

Academic Year 2021-22

**VALUE ADDED
COURSE
REPORT
ON
“HYGIENE
SANITATION
&
SAFETY”**




Director
Shri Sharda Bhavan Education Society's
Institute of Technology and Management,
NANDED.

**SHRI SHARDA BHAVAN EDUCATION SOCIETY'S
INSTITUTE OF TECHNOLOGY & MANAGEMENT**

VALUE ADDED COURSE

REPORT

ON

“Hygiene Sanitation & Safety”

Dept of Hospitality Studies

A.Y- 2021-22

Course coordinator

P. U. Shegaonkar



REPORT ON

Value added Course on “Hygiene sanitation &safety”

A 10 days Add-on course on “Hygiene sanitation &safety” was conducted for students by Department of B.sc. Hospitality studies t, SSBES' ITM College, Nanded

. It was organized to give general awareness to the students about “Hygiene sanitation &safety” apart from curriculum... It offered a great opportunity to the students to enhance their knowledge about Indian cooking specially snacks.

The course was successfully completed from 21/ 03/22 to 31- 03 -2022

For this course 32 students were actively participated and benefitted.

We felicitated the students with course completion certificates. The students' had given satisfactory feedback about the course.

Note :- The course consist duration of 30 hrs.

,Course objectives

- 1) Gain basic knowledge about food hygiene
- 2) Methods used to maintain hygiene in food industries
- 3) Different Safety precaution maintain in food industries




Course co-ordinator
Mr.P.U.Shegaonkar



Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT
VIP Road, Nanded-431 602(M.S.), INDIA



www.ssbessitm.org E-mail ssbesitm@yahoo.com (Ph.02462-254850, 253471)

President

Hon. Ashok Shankarrao Chavan
B.Sc., M.B.A.

Vice-President

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M.A.(Eco.) Ph.D.

Director

Dr. S.B. Thorat
Ph.D.

College has been included under section 2 (f) & 12 (B) of the UGC Act, 1956

Recognized by Govt. of Maharashtra, Approved by A.I.C.T.E., New Delhi & Affiliated to S.R.T.M. University, Nanded

Ref. S.S.B.E.S'I.T.M.201 -201 /

Date:

13 March 2022

IMPORTANT NOTICE

All the students of BSc. H.S. hereby informed that Department of B. Sc. Hospitality Studies is organizing a 1-week Value added Course on '**Hygiene sanitation & Safety**'. This course will give you extra knowledge and skills apart from regular curriculum & it is free of cost.

Interested students enroll their names before 20th March 2023, classes will be commenced from 21- 03 - 2022 to 31- 03 -2022, in Hall No. 4 at 02:00 pm to 04:30 pm. After completing this course students will get the Certificate from college.

Students can enroll their names with Mr. P.U .Shegaonkar (Mo. No. - 9049980446), H.O.D., Department of B. Sc. Hospitality Studies.

HOD

Dept. of B. Sc. HS
SSBES' ITM, Nanded



A Value added course in Hygiene sanitation & safety`

Course contents

The main aim is to run this Value-added course is to spread awareness within students about food and hygiene, as well as what safety precautions we have to follow

Unit -1- Introduction of cookery-Hygiene sanitation & safety

- 1.1 Introduction of Indian& continental cookery, cooking of food – Reasons & different methods of cooking food
- 1.2 Food& nutrition-Nutrients present in all vegetables and non-vegetarian food products and other
- 1.3 Food safety practices-- Food comities working in international & national level
- 1.4 proper techniques of cooking food
- 1.5 Factors influencing eating habits sectors of hospitality

Unit-2 Food hygiene and safety

- 2.1 Hygiene and safe practices of handling food
- 2.2 maintenance of hygiene in food industry
- 2.3 food storage technics –modern and traditional
- 2.4 importance of food safety in food business
- 2.5 food safety practices awareness within employees

Note :- The course consist duration of 30 hrs.

Practical's:-

- 1) Identify different cereals, pulses, vegetables & other ingredients**
- 2) Food& nutritional values of each ingredients**
- 3) Food hygiene and storage of different food ingredients**





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 VIP Road, Nanded-431 602(M.S.), INDIA
 Website: www.ssbessitm.org E-mail ssbessitm@gmail.com Phone: 02462-254850



Department of Hospitality Studies

REGISTRATION SHEET

Sr.No.	Name of student	Class	Sign.
1	Kale Yogesh Gajanan	Bsc.H.S	<i>[Signature]</i>
2	Manwar Karan	Bsc.H.S	<i>[Signature]</i>
3	Narwade Rohan	Bsc.H.S	<i>[Signature]</i>
4	Vishal Narwade	B.Sc.H.S.	<i>[Signature]</i>
5	Ubale sandip	Bsc.H.S	<i>[Signature]</i>
6	Rathod Nitesh	B.Sc.H.S.	<i>[Signature]</i>
7	Kahale Saurabh	Bsc.H.S.	<i>[Signature]</i>
8	Vishal Rathod	B.Sc.H.S.	<i>[Signature]</i>
9	Ingole Abhigeet	BSC.H.S	<i>[Signature]</i>
10	Manwart swaraj	B.Sc.H.S	<i>[Signature]</i>
11	Pradip Ranveer	B. SC.H.S	<i>[Signature]</i>
12	Narwade vipul	Bsc.H.S	<i>[Signature]</i>
13	Goge Shantanu	BSC.H.S	<i>[Signature]</i>
14	Suryavnsi Vikas	BSC.H.S	<i>[Signature]</i>
15	More Dnyaneshwar	Bsc.H.S.	<i>[Signature]</i>
16	Bhalerao vikram	BSC.H.S	<i>[Signature]</i>
17	Wadje Shivraj Hemant	Bs.H.S	<i>[Signature]</i>
18	Pandit Nisha Nitin	Bsc.H.S	<i>[Signature]</i>
19	Waghmare Angsha	BSC.H.S	<i>[Signature]</i>
20	Gacche Gangasagar	BSC.H.S.	<i>[Signature]</i>
21	Gawali Ayan	B. SC.H.S.	<i>[Signature]</i>
22	Jadhav Surabh	Bsc.H.S	<i>[Signature]</i>
23	Suyavanshi Aniket	BSC.H.S	<i>[Signature]</i>
24	Shinde Avadhut	Bsc.H.S	<i>[Signature]</i>
25	Gadekar Manohar	B. SC.H.S.	<i>[Signature]</i>
26	Sarpate Neha	BSC.H.S	<i>[Signature]</i>
27	Kamble Ajay	BSC.H.S	<i>[Signature]</i>
28	Sonkamble Nagesh	BSC.H.S	<i>[Signature]</i>
29	Dawane Raj	Bsc.H.S.	<i>[Signature]</i>
30	Dipke Vishal	BSC.H.S	<i>[Signature]</i>
31	Waghmare Pravin	Bsc.H.S	<i>[Signature]</i>
32	Jadhav Saurabh	Bsc.H.S	<i>[Signature]</i>
33	Sonkamble Vishwaratan	BSC.H.S	<i>[Signature]</i>
34	Kamble Dhutraj	BSC.H.S	<i>[Signature]</i>



COURSE IN FOOD SAFETY & HYGIENE MANAGEMENT

Students Attendance Sheet

Sr. No.	Name of the Students	21-03-23	23-03-23	24-03-23	25-03-23	27-03-23	28-03-23
1.	Kale Yogesh Gajanan	P	P	P	P	P	A
2.	Manwar Karan	P	P	P	P	P	P
3.	Narwade Rohan	P	P	P	P	P	P
4.	Vishal Narwade	P	P	P	P	A	P
5.	Ubale sandip	P	P	P	P	P	P
6.	Rathod Nitesh	P	P	P	P	P	P
7.	Kahale Saurabh	P	P	P	P	P	P
8.	Vishal Rathod	P	P	P	P	P	P
9.	Ingole Abhigeet	A	P	P	P	P	P
10.	Manwart swaraj	P	P	P	A	P	P
11.	Pradip Ranveer	P	P	P	P	P	P
12.	Narwade vipul	P	A	P	P	P	A
13.	Goge Shantanu	A	P	P	P	P	P
14.	Suryavnsi Vikas	P	P	P	P	P	P
15.	More Dnyaneshwar	P	P	P	P	P	P
16.	Bhalerao vikram	P	P	P	P	P	P
17.	Wadje Shivraj Hemant	P	P	P	P	P	P
18.	Pandit Nisha Nitin	P	P	A	P	P	P
19.	Waghmare Angsha	P	A	P	P	P	P
20.	Gacche Gangasagar	P	P	P	P	P	A
21.	Gawali Ayan	P	P	P	P	P	P
22.	Jadhav Surabh	P	P	P	P	P	P
23.	Suyavanshi Aniket	P	P	A	P	P	P
24.	Shinde Avadhut	P	P	P	P	P	P
25.	Gadekar Manohar	P	P	P	P	P	P
26.	Sarpate Neha	A	P	P	P	P	A
27.	Kamble Ajay	P	P	P	A	P	P
28.	Sonkamble Nagesh	P	A	P	P	P	P
29.	Dawane Raj	P	P	P	P	P	P
30.	Dipke Vishal	P	P	P	P	P	P
31.	Waghmare Pravin	P	P	P	P	P	P
32.	Jadhav Saurabh	P	P	P	P	P	P
33.	Sonkamble Vishwaratan	P	P	P	P	P	P
34.	Kamble Dhutraj	P	P	P	P	A	P
35.			P	P	P		P



COURSE IN FOOD SAFETY & HYGIENE MANAGEMENT

Students Attendance Sheet

Sr. No.	Name of the Students	29-03-23	31-03-23				
1	Kale Yogesh Gajanan	P	P				
2	Manwar Karan	P	P				
3	Narwade Rohan	P	P				
4	Vishal Narwade	P	P				
5	Ubale sandip	P	P				
6	Rathod Nitesh	P	P				
7	Kahale Saurabh	A	P				
8	Vishal Rathod	P	P				
9	Ingole Abhigeet	P	P				
10	Manwart swaraj	P	A				
11	Prradip Ranveer	P	P				
12	Narwade vipul	P	P				
13	Goge Shantanu	P	P				
14	Suryavnshi Vikas	P	P				
15	More Dnyaneshwar	P	P				
16	Bhalerao vikram	P	P				
17	Wadje Shivraj Hemant	P	P				
18	Pandit Nisha Nitin	P	P				
19	Waghmare Angsha	P	P				
20	Gacche Gangasagar	P	P				
21	Gawali Ayan	A	P				
22	Jadhav Surabh	P	P				
23	Suyavanshi Aniket	P	P				
24	Shinde Avadhut	P	P				
25	Gadekar Manohar	A	P				
26	Sarpate Neha	P	P				
27	Kamble Ajay	P	A				
28	Sonkamble Nagesh	P	N				
29	Dawane Raj	P	P				
30	Dipke Vishal	P	P				
31	Waghmare Pravin	P	P				
32	Jadhav Saurabh	P	P				
33	Sonkamble Vishwaratan	P	P				
34	Kamble Dhutraj	P	P				



[Handwritten signature]

**SSBE'S
INSTITUTE OF TECHNOLOGY & MANAGEMENT,
Nanded**



CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT MANWAR KARAN PRAKASH HAS SUCCESSFULLY
COMPLETED COURSE ON Hygiene Sanitation & Safety
DEPT.OFB.SC.HOSPITALITY STUDIES, SSBES' ITM, NANDED DURING
21/03/2022 TO 31/03/2022.

