

Regal Education Society's
Regal College Of Hotel Management & Tourism

(Affiliated to University of Mumbai)

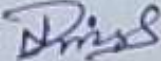
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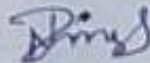
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Notice

Date-25/06 /2018

The Meeting of Syllabus Designing committee for 'certificate Course in Income tax & GST' following members were present for the meeting held on 27/06/2018 at 10.00am in the Regal College of Hotel Management & tourism.

1. Mrs. Namrata Zinge 



Course Coordinator

Mrs. Namrata Zinge




Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415626

Regal College of Hotel Management & tourism, Kondhe- Chiplun

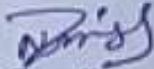
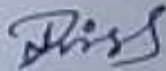
Minutes of Syllabus Designing Committee Meeting

The meeting to design the syllabus for the Certificate Course in Income Tax and GST' was held on 27/06/2018 at 10.00am in the Regal College of Hotel Management & tourism. Following points were discussed in the meeting.

1. The rough draft of the syllabus was presented by Mrs. Namrata Zinge
2. Suggestions given by experts were incorporated in the syllabus and duration of course was decided as 30Hrs.

All the members agreed upon unanimously and finalized the syllabus.

1. Mrs. Namrata Zinge



Course Coordinator

Mrs. Namrata Zinge



Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

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Name of Course- Certificate course in Income tax and GST

- Course Duration- 30 hrs
- Course coordinator- Mrs. Namrata Zinge

Income Tax	GST
Basic Definitions	Overview of GST
Concept of Residential Status	Basic Definitions
Scope of Total Income	Benefits of GST
Heads of Income in details	Intra and Interstate purchase and supply
Deductions Under Ch. VIA	Registration, amendments and cancellations of GST
Calculation of Income Tax	Supply and place of business
IT return Forms	Calculation of GST
Penalties for late filing of returns	Provision of TDS and TCS under GST

Course Outcomes-

Students understood basic concepts as well as practical part Income tax & GST. They got knowledge of both the tax law which is useful in their personal life too. Students also gave positive feedback regarding course contents and need of the course at early stage of life. Students were satisfied with this course. They are looking towards taxation as their career field.


Course coordinator


Principal
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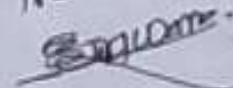
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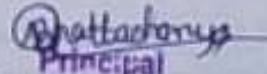
Date-25/06/2018

The Meeting of Syllabus Designing committee for 'certificate Course in Professional English Skill Programme' following members were present for the meeting held on 27/06/2018 at 11.00 am in the Regal College of Hotel Management & tourism.

1. Mrs. Padmavati Pawar 
2. Mr. Ganesh Sonavane 


Course Coordinator

Mrs. Padmavati Pawar


Principal

Regal College of Hotel Management & Tourism,
At Kondhe, Tal. Chiplun 415628



Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of Syllabus Designing Committee Meeting

The meeting to finalize the syllabus for professional English Skills Programme implemented for students was held on 27/06/2018 at 11.00 am in the Regal College of Hotel Management & Tourism. Following points were discussed in the meeting.

1. The proposed syllabus was presented by Mrs. Padmavati Pawar.
2. It was proposed by Mrs. Vineeta Joshi to add the module of Business ethics and etiquettes in the syllabus.

1. Mrs. Padmavati Pawar



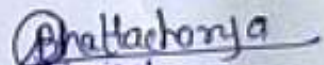
2. Mr. Ganesh Sonavane



Course Coordinator

Mrs. Padmavati Pawar




Principal

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At Kondhe, Tal. Chiplun 415628

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Name of Course- Certificate course in Professional English Skills Programme

- Course Duration- 30 hrs
- Course coordinator- Mrs. Padmavati Pawar

Sr. No.	Content
1.	Reading Skill
2.	Listening Skill
3.	Spoken English- Pronunciation, Stress, Rhythm, Intonation
4.	Communication Skills- Verbal/nonverbal
5.	Formal/Functional Communication-Skills Include:- <ul style="list-style-type: none">• Narration• Description• Debate• Speech• Dialogue• Group Discussion
6.	Presentation Skills
7.	Interview Skills

Course outcomes-

- Produce a range of common workplace documents.
- Recognize and correct common mistakes in grammar, expression, syntax and tone.
- Prepare and deliver coherently and logically argued written material.
- Critically evaluate their own and others' written materials.


