAM SANJAY	P			P		P	P	P		100%						
A130	RAJPUT IRAM ABIDALI	A			P		P	P	P		83%						
A131	SANGLE PRASHANT SANJAY	P			P		P	P	P		100%						
A132	SAVAKHANDE RAVIRAJ DILIP	P			P		P	P	P		100%						
A133	SHELAR RUSHIKESH YUVRAJ	P			A		P	P	P		60%						
A134	SHEWALE HITESH RAVINDRA	P			P		P	P	P		100%						
A135	SINGH MANISH MAULISINGH	P			A		P	P	P		60%						
X A136	SONAWANE ABHIJEET P.																
A137	SONAWANE ABHISHEK ASHOK	P			P		A	P	P		83%						
X A138	SONAWANE PRATIK K.																
A139	SYAL SAAKSHI BHAVESH	P			P		P	P	P		100%						
A140	TEKE ANANT KANTILAL	P			P		A	P	P		60%						
A141	THORAT PRASANNA PRASAD	P			P		P	P	P		100%						
X A142	THORAT YASH GOVARDHAN																
X A143	TIDKE KHUMESWAR VIJAY																
X A144	TIDKE YUKTI VIJAY																
A145	UKIRADE YUVRAJ DIGAMBAR	P			P		P	A	P		83%						
A146	UNCHAIYA NITIN DILIP	P			P		P	P	P		100%						
X A147	WAGHMALE ADITYA SHASHIKANT																
A148	WAGHUKE SWAPNIL HEMRAJ	P			P		A	P	P		60%						
A149	WANI MANAS RAVINDRA	P			P		P	A	P		83%						
A150	BHOSALE SUMIT YASHWANT	P			P		P	P	A		60%						



1hr 3hr 1hr 3hr 1hr 3hr 1hr 3hr

TOTAL ALLOTTED HOURS	8	8
TOTAL CONDUCTED HRS	18	14

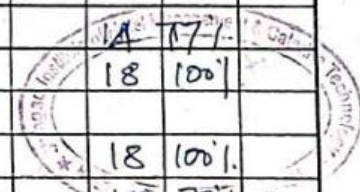
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FYBHMCT

Sub Code: SE: 107 Sub: Communication English Faculty Name: Shilpa B. sat. 5th class Month: Oct '18

SR. NO.	Name of Candidate	1/10	5/10	8/10	12/10	15/10	19/10	22/10	23/10	24/10	26/10	6/10			
A101	BAIG MIRZAASADALI MIRZARAZALI	P	P	00	A	P	P	P	P	P	P	P		14	77%
A102	BADGUJAR KETAN SANJAY	P	P		P	P	P	P	P	P	P	P		18	100%
A103	BARAVKAR RANJIT MAHESH	P	P		P	P	P	P	A	P	P	P		14	77%
A104	BHARANE PRAFUL YUVRAJ	P	P		P	P	A	P	P	P	P	P		14	77%
A105	BHOIR ROHAN RAJU	P	P		P	P	P	P	P	P	P	P		18	100%
A106	BHOSALE HRITHIK SANJAY	P	P		P	P	P	P	P	P	P	P		18	100%
A107	BHOSALE VISHAL VILAS	P	P		P	P	P	P	P	P	P	P		18	100%
A108	BHUJBAL ABHISHEK SANTOSH														
A109	BUCHADE PRATHMESH DILIP	P	P		P	P	P	P	P	P	P	A		14	77%
A110	CHAUDHARY CHETAN RAMESH	P	P		P	P	P	P	P	P	P	P		18	100%
A111	DESHMUKH ANURAG PRASHANT	P	P		P	P	P	P	P	P	P	P		18	100%
A112	DESHMUKH DIGAMBAR SHIVAJI														
A113	DIGHE RAHUL ANIL														
A114	GAIKWAD DHANANJAY KASHIRAM	P	P		P	A	P	P	P	P	P	P		17	94%
A115	JAYBHAY YUVRAJ RAOSAHEB	P	P		P	P	P	P	P	P	P	P		18	100%
A116	KADAM SANKET K.														
A117	KAMBLE KIRAN BABAN	P	P		P	P	P	P	P	P	P	P		18	100%
A118	KARADE OMKAR DHANANJAY	P	P		P	P	P	A	P	P	P	P		17	94%
A119	KHAMKAR ANIKET RAJU	P	P		P	P	P	P	P	P	P	P		18	100%
A120	KHEDKAR HRUSHIKESH DATTATRAY		A												
A121	KULKARNI NIRANJAN MANGESH	P	P		A	P	P	P	P	P	P	P		14	77%
A122	LAMTURE ABHISHEK ANAND	P	P		P	P	P	P	P	P	P	P		18	100%
A123	MANE SARANG VIJAY														
A124	MIR TAHA RAIS	P	P		P	P	P	P	P	P	P	P		18	100%
A125	MORE SOURABH SHIVAJI	P	P		P	P	P	P	P	P	P	A		14	77%

1hr 3+1
Ethin
class.
2+1 hour
1hr 4h. 1hr 4h. 1hr 4h 4h. 4h. 4h.



TOTAL ALLOTTED HOURS	
TOTAL CONDUCTED HRS	

FYBHMCT

Sub Code: Sub:

Faculty Name: *Shilpa Branger* Month: *Oct 18*

SR. NO.	Name of Candidate	1/10	5/10	8/10	12/10	15/10	19/10	22/10	23/10	24/10	26/10	6/10		
A126	NAIKWADE RAVINDRA SAMADHAN	P	P	00	P	P	A	P	P	P	P	P	14	77/
A127	NAIR AJITH MANIKANTAN	P	P		A	A	P	P	P	P	P	P	13	72/
A128	PATIL ASHISH M.	P	P		P	A	A	P	P	P	P	P	13	72/
A129	PATIL SHUBHAM SANJAY	P	P		P	P	P	P	P	P	P	P	18	100/
A130	RAJPUT IRAM ABIDALI	P	P		A	A	P	P	D	P	P	P	13	72/
A131	SANGLE PRASHANT SANJAY	P	P		P	P	P	P	P	P	P	P	18	100/
A132	SAVAKHANDE RAVIRAJ DILIP	P	P		P	P	P	P	A	P	P	P	14	77/
A133	SHELAR RUSHIKESH YUVRAJ	P	P		P	P	A	P	P	P	P	P	14	77/
A134	SHEWALE HITESH RAVINDRA	P	P		P	P	A	A	P	P	P	D	13	72/
A135	SINGH MANISH MAULISINGH	P	P		P	P	P	A	P	P	P	A	13	72/
X A136	SONAWANE ABHIJEET P.													
A137	SONAWANE ABHISHEK ASHOK	P	P		P	P	A	P	P	P	P	P	14	77/
X A138	SONAWANE PRATIK K.													
A139	SYAL SAAKSHI BHAVESH	P	P		P	P	P	P	P	P	P	P	18	100/
A140	TEKE ANANT KANTILAL	P	P		A	P	P	P	P	P	P	P	14	77/
A141	THORAT PRASANNA PRASAD	P	P		P	P	A	P	P	P	P	P	14	75/
X A142	THORAT YASH GOVARDHAN													
X A143	TIDKE KHUMESWAR VIJAY													
X A144	TIDKE YUKTI VIJAY													
A145	UKIRADE YUVRAJ DIGAMBAR	P	P		P	P	P	A	A	P	D	P	13	72/
A146	UNCHAIYA NITIN DILIP	P	P		P	D	A	A	P	P	P	P	13	72/
X A147	WAGHMALE ADITYA SHASHIKANT													
A148	WAGHUKE SWAPNIL HEMRAJ	P	P		A	P	P	P	P	P	P	A	14	77/
A149	WANI MANAS RAVINDRA	P	P		P	P	A	P	P	P	P	A	14	77/
A150	BHOSALE SUMIT YASHWANT	P	P		A	P	P	P	P	P	P	A	14	77/

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SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Course File Content

SR.NO.	CONTENT	REMARK
1	SYLLABUS	✓
2	PERSONAL TIME TABLE	
3	ATTENDANCE SHEET	✓
4	CONTINUOUS ASSESSMENT SHEET	✓
5	LESSON PLAN OR PO/PEOS	
6	CHAPTER WISE NOTES	
7	CONTENT BEYOND SYLLABUS: WEB LINK, OPEN RESOURCES, JOURNAL	
8	PPT/OHP	
9	LIST OF REFERENCE BOOKS	
10	QUESTION BANK CHAPTERWISE	
11	LAST THREE YEAR QUESTION PAPER	
12	ONE QUESTION PAPER MODEL ANSWER	

DR. AYESHA SIDDIQUI
PRINCIPAL SIHMCT

PRINCIPAL

Sinhgad Institute of Hotel Management & Catering Technology



Course File Content SIHMCT

IQAC-COORDINATOR

Subject : French
 Subject Code : C105
 Credits : 02
 Semester : I

Teaching Scheme per week	
Theory	Total
02 hours	02 hours

Internal Examination Scheme		Total Marks
Concurrent	Total Internal Marks	
50	50	50

Rationale:

The syllabus aims to impart an additional soft skill that is very closely related to the core curriculum of Hotel Operations, viz. to help communicate in French, through the acquisition of a basic knowledge of listening, speaking, reading & writing skills. It also aims to sensitize students to the different communicative approaches, based on cultural differences, which come into play during interpersonal interactions at a global level in the Hotel Industry.

	Hours
Leçon – 1 General French	10
1.1	
• Pronunciation	
• L'Alphabet, les Accents	
1.2	
• Nombres (0 to 100)	
• Cardinaux	
• Ordinaux	
1.3 Grammaire	
• article défini, indéfini	
• article partitive, article contracté	
• pluriel des noms	
• adj.démonstratif	
• adj. possessif	
1.4 Formules de politesse	
• calendrier – la date	
• Les jours de la semaine	
1.5	
• Les mois de l'année	
• l'heure	
1.6 Activités:	
• exercices d'écoute	
• exercices de prononciation	



	<ul style="list-style-type: none"> • mini dialogues • jeu de rôle 	
Leçon – 2	Bonjour!	12
2.1	Grammaire <ul style="list-style-type: none"> • Conjugation des verbes (en-er, -ir,-re) (positif,négatif, interrogatif) • être, s'appeler,parler – au présent • avoir, pouvoir, vouloir – au présent • aller, faire- au présent • prendre,manger,boire- au présent et au futur proche • verbes à l'impératif- un coup d'œil sur la formation • Formation des phrases simples • Se presenter • adj. interrogatif • adj.de couleur 	
2.2	• Expressions utiles	
2.3	Activités <ul style="list-style-type: none"> • Exercices • Mini dialogues • adverbes d'interrogation 	
Leçon – 3	La nourriture	05
3.1	Produits laitiers <ul style="list-style-type: none"> • Légumes • Fruits • Fruits de mer • Céréales • Assaisonnements • Viandes • Fromages français 	
3.2	<ul style="list-style-type: none"> • Activités • Exercices sur le vocabulaire 	
Leçon –4	Le Service	03
4.1	<ul style="list-style-type: none"> • La Brigade de Restaurant (l'organigramme) • La Brigade de Cuisine(l'organigramme) • La terminologie (Hot plate) 	
4.2	• Expressions Utiles	
	Total	30

Recommended Assignments:

To be conducted in CCE [Comprehensive & Continuous Evaluation] pattern, so that Teaching/Learning & Evaluation takes place concurrently.

Assignments for internal Assessment may be in the form of

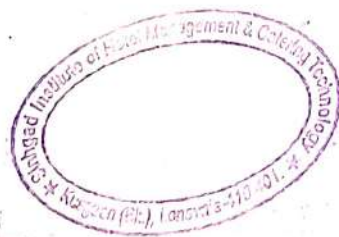
- a. oral communication
- b. worksheets
- c. quiz
- d. just a minute
- e. dialogue
- f. role play, etc.

Current Evaluation:

Current Evaluation needs to be conducted on the above listed topics on parameters as described in the syllabus.

Reference Books

1. A votre service I Français pour l'hôtellerie et le tourisme [Text book with CD]
by Rajeswari Chandrasekar, Rekha Hangal, Chitra Krishnan, Claude le Ninan, Asha Mokashi
Publisher – Goyal Publishers
2. Bon voyage ! Méthode de français de l'hôtellerie et du tourisme pour débutants
by Vasanthi Gupta, Malini Gupta, Usha Ramachandran
Publisher – Goyal Publishers
3. Basic French Course for the Hotel Industry
by Catherine Lobo, Sonali Jadhav
4. French for Hotel Management & Tourism Industry
by S Bhattacharya
Publisher – Frank Bros. & Co.



PERSONAL TIME TABLE

COURSE-BHMCT

ACADEMIC YEAR : 2019-2020

FYBHMCT

DAY/TIME	8.30-9.20	9.20-10.10		10.20-11.10	11.10-12.00		12.50-1.40	1.40-2.30	2.30-3.20	3.20-4.10	4.10-5.00	
MONDAY			TEA BREAK			12.00 to 12.50 LUNCH						
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY									← FRENCH →			



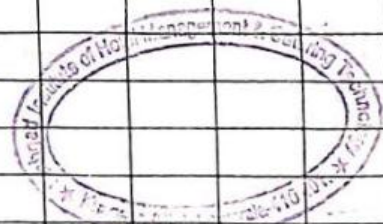
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Sinhgad Institutes

FIRST YEAR BHICT (2019 - PATTERN) ATTENDANCE SHEET (MUG-2019-NOV-2019) (ACADEMIC YEAR-2019-20)

18/07/2009

SUB NAME: <u>French</u>		SUB CODE: <u>C105</u>		MONTH: <u>August</u>										Allored Hrs:	08
FACULTY NAME: <u>Aniket P</u>												Conducted Hrs:	04		
Roll No.	STUDENT NAME	16/8	27/8												
101	BHOLE MAYUR MANOHAR	-	P												02
102	CHAVAN OMKAR KALURAM	P	P												04
103	CHAVAN UTKARSH ANIL	~	P												02
104	DHAGE ABHIJIT BHAUSAHEB	-	P												02
105	DHAWLE RUTIN YOGAJI	-	P												02
106	DIPKE MANGESH SHRIDHAR	-	P												02
107	GAIKWAD APRATIMRAJE DAULATRAO	-	P												02
108	GAIKWAD OM SHIVARAM	-	P												02
109	GAWADE ROHAN VILAS	P	P												04
110	GHODEGAVKAR SAMARTH SWARUP	P	P												04
111	JADHAV ATHARVA KIRAN	-	P												02
112	KARHAD AKSHAY GANESH	P	P												04
113	KURANE PRATIK SHIRISH	-	P												02
114	LOKHANDE UDIT SANJAY	-	P												02
115	MANDGE AVISHKAR SHARADAPPA	-	P												02
116	MORE UTKARSH PRABHURAJ	-	P												02
117	NIMSE SARIKA SHIVAJI	-	P												02
118	PARE PRANAV DEVIDAS	-	P												02
119	PAWAR SANKET SADASHIV	-	P												02
120	PINJARI WASIM ANWAR	-	P												02
121	PISE TUSHAR HARI	P	P												04
122	POOJARI ADARSH HARISH	-	P												02
123	RAMTEKE HIMANSHU DNYANESHWAR	-	P												02
124	SANAS AMIT GAJENDRA	-	A												00
125	SHINDE BHAVESH SAKHARAM	-	P												02



SINIGAD TECHNICAL EDUCATION SOCIETY'S
SINIGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

Sinigad Institute's

FIRST YEAR BHMC I (2019 - PATTERN) ATTENDANCE SHEET (AUG-2019-NOV-2019) (ACADEMIC YEAR-2019-20)

