

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/Elective	Core - Communication
Credit Points	2
Weekly Delivery/ Contact Hours	04 Hours per week
Resource Requirements	Class Room, AV aids
Class conducted 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

Practical No	Particulars	Duration
1	Introduction to Personality Development	4 hrs
	Concept of Personality	
	Dimensions of Personality	
2	Theories of Freud & Erickson	4 hrs
	Significance of Personality Development	
3	Preparation of Self Introduction	4 hrs
	Analyzing Strength & Weakness	
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 Interview	4 hrs
13	Frequently asked questions	4 hrs
14	Group Discussions	4 hrs
15	Mock Interview	4 hrs

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	1	Faculty: Shabnam Jana	
TOPIC:	Introduction to Personality Development; Concept &	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
REFERENCES: How to Win Friends and Influence People – Dale Carnegie; You can win - Shiv					
Video clips: https://www.youtube.com/watch?v=v2euEwGnas8					
LEARNING OBJECTIVES:					
1	Students will be able to understand the Concept of Personality Development				
2	Students will be able to understand the Importance of Personality Development				
LEARNING OUTCOME					
The Students understand and can explain the concept of Personality Development, its dimensions after the session.					
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 Personality Development		
			The Concept of Personality		
			The Dimensions of Personality		
Practical Demonstration		2hr 30 minutes	Introduction to Personality Development		
			Explained its importance in Hospitality Industry		
			Videos shown about the different types of personalities		
Check learning outcom		20 minutes	Students asked questions at the end of the session. They are asked to share some memorable experiences		
Closing		10 minutes	Closing as per SOP		
POSSIBLE SOURCES OF ERRORS & RECTIFICATION :					
POSSIBLE ERRORS			RECTIFICATION		
Misconceptions about Personality Development. The			A well planned session supported by relevant videos would clear out all doubts		
RESULT ANALYSIS					
The class is made interesting by showing various interesting and relevant videos which help the students to learn better.					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	2	Faculty: Shabnam Jana	
TOPIC:	Theories of Freud & Erickson; Significance of Personality	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
REFERENCES: How to Win Friends and Influence People – Dale Carnegie; You can win - Shiv					
Video clips: https://www.youtube.com/watch?v=v2euEwGnas8					
LEARNING OBJECTIVES:					
1	Students will be able to understand the different Theories of Freud & Erickson				
2	Students will be able to understand the Significance of Personality Development				
LEARNING OUTCOME					
The Students understand and can explain the Theories of Freud & Erickson .					
They clearly explain the significance of Personality 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		
Briefing		30 minutes	Students are briefed about Freud Students are briefed about Erickson Significance of Personality Development		
Practical Demonstration		2hr 30 minutes	The different theories explained to understand Personality Development 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 certain personality traits		
Closing		10 minutes	Closing as per SOP		
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					
The class is made interactive by showing various interesting and relevant videos which help the students to learn better.					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	3	Faculty: Shabnam Jana	
TOPIC:	Preparation of Self Introduction; Analyzing	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
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	
Briefing		30 minutes		Students are briefed about Self Introduction	
				Students are briefed about SWOT Analysis	
				Significance of Introduction in an Interview	
Practical Demonstration		2hr 30 minutes		Various examples of Introduction shared	
				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 themselves in an interesting manner	
Closing		10 minutes		Closing as per SOP	
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: Shabnam Jana	
TOPIC:	Attitude: Concepts; Factors affecting Attitude; Positive &	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
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 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			
Briefing	30 minutes	Students are briefed about Attitude and the Concepts			
		Factors affecting Attitude			
		Positive Attitude and Negative Attitude			
Practical Demonstration	2hr 30 minutes	The Concept of Attitude explained.			
		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 the attitudes of different personalities through videos and role plays			
Closing	10 minutes	Closing as per SOP			
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					
The class is made interactive by showing various interesting and relevant videos which help the students to learn better.					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	5	Faculty: Shabnam Jana	
TOPIC:	Steps to build positive attitude; Difference between	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
REFERENCES: How to Win Friends and Influence People – Dale Carnegie; You can win -					
Video clips: https://www.youtube.com/watch?v=t1XCzWIYWeA ; 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		
Briefing		30 minutes	Briefed about the steps to Build Positive Attitude Explain how to identify people with the different attitudes.		
Practical Demonstration		2hr 30 minutes	Explained the steps to build Positive Attitude Difference between the Personalities with PPositive & 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 the different attitudes and how it affects the Hospitality Industry		
Closing		10 minutes	Closing as per SOP		
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					
The class is made interactive by showing various interesting and relevant videos which help the students to learn better.					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	6	Faculty: Shabnam Jana	
TOPIC:	Motivation; Concept, Internal & External Motivation;	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
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		
Briefing		30 minutes	Students are briefed about Motivation and its concept		
			Students are briefed about Internal & External Motivation		
			Students are briefed about the Motivating & Demotivating Factors		
Practical Demonstration		2hr 30 minutes	Motivation and its Concept explained		
			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 Motivating and Demotivating factors		
Closing		10 minutes	Closing as per SOP		
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					
The class is made interactive by showing various interesting and relevant videos which help the students to learn better.					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	7	Faculty: Shabnam Jana	
TOPIC:	Interpersonal relations: Transactions; Different Ego	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
REFERENCES: How to Win Friends and Influence People – Dale Carnegie; You can win - Shiv					
Video Clips: https://www.youtube.com/watch?v=Ib09GqWP5rY ; https://www.youtube.com/watch?v=nKNyFSLJy6o					
LEARNING OBJECTIVES:					
1	Students will be able to understand Interpersonal Relations; Different Ego States; Transactions;				
2	Students will be able to understand the Strokes and Life Positions				
LEARNING OUTCOME					
The Students demonstrate their understanding of Interpersonal relations and Ego states through activities					
They clearly explain the significance of Interpersonal Skills 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		
Briefing		30 minutes	Students are briefed about Interpersonal Relations and Skills		
			Students are briefed about Analysing different Ego States		
			Students are briefed about Transactions, Strokes and Life Positions		
Practical Demonstration		2hr 30 minutes	Interpersonal Skills explained		
			Different Ego States are Analyzed		
			Transactions; Strokes & Life positions explained through various activities, videos		
Check learning outcome		20 minutes	Students asked questions at the end of the session. They participate in activities to understand better.		
Closing		10 minutes	Closing as per SOP		
POSSIBLE SOURCES OF ERRORS & RECTIFICATION :					
POSSIBLE ERRORS			RECTIFICATION		
Ego states not understood; Strokes not clear			A well planned interactive session supported by relevant videos and activities would		
RESULT ANALYSIS					
The class is made interactive by various interesting activities and relevant videos which help the students to learn better.					