Course coordinator


Principal

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Notice

Date-25/06/2018

The Meeting of Syllabus Designing committee for 'certificate Course in Carving' following members were present for the meeting held on 27/06/2018 at 12.00pm in the Regal College of Hotel Management & tourism.

1. Mr. Suraj Paikrao *Paikrao*

Paikrao
Course Coordinator

1. Mr. Suraj Paikrao

Shahacharya
Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628



Regal College of Hotel Management & tourism, Kondhe-
Chiplun

Minutes of Syllabus Designing Committee Meeting

The meeting to design the syllabus for the Certificate Course in Carving' was held on 27/06/2018 at 12.00pm in the Regal College of Hotel Management & tourism. Following points were discussed in the meeting.

1. The rough draft of the syllabus was presented by Mr. Suraj Paikrao
2. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30Hrs.

All the members agreed upon unanimously and finalized the syllabus.

1. Mr. Suraj Paikrao *Paikrao*

Paikrao
Course Coordinator

1. Mr. Suraj Paikrao



Shettachary
Principal

Regal College of Hotel Management & Tourism
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Name of Course-Certificate course in Carving

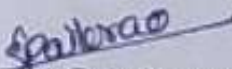
- Course Duration- 30 hrs
- Course coordinator- Mr. Suraj Paikrao

Topic	Title
1	Tomato Building Basic knife skills- Tomato Rose- Tomato flower, Tomato fish scale pattern
2	Cucumber & Apples- color & curves become your new best friends- Cucumber Wavy leaf, Cucumber leaf square pattern, Cucumber Thai water drop pattern, Cucumber flowing water
3	The Onion Family- Working with Layers- Onion Lotus flower, Shallot flower
4	Red Hot Chili papers- Chili Lily, Chili petal flower
5	Crazy about Carrot- Carrot leaf, Carrot diamond leaf, Carrot Water Drops, Carrot Rose, Carrot flower, Carrot fish scale, Seashell Carrot

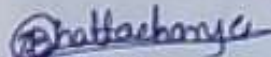
Course Outcomes:-

On successful completion of this course, student will be able to:-

- Hold and correctly use a carving knife.
- Understand how to preserve fruits and vegetables in fresh state.
- Demonstrate carving and garnishing techniques.
- Develop new ideas and patterns


Course Coordinator




Principal

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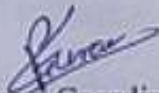
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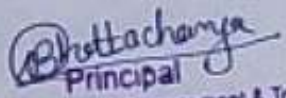
Date-25/06 /2018

The Meeting of Syllabus Designing committee for 'certificate Course in Beauty Parlor course' following members were present for the meeting held on 27/06/2018 at 1:00 pm in the Regal College of Hotel Management & tourism.


Mrs. Sangita Palkar


Course Coordinator
Ms. Poonam Gurav




Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of Syllabus Designing Committee Meeting


The meeting to design the syllabus for the Certificate Course in Beauty Parlor course' was held on 27/06/2018 at 1:00 pm in the Regal College of Hotel Management & tourism. Following points were discussed in the meeting.

The rough draft of the syllabus was presented by Mrs. Sangita Palkar

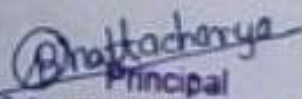
1. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30Hrs.

All the members agreed upon unanimously and finalized the syllabus.