SUB NAME: French		SUB CODE: C105		MONTH: September		Alloted Hrs:	Conducted Hrs: 6
FACULTY NAME: Aniket P							
Roll No.	STUDENT NAME	319	17/9	24/9			
101	BHOLE MAYUR MANOHAR	A	P	P			4
102	CHAVAN OMKAR KALURAM	A	A	A			0
103	CHAVAN UTKARSH ANIL	P	P	A			4
104	DHAGE ABHIJIT BHAUSAHEB	P	A	A			2
105	DHAWLE RUTIN YOGAJI	P	P	A			4
106	DIPKE MANGESH SHRIDHAR	P	P	A			4
107	GAIKWAD APRATIMRAJE DAULATRAO	P	A	A			2
108	GAIKWAD OM SHIVARAM	A	P	A			2
109	GAWADE ROHAN VILAS	P	P	A			4
110	GHODEGAVKAR SAMARTH SWARUP	P	P	P			6
111	JADHAV ATHARVA KIRAN	A	A	A			0
112	KARHAD AKSHAY GANESH	A	A	A			0
113	KURANE PRATIK SHIRISH	A	P	P			4
114	LOKHANDE UDIT SANJAY	A	A	P			2
115	MANDGE AVISHKAR SHARADAPPA	A	P	P			4
116	MORE UTKARSH PRABHURAJ	A	P	A			2
117	NIMSE SARIKA SHIVAJI	A	P	P			4
118	PARE PRANAV DEVIDAS	A	P	P			4
119	PAWAR SANKET SADASHIV	A	A	A			0
120	PINJARI WASIM ANWAR	A	P	A			2
121	PISE TUSHAR HARI	A	P	A			2
122	POOJARI ADARSH HARISH	P	P	P			6
123	RAMTEKE HIMANSHU DNYANESHWAR	A	A	A			0
124	SANAS AMIT GAJENDRA	A	P	P			4
125	SHINDE BHAVESH SAKHARAM	A	P	A			2



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FIRST YEAR BHMCT (2019 - PATTERN) ATTENDANCE SHEET (CALG-2019-NOV-2019) (ACADEMIC YEAR-2019-20)

SUB NAME: French FYCT		SUB CODE: C105		MONTH: October		Alloted Hrs: 2	
FACULTY NAME: Aniket P						Conducted Hrs: 2	
Roll.No.	STUDENT NAME	1/10					
101	BHOLE MAYUR MANOHAR	P					2
102	CHAVAN OMKAR KALURAM	A					0
103	CHAVAN UTKARSH ANIL	A					0
104	DHAGE ABHIJIT BHAUSAHEB	A					0
105	DHAWLE RUTIN YOGAJI	P					2
106	DIPKE MANGESH SHRIDHAR	P					2
107	GAIKWAD APRATIMRAJE DAULATRAO	P					2
108	GAIKWAD OM SHIVARAM	P					2
109	GAWADE ROHAN VILAS	P					2
110	GHODEGAVKAR SAMARTH SWARUP	P					2
111	JADHAV ATHARVA KIRAN	A					0
112	KARHAD AKSHAY GANESH	P					2
113	KURANE PRATIK SHIRISH	P					2
114	LOKHANDE Udit SANJAY	A					0
115	MANDGE AVISHKAR SHARADAPPA	P					2
116	MORE UTKARSH PRABHURAJ	A					0
117	NIMSE SARIKA SHIVAJI	A					0
118	PARE PRANAV DEVIDAS	P					2
119	PAWAR SANKET SADASHIV	A					0
120	PINJARI WASIM ANWAR	P					2
121	PISE TUSHAR HARI	P					2
122	POOJARI ADARSH HARISH	P					2
123	RAMTEKE HIMANSHU DNYANESHWAR	P					2
124	SANAS AMIT GAJENDRA	P					2
125	SHINDE BHAVESH SAKHARAM	P					2



SINIGAD TECHNICAL EDUCATION SOCIETY'S
SINIGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

Sinigad Institutes

FIRST YEAR BHMCT (2019 - PATTERN) ATTENDANCE SHEET (AUG-2019-NOV-2019) (ACADEMIC YEAR-2019-20)

SUB NAME:		SUB CODE:		MONTH:										Alloted Hrs:	
FACULTY NAME:		REMEDIAL CLASSES										Conducted Hrs :			
Roll No.	STUDENT NAME	1/10	15/10												
101	BHOLE MAYUR MANOHAR	A	A												
102	CHAVAN OMKAR KALURAM	P	P												
103	CHAVAN UTKARSH ANIL	A	P												
104	DHAGE ABHIJIT BHAUSAHEB	A	P												
105	DHAWLE RUTIN YOGAJI	A	A												
106	DIPKE MANGESH SHRIDHAR	A	A												
107	GAIKWAD APRATIMRAJE DAULATRAO	A	A												
108	GAIKWAD OM SHIVARAM	A	A												
109	GAWADE ROHAN VILAS	A	A												
110	GHODEGAVKAR SAMARTH SWARUP	A	A												
111	JADHAV ATHARVA KIRAN	P	P												
112	KARHAD AKSHAY GANESH	P	A												
113	KURANE PRATIK SHIRISH	A	A												
114	LOKHANDE UDIT SANJAY	A	P												
115	MANDGE AVISHKAR SHARADAPPA	A	A												
116	MORE UTKARSH PRABHURAJ	A	P												
117	NIMSE SARIKA SHIVAJI	A	P												
118	PARE PRANAV DEVIDAS	A	A												
119	PAWAR SANKET SADASHIV	P	P												
120	PINJARI WASIM ANWAR	A	A												
121	PISE TUSHAR HARI	A	A												
122	POJARI ADARSH HARISH	A	A												
123	RAMTEKE HIMANSHU DNYANESHWAR	P	A												
124	SANAS AMIT GAJENDRA	A	A												
125	SHINDE BHAVESH SAKHARAM	A	A												



Sinhgad Technical Education Society's
**SINHGAD INSTITUTE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY**
Kusgaon (Bk), Lonavala-410401

VISION

To emerge as the most preferred hospitality educational institute with global recognition & developing competent & socially sensitive professionals committed to excellence.

MISSION

To make incessant enterprise in translating our vision into a reality & achieve the following objectives-

- To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship.
- To continuously grow through consistent performance in academics & healthy industry interface.
- To develop students as global citizens with conscious commitment & dedication.

GOALS & OBJECTIVE

- To achieve excellent results at University examination through consistent efforts & improving teaching-learning process.
- Applying latest techniques of teaching methodology & skill of hospitality operations.
- Providing conducive environment for overall development of students into sensible citizens.
- Developing the institute into center of excellence in hospitality education through international tie-ups.
- Becoming the most preferred institute for global recruiters in hospitality industry.



in, Mission and Objectives of the Institution are exhibited at various strategic positions institute premises like corridors, administrative office and library. We always ensure that of our systems are recognized and occasionally analyzed.

Describe how the Programme Educational Objectives are consistent with the Mission of the department

Institute Mission	Program Educational Objectives (PEOs)
<p>To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship. To continuously grow through consistent performance in academics & healthy industry interface. To develop students as global citizens with conscious commitment & dedication.</p>	<ul style="list-style-type: none"> • Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge. • Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts. • Breadth: To increase awareness through various curricular, co-curricular and extra-curricular activities. • Professionalism: To instill professional & Social approach for success in profession.



Program Outcomes (POs)

Graduates would demonstrate knowledge of hospitality industry.

b. Graduates would exhibit an ability to identify problem and find solution.

c. Graduates would show an ability to experiment with existing systems and give inference.

d. Graduates would display an ability of analysis and provide conclusions.

e. Graduates would adopt skills to handle equipments, processes, software.

f. Graduates would show professionalism and communicate effectively.

g. Graduates would show concern about society and understanding of contemporary practices.

h. Graduates would boast confidence in self-ability and aptitude for extension of learning.

Program Educational Objectives (PEOs)

I. **Preparation:** To provide opportunity to learn and acquire professional acumen & technical knowledge.

II. **Core competence:** To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts.

III. **Breadth:** To increase awareness through various professional & technical activities.

IV. **Professionalism:** To instill professional & Social approach for success in profession.





Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY

Course Outline

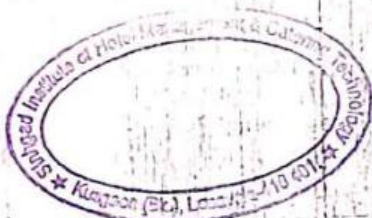
Course Title:- French		Course Code : - C 105	
Class:- FYCT	Division:-	Semester:- I	
Lecture Schedule: - 2 Hrs/ Week		Examination Scheme:- INTERNAL Internal Theory :50 Theory External: NA Total 50 Marks	
Course Teacher:- Aniket Pandharpurkar		Date :- 18/08/2019	Sign:-

Prerequisites: Basic Understanding of English language.

Course Overview: The Syllabus aims to impart an additional soft skill that is very closely related to the core curriculum of hotel management viz to help communicate in French, through the acquisition of a basic knowledge of listening, speaking, reading & writing skills.

I. Course Objectives (CO):-

This course aims to sensitize students to the different communicative approaches, based on cultural differences, which come into play during interpersonal interactions at a global level in the hotel industry.



Mapping of CEO and COs:-

Course Objectives	Course Outcomes	Program Outcomes	PEOs
To make the student conversant with fundamentals of French	1. Understanding of basic French phrases	a	I
2. To develop competency in understanding of various French terms used in the hospitality industry	2. Understanding of common French words used typically in the four core hotel departments	c	II
3. To develop attitude and etiquettes commonly followed in the French speaking countries	3. Adapting the finer details of personality traits required for flourishing in the French speaking countries	f	II,IV
4. To sensitize the student to the cultural differences between two nations.	4. Understanding the different faux-pas, taboos and the lifestyle of France	g, h	I, III

III. Means of achieving Course Outcomes (COs):-

1. Reading, writing and understanding the common phrases in the French language
2. Practicing the learnt phrases and conversations in classroom
3. Role plays and self introduction in the French language
4. Watching videos related to the basic conversations in French
5. Stress on the constant use of French in the classroom as a medium of conversation
6. Use of different tools like websites, apps, workbooks, to practice what is learnt

Reference Book: A. A votre service by Rajeshwari Chandrasekar
 B. Bon voyage by Vasanthi Gupta
 C. Basic French course for the Hotel industry by Catherin Lobo
 D. French for hotel management & tourism industry by S Bhattacharya



Teaching Plan Theory

Unit I: General French

Topics: Pronunciation
 Alphabets & accents
 Cardinal and Ordinal Numbers
 Articles, Plurals and Adjectives
 Days of the week, Months of the year; Time

Course Objectives:

1,4

08 Hrs.

Unit Objectives: On completion the students will be able to:

1. Read the French alphabet and numbers
2. Know how to construct basic sentences in French
3. Read the date and time in French

PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation		
1	1	1	6/9	French Alphabet	16/8			1	
2	2		13/9	Numbers in French	16/8			1	
3	3		20/9	Grammar	16/8			1, 2	
4	4		27/9	Date and Time	16/8			3	
5	5	2	4/10	Activities	16/8			1, 2, 3	

[Handwritten Signature]

Sign of the Faculty with Date

Sign of the AMC/IQAC



Unit II: Bonjour

Conjugation of verbs
 Positive, negative and interrogative verbs
 Using verbs in sentences
 Interrogative verbs
 Colors
 Useful sentences **12 Hrs.**

Course Objectives:
2

Unit Objectives: On completion the students will be able to

1. Conjugate the verbs in the proper form
2. Know the different types of verbs.
3. Construct sentences using verbs
4. Know the different colors in French.

PLAN					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
Sr. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation		
6	6	4	11/10	Grammar – Verbs	11/10				1, 2, 3
7	7		11/10	Grammar – Present & future					2
8	8		11/10	Construction of useful sentences					3
9	9		18/10	Exercises and activities					3, 4
10	10	5	18/10	Dialogues					1, 3
11	11		18/10	Interrogative adverbs					

[Signature]
 Sign of the staff with Date

Sign of the AMC/IQAC



• The applicant attained a pass in Sijil Tinggi Matrikulasi (Inclusive of General Studies) in English Language
 • The applicant attained a pass in Sijil Tinggi Matrikulasi (Inclusive of Bahasa Inggeris/English Language) in English Language
 • The applicant attained a pass in Sijil Tinggi Matrikulasi (Inclusive of Bahasa Inggeris/English Language) in English Language
 • The applicant attained a pass in Sijil Tinggi Matrikulasi (Inclusive of Bahasa Inggeris/English Language) in English Language

Unit – IV Le service

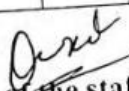
Contents: La brigade de restaurant (l'organigramme)
 La brigade de cuisine (l'organigramme)
 La terminologie (Hot plate)
 Expressions utiles

Course Objectives:
 1,4

12 Hrs

Unit Objectives: On completion the students will be able to
 1. Understand the organization chart of hotel/restaurant
 2. Understand the organization chart of kitchen
 3. Know the French names of equipment used in the restaurant
 4. Know the useful expressions used in a kitchen/restaurant

PLAN.					ACTUAL			Reference Books (Page No./Book Title)	Mapping with Unit Objectives
S. No	Lect. No.	Week No.	Date	Contents	Date	Contents delivered	Reason for Deviation		
14	14	9	1/11	Organisation chart of restaurant	17/9			2	
15	15		1/11	Organisation chart of kitchen	17/9			1	
16	16		8/11	Equipment used in the restaurant	24/9			3	
17	17		8/11	Conversations in a restaurant	24/9			3, 4	


 Sign of the staff with Date

Sign of the AMC/IQAC



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SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

(B) SESSION PLAN FOR ASSIGNMENTS

ACADEMIC YEAR 2019-20

SUBJECT NAME French

SUBJECT CODE C 105

SR. NO	ASSIGNMENT NAME	SOURCE OF INFORMATION	AIM & PURPOSE	TENTATIVE DATE OF SUBMISSION
1		Internet	To learn names of common ingredients	
2	Conversation in a hotel	Textbook / Internet	To learn basic french greetings	
3				
4				
5				
6				

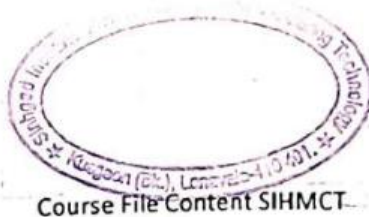
(C) CURRICULUM DEVELOPMENT: DETAILS OF SLIDES/PPT PREPARED FOR SUBJECT

SR. NO	TITLE OF SLID/PPT	RELEVANT TO TOPIC/SUB TOPIC	TEACHING AID
1	Dialogues in french	2.3 mini dialogues	PPT/videos
2	French words	3. La nourriture	APP
3			
4			

Name Of Faculty: Aniket Pandharpurkar Academic Coordinator: _____

Signature: [Signature] Signature: _____

Date: 19/11/19 IQAC Coordinator: _____



Course File Content SIHMCT.

SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Course File Content

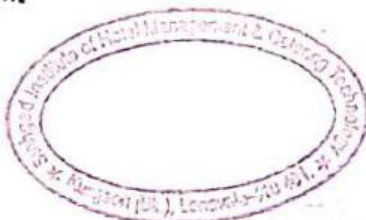
SR.NO.	CONTENT	REMARK
1	SYLLABUS	
2	PERSONAL TIME TABLE	✓
3	ATTENDANCE SHEET	✓
4	CONTINUOUS ASSESSMENT SHEET	
5	LESSON PLAN OR PO/PEOS	✓
6	CHAPTER WISE NOTES	✓
7	CONTENT BEYOND SYLLABUS: WEB LINK, OPEN RESOURCES, JOURNAL	
8	PPT/OHP	
9	LIST OF REFERENCE BOOKS	✓
10	QUESTION BANK CHAPTERWISE	
11	LAST THREE YEAR QUESTION PAPER	
12	ONE QUESTION PAPER MODEL ANSWER	

FY BHM
Communication
May 2021

DR. AYESHA SIDDIQUI
PRINCIPAL SIHMCT

IQAC-COORDINATOR

PRINCIPAL
Sinhgad Institute of Hotel Management
and Catering Technology
Kusgaon (Bh), Lonavala - 410 401.





**SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY**

KUSGAON (B.k), LONAVALA-410401. PERSONAL TIME TABLE-(20 -20) SEM:1ST HALF / 2ND HALF.

	8.30-9.20	9.20-10.10	10.10-10.20	10.20-11.10	11.10-12.00	12.00-12.50	12.50-1.40.	1.40.-2.30	2.30-3.20	3.20-4.10	4.10-5.00	
MONDAY			T E A B R E A K	Communication Skills		L U N C H B R E A K						
TUESDAY												
WEDNESDAY				Communication Skills								
THURSDAY				Communication Skills								
FRIDAY												

Course File Content SHEET

Faculty

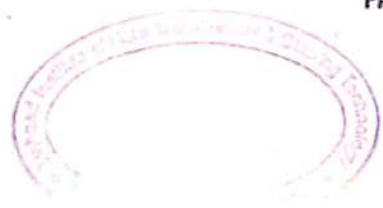
Communication Skills

PRINCIPAL
Sinhgad Institute of Hotel Management
and Catering Technology
Kusgaon (B.K), LonaVala-410401.

Merte Almeida
FACULTY

DR. AYESHA SIDDIQUI
PRINCIPAL SHMCT

IQAC COORDINATOR



(B) SESSION PLAN FOR ASSIGNMENTS ACADEMIC YEAR 2020-21

COURSE FYBHMCT, SUBJECT NAME Communication Skills, SUBJECT CODE C205

SR. NO	ASSIGNMENT NAME	SOURCE OF INFORMATION	AIM & PURPOSE	TENTATIVE DATE OF SUBMISSION
1	Weekly review of Current Affairs	News paper/ Internet	Information purposes.	16.05.2021
2	Formal & Informal letters writing	Notes / Internet	able to write effective formal & informal letters	01.07.2021
3	Book Review	Reading a Book and reviewing	effective summary knowledge of book	26.05.2021
4	Travel Review Log.	A place visited on vacation	Able to write a travel log.	23.06.2021
5	Restaurant Review	A restaurant visited	Guidance to others abt the place	08.07.2021
6				

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

SR. NO	TITLE OF SLID/PPT	RELEVANT TO TOPIC/SUB TOPIC	TEACHING AID
1			
2			
3			
4			

Name Of Faculty: Merle Almeida Academic Coordinator: _____

Signature: MAlmeida Signature: _____

Date: 10-11-2021 IQAC Coordinator: _____



VISION

To emerge as the most preferred hospitality educational institute with global recognition & developing competent & socially sensitive professionals committed to excellence.

MISSION

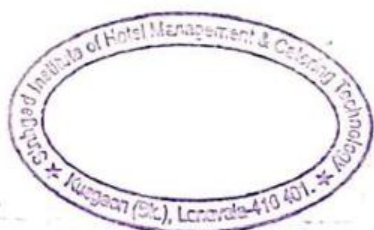
To make incessant enterprise in translating our vision into a reality & achieve the following objectives-

- To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship.
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- To develop students as global citizens with conscious commitment & dedication.

GOALS & OBJECTIVE

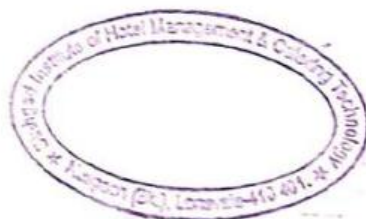
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- Applying latest techniques of teaching methodology & skill of hospitality operations.
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Our Vision, Mission and Objectives of the Institution are exhibited at various strategic positions in the Institute premises like corridors, administrative office and library. We always ensure that most of our systems are recognized and occasionally analyzed.



Describe how the Programme Educational Objectives are consistent with the Mission of the department

Institute Mission	Program Educational Objectives (PEOs)
<p>To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship. To continuously grow through consistent performance in academics & healthy industry interface. To develop students as global citizens with conscious commitment & dedication.</p>	<ul style="list-style-type: none"> • Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge. • Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts. • Breadth: To increase awareness through various curricular, co-curricular and extra-curricular activities. • Professionalism: To instill professional & Social approach for success in profession.



Program Outcomes (POs)	Program Educational Objectives (PEOs)
<p>a. Graduates would demonstrate knowledge of hospitality industry.</p> <p>b. Graduates would exhibit an ability to identify problem and find solution.</p> <p>c. Graduates would show an ability to experiment with existing systems and give inference.</p> <p>d. Graduates would display an ability of analysis and provide conclusions.</p> <p>e. Graduates would adopt skills to handle equipments, processes, software.</p> <p>f. Graduates would show professionalism and communicate effectively.</p> <p>g. Graduates would show concern about society and understanding of contemporary practices.</p> <p>h. Graduates would boast confidence in self-ability and aptitude for extension of learning.</p>	<p>I. Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge.</p> <p>II. Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts.</p> <p>III. Breadth: To increase awareness through various professional & technical activities.</p> <p>IV. Professionalism: To instill professional & Social approach for success in profession.</p>





**Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY**

Course Outline

Course Title:- Communication Skills (English) - II		Course Code : - C 205	
Class:- FY BHMCT	Division:-	Semester:-	II
Lecture Schedule: - 02 Hrs/ Week Practical :- Nil		Examination Scheme:- CONCURRENT: 50 Unit Test : Assignment : <p align="right">CONCURRENT: 50</p> <hr/> <p align="right">Total 50 Marks</p>	
Course Teacher:- MERLE ALMEIDA		Date :- 10.11.2024	Sign:- MAlmeida

Prerequisites:

Course Overview: This course aims to make students understand the concepts of Communication and its practical importance in the hospitality industry

I. Course Objectives (CO):-



The subject aims to establish the importance of Communication Skills and its role in the hospitality industry. It also prepares the students to acquire basic knowledge and skills necessary for different task and aspects of the above.

II. Mapping of CEO and COs:-

Course Objectives	Course Outcomes	Program Outcomes	PEOs
1. To familiarize students with the basics of English language and help them to learn to identify language structures for correct English usage.	1. Identify Common Errors and Rectify Them.	a	I
2. Enhance student's vocabulary, language and fluency. It would also teach the students to deliver professional presentations.	2. Develop and Expand Writing Skills through Controlled and Guided Activities	e	II
3. To emphasize the essential aspects of effective written communication necessary for professional success.	3. The students should be able to write correctly and properly with special reference to Letter writing.	e	I
4. To empower students to carry out day to day communication at the work place by adequate understanding of various types of communication to facilitate efficient interpersonal communication.	4. Apply Verbal and Non-Verbal Communication Techniques in the Professional Environment	c	II
5. To make the students ready for placement.	5. To be able to write an impressive resume and face the interview confidently	f	IV

III. Means of achieving Course Outcomes (COs):-

1. To develop knowledge of diverse ethnic groups and cultures and to increase self-awareness for cultural competence and sensitivity.
2. Be able to write effective and interesting travelogues and Restaurant reviews
3. Efficient use of verbal and non verbal communication
4. To be able to write impressive official correspondence and also learn to make and give effective presentations in a professional manner.



5. To be proficient in dealing with people at the workplace, understanding cross cultural nuances and also the cross functional working of an organization

Reference Book:

- A. Communication Skills by Sanjay Kumar and Pushp Lata
- B. Communication Skills for Professionals by Nira Konar
- C. Business Communication for Success by Scott McLean
- D. Writing Reports by John Seely
- E. 12 Travel Writing Tips by George Pavlopoulos

M Almeida 10.11.2024
Sign of the staff with Date

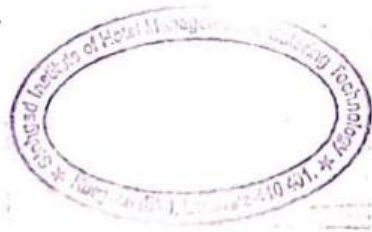
Sign of the AMC/IQAC



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA
SUBJECTWISE DAILY CONDUCTION SHEET AY 2020-21 SEM -II

Name of Faculty :-					BHMCT		Name of Subject :-			C207: Communication Skills- II		Mapping with Unit Objective
Prof. Shilpa Branger/ Prof. Merle Almeida					No. of Lectures Planned :-			30		Remark		
Class :-			FYCT		Div. :-	No. Students Present	Students Strength in the class	% Attendance	E-content link		Remark	
Sr.No.	Date	Time	Unit No	Lecture No						Topic Covered		
1	08-05-2021	1000 hrs to 1100 hrs	1	1	1.1 Meaning of Listening v/s Learning	13	13	76.92	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
2	12-05-2021	1000 hrs to 1100 hrs	1	2	1.2 Types of Listening (theory/definition)	13	13	92.3	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
3	13-05-2021	1000 hrs to 1100 hrs	1	3	1.3 Tips of Effective Listening	10	13	92.3	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
4	15-05-2021	1000 hrs to 1100 hrs	1	4	1.4 Traits of Good Listening	11	13	84.61	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
5	16-05-2021	1000 hrs to 1100 hrs	1	5	1.5 Listening to Talks and Presentation	10	13	84.61	Notes Handed Over to Students by Prof. Shilpa Branger	Completed	1,2	
6	19-05-2021	1000 hrs to 1100 hrs	2	6	2.1 Meaning and Usage	11	13	92.3	Notes Handed Over to Students by Prof. Shilpa Branger	Completed	1,2	
7	19-05-2021	1000 hrs to 1100 hrs	2	7	- Kinesics, - Chronemics, - Proxemics, - Paralinguistic	11	13	92.3	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
8	19-05-2021	1000 hrs to 1100 hrs	2	8	2.2 Group Discussion	11	13	76.92	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
9	20-05-2021	1000 hrs to 1100 hrs	2	9	2.3 Interview Techniques	11	13	76.92	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
10	20-05-2021	1000 hrs to 1100 hrs	2	10	2.4 Speech and Presentations	10	13	92.3	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
11	22-05-2021	1000 hrs to 1100 hrs	3	11	3.1 Book reading and discussion	10	13	92.3	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
12	22-05-2021	1000 hrs to 1100 hrs	3	12	3.2 Exploring journals/literature in the digital/electronic media	10	13	92.3	Notes Handed Over to Students by Prof. Shilpa Branger	Completed		
13	26-05-2021	1000 hrs to 1100 hrs	4	13	4.1 Letters (Applying for a job with resume, Letter of Quotation and order)	11	13	100	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
14	26-05-2021	1000 hrs to 1100 hrs	4	14	4.2 Writing a synoptic summary, case study, report writing, memo, notice, circular, agenda, minutes	11	13	100	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
15	17-06-2021	1000 hrs to 1100 hrs	4	15	4.3 Writing emails and etiquette	10	13	92.3	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
16	19-06-2021	1000 hrs to 1100 hrs	4	16	4.3 Writing emails and etiquette	11	13	84.61	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
17	27-06-2021	1000 hrs to 1100 hrs	4	17	4.4 Note Making, Writing a log book	11	13	92.3	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
18	09-06-2021	1000 hrs to 1100 hrs	4	18	4.5 Travelogue and Restaurant Reviews	13	13	84.61	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed	1, 2.	
19	10-06-2021	1000 hrs to 1100 hrs	4	19	4.5 Travelogue and Restaurant Reviews	13	13	92.3	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed	1, 2.	
20	16-06-2021	1000 hrs to 1100 hrs	4	20	4.5 Travelogue and Restaurant Reviews	11	13	92.3	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed	1, 2.	
21	17-06-2021	1000 hrs to 1100 hrs	4	21	4.6 Print - creative article writing, advertisement and promotions by means of posters, pamphlets, tent-cards etc	11	13	100	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
22	23-06-2021	1000 hrs to 1100 hrs	5	22	5.1 Formal Conversation	13	13	100	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed	2,5	
23	01-07-2021	1000 hrs to 1100 hrs	5	23	5.2 Telephone Etiquettes	13	13	100	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
24	02-07-2021	1000 hrs to 1100 hrs	5	24	5.3 Hotel Phraseology	12	13	100	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
25	08-07-2021	1000 hrs to 1100 hrs	5	25	5.4 Using charts and diagrams	11	13	100	https://classroom.google.com/j/MerleAlmeida/3MDQ3/m/MerleAlmeida/3MD3	Completed		
26	10-07-2021	1000 hrs to 1100 hrs	5	26	Revision	12	13	100				
27	14-07-2021	1000 hrs to 1100 hrs	5	27	Revision	11	13	100				
28	15-07-2021	1000 hrs to 1100 hrs	5	28	Revision	13	13	100				
29												
30												

M Almeida
10.11.2021





Sinhgad Technical Education Society's

SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, LONAVALA (BK) (Month - May)

CLASS : FY BHMCT Year: 2021 SUBJECT CODE: C- 205 SUB: Communication Skills FACULTY: Prof. Merle Almeida

Sr.No	Name of the Students	08-05	12-05	13-05	15-05	16-05	19-05	20-05	22-05	26-05	Total Attended	% Attendance
1	BACCHE RAJ RAMESH	P	P	A	P	P	P	P	P	P	8	89
2	BUCHADE VAISHNAVI TUKARAM	P	P	P	P	A	P	A	P	P	7	78
3	CHAURE VAIBHAV MILIND	P	P	A	P	P	P	P	P	P	8	89
4	GARKAL RUSHIKESH RAMDAS	P	P	P	P	P	A	P	P	P	8	89
5	JADHAV SHUBHAM GAUTAM	P	P	P	P	A	P	P	A	A	6	67
6	KALASKAR ADITYA RAMESH	P	P	P	A	P	P	P	P	P	9	100
7	KHILLARE MANGESH ASHOK	P	P	P	P	P	P	A	A	P	6	67
8	MOMIN ABUZAR DILSHAD AHMED	P	P	A	P	P	P	P	A	P	8	87
9	PARADE SURAJ NANA	P	P	P	P	P	P	P	P	P	9	100
10	RAOOL NISHKARSHA SNEHAL	P	P	P	P	P	A	P	P	P	8	87
11	REPAL.SAI SHASHIKANT	P	P	P	A	P	P	P	P	P	8	87
12	WASNIK KANISHK VIJAY	P	P	P	P	P	P	P	P	A	8	87
13	YADAV PRAVACHAN BHAIROBA	P	P	P	P	A	P	P	P	P	8	87
No of Students per lecture		13	13	10	11	10	11	11	10	11		

M Almeida
Faculty Name - Prof. Merle

IQAC

Dr. Ayesha Siddiqui
(Principal SIHMCT)

PRINCIPAL
Sinhgad Institute of Hotel Management
and Catering Technology
Kusgaon (BK), LonaVala - 410 401.