**Mr. P.U. Shegaonkar
Head of Department**

**Mr. P.U. Shegaonkar
Course coordinator**

**Dr. S.B. Thorat
Director**





Add-On Course

Academic Year-2021-22



Shri Sharada Bhavan Education Society's

INSTITUTE OF TECHNOLOGY & MANAGEMENT,

VIP Road, NANDED – 431602, MS.

Contact No.: 02462 – 254850, Email ID: ssbesitm@yahoo.com

Department of Computer Science

Add-On Course Subject: Essentials of CS & IT

Duration: 10 Days (From: 21/03/2022 to 30/03/2022)




Director
Shri Sharada Bhavan Education Society's
Institute of Technology and Management
NANDED.

Add-On Course Subject: Essentials of CS & IT

Duration: 10 Days (From: 21/03/2022 to 30/03/2022)

About this Course:

This course will give a knowledge of basic and essential knowledge of Computer Science and Information Technology to students.

This course will give students some addition information about practical tips and techniques along with deep theory knowledge of the syllabus contents.

By the end of this course, students will be able to:

- Understand what is computer? And how it works.
- What is Operating System and its types?
- How to use different office tools for creating documentations.
- Understand what is Internet and How to access Internet.





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Department of Computer Science

REPORT ON

Add-on Course on Essentials of CS & IT

A 10 Days Add-On course on Essentials of CS & IT was conducted for students of BBA by Dept. of Computer Science, SSBES' ITM College, Nanded. It was planned to give supplementary advantage to students apart from classroom learning. The sessions schedule had been planned in such a way that students do not have to miss their regular classes. It offered a great opportunity to the students to enhance their knowledge of basics of CS & IT.

The course was successfully completed from 21st March to 30 March 2022. 96 students actively participated and benefitted through the above course. The students' response to the course is satisfactory.

Dr. Anagha Ralegaonkar
Course Coordinator
SSBES's ITM, Nanded

Dr. M.M. Bokare
HOD
SSBES's ITM, Nanded





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Department of Computer Science

NOTICE

All the BBA FY students of SSBES's ITM, Nanded are hereby informed that, Dept. of Computer Science is arranging the 10 Days Add-on Course on "Essentials of CS & IT". This course will be conducted from 21/03/22 to 30/03/22 at Hall no.1 from 2:00 pm. to 5:00 pm. After completion of this course students will get the certificate from college. Students should note that the course is free of cost. If you wish to register yourself for the course contact Dr. Anagha Ralegaonkar (Contact no. 7588427071).

Students are requested to take benefit of the course in majority and make it convenient to attend the same.

HOD,

Dept. of Computer Science,
SSBES's ITM, Nanded





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Department of Computer Science



Add-on Course: Essentials of CS & IT

List of Registered Candidates

Sr. No.	Name of the Students	Class
1.	BATTH BHUPINDERSINGH HARJEETSINGH	BBA SY
2.	KUNDGULWAR PRAPTI MAHENDRA	BBA SY
3.	VANNALE PRIYANKA SAMBHAJI	BBA SY
4.	YERAWAR SHRIRANG SAINATH	BBA SY
5.	BHANUSHALI DHURUV KANAHYALAL	BBA SY
6.	ALLEWAR OMKAR MUKESH	BBA SY
7.	AMILKANTHWAR VENKATESH ANIL	BBA SY
8.	GODALE GANESH VISHWAMBHAR	BBA SY
9.	MANURE SANKET BALAJI	BBA SY
10.	SHAHANE PRAJWAL SHAILESH	BBA SY
11.	PAWAR VASANT GOVIND	BBA SY
12.	SHINDE VALLABH SHIVAJIRAO	BBA SY
13.	KESHATWAR VAISHNAVI LAXMIKANT	BBA SY
14.	BAHETI SUSHIL VILAS	BBA SY
15.	YANGULADAS NARSING DATTPRASAD	BBA SY
16.	SAWANT ABHISHEK MADHAVRAO	BBA SY
17.	ADE HEMANT GOVIND	BBA SY
18.	RATNAPARKHE OMKAR GAJANAN	BBA SY
19.	YEDKE PRIYA VINDO	BBA SY
20.	GODSE SAI KAILAS	BBA SY
21.	PAITWAR MAHESH MADHUKAR	BBA SY
22.	BHARADIYA VIJAYA DHANRAJ	BBA SY
23.	JAISWAL SOUNDARYA SANJAY	BBA SY
24.	DAHLE ANIKET SANJAY	BBA SY
25.	RATHOD ADITYA PRAVEEN	BBA SY
26.	TARTE ANISH SHESHARAO	BBA SY
27.	SHINDE PAYAL BALAJI	BBA SY
28.	YAHYA ABDURRAHMAN CHAUS	BBA SY
29.	TIDKE SARTHAK SAMBHAJIRAO	BBA SY
30.	MUDHOLKAR RAHUL BAPURAO	BBA SY
31.	HARKAR MAHESH RAJU	BBA TY
32.	HUNDAL AMANDEEP SINGH SURVANSINGH	BBA TY
33.	INDURKAR SONALI SHUBHAM	BBA TY
34.	INGALE NITIN VYANKATI	BBA TY
35.	JADHAV PAVAN RAJESHWAR	BBA TY
36.	JADHAV POOJA GIRISHRAO	BBA TY
37.	JADHAV PRAKASH ASHOKRAO	BBA TY
38.	JETHWANI CHETANA RAJESH	BBA TY
39.	JOHARI GAYATRI SURESH	BBA TY
40.	JONDHALE SARIPUT GAUTAM	BBA TY
41.	JOSHI AMEAY SANJAY	BBA TY
42.	JOSHI MUKUND MANOJRAO	BBA TY
43.	JOSHI SANDESH SANJAY	BBA TY





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44.	KABRA KRISHNA SANJAY	BBA TY
45.	KACHAWAR SEJAL SUNIL	BBA TY
46.	KADAM OMKAR DILIP	BBA TY
47.	KADAM SWARAJ RAJESHKUMAR	BBA TY
48.	KAGADE SUPRASHANT UTTAM	BBA TY
49.	KAKDE ANIL PRAKASH	BBA TY
50.	KALE VAISHNAVI TUKARAM	BBA TY
51.	KALYANKAR SAURABH BABURAO	BBA TY
52.	KALYANKAR VEDANT SATISHRAO	BBA TY
53.	KAMBLE SHRIKANT DATTARAO	BBA TY
54.	KAMBLE SUMEDH SAMBHAJI	BBA TY
55.	KANKAL GANESH SHIVAJI	BBA TY
56.	KASBE SANJANA UTTAM	BBA TY
57.	KHANSOLE KRISHNA BAPURAO	BBA TY
58.	KHIYANI MOHIT SUSHIL	BBA TY
59.	KONDA DINESHKUMAR SHRINIVAS	BBA TY
60.	KONDAWAR KALYNI GANESHRao	BBA TY
61.	KOTALWAR RUTUJA RAVINDRARAO	BBA TY
62.	KOTGIRE KUNAL PRAKASH	BBA TY
63.	KOTURWAR PURUSHOTTAM RAJKUMAR	BBA TY
64.	KSHIRSAGAR KIRAN DNYANESHWAR	BBA TY
65.	KUDALE PRAMOD SHAM	BBA TY
66.	KULKARNI RANUKADAS SURYAKANTRAO	BBA TY
67.	KUNCHALWAR PRIYANKA JANARDHAN	BBA TY
68.	KUNTURKAR SOHAM JAGDISH	BBA TY
69.	LABHASHETWAR MONISH MAHENDRARAO	BBA TY
70.	LABHASHETWAR PRASAD DIGAMBAR	BBA TY
71.	LANDGE MANMATH GANGADHAR	BBA TY
72.	LASHKARE VINAYAK SHIVAJI	BBA TY
73.	LONDHE MANGESH NAMDEVRAO	BBA TY
74.	LONE KIRAN GANGADHAR	BBA TY
75.	LUTE TRUPTI DATTARAO	BBA TY
76.	MAAN SIMARJYOT SINGH RAJINDER SINGH	BBA TY
77.	MAGARE SHAILESH PRAKASH	BBA TY
78.	MAKATE ANUP LAXMIKANTRAO	BBA TY
79.	MALEGAVE POOJA BALAJI	BBA TY
80.	MAMIDWAR PREM UMESH	BBA TY
81.	MANASPURE YOGESHWARI SHANKARRAO	BBA TY
82.	MANGRULE BHIMASHANKAR DHONDIBA	BBA TY
83.	MANTRI JAYSHREE ANIL	BBA TY
84.	MATHDEWARU NEHA GURULINGAPPA	BBA TY
85.	MD ABUBAKAR MANZOOR AHMAD	BBA TY
86.	MD REHAN MD ZAHEERUDDIN	BBA TY





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Department of Computer Science



87.	MD SAJID MD SHAKEEL	BBA TY
88.	MIRZA UBEDULLA BAIG MIRZA ASKARULLA	BBA TY
89.	MITKE SAKSHI SANJAY	BBA TY
90.	MOHAMMAD MUZAFFAR MOHAMMAD ABDUL SHUKUR	BBA TY
91.	MOHITE VIVEK MDHAV	BBA TY
92.	MORE VAISHNAVI MANOHARRAO	BBA TY
93.	MUDHALWADKAR SHRIVEDA PRASHANT	BBA TY
94.	MUDHOL SHRADHA JAGDEV	BBA TY
95.	MUDIRAJ PRIYA VENKATSWAMI	BBA TY
96.	MULEY VARAD SUNIL	BBA TY





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Department of Computer Science



