	School of Hospitality and Culinary Art				
	The Neotia University				
Course Name	Foundation Course in Communication 2				
Course Code	AE CAP201				
Course Duration	15 weeks				
Semester	2				
Core/Elec tive	Core - Communication				
Credit Points	2				
Weekly Delivery/ Contact Hours	04 Hours per week				
Resource Requirem ents	Class Room, AV aids				
Class conducte d at Building	School of Hospitality and Culinary Art				
Prepared by	Ms. Shabnam Jana				

Course Description

This course will help our students in gaining knowledge about Personality Development in depth. Students will learn to be more Positive, Confident Team Players along with developing their Leadership qualities and the understand the importance of Personality Development in Hospitality Industry.

Course Outcomes (COs)/ Learning Outcomes (LOs)

After completion of the semester students will be more confident and be able to communicate better. They will have improved Body language and be better Team Players. They will be able to manage their Time well and handle Stress efficiently. With better understanding of their own strengths and weaknesses, they will be Employable.

Prescribed and Recommended Readings:

Required Textbook(s):

Recommended Reading(s): The Monk Who Sold His Ferrari - Robin S. Sharma; Who moved my cheese - Stephen Johnson; The Power of Habit: Why We Do What We Do in Life and Business - Charles Duhigg; How to Win Friends and Influence People – Dale Carnegie; You can win - Shiv Khera; 7 habits of Highly Effective People- Stephen R. Covey

Other Learning Resources for use:

Informative YouTube Videos, www.slideshare.net, Various links provided by the book publishers etc.

Parameters required from the students: Basic communication skills

Syllabus for practical					
actical N	Particulars	Duration			
	Introduction to Personality Development				
1	Concept of Personality	4 hrs			
	Dimensions of Personality				
2	Theories of Freud & Erickson	4 hrs			
2	Significance of Personality Development	4 1113			
3	Preparation of Self Introduction	4 hrs			
3	Analyzing Strength & Weakness	4 111 5			
4	Attitude:Concept of Attitude; Factors affecting Attitude; Positive Attitude 4 hrs				
5	Steps to build Positive Attitude; Difference between Personalities with Positive	4 hrs			
6	Motivation: Concept; Internal & External Motivation; Motivating &	4 hrs			
7	Interpersonal Relations: Introduction ; Analysis of different Ego states;	4 hrs			
8	Different aspects of Personality Development: Body Language; Manners &	4 hrs			
9	Conflict Management; Stress Management;	4 hrs			
10	Leadership; Team Building	4 hrs			
11	Time Management; Work Ethics	4 hrs			
12	Employability Quotient: Resume Building; Facing Personal Intervew	4 hrs			
13	Frequently asked questions	4 hrs			
14	Group Discussions	4 hrs			
15	Mock Interview	4 hrs			

				B.Sc Cul	inary Art			
SUBJECT:	Personality Dev	elopment	MANUA	AL NO:	1	Faculty: Shabr	nam Jana	
TODIC	Introduction to Pe	rsonality	CENAE	ECTED	2	HOURS:	3 hours 45 mins	
TOPIC:	Development; Cor	ncept &	SEMES	SIER:	2	Approved By:	Deputy Director	
RESOURCES: P	Projector, Screen & I	aptop etc.						
	How to Win Friends		•		egie;		You can win - Shi	
Video clips: ht	tps://www.youtube	e.com/watch	?v=v2euEw	/Gnas8				
LEARNING OB	JECTIVES:							
1	Students will be al	ole to unders	tand the Co	ncept of P	ersonality Deve	lopment		
2	Students will be al	ole to unders	tand the Im	portance o	of Personality De	evelopment		
LEARNING OU	TCOME							
The Students (understand and can	explain the c	oncept of P	ersonality	Development, it	ts dimensions after t	he session.	
METHODOLO	GY:							
PARTICULARS		TII	ME	TASK				
Hygiene & Grooming Check up		15 minute	es .	Students have to maintain high standard Hygiene and Grooming as per SOP				
	-							
				Students are briefed about Personality Development				
Briefing		30 minute	es	The Concept of Personality				
			•	The Dimensions of Personality				
				Introduction to Personality Development				
Practical Dem	onstration	2hr 30 min	utes	Explained	its importance i	n Hospitality Industr	у	
			ľ	Videos shown about the different types of personalities				
Charle Incoming		20		Students asked questions at the end of the session. They are asked to share				
Check learning	outcom	20 minutes		some memorable experiences				
Clasina		10 minutes		Closing as per SOP				
Closing		10 minutes	,					
			-					
POSSIBLE SOU	RCES OF ERRORS &	RECTIFICATION	ON:					
POSSIBLE ERRORS				RECTIFICATION				
Misconceptions about Personality Development. The		t. The	A well planned session supported by relevant videos would clear out all doubts					
RESULT ANAL	YSIS							
						ch help the students		

