

Annexure – 1



Name of Implementing Agency: NavKaushalya

Project Duration : 1 Year




Month of Reporting :August-September


Title of the Project :1.Cooking & Catering Programme 2.Front Office Management 3.Creche & Play Centre Management 4.Data Entry

1. Cooking & Catering Programme



Month	Project Activity	✓ Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Aug	Module : Ancient to modern times <ul style="list-style-type: none"> • Foods of ancient man • Why evolved & how? • Meaning of ancient cooking • Methods of cooking in ancient time • How we cook in the modern time • Need of professionals for cooking 	✓	✓		 







	<p>now</p> <p>Practical:</p> <ul style="list-style-type: none"> • Types of daal • Salad making • Salad Dressings • Tuverdaal • Moog daal • Mix daal • Moongdaalhalwa • Panjari Prasad as a part of Janmashtami Celebration 				 
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<p>Sept</p>	<p>Module: Importance of personal hygiene & grooming</p> <ul style="list-style-type: none"> • Effective hand washing • Recognition of problems caused by personal habits In the kitchen,smoking,jewelry,perfumes etc... • Kitchen uniform,importance of protective clothing,maintaining good standards of personal hygiene • Care of hair,nails,use of aprons. <p>Module: Tools &Equipment</p> <ul style="list-style-type: none"> • Difference between tools &equipment with examples. • List and identification of Equipment& tools • Use and care of tools 	<p>✓</p>	<p>✓</p>		  
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	&equipment. • Maintenance of equipment. Practical: Ingredient –Wheat • Roti • Paratha • Do-padi roti • Bhakhri • Dalia • Halwa				
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2. Front Office Management

Month	Project Activity	✓ Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Aug	Module: History of Office • The changing Office Scene • Introduction of Technological Development and Need in office Growth • Importance and	✓	✓		 




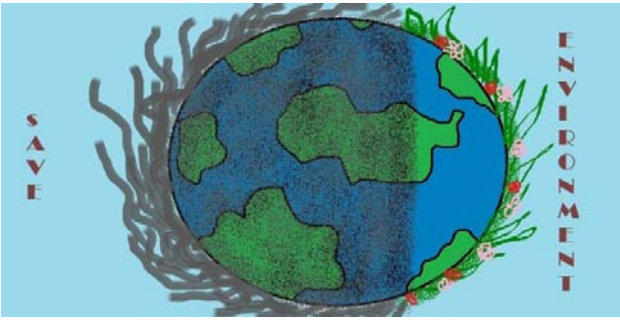
	<p>Needs of Office</p> <ul style="list-style-type: none"> • Introduction of Front Office Area <p>Project Activity :</p> <ul style="list-style-type: none"> • Evolution of Office and Office Design • Technological Development undertaken in the Office in last 150 years. 				 
Sept	<p>Module: Tools and Equipment</p> <ul style="list-style-type: none"> • Meaning and difference of Tools & Equipment • Introduction of office tools and equipment • Types of different machinery used in the office • Use and care of Tools & Equipment <p>Activity:</p> <ul style="list-style-type: none"> • Memory game played by the students 	✓	✓		   


3. Crèche & Play Centre Management

Month	Project Activity	✓ Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Aug	Module: Ancient to modern times <ul style="list-style-type: none"> • Introduction of crèche & play center management • Importance of crèche in day to day life • Profile of crèche teacher • Meaning & scope of crèche • Difference between ancient & modern crèche • Evaluation of play center 	✓	✓		 
	Activity: <ul style="list-style-type: none"> • Janmashtami celebration 				 

<p>Sept</p>	<p>Module: Personal & professional turnout</p> <ul style="list-style-type: none"> • Importance and meaning of health & hygiene • Benefits of personal care • Child hygiene • Developmental milestone of the child (1to 2 years) • Play Centre • Kitchen hygiene <p>Activity:</p> <ul style="list-style-type: none"> • Hand wash techniques • Motor development activities for children 	<p>✓</p>	<p>✓</p>	<p>✓</p>	<div data-bbox="1163 164 1654 500">  </div> <div data-bbox="1528 444 2007 730">  </div> <div data-bbox="1157 735 1753 987">  </div>
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4. Data Entry