Add-on Course: Essentials of CS & IT
Syllabus and Schedule

Date		2:00 – 5:00	Expert
21/03/2022 DAY 1	Introduction to Computer	Definition, Characteristics, Basic Organization Types of Computers, Software, Hardware, I/O Devices	Dr. Anagha Ralegaonkar
22/03/2022 DAY 2	Operating Systems	Introduction, Definition, Types, Windows Operating System- Introduction, Features, Terminologies- Desktop, My Computer,	Dr. Anagha Ralegaonkar
23/03/2022 DAY 3	Operating Systems	Documents, and Control Panel etc. Creating Files, folders, cut, copy and paste, Windows Accessories-Calculator, Notepad, Icons And Practical Session	Dr. Anagha Ralegaonkar
24/03/2022 DAY 4	Office Tools- Microsoft Word	Opening screen of MS-word, Tabs- File Tab, Home Tab- (Clipboard, Font, Paragraph, Styles, Editing), Insert Tab- (Pages, Tables, Illustrations ,Header and Footer), Layout Tab- (Page Set-up), Review Tab- (Proofing), View Tab- (Views, Zoom, Show) And Practical Session	Dr. P.B. Tamsekar
25/03/2022 DAY 5	Office Tools- Microsoft Word	Layout Tab- (Page Set-up), Review Tab- (Proofing), View Tab- (Views, Zoom, Show) And Practical Session	Dr. P.B. Tamsekar
26/03/2022 DAY 6	Office Tools- Microsoft Excel	Opening screen of MS-excel, Formatting cells, Merging Working with Formulas and Functions,	Dr. P.B. Tamsekar
27/03/2022 DAY 7	Office Tools- Microsoft Excel	Creating charts, Conditional Formatting And Practical Session	Dr. P.B. Tamsekar
28/03/2022 DAY 8	Office Tools- Microsoft PowerPoint	Opening Screen of MS PowerPoint, creating a new presentation, Slide Transition Custom Animation effects, Slide show, Adding audio and video on slides And Practical Session	Mr. P. P. Joshi
29/03/2022 DAY 9	Office Tools- Microsoft PowerPoint	Custom Animation effects, Slide show, Adding audio and video on slides And Practical Session	Mr. P. P. Joshi
30/03/2022 DAY 10	Computer Network and Internet	Computer Network -Introduction, Types, Uses/Applications of Computer network and Practical Exam and Valedictory Function	Mr. P. P. Joshi





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Department of Computer Science



Add-on Course: Essentials of CS & IT
Result Sheet

Sr. No.	Name of the Students	Marks Obtained (out of 20)
1.	BATTH BHUPINDERSINGH HARJEETSINGH	20
2.	KUNDGULWAR PRAPTI MAHENDRA	17
3.	VANNALE PRIYANKA SAMBHAJI	17
4.	YERAWAR SHRIRANG SAINATH	16
5.	BHANUSHALI DHRUV KANAHYALAL	20
6.	ALLEWAR OMKAR MUKESH	18
7.	AMILKANTHWAR VENKATESH ANIL	13
8.	GODALE GANESH VISHWAMBHAR	16
9.	MANURE SANKET BALAJI	20
10.	SHAHANE PRAJWAL SHAILESH	20
11.	PAWAR VASANT GOVIND	17
12.	SHINDE VALLABH SHIVAJIRAO	17
13.	KESHATWAR VAISHNAVI LAXMIKANT	17
14.	BAHETI SUSHIL VILAS	10
15.	YANGULADAS NARSING DATTPRASAD	20
16.	SAWANT ABHISHEK MADHAVRAO	16
17.	ADE HEMANT GOVIND	17
18.	RATNAPARKHE OMKAR GAJANAN	17
19.	YEDKE PRIYA VINDO	17
20.	GODSE SAI KAILAS	18
21.	PAITWAR MAHESH MADHUKAR	13
22.	BHARADIYA VIJAYA DHANRAJ	17
23.	JAIWAL SOUNDARYA SANJAY	17
24.	DAHLE ANIKET SANJAY	20
25.	RATHOD ADITYA PRAVEEN	16
26.	TARTE ANISH SHESHARAO	17
27.	SHINDE PAYAL BALAJI	17
28.	YAHYA ABDURRAHMAN CHAUS	16
29.	TIDKE SARTHAK SAMBHAJIRAO	18
30.	MUDHOLKAR RAHUL BAPURAO	18
31.	HARKAR MAHESH RAJU	17
32.	HUNDAL AMANDEEP SINGH SURVANSINGH	18





Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT
VIP Road, Nanded-431 602(M.S.), INDIA
Website: www.ssbessitm.org E-mail ssbessitm@gmail.com Phone:02462-254850



Department of Computer Science

33.	INDURKAR SONALI SHUBHAM	19
34.	INGALE NITIN VYANKATI	17
35.	JADHAV PAVAN RAJESHWAR	18
36.	JADHAV POOJA GIRISHRAO	18
37.	JADHAV PRAKASH ASHOKRAO	18
38.	JETHWANI CHETANA RAJESH	18
39.	JOHARI GAYATRI SURESH	19
40.	JONDHALE SARIPUT GAUTAM	17
41.	JOSHI AMEAY SANJAY	18
42.	JOSHI MUKUND MANOJRAO	17
43.	JOSHI SANDESH SANJAY	17
44.	KABRA KRISHNA SANJAY	17
45.	KACHAWAR SEJAL SUNIL	17
46.	KADAM OMKAR DILIP	17
47.	KADAM SWARAJ RAJESHKUMAR	17
48.	KAGADE SUPRASHANT UTTAM	17
49.	KAKDE ANIL PRAKASH	18
50.	KALE VAISHNAVI TUKARAM	18
51.	KALYANKAR SAURABH BABURAO	18
52.	KALYANKAR VEDANT SATISHRAO	18
53.	KAMBLE SHRIKANT DATTARAO	18
54.	KAMBLE SUMEDH SAMBHAJI	18
55.	KANKAL GANESH SHIVAJI	18
56.	KASBE SANJANA UTTAM	16
57.	KHANSOLE KRISHNA BAPURAO	15
58.	KHIYANI MOHIT SUSHIL	16
59.	KONDA DINESHKUMAR SHRINIVAS	15
60.	KONDAWAR KALYNI GANESHRAO	18
61.	KOTALWAR RUTUJA RAVINDRARAO	19
62.	KOTGIRE KUNAL PRAKASH	19
63.	KOTURWAR PURUSHOTTAM RAJKUMAR	18
64.	KSHIRSAGAR KIRAN DNYANESHWAR	18
65.	KUDALE PRAMOD SHAM	17
66.	KULKARNI RANUKADAS SURYAKANTRAO	17
67.	KUNCHALWAR PRIYANKA JANARDHAN	19
68.	KUNTURKAR SOHAM JAGDISH	19
69.	LABHASHETWAR MONISH MAHENDRARAO	19
70.	LABHASHETWAR PRASAD DIGAMBAR	18





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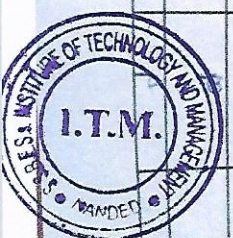
Department of Computer Science

71.	LANDGE MANMATH GANGADHAR	18
72.	LASHKARE VINAYAK SHIVAJI	19
73.	LONDHE MANGESH NAMDEVRAO	19
74.	LONE KIRAN GANGADHAR	18
75.	LUTE TRUPTI DATTARAO	18
76.	MAAN SIMARJYOT SINGH RAJINDER SINGH	17
77.	MAGARE SHAILESH PRAKASH	19
78.	MAKATE ANUP LAXMIKANTRAO	19
79.	MALEGAVE POOJA BALAJI	18
80.	MAMIDWAR PREM UMESH	17
81.	MANASPURE YOGESHWARI SHANKARRAO	18
82.	MANGRULE BHIMASHANKAR DHONDIBA	17
83.	MANTRI JAYSHREE ANIL	18
84.	MATHDEWARU NEHA GURULINGAPPA	17
85.	MD ABUBAKAR MANZOOR AHMAD	18
86.	MD REHAN MD ZAHEERUDDIN	18
87.	MD SAJID MD SHAKEEL	17
88.	MIRZA UBEDULLA BAIG MIRZA ASKARULLA	18
89.	MITKE SAKSHI SANJAY	17
90.	MOHAMMAD MUZAFFAR MOHAMMAD ABDUL SHUKUR	19
91.	MOHITE VIVEK MDHAV	19
92.	MORE VAISHNAVI MANOHARRAO	18
93.	MUDHALWADKAR SHRIVEDA PRASHANT	17
94.	MUDHOL SHRADHA JAGDEV	17
95.	MUDIRAJ PRIYA VENKATSWAMI	18
96.	MULEY VARAD SUNIL	17



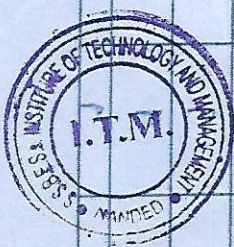
Shri Sharada Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT, VIP Road, NANDED - 431602, MS.
Attendance of Add-on Course: Essentials of CS & IT
Academic Year-2021-22

Sr. No.	NAME OF THE STUDENTS	CLASS	21/03/22	22/03/22	23/03/22	24/03/22	25/03/22	26/03/22	27/03/22	28/03/22	29/03/22	30/03/22
1.	BATTH BHUPINDER SINGH	BBA SY	P	P	P		P	P	P	P	P	P
2.	KUNDGULWAR PRAPTI MAHENDRA	BBA SY	P	P		P	P	P	P	P	P	P
3.	VANNALE PRIYANKA SAMBHAI	BBA SY	P	P	P	P	P	P	P	P	P	P
4.	YERAWAR SHRIRANG SAINATH	BBA SY	P		P	P		P	P	P	P	P
5.	BHANUSHALI DHIRUV	BBA SY		P	P		P	P	P	P	P	P
6.	KANAHYALAL	BBA SY			P	P	P	P	P	P	P	P
7.	ALLEWAR OMAR MUKESH	BBA SY		P	P	P	P	P	P	P	P	P
8.	AMILKANTHWAR VENKATESH ANIL	BBA SY	P	P	P	P	P	P	P	P	P	P
9.	GODALE GANESH VISHWAMBHAR	BBA SY	P		P	P	P	P	P	P	P	P
10.	MANURE SANKET BALAJI	BBA SY	P	P	P	P	P	P	P	P	P	P
11.	SHAHANE PRAJWAL SHAILESH	BBA SY	P	P	P	P	P	P	P	P	P	P
12.	PAWAR VASANT GOVIND	BBA SY	P	P	P	P	P	P	P	P	P	P
13.	SHINDE VALLABH SHIVAJIRAO	BBA SY	P	P	P	P	P	P	P	P	P	P
14.	KESHATWAR VAISHNAVI	BBA SY		P	P	P	P	P	P	P	P	P
15.	LAXMIKANT	BBA SY	P		P	P	P	P	P	P	P	P
16.	BAHETI SUSHIL VILAS	BBA SY	P		P	P	P	P	P	P	P	P
17.	YANGULADAS NARSING	BBA SY	P	P	P	P	P	P	P	P	P	P
18.	DATTAPRASAD	BBA SY			P	P	P	P	P	P	P	P
19.	SAWANT ABHISHEK MADHAVRAO	BBA SY		P	P	P	P	P	P	P	P	P
20.	ADE HEMANT GOVIND	BBA SY	P		P	P	P	P	P	P	P	P
21.	RATNAPARKHE OMAR GAJANAN	BBA SY	P	P	P	P	P	P	P	P	P	P
22.	YEDKE PRIYA VINDO	BBA SY	P	P	P	P	P	P	P	P	P	P
23.	GODSE SAI KAILAS	BBA SY	P		P	P	P	P	P	P	P	P
24.	PAITWAR MAHESH MADHUKAR	BBA SY	P	P	P	P	P	P	P	P	P	P
25.	BHARADIYA VIJAYA DHANRAJ	BBA SY		P	P	P	P	P	P	P	P	P
26.	JAIWAL SOUNDARYA SANJAY	BBA SY	P	P	P	P	P	P	P	P	P	P
27.	DAHARE ANIKET SANJAY	BBA SY	P	P	P	P	P	P	P	P	P	P
28.	RATHOD ADITYA PRAVEEN	BBA SY	P	P	P	P	P	P	P	P	P	P
29.	TARTE ANISH SHESHARAO	BBA SY	P	P	P	P	P	P	P	P	P	P
30.	SHINDE PAYAL BALAJI	BBA SY	P	P	P	P	P	P	P	P	P	P
31.	YAHYA ABDURRAHMAN CHAUS	BBA SY		P	P	P	P	P	P	P	P	P
32.	TIDKE SARTHA SAMBHAJIRAO	BBA SY		P	P	P	P	P	P	P	P	P
33.	MUDHOLKAR RAHUL BAPURAO	BBA SY	P	P	P	P	P	P	P	P	P	P
34.	HARKAR MAHESH RAJU	BBA SY	P	P	P	P	P	P	P	P	P	P
35.	HUNDAL AMANDEEP SINGH	BBA SY	P	P	P	P	P	P	P	P	P	P
36.	SURVANSINGH	BBA SY	P	P	P	P	P	P	P	P	P	P
37.	INDURKAR SONALI SHUBHAM	BBA SY	P	P	P	P	P	P	P	P	P	P