Lab Manual					
SUBJECT:	Communication	MANUAL NO:	8	Faculty: Shabnam Jana	
TOPIC:	Body Language; Manners & Etiquette	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
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		
Briefing		30 minutes	Students are briefed about Body Language		
			Students are briefed about Manners & Etiquette		
			Importance of both in Hospitality		
Practical Demonstration		2hr 30 minutes	Body Language explained as an important aspect of communication		
			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 good & bad manners., positive & negative Body language		
Closing		10 minutes	Closing as per SOP		
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					
The class is made interactive by showing various interesting and relevant videos which help the students to learn better.					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	9	Faculty: Shabnam Jana	
TOPIC:	Conflict Management; Stress Management	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
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	
Briefing		30 minutes		Students are briefed about Conflict Management	
				Students are briefed about Stress Management	
				Students are briefed about the importance of them	
Practical Demonstration		2hr 30 minutes		Explained what is Conflict and how to manage the same at work place	
				Explained Stress Management, how to handle stress at work	
				Videos shown on Conflicts and 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 conflicts, stress causing activities	
Closing		10 minutes		Closing as per SOP	
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					
The class is made interactive by showing various interesting and relevant videos which help the students to learn better.					

B.Sc Culinary Art				
SUBJECT:	Personality Development	MANUAL NO:	10	Faculty: Shabnam Jana
TOPIC:	Leadership; Team Building	SEMESTER:	2	HOURS: 3 hours 45 mins
				Approved By: Deputy Director
RESOURCES: Projector, Screen & laptop etc.				
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		
Briefing	30 minutes	Students are briefed about Leadership Skills Students are briefed about Group Dynamics and Team Building		
Practical Demonstration	2hr 30 minutes	Leadership Skills explained 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 Leadership Skills and Work on a project as a team		
Closing	10 minutes	Closing as per SOP		
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				
The class is made interactive by showing various interesting and relevant videos and games which help the students to learn better.				