Sinhgad Institutes

Sinhgad Technical Education Society's

SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, LONAVALA (BK) (Month - June)

CLASS: FY BHMCT Year: 2021 SUBJECT CODE: C-205 SUB: Communication Skills FACULTY: Prof. Merle Almeida

Sr. No.	Name of the Students	09-06	10-06	16-06	17-06	19-06	23-06	27-06	Total Attended	% Attendance
1	BACCHE RAJ RAMESH	P	P	A	P	P	P	P	6	86
2	BUCHADE VAISHNAVI TUKARAM	P	P	P	P	P	P	P	7	100
3	CHAURE VAIBHAV MILIND	P	P	A	P	P	P	A	5	71
4	GARKAL RUSHIKESH RAMDAS	P	P	P	A	A	P	P	5	87
5	JADHAV SHUBHAM GAUTAM	P	P	P	P	P	P	P	7	87
6	KALASKAR ADITYA RAMESH	P	P	P	P	P	P	A	6	86
7	KHILLARE MANGESH ASHOK	P	P	P	P	A	P	P	6	86
8	MOMIN ABUZAR DILSHAD AHMED	P	P	P	A	P	P	P	6	86
9	PARADE SURAJ NANA	P	P	P	P	P	P	P	7	100
10	RAOOL NISHKARSHA SNEHAL	P	P	P	P	P	P	P	7	100
11	REPAL SAI SHASHIKANT	P	P	P	P	P	P	P	7	100
12	WASNIK KANISHK VIJAY	P	P	P	P	P	P	P	7	100
13	YADAV PRAVACHAN BHAIROBA	P	P	P	A	P	P	P	6	87
No of Students per lecture		13	13	11	10	11	13	11		

M. Almeida

Faculty Name - Prof. Merle

Dr. Ayesha Siddiqui
(Principal SIHMCT)

IQAC

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Sinhgad Institutes

Sinhgad Technical Education Society's

SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, LONAVALA (BK) (Month - July)

CLASS: FY BHMCT Year: 2021 SUBJECT CODE: C-205 SUB: Communication Skills FACULTY: Prof. Merle Almeida

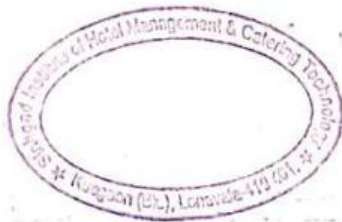
Sr. No.	Name of the Students	01-07	02-07	08-07	10-07	14-07	15-07	Total Attended	% Attendance
1	BACCHE RAJ RAMESH	P	P	P	P	P	P	6	100
2	BUCHADE VAISHNAVI TUKARAM	P	P	P	A	P	P	5	83
3	CHAURE VAIBHAV MILIND	P	P	A	P	P	P	5	83
4	GARKAL RUSHIKESH RAMDAS	P	P	P	P	P	P	6	100
5	JADHAV SHUBHAM GAUTAM	P	P	P	P	A	P	5	83
6	KALASKAR ADITYA RAMESH	P	A	P	P	P	P	5	83
7	KHILLARE MANGESH ASHOK	P	P	P	P	P	P	6	100
8	MOMIN ABUZAR DILSHAD AHMED	P	P	P	P	A	P	5	83
9	PARADE SURAJ NANA	P	P	A	P	P	P	5	83
10	RAOOL NISHKARSHA SNEHAL	P	P	P	P	P	P	6	90
11	REPAL SAI SHASHIKANT	P	P	P	P	P	P	6	100
12	WASNIK KANISHK VIJAY	P	P	P	P	P	P	6	100
13	YADAV PRAVACHAN BHAIROBA	P	P	P	P	P	P	6	100
No of Students per lecture			13	12	11	12	11	13	

Dr. Ayesha Siddiqui
(Principal BHMCT)

IQAC

M Almeida
Faculty Name - Prof. Merle

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Sinhgad Institute of Hotel Management
and Catering Technology
Kusgaon (BK), Lonavala-410 401.



Soft Skills
SYBHMCT
Academy

Subject : Soft Skills Management
 Subject Code : SE 307
 Subject Credits : Four
 Semester : Third

Teaching Scheme per week		
Theory	Practical	Total
02 hours	02 hours	04 hours

Examination Scheme						
Internal Examination Scheme				External Examination Scheme		Total Marks
Unit Test	Assignments	Internal Practical	Total Internal Marks	Theory	Total External Marks	
20	10	20	50	50	50	100

Rationale:

To develop personality and communication skills of students, so as to prepare them to secure placement in the Hospitality Industry. Importantly, equip the students with convivial skills that enable them to handle their personal and professional lives more effectively.

	Hours	Marks
✓ Chapter - 1 Impression Management	03	02
✓ 1.1 Meaning of Social image		
✓ 1.2 Importance of looking presentable & attractive		
✓ 1.3 Right dressing & make-up		
✓ 1.4 Hair care & inner-glow		
✓ 1.5 Poise & Posture		
✓ 1.6 Eye-Contact & Body Language		
✓ 1.7 Physical fitness		
Chapter - 2 Personality profile	04	06
✓ 2.1 Personality defined		
✓ 2.2 Elements of personality		
✓ 2.3 Determinants of personality		
✓ 2.4 Meaning of SWOT Analysis and Johari Window		
✓ 2.5 Personal goal setting and action plan		



Chapter - 3	Personality Enrichment	06	08
✓3.1	Self Esteem		
	• Self-concept		
	• Advantages of high self esteem		
	• Steps to building positive self esteem		
3.2	Attitude		
	• Meaning and factors that determine our attitude		
	• Benefits of a positive attitude and consequences of a negative attitude		
	• Steps to building a positive attitude		
✓3.3	Motivation		
	• The difference between inspiration and motivation		
	• External motivation v/s internal motivation		
✓3.4	Body language		
	✓ Understanding body language		
	✓ Projecting positive body language		
Chapter ✓4	Expectations of Recruiters	02	02
✓4.1	Recruiter expectations		
✓4.2	Creating a career path		
4.3	Success stories		
Chapter ✓5	Professional Communication	04	08
5.1	Presentations		
	✓ Types		
	• Making a presentation		
	✓ Making use of audio-visual aids		
Chapter - 6	Case studies	02	08
6.1	Advantages of the case study method		
6.2	Technique for analyzing a case study and presenting an argument		
Chapter ✓7	Stress Management	02	04
7.1	Causes of stress		
7.2	Stress management techniques		
Chapter - 8	Time Management	02	04
8.1	Meaning and importance of time management		
8.2	Identify time robbers		
8.3	How to optimize time		



Chapter - 9	Transactional Analysis	03	04
9.1	Introduction to Transactional Analysis (TA)		
9.2	The ego-state (PAC) model		
9.3	Transactions and strokes		
Chapter - 10	Teamwork	02	04
10.1	How to work effectively in a team		
10.2	Do's and don'ts of teamwork		

Total 30 50

Assignments: A minimum of **02 assignments** to be submitted by students at the end of the semester.

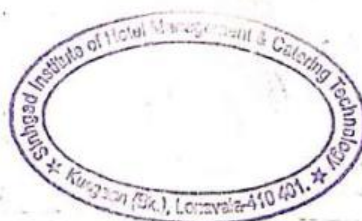
1. Book Review of I'm OK You are OK – Thomas A. Harris. Random House.
2. Presentation on Hotel Company / Hotelier.
3. Conduct a stress management game.
4. Case study.

Practical:

The student is required to maintain a file. The file to be divided into three distinct sections, namely – Theory, Practical and Assignments. The file must be carried to all theory and practical classes, reviewed periodically and certified by the institute head, internal examiners.

Practical Examination: (Internal & External)

1. Newspaper reading to be encouraged to enhance reading skills and general awareness. Every week one current affair issue is to be discussed and recorded in the student file.
2. Conduct of a SWOT analysis on self so as to commit oneself to certain areas of development.
3. Understanding and improving body language through self-analysis and colleague feedback.
4. Expert talk on recruiter expectations.
5. Creating a career path for oneself based on career goals.
6. Extempore speaking.
7. Preparation for and participation in a group discussion.
8. Strategies for interview and mock interviews (grooming, document portfolio, mental approach, facing an interview panel, self-introduction, handling FAQs and stress questions)



SE307 Soft Skills Management.



Sinhgad Technical Education Society's
Sinhgad Institute of Hotel Management & Catering Technology, Lonavala

COURSE FILE CONTENT

SR NO	CONTENT	REMARK
1	SYLLABUS	✓
2	PERSONAL TIME TABLE	✓
3	ATTENDANCE SHEET	✓
4	CONTINUOUS ASSESMENT SHEET	✓
5	LESSON PLAN OR PO/ PEOS	✓
6	NOTES CHAPTERWISE	✓
7	CONTENT BEYOND SYLLABUS : WEB LINK, OPEN RESOURCES, JOURNAL	✓
8	PPT/ OHP	✓
9	LIST OF REFERENCE BOOKS	✓
10	QUESTION BANK CHAPTERWISE	✓
11	LAST THREE YEARS QUE PAPER	✓
12	ONE QUE PAPER MODEL ANSWER	✓

DR. AYESHA SIDDIQUI

PRINCIPAL

[Signature]
IQAC

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Kusgaon (Bk), Lonavala - 410 401.



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY KUSGAON (Br), LONAVALA 410401

(A) SESSION PLAN FOR PRACTICAL ACADEMIC YEAR 2018-19
 COURSE: BHMCT SUBJECT NAME: Soft Skills Management SUBJECT CODE: 5E307

Sr. No.	PRACTICAL	Teaching Hours	Probable Date of Completion	Actual Date of Completion	Remarks (Teaching Aids)	Student sign
1	Newspaper reading - reading skills	2Hrs	2/7/18.	2/7/18.	Newspaper	Sanjay
2	and general awareness.	0				
2	conduct a SWOT analysis	2Hrs	9/7/18.	9/7/18.	Handouts	
3	understanding, improving body language.	2Hrs	16/7/18.	31/7/18.	Ppt	
4	Expert talk on recruiter expectations.	2Hrs	23/7/18.	25/7/18.	completed in theory.	
5	create a career path	2Hrs	30/7/18.	23/7/18.	Handouts	
6	Extempore speaking	2Hrs	6/8/18.	3/8/18.	Act	Sanjay
7	Preparation for & participation in G.O.	2Hrs	13/8/18.	8/8/18.	Act.	Sanjay
8	Strategies for & participation in interviews	2Hrs	20/8/18.	3/9/18.	Ppt	
09	Making short ppt on current hospitality topics	2Hrs	27/8/18.	6/8/18.	Ppt	Sanjay
10	case study analysis	2Hrs	3/9/18	1/10/18.	Ppt	
11	Info on personalities in hospitality & other services.	2Hrs	10/9/18.	6/8/18.	Assignment	Sanjay
12	hospitality cv profiles / Resumes, culture	2Hrs	17/9/18.	6/8/18.	Assignment	
13	App of stress mgt -> yoga.	2Hrs	24/9/18.	8/10/18.	ppt/video	
14	Interpersonal skills	2Hrs.	3/10/18.	10/9/18.	worksheet	
16						
17						
18						
19						
20						
21						
22						
23						
24						

Name of Faculty: Prof. Poojan Jais Academic Coordinator: _____
 Signature: [Signature] Signature: _____
 Date: 18/06/2018. IQAC: [Signature]



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
KUSGAON (Bh), LONAVALA 410401

(B) SESSION PLAN FOR ASSIGNMENTS ACADEMIC YEAR 2018-19

COURSE: BHMCT SUBJECT NAME: Soft Skills Management SUBJECT CODE: SE307

Sr. No.	Assignment Name	Source of Information	Aim & Purpose	Tentative date of Submission
1	BOOK REVIEW of I'm OK You are OK-Thomas	BOOK	To know how to review a book.	} 15/10/18 Done.
2	Presentation on HOTEL company / Hotelier	Hotelier / Online		
3	conduct a stress Mgt game			
4	case study	Samples		
5				Done.
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	Body Language	Ch. No. 3.	PPT/ video.
2			
3			

Name of Faculty: Prof. Poonam B Joshi Academic Coordinator: _____
 Signature: [Signature] Signature: _____
 Date: 18/06/2018 IQAC: [Signature]



- ✓ 9. Making short presentations on current hospitality topics using trade magazines and journals as resources to be followed by a Q&A session.
- ✓ 10. Case study analysis
- ✓ 11. Information on personalities in hospitality and other service businesses to be collected and discussed.
- ✓ 12. Hospitality company profiles/ history / culture to be collected and discussed.
- ✓ 13. Application of stress management techniques like yoga could be incorporated.
- ✓ 14. Interpersonal skills - Dealing with seniors, colleagues, juniors, customers, suppliers at the workplace

Reference Books

1. How to get the job you want - Arun Agarwal. Vision books, New Delhi
2. Get that job - Rohit Anand and Sanjeev Bikchandani. Harper Collins.
3. You can win - Shiv Khera. MacMillan India Ltd.
4. I am OK, you are OK – Thomas A Harris
5. How to develop self-confidence and influence people by public speaking – Dale Carnegie. Cedar self-help.
6. Cross Train Your Brain – Stephen D Eiffert
7. The World is flat – Thomas Friedman.
8. The Perfect Presentation – Andrew Leigh and Michael Maynard. Rupa and co.
9. Personality Development and Soft skills ; Oxford University Press by Barun K. Mitra
10. The Time Trap : the Classic book on Time Management by R. Alec Mackenzie
11. Development of Generic Skills – K. Sudesh. SHM Book imprint of Nandu.
12. Professional Speaking Skills – Aruna Koneru. Oxford Publication.
13. Soft Skills & Life skills : The Dynamics of Success – Nishitesh and Dr. Bhaskara Reddi
14. Soft Skills – Dr. Alex
15. Soft skills and Professional Communication – Francis Peter S.J
16. Managing Soft skills – K. R. Lakshminarayan ; T. Murugavel
17. The Ace of Soft skills – Gopalswamy Ramesh ; Mahadevan Ramesh
18. Personality Development and Soft Skills – Barun K. Mitra
19. Body Language at Work – Peter Carlton
20. People Watching – Desmond Morris
21. The definitive book of Body Language – Allan & Barbara Pease





Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
KUSGOAN (B.K) LONAVALA -410401

PERSONAL TIME TABLE SY BHMCT ACADEMIC YEAR 2018-19

Faculty Name: Ms. Poonam Jori
Subject: Soft Skills Management

Semester-III
July 2018- Dec 2018

Class: SY BHMCT

DAY	8:30-9:20	9:20-10:10	10:10-10:20	10:20-11:10	11:10-12:00	12:00 - 12:50	12:50 - 1:40	1:40-2:30	2:30-3:20	3:20-4:10	4:10-5:00
MON						B R E A K			AE307 Soft Skills Mgt		
TUE									AE307 Soft Skills		
WED									AE307 Soft Skills		
THRU											
FRI											

Jori
Sign of Faculty
18/6/18

Poonam B. Jori.



VISION

To emerge as the most preferred hospitality educational institute with *global recognition & developing competent & socially sensitive professionals committed to excellence.*

MISSION

To make incessant enterprise in translating our vision into a reality & achieve the following objectives-

- To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship.
- To continuously grow through consistent performance in academics & healthy industry interface.
- To develop students as global citizens with conscious commitment & dedication.

GOALS & OBJECTIVE

- To achieve excellent results at University examination through consistent efforts & improving teaching-learning process.
- Applying latest techniques of teaching methodology & skill of hospitality operations.
- Providing conducive environment for overall development of students into sensible citizens.
- Developing the institute into center of excellence in hospitality education through international tie-ups.
- Becoming the most preferred institute for global recruiters in hospitality industry.

Our Vision, Mission and Objectives of the Institution are exhibited at various strategic positions in the Institute premises like corridors, administrative office and library. We always ensure that most of our systems are recognized and occasionally analyzed.



Describe how the Programme Educational Objectives are consistent with the Mission of the department

Institute Mission	Program Educational Objectives (PEOs)
<p>To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship. To continuously grow through consistent performance in academics & healthy industry interface. To develop students as global citizens with conscious commitment & dedication.</p>	<ul style="list-style-type: none"> • Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge. • Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts. • Breadth: To increase awareness through various curricular, co-curricular and extra-curricular activities. • Professionalism: To instill professional & Social approach for success in profession.