Attendance of Add-on Course: Essentials of CS & IT

		Academic Year-2021-22							
34.	INGALE NITIN VYANKATI	BBA TY	P	P	P	P	P	P	
35.	JADHAV PAVAN RAJESHWAR	BBA TY		P	P	P	P	P	
36.	JADHAV POOJA GIRISHRAO	BBA TY	P		P	P	P	P	
37.	JADHAV PRAKASH ASHOKRAO	BBA TY		P	P	P	P	P	
38.	JETHWANI CHETANA RAJESH	BBA TY	P	P	P	P	P	P	
39.	JOHARI GAYATRI SURESH	BBA TY		P	P	P	P	P	
40.	JONDHALE SARIPUT GAUTAM	BBA TY	P		P	P	P	P	
41.	JOSHI AMEAY SANJAY	BBA TY		P	P	P	P	P	
42.	JOSHI MUKUND MANOJRAO	BBA TY	P		P	P	P	P	
43.	JOSHI SANDESH SANJAY	BBA TY	P	P	P	P	P	P	
44.	KABRA KRISHNA SANJAY	BBA TY	P		P	P	P	P	
45.	KACHAWAR SEJAL SUNIL	BBA TY	P	P	P	P	P	P	
46.	KADAM OMKAR DILIP	BBA TY	P		P	P	P	P	
47.	KADAM SWARAJ RAJESHKUMAR	BBA TY	P	P	P	P	P	P	
48.	KAGADE SUPRASHANT UTTAM	BBA TY		P	P	P	P	P	
49.	KAKDE ANIL PRAKASH	BBA TY	P	P	P	P	P	P	
50.	KALE VAISHNAVI TUKARAM	BBA TY		P	P	P	P	P	
51.	KALYANKAR SAURABH BABURAO	BBA TY	P		P	P	P	P	
52.	KALYANKAR VEDANT SATISHRAO	BBA TY	P	P	P	P	P	P	
53.	KAMBLE SHRIKANT DATTARAO	BBA TY	P	P	P	P	P	P	
54.	KAMBLE SUMEDH SAMBHAJI	BBA TY	P		P	P	P	P	
55.	KANKAL GANESH SHIVAJI	BBA TY		P	P	P	P	P	
56.	KASBE SANJANA UTTAM	BBA TY	P		P	P	P	P	
57.	KHANSOLE KRISHNA BAPURAO	BBA TY	P	P	P	P	P	P	
58.	KHIYANI MOHIT SUSHIL	BBA TY		P	P	P	P	P	
59.	KONDA DINESHKUMAR SHRINIVAS	BBA TY	P		P	P	P	P	
60.	KONDWAR KALYNI GANESHRAO	BBA TY	P	P	P	P	P	P	
61.	KOTALWAR RUTUJA RAVINDRARAO	BBA TY	P	P	P	P	P	P	
62.	KOTGIRE KUNAL PRAKASH	BBA TY	P		P	P	P	P	
63.	KOTURWAR PURUSHOTTAM RAJKUMAR	BBA TY	P	P	P	P	P	P	
64.	KSHIRSAGAR KIRAN DNYANESHWAR	BBA TY		P	P	P	P	P	
65.	KUDALE PRAMOD SHAM	BBA TY	P		P	P	P	P	
66.	KULKARNI RANUKADAS SURYAKANTRAO	BBA TY	P	P	P	P	P	P	
67.	KUNCHALWAR PRIYANKA JANARDHAN	BBA TY	P	P	P	P	P	P	
68.	KUNTURKAR SOHAM JAGDISH	BBA TY		P	P	P	P	P	



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Academic Year 2021-22	
69	LABHASHTIWAR MONISH MAHEENDRARAO
70	LABHASHTIWAR PRASAD DHAMBAR
71	LANDOT MANMATH GANGAIDHAR
72	LANKAR VINAYAK SHIVAJI
73	LONDHE MANGI NINAMODE VILAS
74	LONI KIRAN GANGAIDHAR
75	LITTE TRIPATI DATTAARAO
76	MAAN NIMARVOT SINGH RAJENDR SINGH
77	MAGARI SHAILESH PRASAD
78	MAKATE ANUP LAXMIRANTRAO
79	MALGAVI POOJA RAJESH
80	MAMIDWAR PRITIM LINGESH
81	MANAPURI YOGI SHIVAJI SHANKARRAO
82	MANGRUTI BHIMANJANKAR DHONDIRA
83	MANTHI JAYSHREE ANIL
84	MATHUR WARD NITIA GIREJJINGAPPA
85	MID ARUBAKAR MANZOR AHMAD
86	MIDRIHAN MIDZATI RUDRIN
87	MID SAJJID MID SHAKIL
88	MIRZA UBTIDULLA BAIG MIRZA ASKARULLA
89	MIRZA SAKSHI SANJAY
90	MOHAMMAD MUZAFFAR MOHAMMAD ABDUL SHUKUR
91	MOHITE VIVEK MURRAY
92	MOJI VAISHNAVI MANOHARRAO
93	MUDHAL WADKAR SHIRVEDA PRASHANT
94	MUDHOL SHRAADHA JAGDEEV
95	MUDIRAJ PRIYA VENKATSWAMI
96	MULEY VARAD SUNIL





SSBES'



Institute of Technology and Management, Nanded

This certificate is awarded to

BATH BHUPINDERSINGH HARJEETSINGH

In satisfactory completion of the ADD-ON Course
"Essentials of CS and IT" during 21/03/2022 to 30/03/2022

Course Coordinator

HOD

Director



SSBES'



Institute of Technology and Management, Nanded

This certificate is awarded to

KUNDGULWAR PRAPTI MAHENDRA

In satisfactory completion of the ADD-ON Course
"Essentials of CS and IT" during 21/03/2022 to 30/03/2022

Course Coordinator

HOD

Director



**Shri Sharada Bhavan Education Societies'
Institute of Technology and
Management,
VIP Road, Nanded. MH**

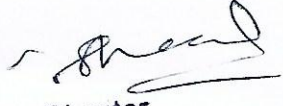
**Department Of
B. Sc. Hospitality Studies**

**Add- On Course Programme
Hospitality & Event Management**

Academic Year 2021–2022

**Course Coordinator
Mr. B. B. Shinde
Dept. of B. Sc. HS**




Director
Shri Sharada Bhavan Education Society's
Institute of Technology and Management,
NANDED.



Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT

VIP Road, Nanded-431 602(M.S.), INDIA

www.ssbessitm.org E-mail ssbesitm@yahoo.com (Ph.02462-254850, 253471)



President

Hon. Ashok Shankarrao Chavan
B.Sc., M.B.A.

Vice-President

Mrs. Amita Ashokrao Chavan

Secretary

D.P.Savant
B.Sc. (Hons.)

Joint Secretary

Adv. Uday S. Nimbalkar
B.Com., L.L.B.

Treasurer

Dr. Raosaheb K. Shendarkar
M.A.(Eco.)Ph.D.

Director

Dr. S.B.Thorat
Ph.D.

College has been included under section 2 (f) & 12 (B) of the UGC Act, 1956

Recognized by Govt. of Maharashtra, Approved by A.I.C.T.E., New Delhi & Affiliated to S.R.T.M. University, Nanded

Ref. S.S.B.E.S'I.T.M.2021 -2022 /

Date:

REPORT ON

Add-on Course on HOSPITALITY & EVENT MANAGEMENT

A Two week Add-On course on **Hospitality & Event Management** was conducted for students of BCA First Year by Dept. B. Sc. Hospitality Studies, SSBES' ITM College, Nanded. It was organized to give an added advantage to students apart from classroom learning. The sessions schedule had been planned in such a way that students do not have to miss their regular classes. It offered a great opportunity to the students to enhance their Basic Hospitality knowledge, Professionalism.

The course was successfully completed from 14th March to 26th March 2022, Exam Conducted on dated 29 – 03 – 2022. The student's response to the course is satisfactory.

The Objectives of the Course:

1. Basic Knowledge about Hospitality & Event Management
2. Improve Professionalism
3. Boosting confidence
4. Practical Knowledge
5. Improve Attributes



Course Coordinator

(Signature)

Mr. B. B. Shinde
Dept. of B. Sc. HS
Lecturer

S. S. B. E. Society's
Institute of Technology & Mgt.
VIP ROAD, NANDED.

(Signature)
Director

Shri Sharda Bhavan Education Society's
Institute of Technology and Management,
NANDED.



Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT

VIP Road, Nanded-431 602(M.S.), INDIA

www.ssbessitm.org E-mail ssbessitm@yahoo.com (Ph.02462-254850, 253471)



President

Hon. Ashok Shankarrao Chavan
B.Sc., M.B.A.

Vice-President

Mrs. Amita Ashokrao Chavan

Secretary

D.P. Savant
B.Sc. (Hons.)

Joint Secretary

Adv. Uday S. Nimbalkar
B.Com., L.L.B.

Treasurer

Dr. Raosaheb K. Shendarkar
M.A.(Eco.) Ph.D.

Director

Dr. S.B. Thorat
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Recognized by Govt. of Maharashtra, Approved by A.I.C.T.E., New Delhi & Affiliated to S.R.T.M. University, Nanded

Ref. S.S.B.E.S'ITM.2021 -2022 /

Date:

09 March 2022

IMPORTANT NOTICE

All the students of BCA First Year, hereby informed that Department of B. Sc. Hospitality Studies is organizing a 2-week Add-on Course (Certificate) Programme on '**Hospitality & Event Management**'. Interested students may join the certificate programme on or before 14 - 03 - 2022 to 29 - 03 - 2022. Hall No. 1 from 02:00 pm to 05:00 pm. After completing this course students will get the Certificate from college. Students should note that the course free of cost. Students can enroll their names with **Mr. B. B. SHINDE** (Mo. No. - 9527351244), Assistant Professor, Department of B. Sc. Hospitality Studies. The course will commence from 14th March 2022.