			B.Sc Culir	nary Art				
SUBJECT:	Personality Development MANUAL NO: 2 Faculty: Shabnan			nam Jana				
TOPIC:	Theories of Freud & Erickso	n; CENAE	SEMESTER:	2	HOURS:	3 hours 45 mins		
TOPIC:	Significance of Personality	SEIVIE	SIEK:	2	Approved By:	Deputy Director		
RESOURCES:	Projector, Screen & laptop etc	•						
REFERENCES	How to Win Friends and Influ	ience Peonle -	– Dale Carne	gie·		You can win - Shiv		
	ttps://www.youtube.com/wa			Біс,		Tod can win - Sin		
LEARNING OI	_ · · · · · · · · · · · · · · · · · · ·							
1	Students will be able to und	Students will be able to understand the different Theories of Freud & Erickson						
2	Students will be able to und	Students will be able to understand the Significance of Personality Development						
LEARNING O	UTCOME							
The Students	understand and can explain th	e Theories of	Freud & Ericl	kson .				
They clearly e	explain the significance of Pers	onality in Hosp	oitality indust	try				
METHODOLO		TIME	I		TACK			
			TASK Students have to maintain high standard Hygiene and Grooming as per SOP					
nygiene & Gi	rooming Check up 15 mir	utes	Students	nave to maint	am nign standard H	ygierie and Grooming as per SOP		
			Students are	e briefed abou	t Freud			
Briefing	30 mir	utes	Students are briefed about Erickson					
			Significance of Personality Development					

PARTICULARS	TIME	TASK
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP
		Students are briefed about Freud
Briefing	30 minutes	Students are briefed about Erickson
		Significance of Personality Development
		The different theories explained to understand Personality Development
Practical Demonstration	2hr 30 minutes	Various examples shared
		Videos shown about the effect of different personalities and its Significance in
Check learning outcom	20 minutes	Students asked questions at the end of the session. They are asked to identify
Check learning outcom	20 minutes	certain personality traits
Closing	10 minutes	Closing as per SOP
Closing	10 minutes	

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
Misconceptions about the theories; Significance in	A well planned interactive session supported by relevant videos would clear out

RESULT ANALYSIS

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	3	Faculty: Shabr	nam Jana
TOPIC:	Preparation of Self	SEMESTER:	2	HOURS:	3 hours 45 mins
	Introduction; Analyzing	SLIVILSTER.	2	Approved By:	Deputy Director

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win - Shiv

Video clips: https://www.youtube.com/watch?v=9dlLw7_v_Do

LEARNING OUTCOME

The Students understand and can Introduce themselves in a very attractive way.

They clearly identify their Strengths, Weaknesses, Opportunities and Threats

METHODOLOGY:

PARTICULARS	TIME	TASK
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP
		Students are briefed about Self Introduction
Briefing	30 minutes	Students are briefed about SWOT Analysis
		Significance of Introduction in an Interview
	2hr 30 minutes	Various examples of Introduction shared
Practical Demonstration		Explained the method of SWOT Analysis and the students do it
		Videos shown about different introductions and Role plays used
Check learning outcom	20 minutes	Students asked questions at the end of the session. They are asked to Introduce
Check learning outcom		themselves in an interesting manner
Closing	10 minutes	Closing as per SOP
Closing	TO IIIIII aces	

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
The introductions sound like the Bio Data	A well planned interactive session supported by role plays and relevant videos

RESULT ANALYSIS

The class is made interactive by using role plays which help the students to learn better.