Program Outcomes (POs)	Program Educational Objectives (PEOs)
<p>a. Graduates would demonstrate knowledge of hospitality industry.</p> <p>b. Graduates would exhibit an ability to identify problem and find solution.</p> <p>c. Graduates would show an ability to experiment with existing systems and give inference.</p> <p>d. Graduates would display an ability of analysis and provide conclusions.</p> <p>e. Graduates would adopt skills to handle equipments, processes, software.</p> <p>f. Graduates would show professionalism and communicate effectively.</p> <p>g. Graduates would show concern about society and understanding of contemporary practices.</p> <p>h. Graduates would boast confidence in self-ability and aptitude for extension of learning.</p>	<p>I. Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge.</p> <p>II. Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts.</p> <p>III. Breadth: To increase awareness through various professional & technical activities.</p> <p>IV. Professionalism: To instill professional & Social approach for success in profession.</p>






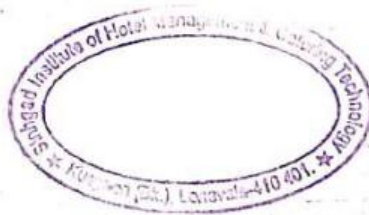
Sinhgad Institutes

**Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY**

Course Outline

Course Title:- Basic Room Division - I		Course Code :- C 103	
Class:- First Year BHMCT	Division:-	Semester:- 1	
Lecture Schedule: - 3 Hrs/ Week Practical :- 3 Hrs/Week		Examination Scheme:- INTERNAL Unit Test :30 Assignment :10 Continuous assessment of Practical : 10 Internal Practical :25 Theory External * 50 Practical External 25 <hr/> Total 100 Marks	
Course Teacher:- Ms. Poonam B Jori		Date :- 18/06/2018	Sign:- 

Prerequisites: Basic Understanding of front office and housekeeping department of hotel industry.



Course Overview: The course would explore the scope and nature of basic room division operations. It would develop the essential attributes and elementary skills in the service procedures of a catering establishment.

I. Course Objectives (CO):-

This course enables the student to gain a better understanding of front office and housekeeping. It also explores the personal traits required in front office and housekeeping department, introduction of various sub section, layouts, Guest room and duties and responsibilities of various staff of Room Division department.

II. Mapping of CEO and COs:-

Course Objectives	Course Outcomes	Program Outcomes	PEOs
1. To make the student conversant with fundamentals of basic room division department	1. Understanding of basic room division department	a	I
2. To develop competency in understanding of various sub sections and duties and responsibilities of staff.	2. Knowing the various sub sections of front office and housekeeping department under rooms division	e	II
3. To develop attitude and etiquettes for front office and housekeeping personnel	3. Adapting the finer details of basic room division personality traits required for department	f	II,IV
4. To make the student conversant with different types of hotels and rooms.	4. Understanding of Basics concept of types of hotels and rooms.	g, h	I, III
5. To understand the techniques of cleaning of public and guest area	5. Understanding of handling cleaning equipments and agents.	e	I
6. To develop elementary skills for guest service.	6. Learn basic skills required in front office and housekeeping staff.	c	II



III. Means of achieving Course Outcomes (COs):-

1. Understanding the importance of tourism
2. Understanding of basic and dynamic practices in housekeeping and front office department.
3. Understanding of usage of equipments and agents for cleaning.
4. Understanding concepts of professional attitude & etiquettes required in rooms division department.
5. Understanding concepts of different types of hotels and rooms.
6. Learning the eco- friendly products of housekeeping.

Reference Book:

- A. Hotel Housekeeping Operation by G Raghubalan and Smirtee Raghubalan, Oxford publishing House.
- B. Hotel Housekeeping Training manual by Sudhir Andrew, Mc Graw Publication House
- C. Front office Management by S K Bhatnagar
- D. Hotel Front office Operations and Management by Jatashankar R. Tiwari, Oxford Oxford publishing House.



PRACTICAL

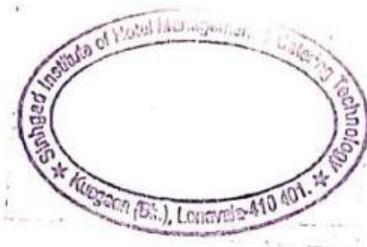
Course Overview: The practical course would explore the skilled based element of basic room division operations. It would develop the essential attributes and elementary skills in the service procedures of a hospitality establishment.

I. Course Objectives (CO):-

This course enables the student to gain hands on training of front office and housekeeping. It also explores the personal traits required for front office and housekeeping department, introduction of various cleaning equipment and agent, types of Guest rooms and supplies, grooming standards, duties and responsibilities of various staff of Room Division department.

II. Mapping of CEO and COs:-

Course Objectives	Course Outcomes	Program Outcomes	PEOs
1. To make the student conversant with	1. Understanding of basic room division department	a	I
2. To develop competency in understanding of various sub sections and duties and responsibilities of staff.	2. Knowing the various sub sections of front office and housekeeping department under rooms division	e	II
3. To develop attitude and etiquettes for front office and housekeeping personnel	3. Adapting the finer details of basic room division personality traits required for department	f	II,IV
4. To make the student conversant with different types of hotels and rooms.	4: Understanding of Basics concept of types of hotels and rooms.	g, h	I, III
5. To understand the techniques of cleaning of public and guest area	5. Understanding of handling cleaning equipments and agents.	e	I
6. To develop elementary skills for guest service.	6. Learn basic skills required in front office and housekeeping staff.	c	II

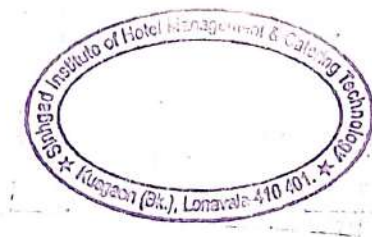


III. Means of achieving Course Outcomes (COs):-

7. Understanding the importance of tourism
8. Understanding of basic and dynamic practices in housekeeping and front office department.
9. Understanding of usage of equipments and agents for cleaning.
10. Understanding concepts of professional attitude & etiquettes required in rooms division department.
11. Understanding concepts of different types of hotels and rooms.
12. Learning the eco- friendly products of housekeeping.

Reference Book:

- E. Hotel Housekeeping Operation by G Raghubalan and Smirtee Raghubalan, Oxford publishing House.
- F. Hotel Housekeeping Training manual by Sudhir Andrew, Mc Graw Publication House
- G. Front office Management by S K Bhatnagar
- H. Hotel Front office Operations and Management by Jatashankar R. Tiwari, Oxford Oxford publishing House.



SE307
SUB CODE:

SUB NAME: SSM.

FACULTY: Poonam J.

MONTH: 9

Batch:

S.No.	Name Of Student	2/7	3/7	6/7	9/7	10/7	14/7	16/7	17/7	18/7	23/7	24/7	25/7	30/7	31/7	12/7	12/18
A229	Rajeshwari Sanjay Yenagupatala	P	P	A	P	A	A					P	A	A	A	A	3
A230	Rohit Chandratike					A	A										06
A231	Rohit Ghate	P	P	P	P	A	P					P	A	P	P	P	3
A232	Rushikesh Padalkar	A	P	P	A	A	P					A	P	P	P	P	3
A233	Sahil Haresh Punjabi	Cancelled															
A234	Samiksha Jitendra Gaikwad	P	P	A	P	A	A					P	P	P	A	A	3
A235	Sandesh Vijay Shitole	A	P	A	P	A	P					P	A	P	P	P	3
A236	Sanika Dilip Tekadè	P	P	P	A	A	P					P	P	P	A	A	4
A237	Sanket Joshi	P	P	P	P	P	P					A	P	P	P	P	4
A238	Sanket Shrikant Kurhade	P	P	P	A	P	P					P	P	P	P	A	3
A239	Saurabh Sonawane	P	A	A	R	A	P					P	P	P	P	A	5
A240	Savee Waghchaure	P	P	P	P	A	P					P	P	P	P	A	4
A241	Shashank Sandesh Gorade	P	P	P	A	P	P					P	P	P	A	P	3
A242	Shruti Deshpande	P	P	P	P	A	A					P	P	P	A	P	3
A243	Shubham Marathe	A	A	P	A	P	P					P	P	A	A	P	2
A244	Shubham Santosh Suryawanshi	P	P	A	P	P	A					P	P	A	A	P	06
A245	Shubham Thorat	A	P	P	P	P	A					P	P	P	P	P	7
A246	Shweta Sherkhane	P	P	P	P	A	A					P	A	P	P	P	10
A247	Sonu Harikishan Prajapati	P	P	P	P	P	P					A	A	P	P	A	3
A248	Swapnil Ruikar	A	A	A	A	P	P					P	P	P	P	P	9
A249	Syed Ali Adnan	P	P	P	P	P	P					A	A	P	P	A	3
A250	Tanay Herlekar	A	P	P	P	P	P					A	A	A	A	A	6
A251	Tanmay Rajas Punde	P	P	P	P	A	P					P	A	P	P	P	6
A252	Tanmay Tambe	P	P	A	A	P	P					A	P	P	P	P	3
A253	Vikram Balasaheb Dhavale	P	P	P	P	P	P					P	P	A	A	P	2
A254	Vishal Bhaskar	A	P	P	P	A	A					P	A	P	P	A	06
A255	Vishal Bhaskar Kaware	A	P	P	P	A	A					P	P	P	P	A	7
A256	Vishnu Ramchandra Vighne	P	P	A	P	P	P					P	P	P	P	A	
A257	Vivek Deokar	Cancelled															
A258	Yash Manohar Patil	P	P	P	P	P	A					P	A	P	A	P	7
A259	Yash Shyam Karlekar	A	P	A	P	A	A					P	A	A	P	P	06

SY. BHMCT.

(PH + PR)

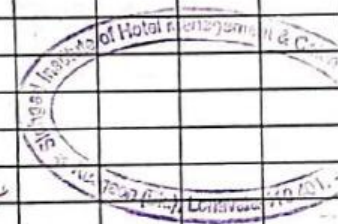
Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

SE 307 SECOND YEAR BHMCT ROLL CALL JULY-NOV. 18 (18-19)

SUB CODE: _____ SUB NAME: SSM FACULTY: Poonam MONTH: Aug 18

TOTAL ALLOTTED HRS.:-	17
TOTAL CONDUCTED HRS.	16

S.No.	Name Of Student	Y8	6/8	7/8	8/8	11/8	13/8	14/8	20/8	27/8	28/8	29/8									
A301	Amey Ganesh Shrigadi	P	A	A	A	P	P	P	A	A	A	P								4	
A302	Aniket Kalavikatte	P	P	P	P	P	P	A	P	P	P	P								3	
A303	Aniket Sanjay Dhavan	P	P	P	P	P	A	P	A	P	A	A								3	
A304	Aseem Makarand Mahadeokar	A	P	P	P	P	P	A	P	A	P	P								4	
A305	Chitanay Karpe	P	A	A	P	P	P	A	P	A	A	P								4	
A306	Darshan Shete	A	P	P	P	P	P	A	A	A	P	P								5	
A307	Deepak Jaysing Varhadi	P	P	P	P	P	A	P	P	P	P	P								6	
A308	Devesh Rajendra Kale	P	P	P	A	P	A	P	P	P	P	P								6	
A309	Durgesh Satpute	P	A	A	P	P	P	A	P	P	P	P								6	
A310	Faiyazz Shakeel Khan	P	P	P	P	P	P	P	P	P	P	P								7	
A311	Gaurav Tawale	A	A	P	P	P	P	P	A	P	P	A								5	
A312	Hrishikesh Jadhav	P	P	P	P	P	A	A	P	A	P	P								5	
A313	Indrajit Sanjay Chavan	P	P	P	P	P	P	A	P	A	P	P								3	
A314	Kunal Raja Marjiwe	P	P	P	P	P	A	A	P	P	A	P								4	
A315	Laxmi Vinodrao Hingmire	A	P	P	P	P	P	P	P	P	A	A								4	
A316	Mansi Jayant Paratane	P	P	P	P	P	P	P	P	A	P	P								4	
A317	Mudasir Ali	P	A	A	P	P	P	P	P	P	P	P								6	
A318	Muktar Sajan Shaikh	P	P	P	P	P	P	P	A	P	P	P								5	
A319	Omkar Thorve	A	P	A	A	P	P	A	P	A	A	A								6	
A320	Prabhanjan Nayan Nage	P	A	A	P	A	A	P	P	A	A	P								6	
A321	Prajakta Katkar	P	P	P	P	P	P	P	P	P	P	P								11	
A322	Prajwal Bagade	P	A	P	A	P	P	A	P	A	P	A								9	
A323	Pratik Manikrao Sawle	A	P	P	P	P	A	A	P	P	P	P								10	
A324	Rahul Rawat	P	P	P	P	P	A	A	P	P	A	P								8	
A325	Rajeshwari Sanjay Yenagupatala	P	P	P	P	A	P	A	P	P	A	P								8	
A326	Rohit Chandratike X																				



Dyeshu

S.Y. BHMCT.

(SSM)

(TH + PR)

34 B1

Sinhgad Technical Education Society's
SINGHAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

SE 30f

SECOND YEAR BHMCT ROLL CALL JULY-NOV. 18 (18-19)

SUB CODE: _____

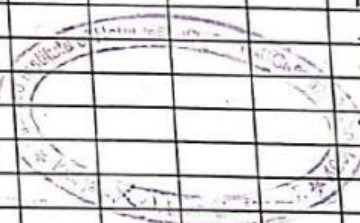
SUB NAME: SSM.

FACULTY: Poonam

MONTH: Aug 18.

TOTAL ALLOTTED HRS.:-	17
TOTAL CONDUCTED HRS.	16

S.No.	Name Of Student	18/7	18/8	7/8	8/8	11/8	13/8	14/8	20/8	21/8	25/8	29/8								
A327	Rohit Ghatge	P	P	A	A	P	A	A	P	A	P	P								
A328	Rushikesh Padalkar	A	P	P	P	P	P	P	P	A	P	P								4
A329	Samiksha Jitendra Gaikwad	A	A	P	P	P	P	P	P	A	A	P								6
A330	Sandesh Vijay Shitole	P	A	P	A	P	A	A	A	P	P	P								7
A331	Sanika Dilip Tekade	P	P	A	P	P	P	P	P	A	A	P								8
A332	Sanket Joshi	P	A	A	A	P	A	P	P	A	A	P								7
A333	Sanket Shrikant Kurhade	P	P	P	P	P	P	P	P	A	A	P								8
A334	Saurabh Sonawane	P	P	P	P	P	P	P	P	A	A	P								12
A335	Savee Waghchaure	P	P	P	P	P	P	P	P	A	A	P								8
A336	Shashank Sandesh Gorade	P	P	A	A	A	A	P	P	P	A	P								9
A337	Shruti Deshpande	A	P	P	P	P	P	P	P	P	P	A								9
A338	Shubham Marathe	A	P	P	A	P	P	P	P	A	P	P								10
A339	Shubham Santosh Suryawanshi	P	A	P	P	P	P	P	P	P	P	A								7
A340	Shubham Thorat	A	P	P	P	P	P	P	P	A	P	P								4
A341	Shweta Sherkhane	P	A	A	P	P	P	P	P	A	P	P								5
A342	Sonu Herikishan Prajapati	P	P	P	P	P	A	P	P	A	P	P								8
A343	Swapnil Ruikar	P	A	P	A	P	A	P	P	A	P	P								10
A344	Syed Ali Adnan	P	P	P	P	P	A	P	P	P	P	P								2
A345	Tanay Herlekar	P	A	A	P	P	A	P	P	P	P	P								7
A346	Tanmay Rajas Punde	P	A	P	P	P	A	P	P	P	P	P								3
A347	Tanmay Tambe	A	P	P	P	P	A	P	P	P	P	P								7
A348	Vikram Balasaheb Dhavale	P	P	P	P	P	P	P	P	P	P	A								6
A349	Vishal Bhaskar	A	P	A	P	P	A	A	A	A	A	P								13
A350	Vishal Bhaskar Kaware	P	A	A	A	P	A	P	P	A	A	P								8
A351	Vishnu Ramchandra Vighne	P	P	P	P	P	P	P	P	A	P	P								8
A352	Yash Manohar Patil	P	P	A	P	A	A	P	A	P	P	P								5
A353	Yash Shyam Karlekar	A	A	A	A	P	P	P	A	P	P	P								7



4 BHMCT. (PH + Pr)

(2018-19) 2018

Sinhgad Technical Education Society's
 SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

SECOND YEAR BHMCT ROLL CALL JULY-NOV. 18 (18-19)

SEPT.