Mrs. Sangita Palkar


Course Coordinator
Ms. Poonam Gurav




Principal
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Name of Course- Certificate course in Beauty Parlor

- **Course Duration- 30 hrs**

Topic	Title
1	Skincare & Hygiene – Cleansing & Toning Practice, Massage Manipulation, Grooming, Hygiene & Safety, Toning & Cleansing Practice, Skin Analysis & Skin Type
2	Makeup Techniques- Makeup Techniques & Consultation, HD Makeup for Photography, Films & Fashion Shows
3	Basic Haircuts/Hair Treatment- Creative Haircuts & Hair Coloring, Men's Haircut, Hair Spa & Hair Treatments, Blow Drying & Heat Styling, Hair Fall Treatment, Dandruff Treatment, Straightening, Blow Drying & Styling With Heat Rods, Keratin, Hair Treatment & Hair Spa, Bridal Hair Styling & Hair Art

Course outcomes-

Development of following Skill proficiency in students

1. Practice beauty techniques
 2. Make and cut different types of hairstyles
 3. Identify different types of skins and their facials
 4. Do makeup on different types of skins i.e. oily, dry, Acne etc.
 5. Apply hairstyles /cut on different faces
 6. Acquire skills on salon work i.e. safety precautions skin and hair conditions etc.
 7. Select, Operate and handle equipment according to professional standards.
- ❖ Students will have one of the carrier options as a Beautician


Course coordinator




Principal
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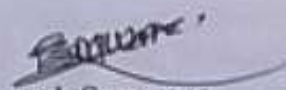
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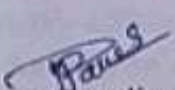
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Notice

Date-25/06/2018

The Meeting of Syllabus Designing committee for 'certificate Course in Communication skill in English' following members were present for the meeting held on 27/06/2018 at 2:00 pm in the Regal College of Hotel Management & tourism.


Mr. Ganesh Sonavane


Course Coordinator

Mrs. Padmavati Pawar


Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628



Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of Syllabus Designing Committee Meeting

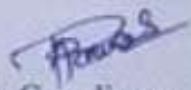
The meeting to design the syllabus for the 'Certificate Course in Communication skill in English' was held on 27/06/2018 at 2:00 pm in the Regal College of Hotel Management & tourism. Following points were discussed in the meeting.

The rough draft of the syllabus was presented by Mr. Ganesh Sonavane

1. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30Hrs.

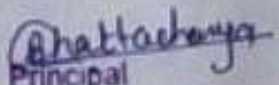
All the members agreed upon unanimously and finalized the syllabus.


Mr. Ganesh Sonavane


Course Coordinator

Mrs. Padmavati Pawar




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Name of Course- Certificate course in Communication skill in English

- Course Duration- 30 hrs


Topic	Title
1	Communication: An Introduction Definition, Nature and Scope of Communication, Importance and Purpose of Communication, Process of Communication, Types of Communication
2	Non-Verbal Communication- Personal Appearance Gestures, Postures, Facial Expression, Eye Contacts, Body Language(Kinesics), Time language, Silence, Tips for Improving Non-Verbal Communication
3	Effective Communication Essentials of Effective Communication, Communication Techniques, Barriers to Communication
4	Communication in English Age of Globalization and the Need for Communicating in English, English as the First or Second language, Uses of English in academic and non-academic situations in India
5	Listening Skills-I Purpose of Listening, Listening to Conversation (Formal and Informal), Active Listening- an Effective Listening Skill, Benefits of Effective Listening, Barriers to Listening Listening to Announcements-(railway/bus stations/ airport /sports announcement/commentaries etc.)
6	Oral Communication Skills (Speaking Skills)-I Importance of Spoken English, Status of Spoken English in India, International Phonetic Alphabet(IPA) Symbols, Spelling and Pronunciation
7	Reading Skills Purpose, Process, Methodologies, Skimming and Scanning, Levels of Reading, Reading Comprehension, Academic Reading Tips
8	Effective Writing Skills-Elements of Effective Writing (What is Writing? The Sentence, Phrases and Clauses, Types of Sentences

Course outcome-

Students write grammatically correct sentence

Students empower English vocabulary

Students developed skill of communication skill of in English


Course coordinator




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Notice

Date-25/06/2018


The Meeting of Syllabus Designing committee for 'certificate Course in Spoken English course' following members were present for the meeting held on 27/06/2018 at 3.00 pm in the Regal College of Hotel Management & tourism.