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	11	Faculty: Shabnam Jana	
TOPIC:	Time Mangement; Work Ethics	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
REFERENCES: How to Win Friends and Influence People – Dale Carnegie; You can win - Shiv					
Video Clips: https://www.youtube.com/watch?v=KJLHIOldqA4&t=37s ; https://www.youtube.com/watch?v=DxWDtTIWdkE					
LEARNING OUTCOME					
The Students demonstrate their understanding of Time Management & Work Ethics					
They clearly explain the significance of Time Management and Work Ethics 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	
Briefing		30 minutes		Students are briefed about Time Management Students are briefed about Work Ethics	
Practical Demonstration		2hr 30 minutes		Time Management explained How it affects in personal & professional life Videos shown on Work Ethics and explained for people in Hospitality Industry.	
Check learning outcome		20 minutes		Students asked questions at the end of the session. They are asked to demonstrate work ethics through Role Plays	
Closing		10 minutes		Closing as per SOP	
POSSIBLE SOURCES OF ERRORS & RECTIFICATION :					
POSSIBLE ERRORS			RECTIFICATION		
The concept remains unclear. The Work Ethics not			An interactive session supported by relevant videos would clear out all doubts		
RESULT ANALYSIS					
The class is made interactive by showing various interesting and relevant videos which help the students to learn better.					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	12	Faculty: Shabnam Jana	
TOPIC:	Employability Quotient: Resume building; Facing	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
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	
Briefing		30 minutes		Students are briefed about Bio Data, CV, Resume Students are briefed about preparing a Resume Students are briefed about Personal Interview	
Practical Demonstration		2hr 30 minutes		Various formats are shared to provide guidelines on Resume building 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 Resume for Interviews	
Closing		10 minutes		Closing as per SOP	
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					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	13	Faculty: Shabnam Jana	
TOPIC:	Frequently Asked Questions	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
REFERENCES: How to Win Friends and Influence People – Dale Carnegie; You can win - Shiv					
LEARNING OUTCOME					
The Students demonstrate their understanding and preparedness for interview.					
They clearly explain the significance of the preparedness					
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 FAQ Students are briefed about their importance	
Practical Demonstration		2hr 30 minutes		100 FAQs on each core subject is shared with the students Quizzes are held on the questions	
Check learning outcome		20 minutes		Students asked questions at the end of the session.	
Closing		10 minutes		Closing as per SOP	
POSSIBLE SOURCES OF ERRORS & RECTIFICATION :					
POSSIBLE ERRORS			RECTIFICATION		
Students are not prepared with the answers			A well planned interactive session supported by questions and answers would help		
RESULT ANALYSIS					
The class is made interactive by having quizzes which help the students to learn better.					

B.Sc Culinary Art					
SUBJECT:	Personality Development	MANUAL NO:	14	Faculty: Shabnam Jana	
TOPIC:	Group Discussion	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
REFERENCES: How to Win Friends and Influence People – Dale Carnegie; You can win - Shiv					
Video Clips: https://www.youtube.com/watch?v=3w32jIsRlsw					
LEARNING OUTCOME					
The Students demonstrate their understanding of Group Discussion					
They clearly demonstrate their understanding by effectively participating in a GD					
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 Group Discussion		
			Students are briefed about evaluating process of Group Discussion		
	Practical Demonstration	2hr 30 minutes	Students participate in Group Discussions		
			Videos shown on GD.		
	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 SOURCES OF ERRORS & RECTIFICATION :					
	POSSIBLE ERRORS		RECTIFICATION		
	Students do not speak up; Students get into arguments;		A well planned interactive session with all clarification of the mistakes would clear		
RESULT ANALYSIS					
More numbers of GDs the better the performance of the students.					

SUBJECT:	Personality Development	MANUAL NO:	15	Faculty: Shabnam Jana	
TOPIC:	Mock Interview	SEMESTER:	2	HOURS:	3 hours 45 mins
				Approved By:	Deputy Director
RESOURCES: Projector, Screen & laptop etc.					
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.					