Month	Project Activity	✓ Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Aug	Module: Ancient to Modern Times <ul style="list-style-type: none"> • Work during ancient times • Computer Generations • Importance of Computer in today's life • Charles Babbage: The inventor of Computer 				 
	Module: Learning the Basics <ul style="list-style-type: none"> • Basics of Computer lab – Posture -Sitting etc. • Computer Vocabulary 	✓	✓		
	Practical: <ul style="list-style-type: none"> • On-Off, Restart, Wakeup computer • Personalization • Paint Skill Based				

	Competition: <ul style="list-style-type: none"> Digital Artist (Sub: Save Environment) 				
Sept	Module: Tools & Equipment <ul style="list-style-type: none"> Names & Use of computer tools & Equipment Input-Output Devices Knowledge about external devices and drives Practical: <ul style="list-style-type: none"> Notepad Wordpad 	✓	✓		

Date :

Authorized Signatory of PIA :

(SEAL & Signature)

Annexure – 1





Name of Implementing Agency: NavKaushalya

Project Duration : 1 Year

Month of Reporting :December - January

Title of the Project :1.Cooking & Catering Programme 2.Front Office Management 3.Creche & Play Centre Management 4.Data Entry

1. Cooking & Catering Programme

Month	Project Activity	Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Dec	Module: Procurement <ul style="list-style-type: none"> Importance of procurement in cooking List of wholesaler and retailer shop in city Keep abreast of current prices. Budgeting in cooking course. Market survey. 	✓	✓		 
					 

Classification & Function

- Classification of cooking & catering program.
- Basic food classification.
- Cooking methods
- Storage methods.
- Function of food and nutrient.







Workshop:
Mr.DhanjayKashyap
(Tips for a successful business)

- Filled trip visit
(RESTAURANT PANGAEA)

Practical

- Soups
- Vadapav
- Cholebhature
- Hara bhara kabab
- Bhel, sev puri, pani puri
- Cake
- Kothimbir vadi
- Dahi idli
- Upma



Jan	<p>Module: Diet & Nutrition</p> <ul style="list-style-type: none"> • The food groups • Basic components of food • Water • Carbohydrates • Proteins • Fats • Vitamins • Minerals • Caloric value of nutrients • Balanced diet <p>Kitchen Cleaning & sanitizing</p> <ul style="list-style-type: none"> • Factors inn cleaning process • Cleaning agent • Kinds of sanitizers • Manual cleaning & sanitizing • Cleaning surfaces & stationary equipment • Procedure for cleaning counters, sink and non-cooking equipment. 	✓	✓		     

Practical:

- Daalkachori
- Lilvakachori
- Undhiyu
- Naylonkhaman
- Punjabi cuisine
- (brown gravy : kadaipaeer,sabjia okhi)
- (red gravy : veg. jalferezy,tomato corn bhatha,chesse butter masala)
- (white gravy : Khoyakaju,cornmethimalai)
- Puna missal
- Naan
- Schezwan potato
- Chilli potato

Rice work shop with Chef (PANGAEA RESTAURANT)

- Date: 16-1-19(Chef Deepak singhbisht)

SCHEZWAN FRIED RICE WITH HOT GARLIC SAUCE



- Date: 17-1-19
(chef
Devendrakumar)

THAI FRIED RICE

- Date: 18-1-19
(chef Deepak
singhbisht)

MEXICAN HOT POT

- Date: 21-1-19
(Chef
NileshAhire)