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	4	Faculty: Shabr	nam Jana
TOPIC:	Attitude: Concepts; Factors	SEMESTER:	2	HOURS:	3 hours 45 mins
TOPIC.	affecting Attitude; Positive &	SEIVIESTEK:	2	Approved By:	Deputy Director

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win - Shiv

Video clips: https://www.youtube.com/watch?v=t1XCzWlYWeA; https://www.youtube.com/watch?v=m8i8gNAdXi4

LEARNING OUTCOME

The Students understand the Concept of Attitude

They clearly identify the Positive & Negative Attitudes

METHODOLOGY:

PARTICULARS	TIME	TASK
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP
		Students are briefed about Attitude and the Concepts
Briefing	30 minutes	Factors affecting Attitude
		Positive Attitude and Negative Attitude
	2hr 30 minutes	The Concept of Attitude explained.
Practical Demonstration		Tha factors affecting the attitude explained
		Videos shown of people with Positive & Negative attitudes and their impact in
Check learning outcom	20 minutes	Students asked questions at the end of the session. They are asked to identify
Check learning outcom		the attitudes of different personalities through videos and role plays
Closing	10 minutes	Closing as per SOP
Ciosing	10 minutes	

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
Wrongly interprete the Attitude of people. Factors	A well planned interactive session supported by relevant videos would clear out

RESULT ANALYSIS

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	5	Faculty: Shabr	nam Jana
TOPIC:	Steps to build positive	SEMESTER:	2	HOURS:	3 hours 45 mins
	attitude; Difference between	JLIVILSTER.		Approved By:	Deputy Director

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win -

Video clips: https://www.youtube.com/watch?v=t1XCzWlYWeA; https://www.youtube.com/watch?v=m8i8gNAdXi4

LEARNING OBJECTIVES:

- 1 Students will be able to develop positive attitude
- 2 Students will be able to identify persons with positive & negative attitude and their impact on Service Industry

LEARNING OUTCOME

Students learn to develop Positive Attitude.

Students learn to identify Positive & Negative personalities

METHODOLOGY:

PARTICULARS	TIME	TASK
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP
		Briefed about the steps to Build Positive Attitude
Briefing	30 minutes	Explain how to identify people with the different attitudes.
		Explained the steps to build Positive Attitude
Practical Demonstration	2hr 30 minutes	Difference between the Personalities with POsitive & Negative Attitude
		Videos shown about the effect of different personalities with Attitude problems
Check learning outcom	20 minutes	Students asked questions at the end of the session. They are asked to identify
Check learning outcom	20 minutes	the different attitudes and how it affects the Hospitality Industry
Closing	10 minutes	Closing as per SOP
Closing	10 minutes	

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
The Steps are not clearly understood.	A well planned interactive session supported by Role Plays and relevant videos

RESULT ANALYSIS

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	6	Faculty: Shabr	nam Jana
TOPIC:	Motivation; Concept, Internal	SEMESTER:	2	HOURS:	3 hours 45 mins
	& External Motivation;			Approved By:	Deputy Director

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win - Shiv

Video clips: https://www.youtube.com/watch?v=t1XCzWIYWeA; https://www.youtube.com/watch?v=m8i8gNAdXi4

LEARNING OBJECTIVES:

- 1 Students will be able to understand the Concept of Motivation, Internal & External Motivation
- 2 Students will be able to understand the Motivating & Demotivating factors

LEARNING OUTCOME

The Students demonstrate their understanding of Motivation, Internal & External Motivation.