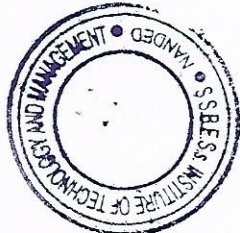
HOD

**Dept. of B. Sc. HS
SSBES' ITM, Nanded.**



COURSE IN HOSPITALITY & EVENT MANAGEMENT
Registration Form AY 2021 - 22

Sr. No.	Name of the Students	Sign
1.	Bogbade Parmeshwar	Bogbade
2.	Hamand Sunil	Hamand
3.	Gajre Gauri	Gajre
4.	Kotmod Geeta	Kotmod
5.	Hatte Ashwini	Hatte
6.	Waghmare Nandkishore	Waghmare
7.	Joshi Sneha	Joshi
8.	Jadhav Sanika	Jadhav
9.	Kadam Manish	Kadam
10.	Shilewad Pratiksha	Shilewad
11.	Gedewad Titiksha	Gedewad
12.	Salunkhe Shraddha	Salunkhe
13.	Sawate Prashant	Sawate
14.	Bhise Saurabh	Bhise
15.	Shinde Mangesh	Shinde
16.	Kunturwar Kaushalya	Kunturwar
17.	Ghantewar Shivshankar	Ghantewar
18.	Kshirsagar Arjun	Kshirsagar
19.	Chavan Ganpat	Chavan
20.	Shaikh Musa	Shaikh
21.	Syed Abdilla fardin	Syed
22.	Quazi Taha	Quazi
23.	Shinde Sapna	Shinde
24.	Doiphode Roshani	Doiphode
25.	Pathan Marrat Javed Khan	Pathan
26.	Kadam Manisha Devidas	Kadam
27.	Kadam Manisha Keshav	Kadam
28.	Kadam Manisha Ramesh	Kadam
29.	Kadam Mohnaji Madhavrao	Kadam
30.	Patil Akash Pandurang	Patil
31.	Patil Akshay Vijay	Patil
32.	Patil Gaurav Renukadas	Patil
33.	Patil Rutuja Rameshrao	Patil
34.	Patil Shivani Sunil	Patil
35.	Patil Vaibhav Prabhakar	Patil
36.	Rajapurkar Paras Sanjay	Rajapurkar
37.	Rathod Digvijay Ulhas	Rathod
38.	Rathod Rajesh Bhimrao	Rathod
39.	Shinde Ganesh Sudhakar	Shinde
40.	Shinde Kshiteej Bhujangrao	Shinde



41.	Singanwad Sachin Govind	Sachin
42.	Solanke Venkatesh Hanmantrao	Venkatesh
43.	Sonkamble Anjali Malhari	Anjali sonkamble.
44.	Waghmare Sumit Ashok	Sumit
45.	Wakode Vivek Mukundrao	Vivek
46.	Wankhede Gaurav Maroti	Gaurav
47.	Yelgantwar Shreya Manisha	Shreya
48.	Sarse Pramod Keshavrao	Pramod
49.	Sawant Rajshantanu Marotrao	Rajshantanu
50.	Kale Yogesh	Yogesh

BBhind

Lecturer
S. S. B. E. Society's
Institute of Technology & Mgt.,
VIP Road, NANDED.





Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT

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www.ssbessitm.org E-mail ssbesitm@yahoo.com (Ph.02462-254850, 253471)



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Vice-President

Mrs. Amita Ashokrao Chavan

Secretary

D.P. Savant
B.Sc. (Hons.)

Joint Secretary

Adv. Uday S. Nimbalkar
B.Com., L.L.B.

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Ref. S.S.B.E.S'I.T.M.2021 -2022 /

Date:

SYLLABUS

OF CERTIFICATE COURSE IN HOSPITALITY & EVENT MANAGEMENT

UNIT I: Introduction to Hospitality Management

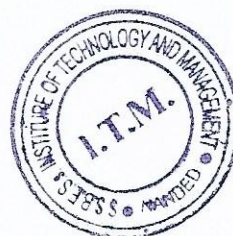
- 1) Definition, Introduction to Hospitality & Hotel
- 2) Classification of Hotel - Based On Star Rankin, Based On Location, Based on size, based on Clientele, based on length of Stay, based on Facilities & ownership.
- 3) Organization Chart of Hotel
- 4) Types of Room
- 5) Meal Plan
- 6) Types of Meals – Breakfast, Brunch, Lunch /Dinner, Hi – Tea, Supper

UNIT II: Introduction to Event Management

- 1) Introduction and Definition of Event Management
- 2) Types of Event
- 3) Functions of Event
- 4) The Big Event Committee Structure

Practical :

1. Hotel Room Reservation Procedure
2. Guest Room Registration Procedure
3. Telephone etiquettes & telephone handling
4. Planning an Events



COURSE IN HOSPITALITY & EVENT MANAGEMENT

Registration Form AY 2021 - 22

Sr. No.	Name of the Students	14-03 2022	15-03 2022	16-03 2022	17-03 2022	19-03 2022	21-03 2022	22-03 2022	23-03 2022	24-03 2022	25-03 2022	26-03 2022
1.	Bogbade Parmeshwar	P	P	P	P	P	-	P	P	P	P	P
2.	Hamand Sunil	P	P	-	P	P	P	-	P	P	P	P
3.	Gajre Gauri	P	P	P	P	-	P	P	P	P	P	-
4.	Kotmod Geeta	P	P	P	-	P	P	P	P	P	P	P
5.	Hatte Ashwini	P	P	P	P	P	P	P	-	P	P	P
6.	Waghmare Nandkishore	P	-	P	P	P	P	P	P	P	-	P
7.	Joshi Sneha	P	P	P	P	P	P	P	P	-	P	P
8.	Jadhav Sanika	P	P	-	P	P	P	P	P	P	P	-
9.	Kadam Manish	P	P	P	P	P	P	P	P	P	P	P
10.	Shilewad Pratiksha	P	-	P	P	P	-	P	P	P	-	P
11.	Gedewad Titiksha	-	P	P	P	P	P	P	P	P	-	P
12.	Salunkhe Shraddha	P	P	P	P	P	P	P	-	P	P	P
13.	Sawate Prashant	P	-	P	P	P	P	P	P	P	P	P
14.	Bhise Saurabh	-	P	P	P	P	P	-	P	P	P	P
15.	Shinde Mangesh	P	P	P	P	-	P	P	P	-	P	-
16.	Kunturwar Kaushalya	P	P	P	P	P	-	P	P	P	P	P
17.	Ghantewar Shivshankar	P	P	P	-	P	P	P	-	P	P	P
18.	Kshirsagar Arjun	P	P	-	P	P	P	P	P	P	-	P
19.	Chavan Ganpat	P	-	P	P	P	-	P	P	P	P	-
20.	Shaikh Musa	P	P	P	P	P	P	P	P	P	P	P
21.	Syed Abdilla fardin	P	P	-	P	P	P	P	P	P	P	P
22.	Quazi Taha	P	P	P	-	P	P	P	P	P	P	P
23.	Shinde Sapna	P	P	P	P	P	-	P	P	P	P	P
24.	Doiphode Roshan	P	P	P	P	-	P	P	P	P	P	P
25.	Pathan Marfat Javed	P	P	P	P	P	P	-	P	P	P	P



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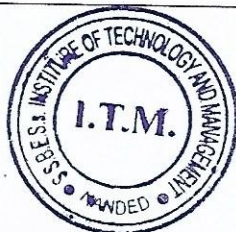
Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Boqade Parneshwar

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

- 1 Hotel or inn is defined as a place where a _____ Traveler can receive food and shelter, provided he is in a position to pay for and is in a fit condition to be received.
A) King ☒ B) Bonafide C) Customer D) All of the above
- 2 Only Breakfast & Room Tariff is Included in this Meal Plan
A) MAP ☒ B) CP C) AP D) All of the above
- 3 MAP Stand for
A) Modern American Party ☒ B) Modified American Plan
C) Modern According Plan D) All the Above
- 4 Generally hotels are Located of the Heart in the City it's Called
A) Resort B) Motel ☒ C) City Center Hotel D) Beach
- 5 This type of hotels are located on the surface of water such as sea, lake etc
A) City Centre ☒ B) Resort C) Flotel D) None of the above
- 6 DND Stand for
A) Distance Not Disturb ☒ B) Do Not Disturb C) Do Disturb D) All the Above
- 7 _____ Dept known as Face of the Hotel
A) Food Production B) F & B Service C) Housekeeping ☒ D) Front Office
- 8 A Hotel Room that has a Small Kitchen Area
☒ A) Efficiency Room B) Cabana C) Parlor Room D) Suite Room
- 9 Official Rate Also Known as
A) Job Rate B) Group Rate ☒ C) Rack Rate D) Crew Rate
- 10 _____ Event is a Large Scale-Event with Strong Public Interest
☒ A) Big B) Small C) Major D) All the Above
- 11 Planning, Organizing, _____, Staffing, Leading etc. are the Functions of Events
A) Participation B) Scale ☒ C) Controlling D) None of the above
- 12 It is a First Meal of the Day Serve Between 7:00 am to 10:00 am
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C) Company Volunteer Gram Room D) Company Volunteer Guaranteed Room



P. B. Nanded
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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Hamand Sunil

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Hamand
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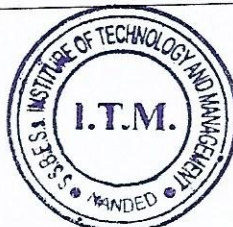
Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Gauri Gaire

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Kotmad Gneeta

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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www.ssbessitm.org E-mail ssbesitm@yahoo.com (Ph.02462-254850, 253471)

Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Hatte Ashwini

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Waghmare Nandkishor

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

- 1 Hotel or inn is defined as a place where a _____ Traveler can receive food and shelter, provided he is in a position to pay for and is in a fit condition to be received.
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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Sneha Joshi

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Sanika Jadhav

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Lecturer
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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Kadam Mani Sha

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Dr. M. S. D.

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Course : Hospitality & Event Management

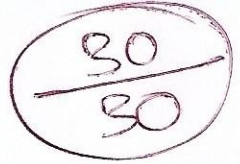
Question Paper AY : 2021 - 22

Name of the Examiner: Pratiksha Shikwad

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	A) Breakfast B) Lunch C) Dinner D) Supper
13	Hotel Taj Mumbai Open its Gates to First Guest on _____
	A) 16 Mrach 1803 B) 16 December 2003
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15	CVGR Means
	A) Company Volunteer Guaranteed Rate B) Customer Volunteer Guaranteed Rate
	C) Company Volunteer Gram Room D) Company Volunteer Guaranteed Room

B. Pratiksha
Lecturer
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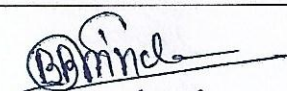
Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Salunke Shradha

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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A) King B) Bonafide ✓ C) Customer D) All of the above
- 2 Only Breakfast & Room Tariff is Included in this Meal Plan
A) MAP B) CP ✓ C) AP D) All of the above
- 3 MAP Stand for
A) Modern American Party B) Modified American Plan ✓
C) Modern According Plan D) All the Above
- 4 Generally hotels are Located of the Heart in the City it's Called
A) Resort B) Motel C) City Center Hotel ✓ D) Beach
- 5 This type of hotels are located on the surface of water such as sea, lake etc
A) City Centre B) Resort C) Flotel ✓ D) None of the above
- 6 DND Stand for
A) Distance Not Disturb B) Do Not Disturb ✓ C) Do Disturb D) All the Above
- 7 _____ Dept known as Face of the Hotel
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- 8 A Hotel Room that has a Small Kitchen Area
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- 10 _____ Event is a Large Scale-Event with Strong Public Interest
A) Big ✓ B) Small C) Major D) All the Above
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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Prashant Sawade

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Prashant

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VIP Road, NANDED.

Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Saurabh Ghose

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: mangesh Shinde

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Shinde
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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Kaushika Kunturwar

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

- 1 Hotel or inn is defined as a place where a _____ Traveler can receive food and shelter, provided he is in a position to pay for and is in a fit condition to be received.
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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Shikhar Kar ghantewar

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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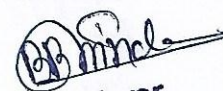
Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Chavan Gampat

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

1. Hotel or inn is defined as a place where a _____ Traveler can receive food and shelter, provided he is in a position to pay for and is in a fit condition to be received.
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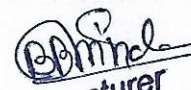
Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: ShaiKh MUSA

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Lecturer
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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Syed Abdulla Fardih

Note: I) All questions are Compulsory II) All Questions Carry Equal Marks.

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Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Quzi Taha

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Lecturer
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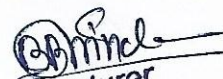
Course : Hospitality & Event Management

Question Paper AY : 2021 - 22

Name of the Examiner: Shinde Sapana

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Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT

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B.Sc., M.B.A.

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Mrs. AmitaAshokrao Chavan

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Joint Secretary

Adv.Uday S. Nimbalkar
B.Com., L.L.B.

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M.A.(Eco.)Ph.D.

Director

Dr. S.B.Thorat
Ph.D.

College has been included under section 2 (f) & 12 (B) of the UGC Act, 1956

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Ref. S.S.B.E.S'I.T.M.2021 -2022 /

Date:

Outcome of Programme

Department of B. Sc. Hospitality Studies has conducted a certificate programme in 'Hospitality & Event Management' for the students of BCA First Year successfully. The duration of the programme was for 2 week commencing from 14 March 2022 to 29 March 2022. 50 students enrolled for the course out of which 50 have appeared for the final examination.

This programme was intended to provide students with the concept of Hospitality and Event Management which is the need of the hour. They learnt the Methods of Introduction to Event Management, Organizing the Event, Planning the Event, etc. They have also learnt the new concept 'Hospitality & Event Management'. Students have also learnt that the Self Development Skills and Ethics and Etiquettes as well. They have learnt and practiced other life skills like Dealing with guest. Active participation has been seen during the conduction of this programme. Hence, submitted for the kind perusal.

Course Coordinator



Mr. B. B. Shinde
Dept. of B. Sc. HS



Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT
VIP Road, Nanded-431 602(M.S.), INDIA

www.ssbesitm.org E-mail ssbesitm@yahoo.com (Ph.02462-254850, 253471)



President

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B.Sc., M.B.A.

Vice-President

Mrs. Amita Ashokrao Chavan

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D.P.Savant
B.Sc. (Hons.)

Joint Secretary

Adv.Uday S. Nimbalkar
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Treasurer

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M.A.(Eco) Ph.D.

Director

Dr. S.B.Thorat
Ph.D.

College has been included under section 2 (f) & 12 (B) of the UGC Act, 1956

Recognized by Govt. of Maharashtra, Approved by A.I.C.T.E., New Delhi & Affiliated to S.R.T.M. University, Nanded

Ref. S.S.B.E.S'I.T.M.201 -201 /

Date:

Activity Report 2021-22

Activity Name: Add-on Course on 'Basics of
Technical Support'

Date: 24th March to 11th April, 2022

Faculty: Computer Science

Organizing Department: Department of Computer
Science

Course Coordinator: Dr.P.R.Patil

Duration: 30 hours

Venue: H-5

Timing: 3pm -5pm



Shorel

Director
Shri Sharda Bhavan Education Society's
Institute of Technology and Management,
NANDED.



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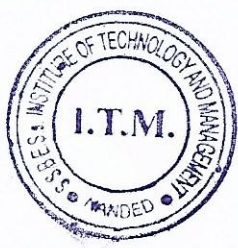
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Date:

NOTICE

All the students of SSBES's ITM, Nanded are hereby informed that, Dept. of Computer Science is conducting 15 days Add-on Course on '**Basics of Technical Support**' This course will be conducted from **24/03/2022 to 11/04/2022** at Hall no.5 from 3:00 pm. to 5:00 pm. After completion of this course students will be given certificate from college. The students should note that the course is free of cost. If you wish to register yourself for the course contact Dr.P.R.Patil, Course Coordinator (Contact no.-9970044282)

Students are requested to take advantage of this course and reserve their time to attend the same.





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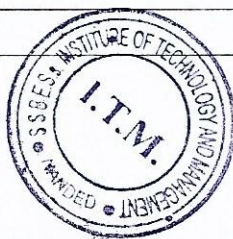
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Ref. S.S.B.E.S'I.T.M.201 -201 /

Date:

Syllabus

Sr.No.	Content	Hours
Week 1	Introduction to IT: Welcome to the first Add-On course of Basics of Technical Support! Enrolling in this Add-on course is the first step toward launching a career in technology. We'll study about how computers were invented, how they've evolved over time, and how they work now in the first week of the course. We'll also discover what a "IT Support Specialist" is and what they do for a living. By the end of this module, you'll be able to count in binary like a computer and understand why these calculations are so important in society.	8
Week 2	Hardware: We'll learn about what's inside a computer in the second week of this course. We'll learn everything there is to know about the hardware components, or the various parts that make up a computer. We'll learn what each component performs and how they interact to make a computer work. You'll also learn how to build a computer from the ground up at the end of this session.	7
Week 3	Operating System: We shall learn about operating systems in the third week of the study. We'll go over the most popular operating systems today and see how they interact with computer hardware. We'll learn about an operating system's startup process and demonstrate how to install Windows, Linux, and Mac OS X from the ground up. By the end of this module, you'll be able to use the labs environment to interface directly with the Windows and Linux operating systems.	8
Week 4	Troubleshooting: You've made it to the final week of the course, which is fantastic! The necessity of troubleshooting and customer service will be discussed in the final week. We'll go over several real-life scenarios that you would face in a Help Desk or Desktop Support position. We'll discover why empathizing with a user is critical in a technical capacity. Finally, we'll discover why documentation is such a crucial part of any IT job. You will use soft skills and produce documentation to communicate with others by the end of this module.	7
	Total Duration	30 Hours





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Date:

Course Description:

This is the first in a series of courses geared toward preparing you for a position as an entry-level IT Support Specialist. You will be exposed to the world of Information Technology, or IT, in this course. You'll study about computer hardware, the Internet, computer software, troubleshooting, and customer service, among other aspects of information technology. This course covers a wide range of IT topics in order to give you a taste of what you'll learn in this Add-On Course.

By the end of this course, you'll be able to:

- Understand how the binary system works
- Assemble a computer from the ground up
- Choose and install an operating system on a computer
- Understand what the Internet is, how it works, and the impact it has on the modern world
- Learn how applications are created and how they work under the hood of a computer
- Utilize common problem-solving methodologies and soft skills in an Information Technology setting.





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Date:

Course Objectives: The objectives for a Basics of Technical Support course may include:

- Introduction to technical support
- Operating systems and software.
- Hardware components and peripherals
- Networking basics
- Security and privacy Communication skills

Course Outcome: Understanding of computer hardware and software: Students will gain a basic understanding of the components of a computer system and the different types of software used in computer science.

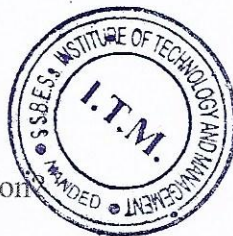
- Understanding of algorithms and data structures: Students will understand how common algorithms and data structures work and be able to apply them to solve simple problems.
- Understanding of computer organization and architecture: Students will understand how data is represented and processed at the hardware level and how different components of a computer system work together.
- Familiarity with operating systems: Students will be familiar with the basic concepts of operating systems and how they manage computer resources.



Add-on Course: Basics of Technical Support

Answer Key

1. A hard disk is divided into tracks, which are further subdivided into
 - a) clusters
 - b) sectors**
 - c) vectors
 - d) heads
2. Type of software which is used to create slide show is
 - a) web design software
 - b) presentation software**
 - c) word-processing software
 - d) spreadsheet software
3. Storage element for a static RAM is
 - a) diode
 - b) resistor
 - c) capacitor
 - d) flip-flop**
4. Computers that are favored by engineers and designers who need a high-performance system, are
 - a) super computers
 - b) play stations
 - c) workstations**
 - d) tabulators
5. Personal computers are also called
 - a) micro computer**
 - b) analog computer
 - c) mainframe computer
 - d) super computer
6. Computer I/O processor is
 - a) general-purpose
 - b) special-purpose**
 - c) multi-purpose
 - d) one-purpose
7. A process is a _____.
 - a. single thread of execution.
 - b. program in the execution**
 - c. program in the memory
 - d. task
8. What is smallest unit of the information?
 - a) A bit**
 - b) A byte
 - c) A block
 - d) A nibble
9. What is the full form of CPU?
 - a) Computer Processing Unit
 - b) Computer Principle Unit
 - c) Central Processing Unit**
 - d) Control Processing Unit
10. RAM is an example of:
 - a) Secondary memory
 - b) Primary memory**
 - c) Main memory
 - D) Both (a) and (b)
11. A command that takes what has been typed into the computer and can be seen on the screen and sends it to the printer for output on paper _____.
 - a) print**
 - b) return
 - c) jump
 - d) attention
12. All of the following are examples of storage devices except:
 - a) Hard disk drives
 - b) Printers**
 - c) USB drive
 - d) DVD drives
13. Surgeons can perform delicate operations by manipulating devices through computers instead of manually. This technology is known as:
 - a) robotics**
 - b) computer forensics
 - c) simulation
 - (d) forecasting
14. Which motherboard form factor uses one 20 pin connector
 - a) ATX**
 - b) AT
 - c) Both ATX and AT
 - d) None of the above
15. Missing slot covers on a computer can cause?
 - a) Over heat**
 - b) Power surges
 - c) EMI
 - d) None of the above



Add-on Course: Basics of
Technical Support

AY- 2021-22

Name: Pawar Tanvi P.

Class: BCA-II

Marks Obtained:

12
15

Question No.	Answer Option (a/b/c/d)
✓ 1.	b
✓ 2.	b
✓ 3.	d
✓ 4.	c
✓ 5.	q
✓ 6.	b
✓ 7.	b
✓ 8.	q
✗ 9.	q
✗ 10.	c
✓ 11.	q
✓ 12.	b
✓ 13.	q
✗ 14.	c
✓ 15.	q
16.	
17.	
18.	
19.	
20.	