Mrs. Padmavati Pawar



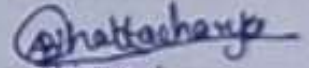
Mr. Ganesh Sonavane




Course Coordinator

Mrs. Padmavati Pawar




Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of the syllabus Designing committee meeting

The meeting to finalize the syllabus for the Spoken English course was held on 27/06/2018 at 3.00 pm the Regal College. Following points were discussed in the meeting.

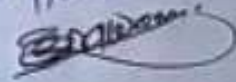
1. The rough draft of the syllabus was presented by Mrs. Padmavati Pawar.
2. Suggestions given by experts were incorporated in the syllabus and duration of course was decided as 30Hrs.

All the members agreed upon unanimously and finalized the syllabus..

Mrs. Padmavati Pawar



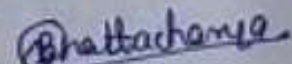
Mr. Ganesh Sonavane



Course Coordinator

Mrs. Padmavati Pawar




Principal

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Name of Course- Certificate course in Spoken English

- Course Duration- 30 hrs
- Course coordinator- Mrs. Padmavati Pawar

Topic	Title
1	Introduction to Basic Grammar in English Tense, Voice, Auxiliaries, Subject-Verb Agreement
2	Advance English Grammar- Types of Sentences, Degree, Direct & Indirect Speech
3	Reading Skills
4	Writing SKILL- Letter writing, Dialogue writing, Essay writing
5	Manners & Etiquette- Code of conduct, Ethics, Value

Course outcomes-

- Understand key issues in the relationship between language and learning.
- Understand the importance of language in learning.
- Understand the different ways in which language features in learning.
- Reflect critically on language and on learning.


Course coordinator




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Notice

Date-24/06/2019


The Meeting of Syllabus Designing committee for 'certificate Course in Personality Development and Self Grooming' following members were present for the meeting held on 26/06/2019 at 10.00 am in the Regal College of Hotel Management & tourism.

Mrs. Padmavati Pawar



Mr. Ganesh Sonawane




Course Coordinator

Mrs. Padmavati Pawar



Principal


Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

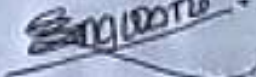
Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of the syllabus Designing committee meeting

The meeting to finalize the syllabus for the Personality Development and self-Grooming course was held on 26/06/2019 at 10.00 am in the Regal College. Following points were discussed in the meeting.

1. The proposed syllabus was presented by Mrs. Padmavati Pawar
2. The syllabus for the Personality Development and self-Grooming course for the duration of 30 hrs was unanimously accepted and finalized by the committee.

Mrs. Padmavati Pawar 

Mr. Ganesh Sonavane 


Course Coordinator

Mrs. Padmavati Pawar




Principal

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Name of Course- Certificate course in Personality Development and Self Grooming

- Course Duration- 30 hrs
- Course coordinator- Mrs. Padmavati Pawar

Topic	Title
1	Introduction to personality development- Personality traits and theories, self-image and self-concept, dressing sense and table Mannerism, diet, exercise and mental health, body language Understanding oneself is extremely important because it's our behavior that through which the world sees us and understand us thus, this module aims to provide an insight into individual's personality and how to maintain and carry oneself through the understand of self.
2	Self-Grooming- Group Dynamics, Team Building, Time management, positive attitude, self-esteem, self-confidence, Assertiveness, Motivation Self-grooming being an essential aspect of personality holds due importance. The above module emphasize on creating positive attitude, confidence and mental ability to handle situation for construction learning.
3	Social and corporate Etiquettes- Interpersonal relation, Communication in organizations, Personal Branding, Leadership skill, Presentation skill, personal skill-strees management, negotiation skills, conflict management, anger managements

Course Outcomes-

- The students will be able to understand; analyses develop and exhibit accurate sense of self.
- Think critically
- Demonstrate knowledge of personal beliefs and value and a commitment to continuing personal reflation and reassessment.
- Learn to balance confidence with humility and overcome problems associated with personality.