They clearly explain the significance of Motivating & Demotivating factors in Hospitality industry

METHODOLOGY:

PARTICULARS	TIME	TASK		
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP		
		Students are briefed about Motivation and its concept		
Briefing	30 minutes	Students are briefed about Internal & External Motivation		
		Students are briefed about the Motivating & Demotivating Factors		
		Motivation and its Concept explained		
Practical Demonstration	2hr 30 minutes	Briefed about the Internal & External Motivation		
		Videos shown on Motivating & demotivating factors for people in Hospitality		
Check learning outcome	20 minutes	Students asked questions at the end of the session. They are asked to identify the		
Check learning outcome	20 minutes	Motivating and Demotivating factors		
Closing	10 minutes	Closing as per SOP		
Closing	To illillutes			

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
The concept remains unclear. The factors are not	A well planned interactive session supported by relevant videos would clear out all

RESULT ANALYSIS

			B.Sc Cul	inary Art		
SUBJECT:	Personality Development MA		ANUAL NO: 7		Faculty: Shabr	nam Jana
TOPIC:	Interpersonal rela	tions:	NATCTED.	2	HOURS:	3 hours 45 mins
TOPIC:	Transactions; Diff	erent Ego	EMESTER:	2	Approved By:	Deputy Director
RESOURCES:	Projector, Screen &	laptop etc.				
REFERENCES:	: How to Win Friend	s and Influence Peo	ple – Dale Carnes	gie;		You can win - Shiv
	https://www.youtub				itube.com/watch?v	=nKNyFSLJy6o
LEARNING OI		,	, , , ,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	, ,
1 Students will be able to understand Interpersonal Relations; Different Ego States; Transactions;					ctions;	
2	Students will be able to understand the Strokes and Life Positions					
LEARNING O	UTCOME					
The Students	demonstrate their u	nderstanding of Inte	erpersonal relatio	ns and Ego sta	tes through activitie	25
	explain the significan					
, ,	, ,	'	•	, ,		
METHODOLO	OGY:					
P/	ARTICULARS	TIME			TASK	
Hygiene & Gı	rooming Check up	15 minutes	Student	s have to mair	ntain high standard I	Hygiene and Grooming as per SOP
Briefing			Students are	briefed about	Interpersonal Relat	tions and Skills
Briefing		30 minutes			Interpersonal Relat Analysing different	
Briefing		30 minutes	Students are	briefed about	Analysing different	
Briefing		30 minutes	Students are Students are	briefed about	Analysing different t Transactions, Strol	Ego States
	nonstration	30 minutes 2hr 30 minutes	Students are Students are Interpersona	briefed about briefed abou	Analysing different t Transactions, Strol ed	Ego States
Briefing Practical Den	nonstration		Students are Students are Interpersona Different Ego Transactions	briefed about briefed abou al Skills explain o States are Ar s; Strokes & Lif	Analysing different t Transactions, Strol ed nalyzed e positions explaine	kes and Life Positions d through various activities, videos
Practical Den		2hr 30 minutes	Students are Students are Interpersona Different Ego Transactions	briefed about briefed abou al Skills explain o States are Ar s; Strokes & Lif	Analysing different t Transactions, Strol ed nalyzed e positions explaine	kes and Life Positions d through various activities, videos
Practical Den			Students are Students are Interpersona Different Ego Transactions Students ask understand	e briefed about e briefed abou al Skills explain o States are Ar s; Strokes & Lif red questions a better.	Analysing different t Transactions, Strol ed nalyzed e positions explaine	kes and Life Positions d through various activities, videos
Practical Den		2hr 30 minutes	Students are Students are Interpersona Different Ego Transactions Students ask	e briefed about e briefed abou al Skills explain o States are Ar s; Strokes & Lif red questions a better.	Analysing different t Transactions, Strol ed nalyzed e positions explaine	Ego States kes and Life Positions
Practical Den		2hr 30 minutes 20 minutes	Students are Students are Interpersona Different Ego Transactions Students ask understand	e briefed about e briefed abou al Skills explain o States are Ar s; Strokes & Lif red questions a better.	Analysing different t Transactions, Strol ed nalyzed e positions explaine	kes and Life Positions d through various activities, videos
Practical Den Check learning Closing	g outcome	2hr 30 minutes 20 minutes 10 minutes	Students are Students are Interpersona Different Ego Transactions Students ask understand	e briefed about e briefed abou al Skills explain o States are Ar s; Strokes & Lif red questions a better.	Analysing different t Transactions, Strol ed nalyzed e positions explaine	kes and Life Positions d through various activities, videos
Practical Den Check learning Closing		2hr 30 minutes 20 minutes 10 minutes RECTIFICATION:	Students are Students are Interpersona Different Ego Transactions Students ask understand	e briefed about e briefed abou al Skills explain o States are Ar s; Strokes & Lif red questions a better.	Analysing different t Transactions, Strol ed nalyzed e positions explaine	Ego States kes and Life Positions d through various activities, videos sion. They participate in activities to