SABZ PULAV WITH VEG KORMA

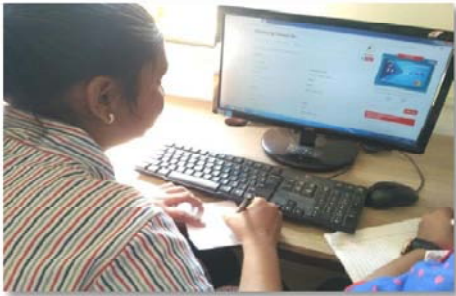
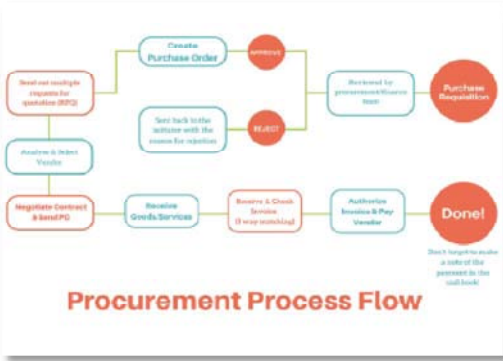
- Date : 22-1 19
(Chef Deepak
singh, chef Nil
eshAhire)

DUM BIRAYAL, DAAL TADKA, RAITA








2. Front Office Management

Month	Project Activity	Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Dec	Module : Procurement <ul style="list-style-type: none"> • Meaning of procurement • Difference between procurement and Purchasing • Types of Distribution Channel • Importance and needs of distribution Channel 	✓		✓	
	Activity: <ul style="list-style-type: none"> • Drawing of distribution Channel with own Concepts 				



<p>Jan</p>	<p>Module: Procurement</p> <p>Activities:</p> <ul style="list-style-type: none"> • Procurement Process • Purchase Requisition Form preparation • Finding out quotations (Online & Offline) <p>Project :</p> <p>Project Preparation on following topics :</p> <ul style="list-style-type: none"> • Types Vouchers • Procurement Process • Distribution Channel 	<p>✓</p>		<p>✓</p>	<div data-bbox="1167 168 1619 461">  </div> <div data-bbox="1472 501 1971 859">  <pre> graph TD A[Send out multiple requests for quotation RFQ] --> B[Prepare & Submit Tender] A --> C[Generate Purchase Order] C --> D[Approved] D --> E[Received by procurement/finance team] E --> F[Purchase Requisition] B --> G[Send back to the supplier with the reason for rejection] G --> H[RFQ/OT] H --> I[Approved] I --> E F --> J[Negotiate Contract & send PO] J --> K[Receive Goods/Services] K --> L[Review & Check Invoice (if way switching)] L --> M[Authenticate Invoice & Pay Voucher] M --> N[Done!] N --> O[Don't forget to make a note of the payment in the cell book!] </pre> <p>Procurement Process Flow</p> </div>
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3. Crèche & Play Centre Management

Month	Project Activity	Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Dec	Module: Layout & planning <ul style="list-style-type: none"> Importance of planning Types of planning Indoor– Outdoor activities 	✓	✓		  
	Activity: <ul style="list-style-type: none"> Planning and preparation Christmas celebration 				
Jan	Module: Procurement <ul style="list-style-type: none"> List of wholesaler & retailer in city Importance of budget in procurement Survey of the different market & procure the things 	✓	✓		

	Activity: <ul style="list-style-type: none"> Group activity for Makarsankranti Celebration and Presentation as Assessment Republic day Celebration 				
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4. Data Entry

Month	Project Activity	<ul style="list-style-type: none"> Deadline fixed as per Project Plan 	Status		Photographs
			Completed	Under Process	
Dec	Module: Microsoft Word <ul style="list-style-type: none"> Use of Word in daily life Concept of word processing Microsoft History Use of Ms-Word toolbars and menus Learning the commands: Enter, Select, insert, move, copy, cut, paste, and search Insert Pictures and 	✓		✓	 

	<p>text</p> <ul style="list-style-type: none"> • Text formatting • English Typing <p>Activity:</p> <ul style="list-style-type: none"> • Sip with Technology (Milton Boom) 				 
Jan	<p>Module: Microsoft Word</p> <ul style="list-style-type: none"> • Data transfer using pendrives • Use of chart and smart art • Working with page layout options • Take Print out • Scan document in different format 	✓		✓	 

Date : 31st March 2018

Authorized Signatory of PIA :

(SEAL & Signature)

Annexure – 1


Name of Implementing Agency: NavKaushalya






Project Duration : 1 Year

Month of Reporting :October - November

Title of the Project :1.Cooking & Catering Programme 2.Front Office Management 3.Creche & Play Centre Management 4.Data Entry