Add-on Course: Basics of
Technical Support

AY- 2021-22

Name: Kadam Apita .

Class: BCA-II

Marks Obtained:

14
15

Question No.	Answer Option (a/b/c/d)
✓ 1.	b
✓ 2.	b
✓ 3.	d
✓ 4.	c
✓ 5.	q
✓ 6.	b
✓ 7.	b
✓ 8.	q
✓ 9.	c
✓ 10.	b
✓ 11.	q
✗ 12.	q
✓ 13.	a
✓ 14.	q
✓ 15.	q
16.	
17.	
18.	
19.	
20.	

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Result Analysis for Add-on Course on Basics of Technical Support
Academic Year 2021-22

Total Students Enrolled	39	
Total Students appeared	39	
Distinction	13-15 Marks	16
First class	10-12 Marks	13
Second Class	07-09 Marks	10
Failed	Less than 11	00
Passing Result	100%	

+

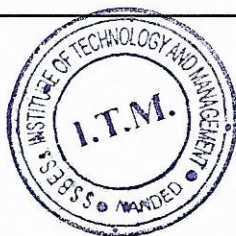


Signature
Course coordinator,

Shri Sharda Bhavan Education Society's
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VIP Road, Nanded-431 602(M.S.), INDIA
www.ssbesitm.org E-mail ssbesitm@yahoo.com (Ph.02462-254850, 253471)

Sr.No	Name of the Student	Marks (30)	Marks(15)
1.	Abdul Furqan	18	9
2.	Ade Ashvin Murlidhar	24	12
3.	Akrama Areeb	18	9
4.	Aman Radheshyam Thorat	24	12
5.	Ankush Udaykumar deshमुख	20	10
6.	Anuradha Anandrao Vaidya	20	10
7.	Budkewar Aditya Dhananjayrao	18	9
8.	Damkondwar Ayush Anil	26	13
9.	Dankhore Vinod Balaji	26	13
10.	Darshana Dipak Bendsure	14	07
11.	Deahmukh Shambgavi Kamalakar	14	07
12.	Dilela Pratik Balraj	16	08
13.	Gaikwap Nikita ramrao	26	13
14.	Giri Aniket Ramgir	14	07
15.	Gore Hrashal Kishor	24	12
16.	Gudetwar Bhagvat Mukund	16	08
17.	Gutte Pratik Praksh	28	14
18.	Hamand Sahil Rajiv	18	09
19.	Honrao Sakshi Rajkumar	16	08
20.	Jay Mahanand Yergade	20	10
21.	Kadam Arpita Sanjay	28	14
22.	Kulkarni Nivedita Dilip	18	09
23.	Maitridevi Sunil Dongare	26	13
24.	Malode Ganesh Bapurao	22	11
25.	Mudiraj Tanaya Rajesh	22	11
26.	Mungade Saurabh Shivraj	26	13



Sr.No	Name of the Student	Marks(30)	
27.	Patil Kapil Kamlakar	16	08
28.	Pawar Snehal Kailas	26	13
29.	Pawar Tanvi Padmakar	24	12
30.	Raj Banalwa	22	11
31.	Rathod Ashish Dilip	18	09
32.	Rathod Suresh Sunil	26	13
33.	Sana fivdose Abdul Sami	24	12
34.	Sanket Jaganrao Shinde	18	09
35.	Sarwari Danishoddin Jamedoddin	14	07
36.	Shaikh Sadab Ahmed	26	13
37.	Sonkamble Preeti Uttam	12	07
38.	Sumedha Gangadhar Suryanwanshi	20	10
39.	Surkutlawar Kaveri Gangadhar	26	13



SHRI SHARDA BHAVAN EDUCATION SOCIETY'S

INSTITUTE OF TECHNOLOGY & MANAGEMENT,

VIP ROAD, NANDED-431602

Add-on Course on

'Basics of Technical Support'

CERTIFICATE

This is to Certify that Mr. /Ms. Pratik Jutte has successfully completed the Add-on Course organized by Department of Management from 24/03/2022 to 11/04/2022 at SSBES' Institute of Technology & Management, Nanded.



Dr. P. R. Patil

Course Coordinator



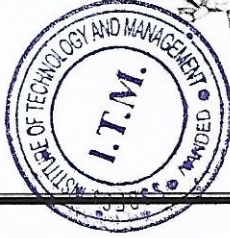
Dr. M. M. Bokare

HOD



Dr. S. B. Thorat

Director



Shri Sharada Bhavan Education Society's
Institute Of Technology & Management, VIP Road, Nanded – 431602
Registration Form of Add-On Course: Basics of Technical Support
Academic Year-2021-22(Winter-2021)

Name of the Student:	Giri Aniket Ramgje
Department:	COMPUTER Science
Class & Division:	BCA II YE. (A)
Contact No.	8208000914

Aniket
Signature of Student

Shri Sharada Bhavan Education Society's
Institute Of Technology & Management, VIP Road, Nanded – 431602
Registration Form of Add-On Course: Basics of Technical Support
Academic Year-2021-22(Winter-2021)

Name of the Student:	GAIKWAD NIKITA RAMRAO
Department:	Computer SCIENCE
Class & Division:	B.CA 2nd year Batch A.
Contact No.	7397839484

Nikita
Signature of Student

Shri Sharada Bhavan Education Society's
Institute Of Technology & Management, VIP Road, Nanded – 431602
Registration Form of Add-On Course: Basics of Technical Support
Academic Year-2021-22(Winter-2021)

Name of the Student:	Gore Harshal Kishor
Department:	computer science
Class & Division:	BCA 2 nd yr Batch :- A
Contact No.	9325684014

Harshal
Signature of Student

SHRI SHARDA BHAVAN EDUCATION SOCIETY'S

INSTITUTE OF TECHNOLOGY & MANAGEMENT,

VIP ROAD, NANDED-431602

Add-on Course on

'Basics of Technical Support'

CERTIFICATE

This is to Certify that Mr. /Ms. Snehal Pawar has successfully completed the Add-on Course organized by Department of Management from 24/03/2022 to 11/04/2022 at SSBES' Institute of Technology & Management, Nanded.



Dr.P.R.Patil
Course Coordinator

Dr.M.M.Bokare
HOD

Dr.S.B.Thorat
Director



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ADD ON COURSE ON
Basics of Technical Support
A.Y.2021-22

FEEDBACK FORM

1. Rating by the Participant on the scale of 10

*Excellent planned will have a score of 10

*Poorly planned will have score of 01

Particulars	Score
Structure of Course	9
Teaching Faculty	9
Interaction with the Students	9
Usefulness of the Course	9
Overall Impression	9

Did the Add-on Course improve your awareness/understanding?

Yes/No

Did the Add-on Course meet its objectives?

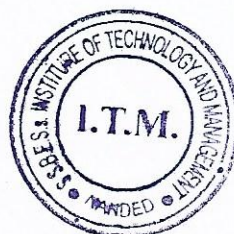
Yes/No

Suggestions(If any)

Name of the Participant: Anuradha Vaidya

Sign of the Participant

Anuradha





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Basics of Technical Support
A.Y.2021-22

FEEDBACK FORM

1.Rating by the Participant on the scale of 10

***Excellent planned will have a score of 10**

***Poorly planned will have score of 01**

Particulars	Score
Structure of Course	9
Teaching Faculty	8
Interaction with the Students	9
Usefulness of the Course	9
Overall Impression	9

Did the Add-on Course improve your awareness/understanding?

✓
Yes/No

Did the Add-on Course meet its objectives?

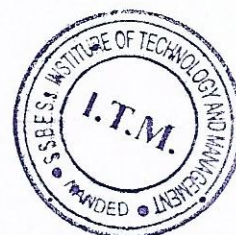
✓
Yes/No

Suggestions(If any)

Name of the Participant:

Patil Kapil,

Sign of the Participant





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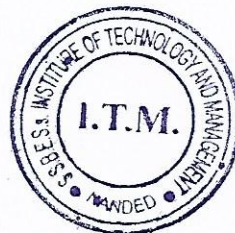
Date:

REPORT ON

Add-on Course on 'Basics of Technical Support'

A 15 days Add-on course on 'Basics of Technical Support' was conducted for the students of BCA by Department of Computer Science, SSBES' ITM College, Nanded. It was organized to give general awareness to the students about basic requirements required for technical support apart from classroom Teaching. The Course schedule had been arranged in such a way that students do not have to miss their regular classes.

The course was successfully completed from 24th March, 2022 to 11th April, 2022. For this course, 39 students were actively participated and benefitted. Dr. M.M.Bokare, HOD, Dept. of Computer Science felicitated the students with course completion certificates. The students had given satisfactory feedback about the course.



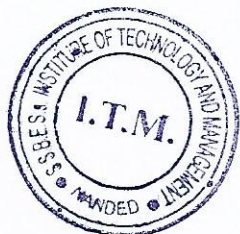
Dr.P.R.Patil
Course Coordinator



Dr.P.R.Patil is discussing with Students the basics required to Technical Support



Dr.P.R.Patil also discussing it by showing practical to the students to understand the Basics required for Technical Support

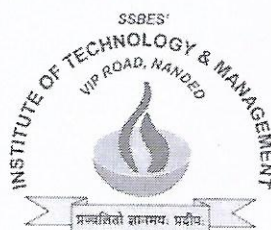


CERTIFICATE PROGRAMME

in

Communication and Soft Skills

Academic Year-2021-22



Shri Sharada Bhavan Education Society's

INSTITUTE OF TECHNOLOGY & MANAGEMENT,

VIP Road, NANDED – 431602, MS.

Contact No.: 02462 – 254850, Email ID: ssbesitm@yahoo.com

Department of Computer Science

Certificate Programme: Communication and Soft Skills

Duration: 2 Weeks (From: 02/05/2022 to 20/05/2022)

Certificate Programme in Communication and Soft Skills

Duration: 2 Weeks (From: 02/05/22 to 20/05/22)

About this Programme:

This programme will give a knowledge of soft skills and communication skills to the students. They will learn the Methods of communication, Process of communication, Barriers in Communication. They will also learnt the new concept 'Soft Skills'. Students will learn that the Self Development Skills and Ethics and Etiquettes as well. They will learn and practise other life skills like Meditation and improving memory.

By the end of this course, students will learn:

- To communicate well and confidently.
- Conflict Management.
- Time Management.
- Body Language.
- Email etiquettes and Telephone etiquettes.
- Meditation and Enhancing memory.
- Business Ethics.
- Study Skills.



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Department of Computer

Report of Programme

Department of English has conducted a certificate programme in 'Communication and Soft Skills' for the students of BCA/BBA/B.Sc. (HS) FY successfully. The duration of the programme was for 15 days commencing from 2 May 2022 to 20 May 2022. Thirty students enrolled for the course out of which twenty-nine have appeared for the final examination.