RESULT ANALYSIS

		Lab	Manual		
SUBJECT:	Communication	MANUAL NO:	8	Faculty: Shabr	am Jana
TOPIC:	Body Language; Manners &	SEMESTER:	2	HOURS:	3 hours 45 mins
	Etiquette	SEIVIESTER.		Approved By:	Deputy Director

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win - Shiv

Video clips:https://www.youtube.com/watch?v=_6Cz4kKG23s

LEARNING OBJECTIVES:

- 1 Students will be able to understand the concept of Body language and their use in effective Communication
- 2 Students will be able to learn the Manners and Etiquette which is of utmost importance in Service Industry

LEARNING OUTCOME

The Students demonstrate their understanding of Body Language, Manners & Etiquette

They clearly explain the significance all of these in Hospitality industry

METHODOLOGY:

PARTICULARS	TIME	TASK			
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP			
		Students are briefed about Body Language			
Briefing	30 minutes	Students are briefed about Manners & Etiquette			
		Importance of both in Hospitality			
		Body Language explained as an importanat aspect of communication			
Practical Demonstration	2hr 30 minutes	Manners and Etiquette explained, suitable for Hospitality Industry			
		Videos shown on Body Language, Manners & Etiquette for people in Hospitality			
Check learning outcome	20 minutes	Students asked questions at the end of the session. They are asked to identify the			
Check learning outcome	20 minutes	good & bad manners., positive & negative Body language			
Closing	10 minutes	Closing as per SOP			
Closing	10 minutes				

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
Confused Body Language; Missed out on etiquettes	A well planned interactive session supported by relevant videos would clear out all

RESULT ANALYSIS

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	9	Faculty: Shabr	nam Jana
I TOPIC:	Conflict Management; Stress	SEMESTER:	2	HOURS:	3 hours 45 mins
	Management	SEIVIESTEN.		Approved By:	Deputy Director

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win - Shiv

Video Clip: https://www.youtube.com/watch?v=4RB1i1sVVc0; https://www.youtube.com/watch?v=Pb8OyOLpyFE

LEARNING OUTCOME

The Students demonstrate their understanding of Conflict Management, Stress Management

They clearly explain the significance of these in Hospitality industry

METHODOLOGY:

PARTICULARS	TIME	TASK			
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP			
		Students are briefed about Conflict Management			
Briefing	30 minutes	Students are briefed about Stress Management			
		Students are briefed about the importance of them			
		Explained what is Conflict and how to manage the same at work place			
Practical Demonstration	2hr 30 minutes	Explained Stress Management, how to handle stress at work			
		Videos shown on Conflicts snd Stress for people in Hospitality Industry and ways to			
Check learning outcome	20 minutes	Students asked questions at the end of the session. They are asked to identify			
check learning outcome	20 minutes	conflicts, stress causing activities			
Closing	10 minutes	Closing as per SOP			
Closing	10 minutes				

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
The concept remains unclear. The importance is not	A well planned interactive session supported by relevant videos would clear out all

RESULT ANALYSIS

B.Sc Culinary Art						
SUBJECT:	Personality Development	MANUAL NO:	10	Faculty: Shabr	nam Jana	
TOPIC:	Leadership; Team Building	SEMESTER:	2	HOURS:	3 hours 45 mins	
TOPIC.	Leadership, reall building	SLIVILSTER.	2	Approved By:	Deputy Director	