SUB CODE: SE309 SUB NAME: Poo SSM FACULTY: Poonam J. MONTH: SEPT 2018

TOTAL ALLOTTED HRS.:-	92 hrs.
TOTAL CONDUCTED HRS.	91 hrs

S.No.	Name Of Student	3/9	4/9	5/9	6/9	11/9	12/9	14/9	15/9	19/9	24/9	26/9	26/9				
A301	Amey Ganesh Shrigadi	P	A	A		P	P	P	A	A		P	A				6
A302	Aniket Kalavikatte	P	A	A		P	P	P	A	A		P	A				07
A303	Aniket Sanjay Dhavan	P	A	P		A	P	P	P	P		P	A				06
A304	Aseem Makarand Mahadeokar	P	A	A		A	P	P	P	A		P	A				02
A305	Chitanay Karpe	P	A	A		A	P	P	P	A		P	A				06
A306	Darshan Shete	P	P	A		P	P	P	P	A		P	A				06
A307	Deepak Jaysing Varhadi	P	P	P		P	P	P	P	A		P	A				08
A308	Devesh Rajendra Kale	P	A	A		P	P	P	P	P		P	A				03
A309	Durgesh Satpute	P	P	P		P	P	P	P	P		P	P				06
A310	Faiyazz Shakeel Khan	P	A	P		P	P	P	A	A		P	A				06
A311	Gaurav Tawale	P	A	A		P	P	P	A	A		P	A				03
A312	Hrishikesh Jadhav	P	A	A		P	P	P	A	P		P	A				03
A313	Indrajit Sanjay Chavan	P	P	P		P	P	P	P	A		P	A				06
A314	Kunal Raja Marjiwe	P	P	P		P	P	P	P	A		P	A				05
A315	Laxmi Vinodrao Hingmire	P	P	P		P	P	P	P	P		P	P				06
A316	Mansi Jayant Paratane	P	A	A		A	P	P	A	A		P	P				02
A317	Mudasir Ali	P	A	A		P	P	P	A	P		P	P				08
A318	Muktar Sajjan Shaikh	P	P	P		P	P	P	P	P		P	P				09
A319	Omkar Thorve	P	P	P		A	P	P	A	A		P	A				03
A320	Prabhanjan Nayan Nage	P	A	A		A	P	P	A	P		P	A				05
A321	Prajakta Katkar	P	P	P		A	P	P	P	P		P	A				03
A322	Prajwal Bagade	P	A	A		P	P	P	P	A		P	A				03
A323	Pratik Manikrao Sawle	P	A	A		P	P	P	P	P		P	A				02
A324	Rahul Rawat	P	A	A		A	P	P	P	P		P	A				08
A325	Rajeshwari Sanjay Yenagupatala	P	P	P		P	P	P	A	P		P	P				08
A326	Rohit Chandratike	-	-	-		-	-	-	-	-		-	-				



Reshu

34BHMCT (TH+Pr)

Sinhgad Technical Education Society's
 SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

SE307 SECOND YEAR BHMCT ROLL CALL JULY-NOV 18 (18-19)
 SUB CODE: SUB NAME: SSM FACULTY: Poonam MONTH: SEPT 18

TOTAL ALLOTTED HRS.: 12 Hrs.
 TOTAL CONDUCTED HRS. 9 Hrs.

S.No.	Name Of Student	3/9	4/9	5/9	10/9	11/9	12/9	14/9	18/9	19/9	21/9	25/9	26/9		
A327	Rohit Ghate	P	A	A		P	P	P	A	A		P	P		6
A328	Rushikesh Padalkar	P	P	A		P	P	P	A	P		A	P		8
A329	Samiksha Jitendra Gaikwad	P	P	P		P	P	P	A	A		A	P		8
A330	Sandesh Vijay Shitole	P	A	A		P	P	P	P	P		A	P		4
A331	Sanika Dilip Tekade	P	P	P		A	P	P	A	A		P	A		10
A332	Sanket Joshi	P	P	A		P	P	P	A	A		P	P		05
A333	Sanket Shrikant Kurhade	P	P	A		A	P	P	P	P		A	P		04
A334	Saurabh Sonawane	P	P	P		A	P	P	A	P		P	A		08
A335	Savee Waghchaure	P	P	P		A	P	P	A	A		P	P		07
A336	Shashank Sandesh Gorade	P	P	P		P	P	P	P	P		P	A		08
A337	Shruti Deshpande	P	P	P		A	P	P	P	P		A	P		08
A338	Shubham Marathe	P	P	A		A	P	P	A	A		P	A		06
A339	Shubham Santosh Suryawanshi	P	A	A		P	P	P	A	A		A	P		08
A340	Shubham Thorat	P	P	P		A	P	P	P	A		A	P		04
A341	Shweta Sherkhane	P	A	A		P	P	P	A	A		P	A		00
A342	Sonu Harikishan Prajapati	P	A	A		A	P	P	A	A		A	P		04
A343	Swapnil Ruikar	P	A	A		P	P	P	A	A		P	A		03
A344	Syed Ali Adnan	P	P	P		P	P	P	P	P		A	P		08
A345	Tanay Herlekar	P	A	A	C	A	P	P	A	A		A	P		02
A346	Tanmay Rajas Punde	P	P	P	L	P	P	P	P	P		P	P		06
A347	Tanmay Tambe	P	P	P		P	P	P	A	P		P	P		07
A348	Vikram Balasaheb Dhavale	P	P	P		A	P	P	P	P		A	P		06
A349	Vishal Bhaskar	P	A	A		P	P	P	P	P		A	P		08
A350	Vishal Bhaskar Kaware	P	A	A		A	P	P	A	P		A	A		00
A351	Vishnu Ramchandra Vighne	P	P	P		P	P	P	P	P		P	P		05
A352	Yash Manohar Patil	P	P	A		A	P	P	P	P		A	A		04
A353	Yash Shyam Karlekar	P	A	A		P	P	P	A	A		P	P		03

SHMCY (CH + PR)

Sinhgad Technical Education Society's
 SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

SE307 SECOND YEAR BHMCT ROLL CALL JULY-NOV. 18 (18-19)

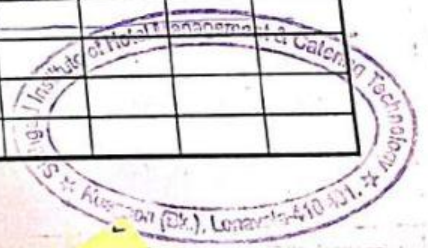
SUB CODE: _____ SUB NAME: SSM FACULTY: Poonam MONTH: Oct 18'

TOTAL ALLOTTED HRS.:-	17 1/2 Hrs.
TOTAL CONDUCTED HRS.	15 Hrs.

S.No.	Name Of Student	1/10	2/10	3/10	8/10	9/10	10/10	15/10	16/10	17/10	22/10	23/10	24/10	29/10	30/10	31/10
A301	Amev Ganesh Shrigadi	A	A	A	P	P	P	A	P	P		P	P	A	P	P
A302	Aniket Kalavikatte	P		P	P	P	P	P	P	P		P	P	P	P	P
A303	Aniket Sanjay Dhavan	A		A	P	P	P	A	A	A		P	A	A	P	P
A304	Aseem Makarand Mahadeokar	A		A	A	P	A	A	P	P		P	P	A	P	A
A305	Chitanay Karpe	A		A	A	P	A	A	P	P		P	P	A	P	A
A306	Darshan Shete	P		P	P	P	P	P	A	X		P	A	P	P	P
A307	Deepak Jaysing Varhadi	P		P	P	P	P	P	P	P		P	P	P	P	P
A308	Devesh Rajendra Kale	A		A	P	P	P	A	A	A		P	A	A	P	P
A309	Durgesh Satpute	P		P	P	P	P	P	P	P		P	P	P	P	P
A310	Faiyazz Shakeel Khan	P		P	P	P	P	P	A	X		P	A	P	P	P
A311	Gaurav Tawale	A		A	A	P	A	A	P	P		P	P	A	P	A
A312	Hrishikesh Jadhav	A		A	P	P	P	A	P	P		P	P	A	P	P
A313	Indrajit Sanjay Chavan	A		A	P	P	P	A	P	P		P	A	A	P	P
A314	Kunal Raja Marjiwe	A		A	P	P	P	A	A	A		P	P	A	P	P
A315	Laxmi Vinodrao Hingmire	P		P	P	P	P	P	P	P		P	P	P	P	P
A316	Mansi Jayant Paratane	P		P	P	P	P	P	A	A		P	A	P	P	P
A317	Mudasir Ali	A		A	A	P	A	A	P	P		P	P	A	P	A
A318	Muktar Sajan Shaikh	P		P	P	P	P	P	A	A		P	A	P	P	P
A319	Omkar Thorve	P		P	P	P	P	P	P	P		P	P	A	P	A
A320	Prabhanjan Nayan Nage	A		A	A	P	A	A	P	P		P	P	A	P	P
A321	Prajakta Katkar	P		P	P	P	P	P	A	A		P	P	A	P	A
A322	Prajwal Bagade	A		A	A	P	A	A	P	P		P	P	P	P	A
A323	Pratik Manikrao Sawle	A		A	A	P	A	A	P	P		P	P	A	P	A
A324	Rahul Rawat	A		A	A	P	A	A	P	P		P	P	A	P	A
A325	Rajeshwari Sanjay Yenagupatala	P		P	P	P	P	P	A	A		P	A	P	P	P
A326	Rohit Chandratike															

for holidays

leave



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54BHMCT (4H+Pr)

Sinhgad Technical Education Society's
 SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

SE307 SECOND YEAR BHMCT ROLL CALL JULY-NOV 18 (18-19)

SUB CODE: SUB NAME: SSM

FACULTY: Poonam

MONTH: Oct 18'

TOTAL ALLOTTED HRS.:-

14 1/2 Hrs

TOTAL CONDUCTED HRS.

15 Hrs.

S.No.	Name Of Student	1/10	2/10	3/10	8/10	9/10	10/10	15/10	16/10	17/10	22/10	23/10	24/10	29/10	30/10	31/10
A327	Rohit Ghate	A		A	P	P	P	A	A			P	A	A	P	A
A328	Rushikesh Padalkar	P		P	A	P	A	A	P	P		P	P	P	P	P
A329	Samiksha Jitendra Gaikwad	P		P	P	P	P	P	P	P		P	P	P	P	P
A330	Sandesh Vijay Shitole	A		A	P	P	P	A	A			P	A	A	P	A
A331	Sanika Dilip Tekade	P		P	P	P	P	P	P	P		P	P	P	P	P
A332	Sanket Joshi	P		P	A	P	A	A	P	P		P	A	A	P	A
A333	Sanket Shrikant Kurhade	A		A	P	P	P	A	A			P	A	A	P	P
A334	Saurabh Sonawane	P		P	P	P	P	P	P	P		P	P	P	P	P
A335	Savee Waghchaure	P		P	P	P	P	P	P	P		P	P	P	P	P
A336	Shashank Sandesh Gorade	P		P	P	P	P	P	P	P		P	P	P	P	P
A337	Shruti Deshpande	P		P	P	P	P	P	P	P		P	P	P	P	P
A338	Shubham Marathe	A		A	P	P	A	A	A	A		P	A	A	P	A
A339	Shubham Santosh Suryawanshi	A		A	A	P	A	A	A	A		P	A	A	P	A
A340	Shubham Thorat	A		A	P	P	P	A	A	A		P	A	P	P	P
A341	Shweta Snerkhane	A		A	P	P	P	A	A	A		P	A	P	P	P
A342	Sonu Herikishan Prajapati	A		A	P	P	P	A	A	A		P	A	P	P	P
A343	Swapnil Ruiker	A		A	A	P	A	A	A	A		P	A	A	P	A
A344	Syed Ali Adnan	P		P	P	P	P	P	P	P		P	P	P	P	P
A345	Tanay Herlekar	A		A	A	P	A	A	A	A		P	A	A	P	A
A346	Tanmay Rajas Punde	P		P	P	P	P	P	P	P		P	P	P	P	P
A347	Tanmay Tambe	P		P	P	P	P	P	P	P		P	P	P	P	P
A348	Vikram Belasaheb Dhavale	P		P	P	P	P	P	P	P		P	P	P	P	P
A349	Vishal Bhaskar	P		P	P	P	P	P	P	P		P	P	P	P	P
A350	Vishal Bhaskar Kaware	A		A	P	P	A	A	A	A		P	A	P	P	A
A351	Vishnu Ramchandra Vighne	P		P	P	P	P	P	P	P		P	P	P	P	P
A352	Yash Manohar Patil	A		A	P	P	A	A	P	A		P	A	P	P	A
A353	Yash Shyam Karlekar	A		A	P	P	A	P	A	A		P	A	P	P	A

Holidays

leave

SYBHMCT

C-305.

(2019 P)

Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Course File Content

SR.NO.	CONTENT	REMARK
1	SYLLABUS	
2	PERSONAL TIME TABLE	✓
3	ATTENDANCE SHEET	✓
4	CONTINUOUS ASSESSMENT SHEET	
5	LESSON PLAN OR PO/PEOS	✓
6	CHAPTER WISE NOTES	
7	CONTENT BEYOND SYLLABUS: WEB LINK, OPEN RESOURCES, JOURNAL	
8	PPT/OHP	
9	LIST OF REFERENCE BOOKS	
10	QUESTION BANK CHAPTERWISE	
11	LAST THREE YEAR QUESTION PAPER	
12	ONE QUESTION PAPER MODEL ANSWER	

DR. AYESHA SIDDIQUI
PRINCIPAL SHIMCT

IQAC-COORDINATOR

PRINCIPAL
Sinhgad Institute of Hotel Management
and Catering Technology
Kusgaon (Bk), Lonavala - 410 401.



SHILPA : H. BRANGER

VISION

To emerge as the most preferred hospitality educational institute with global recognition & developing competent & socially sensitive professionals committed to excellence.

MISSION

To make incessant enterprise in translating our vision into a reality & achieve the following objectives-

- To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship.
- To continuously grow through consistent performance in academics & healthy industry interface.
- To develop students as global citizens with conscious commitment & dedication.

GOALS & OBJECTIVE

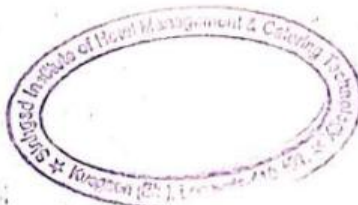
- To achieve excellent results at University examination through consistent efforts & improving teaching-learning process.
- Applying latest techniques of teaching methodology & skill of hospitality operations.
- Providing conducive environment for overall development of students into sensible citizens.
- Developing the institute into center of excellence in hospitality education through international tie-ups.
- Becoming the most preferred institute for global recruiters in hospitality industry.

Our Vision, Mission and Objectives of the Institution are exhibited at various strategic positions in the Institute premises like corridors, administrative office and library. We always ensure that most of our systems are recognized and occasionally analyzed.

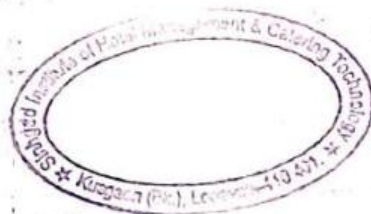


Describe how the Programme Educational Objectives are consistent with the Mission of the department

Institute Mission	Program Educational Objectives (PEOs)
<p>To create state of the art facilities for advance level of teaching and hands on training & encouraging entrepreneurship. To continuously grow through consistent performance in academics & healthy industry interface. To develop students as global citizens with conscious commitment & dedication.</p>	<ul style="list-style-type: none"> • Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge. • Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts. • Breadth: To increase awareness through various curricular, co-curricular and extra-curricular activities. • Professionalism: To instill professional & Social approach for success in profession.