Course Coordinator



Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

**Regal Education Society's
Regal Collage, Hotel Management and
Tourism Chiplun**

**Course in Personality
Development
And Self Grooming**

❖ **Course Objectives**

- **The Course intends to develop talent, facilities employability enabling incumbent to excel and sustain in a highly competitive world of business.**
- **The programme aims to bring about personality development every regard to the different behavioral dimensions that have far reaching significance in the direction of organizationaleffectiveness.**
- **To make students know about self-answerness, life skill, soft skill, need personal development etc.**

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Notice

Date-24 /06 /2019

The Meeting of Syllabus Designing committee for 'certificate Course in Digital Marketing' following members were present for the meeting held on 26/06/2019 at 11.00 am in the Regal College of Hotel Management & tourism.

Mrs. Vaishali Bhosale



Course Coordinator

Mrs. Vaishali Bhosale




Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628




Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of Syllabus Designing Committee Meeting

The meeting to finalize the syllabus Digital Marketing implemented for students was held on 26/06/2019 at 11.00 am in the Regal College of Hotel Management & Tourisms. Following points were discussed in the meeting.

1. The rough draft of the syllabus was presented by Mrs. Vaishali Bhosale
2. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30 Hrs was unanimously accepted and finalized by the committee.

Mrs. Vaishali Bhosale 


Course Coordinator

Mrs. Vaishali Bhosale




Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

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Name of Course- Certificate course in Digital Marketing


- Course Duration- 30 hrs
- Course coordinator- Mrs. VaishaliBhosale

Topic	Title
1	Introduction to Digital Marketing
2	Website Design and Development
3	Search Engine Optimization (SEO)
4	Pay-Per-Click Advertising (PPC)
5	Social Media Marketing
6	Email Marketing
7	Content Marketing
8	Mobile Marketing
9	Video Marketing
10	Analytics and Reporting

Course outcome-

On successful completion of this module, the learner will be able to:

1. Explain the role and importance of digital marketing in a rapidly changing business Landscape
2. Discuss the key elements of a digital marketing strategy.
3. Illustrate how the effectiveness of a digital marketing campaign can be measured
4. Demonstrate advanced practical skills in common digital marketing tools such as SEO, SEM, Social media and Blogs


Course coordinator




Principal

Regal College of Hotel Management & Tourism,
At Kondhe, Tal. Chiplun 415628

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Notice

Date-24/06 /2019

The Meeting of Syllabus Designing committee for 'certificate Course in Tally.ERP 9' following members were present for the meeting held on 26/06/2019 at 12.00 am in the Regal College of Hotel Management & tourism.

Mrs. Vaishali Bhosale 


Course Coordinator

Mrs. Vaishali Bhosale




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Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628


Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of the syllabus Designing committee meeting

The meeting to finalize the syllabus for the Tally.ERP 9 course was held on 26/06/2019 at 12.00 am in the Regal College. Following points were discussed in the meeting.


1. The proposed syllabus was presented by Mrs. Vaishali Bhosale
2. The syllabus for the Tally.ERP 9 course for the duration of 30 hrs was unanimously accepted and finalized by the committee.

Mrs. Vaishali Bhosale



Course Coordinator

Mrs. Vaishali Bhosale


Principal

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At Kondhe, Tal. Chiplun 415628



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Name of Course- Certificate course in Tally.ERP 9

- Course Duration- 30 hrs
- Course coordinator- Mrs. Vaishali Bhosale

Topic	Title
1	Basics of Accounting Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions
2	Fundamentals of Tally.ERP9 Getting Functional with Tally.ERP9 Creation / Setting up of Company in Tally.ERP9
3	Accounting Masters in Tally.ERP9 F11: Features F12: Configurations Setting up Account Heads
4	Inventory in Tally.ERP9 Stock Groups Stock Categories Godowns/ Locations Units of Measure Stock Items Creating Inventory Masters for National Traders
5	Voucher Entry in Tally.ERP9 Accounting Vouchers Inventory Vouchers Invoicing

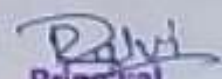
Course Outcomes-

On successful completion of this module, the learner will be able to:-

To get full benefits of this course the students' needs to have basic knowledge of accounting and computer. Improve your chances for a promotion or land better jobs.