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win - Shiv

Video Clips: https://www.youtube.com/watch?v=DwwBZn5duk8; https://www.youtube.com/watch?v=nKdNrtcusNI;

LEARNING OUTCOME

The Students demonstrate Leadership skills through activities

They present a project in a Team demonstrating Team Building attributes

METHODOLOGY:

PARTICULARS	TIME	TASK
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP
		Students are briefed about Leadership Skills
Briefing	30 minutes	Students are briefed about Group Dynamics and Team Building
		Leadership Skills explained
Practical Demonstration	2hr 30 minutes	How to develop the Leadership Skills discussed
		Various activities and games played to understand Group Dynamics & Team
Check learning outcome	20 minutes	Students asked questions at the end of the session. They are asked to identify
Check learning outcome	20 minutes	Leadership Skills and Work on a project as a team
Closing	10 minutes	Closing as per SOP
Closing	10 minutes	

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
The Leadership skills remains unclear; Group dynamics	A well planned interactive session supported by relevant videos would clear out all

RESULT ANALYSIS

			B.Sc Culi	nary Art		
SUBJECT:	Personality Developmen	nt MANUAL	NO:	11	Faculty: Shabi	nam Jana
TOPIC:	Time Mangement; Work	SEMEST	ED.	2	HOURS:	3 hours 45 mins
TOPIC:	Ethics	SEIVIEST	EK.	2	Approved By:	Deputy Director
RESOURCES: P	rojector, Screen & laptop et	tc.				
REFERENCES:	How to Win Friends and Inf	luence People – D	Dale Carneg	ie;		You can win - Shiv
Video Clips: ht	tps://www.youtube.com/w	vatch?v=KJLHlOId	lqA4&t=37s	; https://ww	w.youtube.com/w	atch?v=DxWDtTIWdkE
LEARNING OUT	ТСОМЕ					
The Students d	emonstrate their understan	ding of Time Man		Mand. Etletes		
	emonstrate their understan	unig or rinne ivian	iagement &	Work Etnics		
					lity industry	
	plain the significance of Tim				lity industry	
They clearly ex	plain the significance of Tim				lity industry	
They clearly ex	plain the significance of Tim				lity industry TASK	
They clearly ex METHODOLOG PAR	plain the significance of Tim SY: RTICULARS	e Management a	nd Work Eth	nics in Hospita	TASK	Hygiene and Grooming as per SOF
They clearly ex METHODOLOG PAR	plain the significance of Tim SY: RTICULARS	e Management a	nd Work Eth	nics in Hospita	TASK	Hygiene and Grooming as per SOF
They clearly ex METHODOLOG PAR	plain the significance of Tim SY: RTICULARS	TIME	nd Work Eth	ics in Hospita	TASK	
They clearly ex METHODOLOG PAR	plain the significance of Tim GY: RTICULARS oming Check up 15 mi	TIME nutes St	Students	ics in Hospita	TASK Itain high standard Time Managemen	
They clearly ex METHODOLOG PAR Hygiene & Gro	plain the significance of Tim GY: RTICULARS oming Check up 15 mi	TIME nutes St	Students	hics in Hospita have to mair briefed about	TASK Itain high standard Time Managemen	
They clearly ex METHODOLOG PAR Hygiene & Gro	plain the significance of Tim GY: RTICULARS oming Check up 15 mi	TIME nutes St	Students tudents are tudents are	hics in Hospita have to mair briefed about	TASK Itain high standard Time Managemen Work Ethics	
They clearly ex METHODOLOG PAR Hygiene & Gro Briefing	plain the significance of Tim GY: RTICULARS oming Check up	TIME Student and state of the s	Students tudents are tudents are	have to mair briefed about briefed about	TASK Itain high standard Time Managemen Work Ethics	
METHODOLOG PAR Hygiene & Gro Briefing	plain the significance of Tim GY: RTICULARS oming Check up	TIME Student and S	Students tudents are tudents are tudents are ow it affects	have to mair briefed about briefed about ement explain s in personal 8	TASK Itain high standard Time Managemen Work Ethics ed & professional life	
They clearly ex METHODOLOG PAR Hygiene & Gro	plain the significance of Tim iY: RTICULARS oming Check up	TIME Inutes Stantagement and Stantagemen	Students are tudents are dime Manage ow it affects ideos shown	have to mair briefed about briefed about ement explain s in personal &	TASK Itain high standard Time Managemen Work Ethics ed A professional life ics and explained for	t