1. Cooking & Catering Programme

Month	Project Activity	✓ Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Oct	Module: Food safety <ul style="list-style-type: none"> Basic food hygiene, washing, cleaning of food terms Handling of food Hot and cold handling Fresh and stale food. 	✓	✓		
	Module: Learning the basics <ul style="list-style-type: none"> Basic requirement of 				

	<p>kitchen,hygiene rules and methods.</p> <ul style="list-style-type: none"> • Various cooking method I details. • Why are basic cooking methods important In cooking? • Food care ad storage basics. <p>Practical</p> <p>Ingredients- potato</p> <ul style="list-style-type: none"> • Cut & boiled potato • Maharastian veg • Alooparatha with BoondiRaita • Pattice • Aloovada • Samosa • Veggies • Dum Aloo • Kashmiri Aloo • Sandwiches 				  
Nov	<p>Module: Kitchen organization</p> <ul style="list-style-type: none"> • The professional cookery • Kitchen management staff 	✓	✓		 

- Role of chef in food production
- Planning for food preparation.
- Kitchen sections
- Food stations and cooks duties.

Practical

Ingredient: Paneer







- Making paneer
- Mutter paneer
- Malaipaneer
- Paneerpatiyalakofta
- Palakpaneer
- South Indian



Entrepreneurship

- Making of chocolates








2. Front Office Management

Month	Project Activity	✓ Deadline fixed as per Project Plan	Status		Photographs	
			Completed	Under Process		
Oct	Module: Learning the Basics <ul style="list-style-type: none"> Importance and Needs of Basics at workplace Requirement of simple basics to complex & Large Task undertaken in an office Reception area and hospitality Duties and responsibilities of receptionist 	✓	✓			
	Activity: <ul style="list-style-type: none"> Role play done by students 					
Nov	Module: Personal and Professional Turnout <ul style="list-style-type: none"> Introduction Qualities of professional personal 	✓	✓			

	<ul style="list-style-type: none"> Office ergonomics <p>Workshop :</p> <ul style="list-style-type: none"> Workshop on Grooming Techniques conducted by Jyoti Diwan – Fitness Trainer cum Makeup artist 				 
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3. Crèche & Play Centre Management





Month	Project Activity	✓ Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Oct	<p>Module: Tools & Equipment</p> <ul style="list-style-type: none"> Introduction of tools & equipment of Play Centre Requirements of tools & equipment in Crèche Importance of tools & equipment 	✓	✓		

	<ul style="list-style-type: none"> • Difference between tools & equipment • Long term and short term equipment • Difference between indoor & outdoor equipment <p>Activity:</p> <ul style="list-style-type: none"> • Best out of Waste Competition • Separation of Tools and equipment 				 
Nov	<p>Module: Preparation & Preservation</p> <ul style="list-style-type: none"> • Importance of preparation & preservation • Different types of preparation in crèche • Difference between long term & short term preparation <p>Activity:</p> <ul style="list-style-type: none"> • Make different types of puppets 	✓	✓		 

	<ul style="list-style-type: none"> Write rhyme in your own words and prepare rhyme book Draw, Fill color and laminate Fruits and Numbers, for classroom display 				 
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4. Data Entry

Month	Project Activity	✓ Deadline fixed as per Project Plan	Status		Photographs
			Completed	Under Process	
Oct	Module :Personal & Professional Turnout <ul style="list-style-type: none"> Types and Names of clothing style for computer professionals. Apparels at office in IT sector. Benefits of being 	✓	✓		

	<p>professional</p> <ul style="list-style-type: none"> Professional language of an IT professional. <p>Activity:</p> <ul style="list-style-type: none"> Day Celebration : Informal & Formal day 				
Sept	<p>Module: Classification & Function</p> <ul style="list-style-type: none"> Brief about Operating System Types of Operating System Types and difference of software Software installation & uninstall Creating Account on System Other Control Panel command study Internet connectivity with different mediums in Laptop & Computer 	✓	✓		  

Date : 31st March 2018

Authorized Signatory of PIA :

(SEAL & Signature)