Course coordinator




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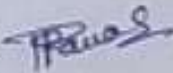
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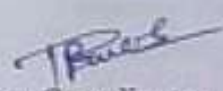
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Notice

Date-24/06/2019

The Meeting of Syllabus Designing committee for 'certificate Course in English Speaking Course' following members were present for the meeting held on 26/06/2019 at 1.00 pm in the Regal College of Hotel Management & tourism.

Mrs. Padmavti Pawar 


Course Coordinator

Mrs. Padmavti Pawar





Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of Syllabus Designing Committee Meeting

The meeting to finalize the syllabus English Speaking Course implemented for students was held on 26/06/2019 at 1.00 pm in the Regal College of Hotel Management & Tourism. Following points were discussed in the meeting.

1. The rough draft of the syllabus was presented by Mrs. Padmavti Pawar
2. Suggestions given by experts were incorporated in the syllabus and duration of course was decided as 30Hrs was unanimously accepted and finalized by the committee.

Mrs. Padmavti Pawar 


Course Coordinator

Mrs. Padmavti Pawar




Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

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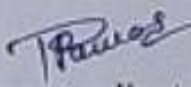
Name of Course- Certificate course in English Speaking course

- Course Duration- 30 hrs

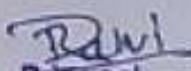
Topic	Title
1	Listening: Listening to texts, listening to CDs, Trials of a good listener
2	The Pronunciation: Phonetic Symbols consonants & Vowels with illustrations in use
3	Listening & Comprehension: Interpretation of texts based on the question-answer. Interaction among students
4	Reading Skills: Techniques of reading. Reading comprehension of unseen pages, Identifying the context & the central idea
5	Vocabulary & word formation: From different texts & dictionary
6	Basic Grammar: Prescriptive/descriptive approaches grammaticality –acceptability –appropriateness-grammar in context- grammar in spoken & written
7	Practice: Exercise on different grammatical constructions, Identification of the grammatical devices forms different texts like newspapers, poems, stories, etc.
8	Words & phrases used for conversation: Making statements, questions, order & suggestions – denying –rejecting-disagreeing-possibility-ability, permission, obligations, etc. <ul style="list-style-type: none">• Dialogues• Public speech• Telephonic Conversation

Course outcomes-

- Understand key issues in the relationship between language and learning.
- Understand the importance of language in learning.
- Understand the different ways in which language features in learning.
- Reflect critically on language and on learning.


Course coordinator




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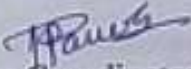
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Notice

Date-24 /06 /2019

The Meeting of Syllabus Designing committee for 'certificate Course in Proof Reading' following members were present for the meeting held on 26/06/2019 at 2.00 pm in the Regal College of Hotel Management & tourism.

Mrs. Padmavati Pawar 


Course Coordinator

Mrs. Padmavati Pawar




Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628


Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of Syllabus Designing Committee Meeting

The meeting to finalize the syllabus Proof Reading implemented for students was held on 26/06/2019 at 2.00 pm in the Regal College of Hotel Management & Tourism. Following points were discussed in the meeting.

The rough draft of the syllabus was presented by Mrs. Padmavati Pawar

1. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30Hrs was unanimously accepted and finalized by the committee.

Mrs. Padmavati Pawar 


Course Coordinator

Mrs. Padmavati Pawar




Principal
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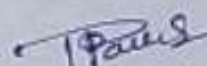
Name of Course- Certificate course in Proof Reading

- **Course Duration- 30 hrs**

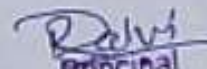
Topic	Title
1	Introduction to General Proofreading This overview will cover who needs a proofreader, the skills you need to be successful, and the differences between proofreading and editing/copyediting
2	Get into the Proofreading Mindset You'll learn about the different types of markets you can specialize in as a proofreader -- plus learn some common terms used in the industry
3	Proofreading Basics This module covers the most common types of errors you will need to watch out for as a proofreader
4	Proofreading Methods + Practice You'll see four different types of proofreading methods with thorough lessons on how to make them work best for you
5	Turning Proofreading into a Business Now that you have the skills and practice you need, you're ready to learn how to build your business. You'll learn how to create your website and résumé, and you'll learn all about rates, taxes, and a great place to get even more experience as a proofreader before pitching clients

Course outcomes-

Students were aware about the smaller typographical, grammatical and spelling error.