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

10 minutes

	POSSIBLE ERRORS	RECTIFICATION
ľ	The concept remains unclear. The Work Ethics not	An interactive session supported by relevant videos would clear out all doubts

Closing as per SOP

RESULT ANALYSIS

Closing

B.Sc Culinary Art						
SUBJECT:	Personality Development	MANUAL NO:	12	Faculty: Shabn	nam Jana	
TOPIC	Employability Quotient:	SEMESTER:	2	HOURS:	3 hours 45 mins	
TOPIC.	TOPIC: Resume building; Facing		۷	Approved By:	Deputy Director	

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win - Shiv

Video Clips: https://www.youtube.com/watch?v=TwZ7LgrPwR0; https://www.youtube.com/watch?v=_fP43gcBywU

LEARNING OUTCOME

The Students demonstrate their understanding by each preparing an impressive Resume

Students show confidence in facing Personal Interview.

METHODOLOGY:

PARTICULARS	TIME	TASK
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP
		Students are briefed about Bio Data, CV, Resume
Briefing	30 minutes	Students are briefed about preparing a Resume
		Students are briefed about Personal Interview
		Various formats are shared to provide guidelines on Resume building
Practical Demonstration	2hr 30 minutes	Students prepare sample Resumes
		Students face Personal Interviews individually
Check learning outcome	20 minutes	Students asked questions at the end of the session. They are asked to submit their
Check learning outcome	20 minutes	Resume for Interviews
Closing	10 minutes	Closing as per SOP
Closing	10 minutes	

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
The format of the Resume is not understood and wrong	A well planned session supported by relevant sample formats of resumes would
RESULT ANALYSIS	

The class is made interactive by showing various formats which help the students to learn better. Regular recap sessions help prepare for Interviews

RESOURCES: Projector REFERENCES: How to LEARNING OUTCOME The Students demons They clearly explain th METHODOLOGY: PARTICULA Hygiene & Grooming Briefing Practical Demonstrat Check learning outcome	to Win Friends IE Istrate their un Ithe significance	Questions laptop etc. s and Influence	SEME ce People and preparameters	aredness for	r interview.	Faculty: Shabe HOURS: Approved By: TASK attain high standard	A hours 45 mins Deputy Director You can win - Shiv Hygiene and Grooming as per SOP	
RESOURCES: Projector REFERENCES: How to the students demonstrated the	or, Screen & I o Win Friends E strate their un the significance	laptop etc. s and Influence nderstanding ce of the prep	and preparation	- Dale Carn aredness for	negie;	Approved By:	You can win - Shiv	
RESOURCES: Projector REFERENCES: How to the students demonstrated the	or, Screen & I o Win Friends E strate their un the significance	laptop etc. s and Influence nderstanding ce of the prep	and preparation	- Dale Carn aredness for	negie;	TASK	You can win - Shiv	
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Hygiene & Grooming Briefing Practical Demonstrat Check learning outcom				Stude	nts have to mair		Hygiene and Grooming as per SOP	
Briefing Practical Demonstrat Check learning outcom	g Check up	15 minute	S	Stude	ents have to mair	ntain high standard	Hygiene and Grooming as per SUP	
Practical Demonstrat Check learning outcom								
Practical Demonstrat Check learning outcom		•		Students a	re briefed about	·FAO		
Practical Demonstrat Check learning outcom		30 minutes	S	Students are briefed about their importance				
Check learning outcom						Г		
Check learning outcom								
_	tion	2hr 30 minu	utes			ject is shared with	the students	
_				Quizzes are held on thes questions				
	ne	20 minutes		Students a	isked questions a	at the end of the se	ssion.	
Closing		10 minutes		Closing as per SOP				
-								
POSSIBLE SOURCES O			<u> </u>			DECTIFICAT		
	POSSIBLE ERRO			م ما ما الحدد		RECTIFICAT		
Students are not prep RESULT ANALYSIS	pared with th	e answers		A well plan	nned interactive	session supported	by questions and answers would help	
KESULI ANALISIS								