Program Outcomes (POs)	Program Educational Objectives (PEOs)
<ul style="list-style-type: none"> a. Graduates would demonstrate knowledge of hospitality industry. b. Graduates would exhibit an ability to identify problem and find solution. c. Graduates would show an ability to experiment with existing systems and give inference. d. Graduates would display an ability of analysis and provide conclusions. e. Graduates would adopt skills to handle equipments, processes, software. f. Graduates would show professionalism and communicate effectively. g. Graduates would show concern about society and understanding of contemporary practices. h. Graduates would boast confidence in self-ability and aptitude for extension of learning. 	<ul style="list-style-type: none"> I. Preparation: To provide opportunity to learn and acquire professional acumen & technical knowledge. II. Core competence: To develop an ability to innovate, communicate, analyze, interpret and apply technical concepts. III. Breadth: To increase awareness through various professional & technical activities. IV. Professionalism: To instill professional & Social approach for success in profession.





Sinhgad Institutes

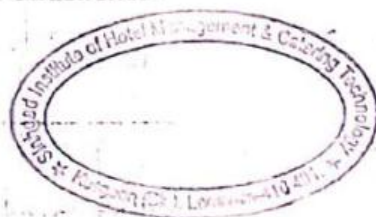
Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY

Course Outline

Course Title:-Soft Skill Management		Course Code :- C 305	
Class:- Second Year BHMCT	Division:-	Semester:- 03	
Lecture Schedule: - 2 Hrs/ Week		Examination Scheme:-	
Practical :- 0 Hrs/Week - NIL -		Theory Internal : 50	
		Theory External:	
		Total 50 Marks	
Course Teacher:- Prof Shilpa Branger		Date :-	Sign:- <i>Shilpa Branger</i>

Prerequisites: Understanding the soft skills required for the development of the personality.

Course Overview: The courses will provide the core competence in developing personality, grooming standards, physical appearance. The students will be able to understand stress management, time management, SWOT analysis, transactional analysis.

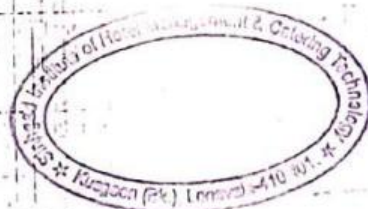


I. Course Objectives (CO):-

This subject aims at developing the personality of the students and the communication skills to face the industry. The student should be able to equip themselves with soft skills and teamwork ability to work promptly in the service industry.

II. Mapping of CEO and COs:-

Course Objectives	Course Outcomes	Program Outcomes	PEOs
1. To make the student aware the importance of grooming body language, personal presentation and physical health	Understanding the techniques and requirement of the industry In terms of grooming, physical appearance and inner personality.	A	I
2. To develop the skill to do SWOT Analysis, understand the elements of having the desired personality and relating it with the industry needs	Understanding how to do SWOT ANALYSIS, elements of personality and defining their own personality	D,H	II,IV
3. To enrich the personality of the students through understanding the concept of self esteem, by having the right attitude, developing self motivation, And having a positive body language	Developing qualities such as attitude ,self esteem. How to be self motivated. And the different body language	E	III
4. To develop the understanding between the students how to develop themselves so as they are recruited by the company in a glance and creating a career path	Understanding the expectations of the recruiters and knowing how to grow in the career path	F	IV
5. To develop the business communication skills	Understanding the presentation skills professionally	F	IV
6. to understand stress management and the causes of the same	Developing the skills of controlling the stress at work place as well as personally	D	II,IV
7.to develop in the students meaning and importance of time management, identifying time robbers and optimizing the time	Understanding the importance of time management and the use at workplace	H	IV
8.to analyze the ego state model ,transaction and strokes	Understanding the transaction and strokes and application of ego state analysis.	G	II,IV
9. To develop the ability of working in a team. Understand the do and don'ts of the teamwork.	Understanding the application of teamwork as work place where the environment is Cosmo.	D	II



III. Means of achieving Course Outcomes (COs):-

1. Understanding the techniques and requirement of the industry In terms of grooming, physical appearance and inner personality
2. Understanding how to do SWOT ANALYSIS, elements of personality and defining their own personality
3. Developing qualities such as attitude ,self esteem. How to be self motivated.And the different body language
4. Developing qualities such as attitude ,self esteem. How to be self motivated. And the different body language
5. Understanding the expectations of the recruiters and knowing how to grow in the career path
6. Understanding the presentation skills professionally
7. Developing the skills of controlling the stress at work place as well as personally
8. Understanding the importance of time management and the use at workplace
9. Understanding the transaction and strokes and application of ego state analysis.
10. Understanding the application of teamwork as work place where the environment is Cosmo



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
KUSGAON (Bh), LONAVALA 410401

(C) SESSION PLAN FOR ASSIGNMENTS ACADEMIC YEAR 2019 - 2020

COURSE: BHMCJ SUBJECT NAME: SOFT SKILLS MGT SUBJECT CODE: C-305

Sr. No.	Assignment	Source of Information	Aim & Purpose	Date of Submission
1	BOOK Review of 'I'm OK You are OK'	Book	How to write a review.	28/12/20
2	Hospitality Company Profile.	website internet	To understand the company	28/12/20
3	Preparation of PPT on	Magazine	To update information	4/1/21
4	Current Hospitality topics.	E-magazine internet	on current trends.	
5				

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

Sr. No.	TITLE OF NOTES/SLIDES/PPT	RELEVANT TO TOPIC/SUB-TOPIC	TEACHING AID
1	Impression Mgt.	Chap - 1	PPT
2	Personality.	Chap - 2	PPT
3	Motivation.	Chap - 3.	PPT
4	Body Language.	Chap. 3.	PPT
5	Stress Mgt & Time Mgt.	Chap- 7 & Chap 8.	PPT.

Name of Faculty: SHILPA HATE BRANGER Academic Coordinator: _____

Signature: *S Branger* Signature: _____

Date: _____



SUBJECT: SOFT SKILLS MGT. (C305)

MONTH NOV. 20.

ALLOTTED HRS - 7 hrs
CONDUCTED - 4 hrs.

NAME OF THE FACULTY SHILPA H. BRANGER

Date: 2 18 23 25

ATTENDANCE SHEET

Roll No.	Name of the Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
301	BHOLE MAYUR MANOHAR	P	P	P	P																													
302	Baigh Asad Mirza																																	
303	CHAVAN OMKAR KALURAM	P		P	P																													
304	CHAVAN UTKARSH ANIL	P		P																														
305	DHAWLE RUTIN YOGAJI	P																																
306	DIPKE MANGESH SHRIDHAR				P	P																												
307	GAIKWAD APRATIIMRAJE DAULATRAO	P	P	P	P																													
308	GAIKWAD OM SHIVARAM	P		P	P																													
309	GAWADE ROHAN VILAS	P	P	P	P																													
310	GRUDEGAVKAR SAMARTH SWARUP	-	-	-	-																													
311	KARHAD AKSHAY GANESH	P			P																													
312	KURANE PRATIK SHIRISH				P																													
313	LOKHANDE UDIT SANJAY				P																													
314	MANDGE AVISHKAR SHARADAPPA	-	-	-	-																													
315	NIMSE SARIKA SHIVAJI		P		P																													
316	PARE PRANAV DEVIDAS				P	P																												
317	PAWAR SANKEI SADASHIV	P																																
318	PINJARI WASIM ANWAR	P		P	P																													
319	PISE TUSHAR HARI																																	
320	POOJARI ADARSH HARISH	P		P	P																													
321	RAMTEKE HIMANSHU DNYANESHWAR	P																																
322	SANAS AMIT GAJENDRA			P	P																													
323	SHINDE BHAVESH SAKHARAM	P		P	P																													

(13) (14) (12) (14)

Att, 1st 11th = ML/CL

Branger
Faculty Sign
SHILPA H. BRANGER 111

13/10/20
ITEM
ACCOUNTS PR.

SUB NAME: SOFT SKILLS SUB CODE: C305 MONTH: OCT 20 Alloted Hrs: 8

FACULTY NAME: SHILPA H. BRANGEK STP In. Exam Int. Exam Conducted Hrs: 8

Roll.No.	STUDENT NAME	S/10	T/10	9/10	12/10	14/10	19/10	21/10	22	26	28				Total
	HRS.														
301	BHOLE MAYUR MANOHAR	P	P	P		P	P	P	e	P	P				8
302	Baigh Asad Mirza								a						8
303	CHAVAN OMKAR KALURAM	P	P			P	P	P	v	P	P				0
304	CHAVAN UTKARSH ANIL	P	P			P	P	P	h		P				7
305	DHAWLE RUTIN YOGAJI	P		P		P	P	P	b		P				6
306	DIPKE MANGESH SHRIDHAR	P				P	P	P	r	P	P				6
307	GAIKWAD APRATIMRAJE DAULATRAO	P	P			P	P	P	M	P	P				6
308	GAIKWAD OM SHIVARAM	P	P	P		P	P		e	P	P				7
309	GAWADE ROHAN VILAS	P	P	P		P	P	P	e	P	P				6
310	GHODEGAVKAR SAMARTH SWARUP					P		P	e	P	P				8
311	KARHAD AKSHAY GANESH	P	P	P		P	P	P		P					2
312	KURANE PRATIK SHIRISH	P	P			P	P	P			P				7
313	LOKHANDE UDIT SANJAY	P				P	P								5
314	MANDGE AVISHKAR SHARADAPPA	P		P		P				P					4
315	NIMSE SARIKA SHIVAJI					P	P	P		P	P				5
316	PARE PRANAV DEVIDAS	P	P	P		P	P	P		P	P				5
317	PAWAR SANKET SADASHIV	P	P			P	P			P	P				5
318	PINJARI WASIM ANWAR	P	P			P	P	P		P	P				4
319	PISE TUSHAR HARI					P	P			P	P				7
320	POOJARI ADARSH HARISH	P	P			P	P			P	P				2
321	RAMTEKE HIMANSHU DNYANESHWAR	P	P	P		P	P	P		P	P				6
322	SANAS AMIT GAJENDRA			P		P	P			P	P				8
323	SHINDE BHAVESH SAKHARAM	P	P	P		P	P	P		P	P				7
															8

(18) (14) (10)

(22) Int. Exam (C305)

PRINCIPAL
Sinhgad Institute of Hotel Management
and Catering Technology
LonaVala
Principal SIHMCT-01.

IQAC

Shilpa H. Brangek
Faculty



SINHGAD TECHNICAL EDUCATION SOCIETY'S
 SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA
 SECOND YEAR BHIMCT (2019 - PATTERN) ATTENDANCE SHEET-(AUG-2020-DEC.-2020) (ACADEMIC YEAR-2020-21)

SUB NAME: SOFT SKILLS. (2019)		SUB CODE: 305 C		MONTH: SEPTEMBER '20		Alloted Hrs: 9								
FACULTY NAME: SHILPA HATE BRANIGER						Conducted Hrs: 2								
Roll.No.	STUDENT NAME	2/9	7/9	9/9	14/9	16/9	21/9	23/9	28/9	30/9			Total	
	HRS.	1	1	1	1	1	1	1	1	1			8	
✓ 301	BHOLE MAYUR MANOHAR ✓	P	P	P	P	P	P	P	3	P			100%	8
302	Baigh Asad Mirza (2016) p.	-	-	-	-	-	-	-	3	-			0%	0
✓ 303	CHAVAN OMKAR KALURAM ✓	P	P	A	P	P	P	P	3	P			87.5%	7
✓ 304	CHAVAN UTKARSH ANIL ✓	P	P	P	P	P	A	A	3	A			62.5%	5
✓ 305	DHAWLE RUTIN YOGAJI ✓	P	P	A	A	A	P	P	3	P			62.5%	5
✓ 306	DIPKE MANGESH SHRIDHAR ✓	P	A	A	A	P	A	A	3	A			25%	2
✓ 307	GAIKWAD APRATIMRAJE DAULATRAO ✓	P	A	P	A	P	A	A	3	P			50%	4
✓ 308	GAIKWAD OM SHIVARAM ✓	-	-	-	-	-	-	-	3	-			0%	0
✓ 309	GAWADE ROHAN VILAS ✓	P	A	P	P	P	A	P	3	P			75%	6
✓ 310	GHODE GAVKAR SAMARTH SWARUP ✓	-	-	-	-	-	-	-	3	-			0%	0
✓ 311	KARHAD AKSHAY GANESH ✓	P	A	P	A	P	A	A	3	P			50%	4
✓ 312	KURANE PRATIK SHIRISH ✓	P	A	P	P	P	P	P	3	P			87.5%	7
✓ 313	LOKHANDE UDIT SANJAY ✓	P	A	A	A	P	A	P	3	A			37.5%	3
✓ 314	MANDGE AVISHKAR SHARADAPPA ✓	A	A	P	P	A	A	A	3	P			37.5%	3
✓ 315	NIMSE SARIKA SHIVAJI ✓	A	P	-	-	-	-	-	3	-			12.5%	1
✓ 316	PARE PRANAV DE VIDAS ✓	P	P	P	P	P	P	P	3	P			100%	8
✓ 317	PAWAR SANKET SADASHIV ✓	-	-	-	-	-	-	-	3	-			0%	0
✓ 318	PINJARI WASIM ANWAR ✓	P	A	P	A	P	P	P	3	P			75%	6
✓ 319	PISE TUSHAR HARI ✓	P	-	-	-	-	-	-	3	-			12.5%	1
✓ 320	POOJARI ADARSH HARISH ✓	P	P	P	P	A	P	P	3	P			87.5%	7
✓ 321	RAMTEKE HIMANSHU DNYANESHWAR ✓	-	-	-	-	-	-	-	3	P			12.5%	1
✓ 322	SANAS AMIT GAJEKAR ✓	P	P	A	P	P	P	P	3	A			75%	6
✓ 323	SHINDE BHAVESH SAKHARAM ✓	P	P	P	P	P	P	A	3	P			87.5%	7

Sinhgad Institute of Hotel Management
 Dr. Ayesha Siddiqui
 Principal, BHIMCT

IQAC

CL
 Shilpa H. Braniger
 Faculty

SUB NAME: <u>SOFT SKILLS</u>		SUB CODE: <u>305 C.</u>		MONTH: <u>AUGUST 2020</u>		Alloted Hrs: <u>9</u>							
FACULTY NAME: <u>SHILPA H. BRANGER</u>						Conducted Hrs: <u>9</u>							
Roll.No.	STUDENT NAME	3/8	5/8	10/8	12/8	17/8	19/8	24/8	27/8	31/8			Total
	HRS.												
301	BHOLE MAYUR MANOHAR	P	P	P	P	P	P	P	P	P			9 100%
302	Baigh Asad Mirza	A	A	A	A	A	A	A	A	A			
303	CHAVAN OMKAR KALURAM	A	A	A	P	P	P	P	P	A			5 55%
304	CHAVAN UTKARSH ANIL	A	A	A	P	P	P	P	P	P			6 66%
305	DHAWLE RUTIN YOGAJI	A	A	A	A	A	P	A	P	P			3 33%
306	DIPKE MANGESH SHRIDHAR	A	A	A	P	P	A	P	A	P			4 44%
307	GAIKWAD APRATIMRAJE DAULATRAO	A	A	P	P	P	P	A	P	P			6 66%
308	GAIKWAD OM SHIVARAM	P	P	P	A	A	A	P	A	A			4 44%
309	GAWADE ROHAN VILAS	P	P	P	P	P	P	P	P	A			8 88%
310	GHODEGAVKAR SAMARTH SWARUP	A	A	A	P	P	A	A	A	A			2 22%
311	KARHAD AKSHAY GANESH	A	A	A	A	A	P	A	P	P			3 33%
312	KURANE PRATIK SHIRISH	A	A	P	P	A	A	A	A	A			2 22%
313	LOKHANDE UDIT SANJAY	A	A	A	A	A	P	A	P	A			2 22%
314	MANDGE AVISHKAR SHARADAPPA	P	P	P	P		P	P	P	P			8 88%
315	NIMSE SARIKA SHIVAJI	A	A	A	P	P	P	P	P	P			6 66%
316	PARE PRANAV DEVIDAS	A	A	P	P	A		P	A	P			4 44%
317	PAWAR SANKET SADASHIV	A	A	A	A	A	A	A	A	A			
318	PINJARI WASIM ANWAR	P	P	P	P	P	P	P	P	P			9 100%
319	PISE TUSHAR HARI	P	P	A	P	P	A	A	A	A			4 44%
320	POOJARI ADARSH HARISH	A	A	A	P	A	P	P	P	A			4 44%
321	RAMTEKE HIMANSHU DNYANESHWAR	A	P	P	P	A	A	P	A	A			4 44%
322	SANAS AMIT GAJENDRA	A	A	A	P	P	P	P	P	P			6 66%
323	SHINDE BHAVESH SAKHARAM	A	P	P	P	P	P	P	P	P			7 77%

PRINCIPAL
 Sinhgad Institute of Hotel Management
 and Catering Technology
 Dr. Ayesha Siddiqui,
 Kusgaon, LonaVala - 410401,
 Principal SIHMCT



IQAC

Shilpa H. Branger
 Faculty



SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LONAVALA

PERSONAL TIME TABLE

COURSE NAME: BHMCT.
SUBJECT - SOFT SKILLS MGT

ACADEMIC YEAR: 2020

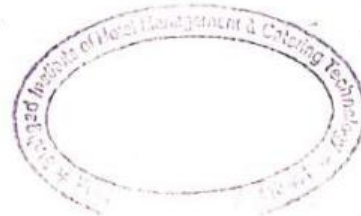
CLASS: SYCT
SEMESTER: 3rd SEM.