Course coordinator




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Notice

Date-25/06/2022

The Meeting of Syllabus Designing committee for 'certificate Course in English language proficiency & Soft skill course' following members were present for the meeting held on 27/06/2022 at 10.00 am in the Regal College of Hotel Management & tourism.

Mrs. Padmavati Pawar

Padmas

Mr. Ganesh Sonawane

Sonawane

Padmas
Course Coordinator

Mrs. Padmavati Pawar



Sonali
Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of the syllabus Designing committee meeting

The meeting to finalizethesyllabus for the English language proficiency & Soft skill course was held on 27/06/2022 at 10.00 am the Regal College. Following points were disused in the meeting.

1. The rough draft of the syllabus was presented by Mrs. Padmavati Pawar.
2. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30Hrs.

All the members agreed upon unanimously and finalized the syllabus..

Mrs. Padmavati Pawar

Pawar

Mr. Ganesh Sonawane

Sonawane

Pawar
Course Coordinator

Mrs. Padmavati Pawar



Sonali
Principal

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At Kondhe, Tal. Chiplun 415028

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Name of Course- Certificate course in English Language Proficiency and Soft Skills Course


- Course Duration- 30 hrs
- Course coordinator- Mrs. Padmavati Pawar

Topic	Title
1	Introduction to phonetics and sound system of English language
2	Grammar in context
3	Listening skill
4	Reading strategies
5	Writing techniques
6	Verbal and non-verbal method of communication
7	Information/functional communication
8	Presentation skills
9	Common errors in the usage of English

Course outcomes-

The student should be able to:-

- Understand meaning of words, phrases and sentences in context
- Understand statements, questions, instructions, and commands
- Follow directions given orally
- Follow simple narratives and description
- Grasp the substance and central idea of what is heard


Course coordinator




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Notice

Date-25/06/2022

The Meeting of Syllabus Designing committee for 'certificate Course in Share Market and Mutual Fund following members were present for the meeting held on 27/06/2022 at 11.00 am in the Regal College of Hotel Management & tourism.

1. Mrs. Vineeta Joshi

Vineeta Joshi

2. Ms. Poonam Gurav

Poonam Gurav

Vineeta Joshi
Course Coordinator

Mrs. Vineeta Joshi



Sonali
Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

Regal College of Hotel Management & tourism, Kondhe- Chiplun
Minutes of Syllabus Designing Committee Meeting

The meeting to design the syllabus for the Certificate Course in Share Market and Mutual Fund' was held on 27/06/2022 at 11.00 am in the Regal College of Hotel Management & tourism. Following points were discussed in the meeting.

1. The rough draft of the syllabus was presented by Mrs. Vineeta Joshi.
2. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30Hrs.

All the members agreed upon unanimously and finalized the syllabus.

1. Mrs. Vineeta Joshi
2. Ms. Poonam Gurav

Vineeta Joshi
Poonam Gurav

Vineeta Joshi
Course Coordinator
Mrs. Vineeta Joshi

Sonali
Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628



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Email: regalcollegechiplun@gmail.com Website: www.regalcollege.in

Name of Course- Certificate course in Share Market & Mutual Fund

- Course Duration- 30 hrs
 - Course coordinator- Mrs. Vineeta Joshi
-

Regal college of Hotel Management & Tourism has organized a Certificate Courses as Basics of Share Marketing and Mutual Fund for students. This aimed at providing an insight to students regarding day to day working of stock market and introduction of a new career opportunity of being a stock market investor or trader.

The Course (syllabus) Contents in Brief will be-

- Primary & Secondary market.
- What is BSE & NSE?
- Precautions to be taken while trading in stock market.
- How Sensex & Nifty are calculated?
- Concepts of Mutual Fund.
- Types of Mutual Fund.
- Systematic Investment Plan (SIP)
- Benefits of long term investment in mutual fund.
- Systematic Transfer Plan and Systematic Withdrawal Plan.
- Difference between Mutual Fund and Stock Market.