			B.Sc C	Culinary Art			
SUBJECT:	Personality Devel	opment MANI	JAL NO:	14	Faculty: Shabr	nam Jana	
TOPIC:	Cuava Diagonasian	CENA	ESTER:	2	HOURS:	3 hours 45 mins	
TOPIC:	Group Discussion	SEIVI	ESIEK:	2	Approved By:	Deputy Director	
RESOURCES:	Projector, Screen & lap	otop etc.					
REFERENCES:	How to Win Friends a	nd Influence People	– Dale Carı	negie;		You can win - Shiv	
Video Clips: h	nttps://www.youtube.	com/watch?v=3w32	jlsRlsw				
LEARNING OU	JTCOME						
The Students	demonstrate their und	erstanding of Group	Discussion				
They clearly d	lemonstrate their unde	rstanding by effectiv	ely particip	ating in a GD			
METHODOLO	GY:						
PA	PARTICULARS TIME TASK						
Hygiene & Gr	ooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP				
				are briefed about			
Briefing		30 minutes	Students are briefed about evaluating process of Group Discussion				
Practical Dem	nonstration	2hr 30 minutes		participate in Grou	ıp Discussions		
		<u> </u>		own on GD.	the sectof the sec	erica The second of the idea of the	
Check learning	outcome	20 minutes	Students asked questions at the end of the session. They are asked to identify the				
			mistakes.				
Closing		10 minutes	Closing as per SOP				
POSSIBLE SOL	URCES OF ERRORS & RI	LECTIFICATION :					
	POSSIBLE ERRORS				RECTIFICAT	ION	
Students do n	not speak up; Students g	get into arguments;	A well pla	nned interactive s	ession with all clar	ification of the mistakes would clear	
RESULT ANAL							
More number	rs of GDs the better the	performance of the	students.				

SUBJECT:	Personality Development	MANUAL NO:	15	Faculty: Shabr	nam Jana
TOPIC: M	lock Interview	SEMESTER:	า	HOURS:	3 hours 45 mins
TOPIC.	lock interview		2	Approved By:	Deputy Director

REFERENCES: How to Win Friends and Influence People – Dale Carnegie;

You can win - Shiv

Video Clips:https://www.youtube.com/watch?v=i4nzVdcrhNs; https://www.youtube.com/watch?v=T1vTofBM_uA

LEARNING OUTCOME

Students learn to face interviews confidently and Skilfully

METHODOLOGY:

PARTICULARS	TIME	TASK
Hygiene & Grooming Check up	15 minutes	Students have to maintain high standard Hygiene and Grooming as per SOP
Briefing	30 minutes	Students are briefed about Mock Interview
		Students are briefed about the Interview panel
		Students are briefed about the importance of Mock Interview
Practical Demonstration	2hr 30 minutes	Students are Interviewed like real life Interviews by a Panel of Interviewers
		Mostly the faculties of other departments and HOD
		Each student faces the panel individually
Check learning outcome	20 minutes	Students are interviewed with all the parameters covered.
Closing	10 minutes	Closing as per SOP

POSSIBLE SOURCES OF ERRORS & RECTIFICATION:

POSSIBLE ERRORS	RECTIFICATION
The Body language, Attitude, Grooming is not	A well planned interactive session supported by videos of their interviews would

RESULT ANALYSIS

The class is made interactive by showing various interesting and relevant videos which help the students to perform better and clear any interview.