DAY/TIME			11 to 12	12 to 1.					
MONDAY				SOFT SKILLS (TH)					
TUESDAY									
WEDNESDAY			SOFT SKILL (TH)						
THURSDAY									
FRIDAY									

Shilpa

NAME OF THE FACULTY

SHILPA HATE BRANGER.



SUBJECT NAME
(2019 Pattern)

FYBHMCT Communication Skill -I

Subject : Communication Skills (English) - I
Subject Code : C106
Subject Credits : 02
Semester : I

Teaching Scheme per week	
Theory	Total
02 hours	02 hours

Internal Examination Scheme		Total Marks
Concurrent	Total Internal Marks	
50	50	50

Rationale:

Communication is an essential life skill, and a professional pre-requisite in the hospitality industry. This course provides theoretical inputs backed with practice sessions, in order to communicate effectively. The course aims at enhancing listening, speaking, reading and writing skills.

	Hours
Chapter – 1 Nature and the Process of Communication	04
1.1 Introduction to Communication – meaning and scope	
1.2 Objectives and Principles of Communication	
1.3 Features of Communication	
1.4 Process of Communication	
Chapter – 2 Types of Communication	03
2.1 Categories of communication	
• Interpersonal communication	
• Mass communication	
2.2 Forms of communication	
• Verbal communication	
a. Oral communication	
b. Written communication	
• Non-verbal communication	
2.3 Formal and Informal Communication	
• Vertical communication v/s Horizontal communication	
• Inter v/s Intra organizational communication	

FYBHMCT Communication Skill -I

Chapter – 3	Barriers to effective communication	04
3.1	Defining Barriers to communication	
3.2	Types of Barriers -	
	<ul style="list-style-type: none"> • Physical or Environmental barriers • Semantic and Language barriers • Personal barriers • Emotional or Perceptual Barriers • Socio-psychological barriers • Physiological or Biological Barriers • Cultural Barriers • Organizational Barriers 	
Chapter –4	Reading	02
4.1	Importance of reading	
4.2	Reading strategies	
Chapter –5	Written communication skills	09
5.1	Meaning, Importance, Advantages and Disadvantages of written communication	
5.2	Letter writing - (letters of inquiry and booking of a banquet or a room, complaint, apology, leave and appreciation)	
Chapter – 6	Oral communication skills	05
6.1	Meaning, Importance, Advantages and Disadvantages of oral communication	
6.2	Essential qualities of a good speaker	
6.3	Extempore, Debate and Elocution	
Chapter –7	Non –verbal communication	03
7.1	Introduction to body language	
7.2	Understanding body language	
	Total	30

Glossary of Terms

Students should be familiar with the glossary of terms pertaining to above mentioned topics

Recommended Assignments:

- a. Weekly review of current affairs
- b. Letter writing (any two)
- c. Open book test (Q&A)
- d. Communication game e.g. Ice breakers, team building, communication related etc.
- e. Students to enquire about banquet facilities at a local hotel for a hypothetical function (for e.g. a birthday party, an anniversary, wedding reception etc.) and submit a detailed report of the same. This enquiry should be done in person, by visiting the concerned property.

FYBHMCT C 204 FRENCH II

Subject : French II
Subject Code : C204
Credits : 02
Semester : II

Teaching Scheme per week	
Theory	Total
02 hours	02 hours

Internal Examination Scheme		Total Marks
Concurrent	Total Internal Marks	
50	50	50

Rationale:

The syllabus aims to impart an additional soft skill that is very closely related to the core curriculum of Hotel Operations, viz. to help communicate in French, through the acquisition of a basic knowledge of listening, speaking, reading & writing skills. It also aims to sensitize students to the different communicative approaches, based on cultural differences, which come into play during interpersonal interactions at a global level in the Hotel Industry.

		Hours
Leçon-1		
1.1	• Révision des Verbes	10
1.2	• Parler, manger, boire, vouloir, pouvoir, aller- au passé composé avec avoir/être : un coup d'œil sur la formation	
	• Pouvoir, vouloir, être, avoir, faire, prendre au futur simple	
	• Conditionnel présent -vouloir, pouvoir	
	• Exercices	
	• Mini dialogues	
Leçon – 2	La nourriture et les boissons	12
2.1	• Le menu (un menu de 17 plats)	
	• Les vins français	
	• La terminologie du vins	
Leçon 3		08
3.1	• Termes culinaires	
Total		30

Recommended Assignments:

To be conducted in CCE [Comprehensive & Continuous Evaluation] pattern, so that Teaching/Learning & Evaluation takes place concurrently.

FYBHMCT C 204 FRENCH II

Assignments for internal Assessment may be in the form of

- g. oral communication
- h. worksheets
- i. quiz
- j. just a minute
- k. dialogue
- l. role play, etc.

Concurrent Evaluation:

Concurrent Evaluation needs to be conducted on the above listed topics on parameters as prescribed in the syllabus.

Reference Books

5. A votre service I Français pour l'hôtellerie et le tourisme [Text book with CD]
by Rajeswari Chandrasekar, Rekha Hangal, Chitra Krishnan, Claude le Ninan, Asha Mokashi
Publisher – Goyal Publishers
6. Bon voyage ! Méthode de français de l'hôtellerie et du tourisme pour débutants
by Vasanthi Gupta, Malini Gupta, Usha Ramachandran
Publisher – Goyal Publishers
7. Basic French Course for the Hotel Industry
by Catherine Lobo, Sonali Jadhav
8. French for Hotel Management & Tourism Industry
by S Bhattacharya
Publisher – Frank Bros. & Co.

FYHS 109 Development of Generic Skill

SEMESTER –I

Subject : Development of Generic Skills

Subject Code : HS 109

Subject Credits : 02

Course outcomes:

- 1 Introduction to Generic Skills
- 2 Development of self-management skills
- 3 Development of team management skills
- 4 Development of task management skills
- C5 Knowledge of effective problem solving techniques

	Hours
Chapter 1 Introduction to Generic Skill	4
1.1 Concept and importance	
1.2 Local and global scenario	
1.3 Concept of life-long learning (LLL)	
Chapter 2 Self-Management and Development	10
2.1 Concept of Personality Development, Ethics and Moral values	
2.2 Concept of Intelligence and Multiple intelligence Types viz, linguistic, mathematical & Logical reasoning, emotional, and social intelligence (interpersonal & intrapersonal).	
2.3 Concept of Physical Development; significance of health, hygiene, body gestures & kinesics.	
2.4 Time Management concept and its importance	
2.5 Intellectual Development; reading skills (systematic reading, types and SQ5R), speaking, listening skills, writing skills (Note taking, rough draft, revision, editing and final drafting), concept of critical Thinking and problem solving (approaches, steps and cases).	
2.6 Psychological Management; stress, emotions, anxiety and techniques to manage these.	
2.7 ICT & Presentation skills; use of IT tools for good and impressive presentations.	
Chapter 3 Team Management	6
3.1 Concept of Team Dynamics. Team related skills such as; sympathy, empathy, leading, coordination, negotiating and synergy. Managing cultural, social and ethnic diversity.	

FYHS 109 Development of Generic Skill

CBCS: 2019-2020

F.Y.B.Sc.

Hospitality Studies

- 3.2 Effective group communication and conversations.
- 3.3 Team building and its various stages like forming, storming, norming, performing and adjourning (Bruce Tuckman's five stage Model)

Chapter 4 Task Management 4

- 4.1 Task Initiation, Task Planning, Task execution, Task close out
- 4.2 Exercises/case studies on task planning towards development of skills for task management

Chapter 5 Problem Solving 6

- 5.1 Prerequisites of problem solving- meaningful learning, ability to apply knowledge in problem solving
- 5.2 Different approaches for problem solving
- 5.3 Steps followed in problem solving.
- 5.4 Exercises/case studies on problem solving

Total 30

Assignments:

A minimum of 2 **assignments** based on the following topics to be given to individual student and the marks to be considered in internal marks.

- 1 Problem solving case studies
- 2 Management Games
- 3 Team building exercises

Reference Books:

- 1. Soft Skills for Interpersonal Communication by S.Balasubramaniam; Published by Orient BlackSwan, New Delhi
- 2. Generic skill Development Manual, MSBTE, Mumbai.
- 3. Lifelong learning, Policy Brief (www.oecd.org)
- 4. Lifelong learning in Global Knowledge Economy, Challenge for Developing Countries – World Bank Publication

C 305 - Soft Skill management

Subject : Soft Skills Management

Subject Code : C305

Subject Credits : 02

Semester : III

Teaching Scheme per week	
Theory	Total
02 hours	02 hours

Internal Examination Scheme		Total Marks
Concurrent	Total Internal Marks	
50	50	50

Rationale:

To develop personality and communication skills of students, so as to prepare them to secure placement in the Hospitality Industry. Importantly, equip the students with convivial skills that enable them to handle their personal and professional lives more effectively.

	Hours
Chapter – 1 Impression Management	03
1.1 Meaning of Social image	
1.2 Importance of looking presentable & attractive	
1.3 Right dressing & make-up	
1.4 Hair care & inner-glow	
1.5 Poise & Posture	
1.6 Eye-Contact & Body Language	
1.7 Physical fitness	
Chapter – 2 Personality profile	04
2.1 Personality defined	
2.2 Elements of personality	
2.3 Determinants of personality	
2.4 Meaning of SWOT Analysis and Johari Window	
2.5 Personal goal setting and action plan	

C 305 - Soft Skill management

Chapter – 3	Personality Enrichment	06
3.1	Self Esteem <ul style="list-style-type: none">• Self-concept• Advantages of high self esteem• Steps to building positive self esteem	
3.2	Attitude <ul style="list-style-type: none">• Meaning and factors that determine our attitude• Benefits of a positive attitude and consequences of a negative attitude• Steps to building a positive attitude	
3.3	Motivation <ul style="list-style-type: none">• The difference between inspiration and motivation• External motivation v/s internal motivation	
3.4	Body language <ul style="list-style-type: none">• Understanding body language• Projecting positive body language	
Chapter – 4	Expectations of Recruiters	02
4.1	Recruiter expectations	
4.2	Creating a career path	
4.3	Success stories	
Chapter – 5	Professional Communication	04
5.1	Presentations <ul style="list-style-type: none">• Types• Making a presentation• Making use of audio-visual aids	
Chapter – 6	Case studies	02
6.1	Advantages of the case study method	
6.2	Technique for analyzing a case study and presenting an argument	
Chapter – 7	Stress Management	02
7.1	Causes of stress	
7.2	Stress management techniques	
Chapter – 8	Time Management	02
8.1	Meaning and importance of time management	
8.2	Identify time robbers	
8.3	How to optimize time	

HS 308 Communication Skill – I

Subject: Communication Skills I

Subject Code: HS 308

Subject Credits: 02

Semester: III

Course Outcome:

- C1 Introduction to an important skill – Communication
- C2 Understand the importance and application of Communications skills in daily life
- C3 Background and practice of listening, speaking, reading, writing skills
- C4 Be well versed with Group Discussions and Personal Interviews
- C5 Understand the concept of Body Language and its importance and application in the hotel industry

							Hours
Chapter – 1		Nature and Process of Communication					05
	1.1	Introduction to Communication – meaning and scope					
	1.2	Objective and principles of communication					
	1.3	Features of communication					
	1.4	Process of communication					
	1.5	Attributes of culinary professional					
Chapter – 2		Types of Communication					03
	2.1	Categories of communication - Interpersonal communication - Mass communication					
	2.2	Forms of communication - Verbal communication a. Oral communication b. Written communication - Non-verbal communication					
	2.3	Formal and Informal communication - Vertical vs Horizontal communication - Inter vs Intra communication					
Chapter – 3		Barriers of effective communication					04
	3.1	Defining barriers of communication					
	3.2	Types of Barriers : · Physical or Environmental barriers · Semantic and Language barriers · Personal barriers · Emotional or Perceptual Barriers · Socio-psychological barriers					

HS 308 Communication Skill – I

		· Physiological or Biological Barriers · Cultural Barriers · Organizational Barriers	
Chapter – 4		Listening skills	04
	4.1	Meaning of listening v/s hearing	
	4.2	Types of Listening (theory / definition)	
	4.3	Tips for Effective Listening	
	4.4	Traits of good listening	
	4.5	Listening to Talks and Presentations	
Chapter 5		Oral Communication	06
	5.1	Meaning, Importance, Advantages and Disadvantages of oral communication	
	5.2	Essential qualities of a good speaker	
	5.3	Extempore, Debate and Elocution	
	5.4	Group Discussions	
	5.5	Interview Techniques	
	5.6	Speech and Presentations	
Chapter 6		Body Language	02
	6.1	6.1 Introduction to body language	
	6.2	6.2 Understanding body language with examples	
Chapter 7		Written communication skills	04
	7.1	7.1 Meaning, Importance, Advantages and Disadvantages of written communication	
	7.2	Letter writing - (letters of inquiry and booking of a banquet or a room, complaint, apology, leave and appreciation), Letters (Applying for a job with resume, Letter of quotation and order)	
	7.3	Writing a synoptic summary, case study, report writing, memo, notice, circular, agenda, minutes.	
	7.4	Writing emails and etiquette	
	7.5	Note making, writing a log book	
	7.6	Travelogue and Restaurant Reviews	
	7.7	Print – creative article writing, advertisement and promotions by means of posters, pamphlets, tentcards etc.	
Chapter 8		Trending Hospitality Communication	02
	8.1	Formal Conversation	
	8.2	Telephone etiquette	
	8.3	Hotel Phraseology	
	8.4	Using charts and diagrams	
			30