Course outcomes-

After successful completion of this course, the student will be able to:

- Understand overall share market.
- Identify the trends, support, and resistance in the Stock Market.
- Understand how to build portfolio and investment decision in appropriate manner
- Develop skill of identification of candlesticks and chart patterns.
- Know the basis of mutual funds, their role and structure, different kinds of mutual and schemes and their futures
- Understand the channels for manual funds distribution



- Understand the legalities, accounting, valuation and taxation aspects underlying
- Mutual funds and their distribution 4. Get acquainted with financial planning as an approach in investing in mutual funds, and for mutual fund disturbers to develop long term relationships with their

Course coordinator-

U. J. Joshi

Sonal
Principal

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Notice

Date-25/06/2022

The Meeting of Syllabus Designing committee for 'certificate Course in Managerial skill development' following members were present for the meeting held on 27/06/2022 at 12.00 am in the Regal College of Hotel Management & tourism.

Mrs. Padmavati Pawar



Mr. Ganesh Sonawane




Course Coordinator

Mrs. Padmavati Pawar


Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628



Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of the syllabus Designing committee meeting

The meeting to finalizethesyllabus for the Managerial skill developmentcourse was held on 27/06/2022 at 12.00 am the Regal College. Following points were disused in the meeting.

1. The rough draft of the syllabus was presented by Mrs. Padmavati Pawar.
2. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30Hrs.

All the members agreed upon unanimously and finalized the syllabus.

Mrs. Padmavati Pawar 

Mr. Ganesh Sonawane 


Course Coordinator

Mrs. Padmavati Pawar




Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

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Name of Course- Certificate course in Managerial skill development course

- Course Duration- 30 hrs
- Course coordinator- Mrs. Padmavati Pawar


Topic	Title
1	Introduction- Communication skill- meaning, type and effective communication skill interpersonal skills, interview and writing skill- CV, Thanking letter, joining letter
2	Creative thinking and problem solving techniques- Brain Storming activities and case study, research, decision making
3	Team work- Leadership-qualities of good leader, coordination, motivation, building confidence, Time management. Event management.
4	Ethics- Meaning and importance of business ethics, responsibility, Evaluation

Course outcomes-

After completion of this course students will be able to-

- Communicate effectively
- Improve leadership qualities
- Improve managerial skill


Course coordinator


Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628



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Notice

Date-25/06/2022

The Meeting of Syllabus Designing committee for 'certificate Course in Local Tourist Guide course' following members were present for the meeting held on 27/06/2022 at 1.00 pm in the Regal College of Hotel Management & tourism.

Mr. Vinay Guhagarkar



Course Coordinator

Mr. Vinay Guhagarkar



Sonali
Principal
Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

Regal College of Hotel Management & tourism, Kondhe- Chiplun

Minutes of the syllabus Designing committee meeting

The meeting to finalize the syllabus for the Local Tourist Guide course was held on 27/06/2022 at 1.00 pm the Regal College. Following points were discussed in the meeting.

The rough draft of the syllabus was presented by Mrs. Mr. Vinay Guhagarkar

1. Suggestions given by experts were incorporate in the syllabus and duration of course was decided as 30Hrs.

All the members agreed upon unanimously and finalized the syllabus..

Mr. Vinay Guhagarkar



Course Coordinator

Mr. Vinay Guhagarkar



Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628

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Name of Course- Certificate course in Local Tourist Guide

- Course Duration- 30 hrs

Sr. No.	Content
1.	Introduction
2.	History of the Region
3.	Environment
4.	Archeology and architecture
5.	Communication skill
6.	Cuisine
7.	Socio-culture traditions
8.	Accommodation facilities
9.	Tourism services
10.	Field session

Course outcomes-

- Students will understand the responsibilities of tourist and will behave in good manners at tourism places.
- Students will understand the scope of tourism in Konkan area.
- Students can generate income by adopting Tourism Guide



Course coordinator



Principal

Regal College of Hotel Management & Tourism
At Kondhe, Tal. Chiplun 415628