This programme was intended to provide students with the concept of Communicating and Soft Skills which is the need of the hour. They learnt the Methods of communication, Process of communication, Barriers in Communication. They have also learnt the new concept 'Soft Skills'. Students have also learnt that the Self Development Skills and Ethics and Etiquettes as well. They have learnt and practised other life skills like Meditation and improving memory. Active participation has been seen during the conduction of this programme. Hence, submitted for the kind perusal.


Mr. S.N. Kokate



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Department of Computer

23 April 2022

IMPORTANT NOTICE

All the students of BCA/BBA/BSc (HS) FY are, hereby, informed that Department of English and Communication is organizing 2 Weeks certificate/training programme in '**Communication and Soft Skills**'. Interested students may join the certificate programme on or before 29 April 2022. Students can enroll their names with S. N. Kokate, Assistant Professor, Department of English. The course will commence from 2 May 2022. Student will be awarded a certificate after successfully completing this programme.


HOD

Dept. of CS



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Department of English and Communication

SYLLABUS OF

CERTIFICATE COURSE IN COMMUNICATION AND SOFT SKILLS

UNIT I: Self Development

- 1) Self-Assessment
- 2) Self-Awareness
- 3) Self -Esteem
- 4) Self – Confidence

UNIT II: Ethics and Etiquettes

- 1) Business Ethics
- 2) Etiquettes in social as well as office settings
- 3) Email etiquettes
- 4) Telephone Etiquettes

UNIT III: Other Skills

- 1) Time Management
- 2) Meditation
- 3) Improving Personal Memory
- 4) Study Skills

UNIT IV: Communication Skills

- 1) Communication
- 2) Methods of Communication
- 3) Process of Communication
- 4) Barriers of Communication

Suggested Readings:

- 1) Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi- 110 055.
- 2) Business Communication by Urmila Rai and S.M. Rai. Himalaya Pub.

**Note: At the end of the Programme 20 Marks Exam will be conducted
(written/oral/MCQ in Google Forms)**



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Time Table

Date		Time 02pm -04pm
02/05/2022	Day 1	Self-awareness
04/05/2022	Day 2	Self-assessment
05/05/2022	Day 3	Self Esteem
06/05/2022	Day 4	Self-confidence
07/05/2022	Day 5	Business Ethics, Etiquettes in social as well as office settings
09/05/2022	Day 6	Email etiquettes
10/05/2022	Day 7	Telephone Etiquettes, Study Skills
11/05/2022	Day 8	Meditation, Improving Personal memory
12/05/2022	Day 9	Time Management
13/05/2022	Day 10	Process of Communication
14/05/2022	Day 11	Barriers of Communication
17/05/2022	Day 12	Methods of Communication
18/05/2022	Day 13	Process of Communication
19/05/2022	Day 14	Study Skills
20/05/2022	Day 15	Exam



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Department of English and Communication Registration

For the Certificate Programme in 'Communication and Soft Skills'

Sr. No.	Name of the candidate	Class	Signature
1.	Gurpreet Kaur Patel	BBA FY	<i>Gurpreet</i>
2.	Jeenal D. Patel	BBA FY	<i>J Patel</i>
3.	Borlepwar Shravani	BBA FY	<i>Shravani</i>
4.	Kadam Sonal Ranghnath	BBA FY	<i>Kadam</i>
5.	Bandewar Smita Sachin	BBA FY	<i>Smita B.</i>
6.	Ayush Omprakash Bhattad	BBA FY	<i>Ayush B.</i>
7.	Deshmukh Vaibhav Bhagwan	BBA FY	<i>Kashanesh</i>
8.	Kalyane Shalini Purbhaji	BBA FY	<i>Shalini</i>
9.	Nachiket Kalidas Bhavankar	BBA FY	<i>Nachiket</i>
10.	Pekamwar Vaishnavi Ganesh	BBA FY	<i>Pekamwar</i>
11.	Akanksha anil Rajurkar	BBA FY	<i>Akanksha</i>
12.	Rahul Jivan Waghmare	BBA FY	<i>Rahul Waghmare</i>
13.	Kalpana Ashok Wathore	BBA FY	<i>Kalpana</i>
14.	Wankhed Vaishnavi Ramesh	BBA FY	<i>Vaishnavi</i>
15.	Wankhede Sheetal Honaji	BBA FY	<i>Sheetal</i>
16.	Anjali Sunil Dase	BBA FY	<i>Anjali</i>
17.	Akanksha Raju Chavan	BBA FY	<i>Akanksha</i>
18.	Sumit Kiran Bhadre	BBA FY	<i>Sumit</i>
19.	Vivek Mukundrao Wakode	BCA FY	<i>Vivek</i>
20.	Syed Usman Gani	BCA FY	<i>Syed Usman</i>
21.	Thakur Somnath Ashok	BCA FY	<i>Thakur</i>
22.	Suleman Khan	BCA FY	<i>Suleman</i>
23.	Syed Abdulla Fardin	BCA FY	<i>Abdulla</i>
24.	Pratiksha U. Potdar	BCA FY	<i>Pratiksha</i>
25.	Aniruddha Vinod Kulkarni	BCA FY	<i>Aniruddha</i>
26.	Pandurang Kondiba Dhotre	BCA FY	<i>Pandurang</i>
27.	Manwar Swaraj Subhash	B.Sc. HS FY	<i>Manwar</i>
28.	Rohan Prakash Kaninde	B.Sc. HS FY	<i>Rohan</i>
29.	Shantanu Shankarrao Goge	B.Sc. HS FY	<i>Shantanu</i>
30.	Sandip Raghunath Ubale	B.Sc. HS FY	<i>Sandip</i>

AY 2021-22

10



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Question Paper

- 1) There is a clear distinction between _____ and hearing.
a) talking b) listening c) understanding d) chatting
- 2) Subtle behaviors and Communication styles that are used in the work environment and interactions with others are called:
a) hard skills b) soft skills c) computer skills d) time management
- 3) Hard skills are _____ skills used to perform daily job functions.
a) Subtle b) time management c) creative thinking d) technical
- 4) which of the following is an example of a soft skill that allows a person to convey ideas and influence change?
a) Self-motivation b) communication c) technological proficiency
d) personal accountability
- 5) Listening is a _____.
a) natural habit b) psychological process that occurs without efforts
c) reflex d) complex process that involves steps
- 6) Personal transformation is _____.
a) self-awareness b) personal motivation c) self-management d) all of these
- 7) To bounce back from setback and embarrassment is necessary to
a) Get past the emotional turmoil b) find a creative solution to your problem
c) both a and b d) Neither of the above
- 8) The experience of feeling competent to cope with the basic challenges in life and of being worthy of happiness is
a) arrogance b) self-esteem c) wishful thinking d) self-efficiency
- 9) Self-confidence is affected by comparing ourselves to others or social comparison,
a) positively b) negatively c) neutrally d) None of the above
- 10) What is Ethics to do with?
a) the wider community b) Business c) right and wrong d) nothing



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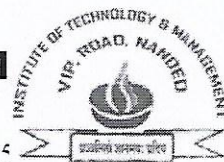
- 11) Which word means to delay or put off doing something by wasting your time on less important tasks?
a) procrastination b) postpone c) abandon d) cancel
- 12) What is meditation?
a) the action or practice of meditating b) yoga
c) Stimulating the mind and soul d) all of the above
- 13) How can you become a more active learner?
a) Use memory games, like a mnemonic device
b) write practice quiz questions for a family member or friend
c) Re-write notes so that your younger sibling or grandparent can understand
d) all of the above
- 14) Which word means the time by which something must be completed?
a) chore b) consequence c) deadline d) goal
- 15) Which memory strategy works best for short-term memory?
a) Association b) Elaboration c) Rehearsal d) Organization
- 16) What should be the tone of professional email message?
a) formal b) casual c) formal with slight usage of slangs d) Conversational
- 17) Communication is a part of _____ skills.
a) soft b) hard c) rough d) short
- 18) The _____ is the person who transmits the message.
a) receiver b) driver c) sender d) cleaner
- 19) Which of these is the external sounds present in the channels of communication?
a) noise b) semantic problems c) Cultural barriers d) over communication
- 20) _____ means to impart understanding of the message.
a) encoding b) receiver c) decoding d) feedback



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Answer key

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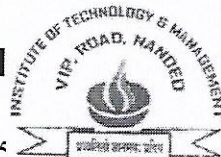
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Exam Result

Sr.No.	Name of the Student	Marks
1.	Gurpreet Kaur Patel	20
2.	Jeenal D. Patel	18
3.	Borlepwar Shravani	18
4.	Kadam Sonal Ranghnath	17
5.	Bandewar Smita Sachin	18
6.	Ayush Omprakash Bhattad	18
7.	Deshmukh Vaibhav Bhagwan	17
8.	Kalyane Shalini Purbhaji	17
9.	Nachiket Kalidas Bhavankar	16
10.	Pekamwar Vaishnavi Ganesh	20
11.	Akanksha anil Rajurkar	20
12.	Rahul Jivan Waghmare	19
13.	Kalpana Ashok Wathore	20
14.	Wankhed Vaishnavi Ramesh	19
15.	Wankhede Sheetal Honaji	19
16.	Anjali Sunil Dase	18
17.	Akanksha Raju Chavan	18
18.	Sumit Kiran Bhadre	18
19.	Vivek Mukundrao Wakode	18
20.	Syed Usman Gani	16
21.	Thakur Somnath Ashok	17
22.	Suleman Khan	AA
23.	Syed Abdulla Fardin	15
24.	Pratiksha U. Potdar	12
25.	Aniruddha Vinod Kulkarni	20
26.	Pandurang Kondiba Dhotre	20
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29.	Shantanu Shankarrao Goge	19
30.	Sandip Raghunath Ubale	18

Certificate Programme:
Communication and Soft Skills
AY- 2021-22

Name: Rohan Karinde

Class: B.Sc. HS-FY

Marks Obtained: $\frac{17}{20}$

Question No.	Answer Option (A/B/C/D)
1.	b
2.	b
3.	a
4.	c
5.	d
6.	d
7.	c
8.	a
9.	b
10.	c
11.	a
12.	b
13.	d
14.	c
15.	c
16.	b
17.	c
18.	a
19.	a
20.	c

Certificate Programme:
Communication and Soft Skills
AY- 2021-22

Name: Shantanu Goge

Class: B.Sc. HS-FY

Marks Obtained: $\frac{19}{20}$

Question No.	Answer Option (A/B/C/D)
1.	b
2.	b
3.	d
4.	b
5.	d
6.	d
7.	c
8.	b
9.	b
10.	c
11.	a
12.	a
13.	d
14.	c
15.	c
16.	d
17.	b
18.	c
19.	a
20.	c



SSBES'



Institute of Technology and Management, Nanded

This certificate is awarded to

SANDIP UBALE

In satisfactory completion of the Certificate Programme in
Communication and Soft Skills during 02/05/2022 to 20/01/2022

Course Coordinator

HOD

Director



SSBES'



Institute of Technology and Management, Nanded

This certificate is awarded to

CHAVHAN AKANKSHA

In satisfactory completion of the Certificate Programme in
Communication and Soft Skills during 02/05/2022 to 20/01/2022

Course Coordinator

HOD

Director