



M.C.E Society's  
M. A. Rangoonwala Institute of Hotel  
Management and Research, Pune  
(Affiliated to Savitribai Phule Pune University)

## NAAC: Criteria 5

5.1.3: Students benefited by  
guidance for competitive  
examination &  
career counseling



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2017-2018

## Table of Contents

### Criteria V

#### 5.1.3 Career counseling

Sr. No.	Documents Attached	Page No.
1	Interview Skills-Short term course T.Y.B.Sc. (HS) 2017-2018	3-10
2	Career Opportunities for students 12/01/2018	11
3	Career Progression in Hospitality 30/06/2017	12

## Interview Skills: Short term course 2017-2018

### Notice



Maharashtra Cosmopolitan Education Society's  
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Date: 15/02/2018

### NOTICE

This is to inform the Third year B.Sc. (HS) Students that we are introducing a new value added course on **Interview Skills**. The course duration is 30 hours commencing from 21<sup>st</sup> February 2018 onwards. The class is scheduled every Saturday from 10 am to 12 pm. For registration and further queries kindly contact Training and Placement Coordinator.

**Prof. Dr. Anita Frantz**  
Principal



**Assoc. Prof. Imran Sayyed**  
IQAC Coordinator





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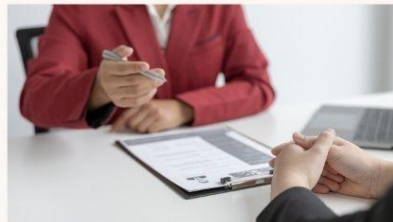
# Interview Skills: Short term Course

## T.Y.B.Sc. (HS)

### 2017-2018

Topics Covered:

- Importance of Preparation
- Building a strong impression
- Resume Writing
- Recruiter's Expectations



Interview Skills  
Syllabus

**Teaching Scheme:**

Teaching Scheme for the Course			
Course Code	Theory Hrs.	Duration of Lecture	Total
HS - IS	30	1 hour	30

**Learning Outcomes:**

- To build self-confidence
- To improve overall personality
- To create the right impression in Interviews
- To be successful at the interviews

Unit: 1: Introduction 4 hours

- 1.1: Introduce interview skills
- 1.2: Importance of preparation
- 1.3: Understanding the objective of the Interview Techniques

Unit: 2: Interview Skills 6 hours

- 2.1: Building a strong impression- Self awareness
- 2.2: Grooming
- 2.3: Body Language, Confidence

Unit: 3: Resume writing 4 hours

- 3.1: Difference between CV & Resume
- 3.2: Designing an impactful resume

Unit: 4: Recruiter's Expectations 8 hours

- 4.1: Interview FAQs
- 4.2: Values, Ownership, Teamwork
- 4.3: Time management, Stress Management, Positive Attitude
- 4.4: Profile Management

Unit: 5: Mock Interview & Group Discussion 6 hours









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### Evaluation Sheet

#### Interview Skills: Evaluation Sheet

Academic Year: 2017-2018  
Class: T.Y.B.Sc.(HS)

Term: Second  
Faculty Name: Vincent Kedari


Sr. No.	Students Name	Mock Interview					Total
		Grooming	Group Discussion	Communication	P. I Round	Extempore	
		10 Marks	10 Marks	10 Marks	10 Marks	10 Marks	
1	Upadhyay Anurag	5	5	5	5	5	25
2	Dias Wilbur	8	8	8	8	8	40
3	Bandal Rushikesh	8	9	8	9	8	42
4	Bhosale Navnath	5	5	5	5	5	25
5	Charania Arbaaz	6	6	6	6	6	30
6	Dani Vedika	8	7	5	6	5	31
7	Cyrus Dorabjee	5	5	5	5	5	25
8	Gade Prasad	8	8	8	8	8	40
9	Deepraj Raj Gautam	8	9	8	9	8	42
10	Gazi Salman	5	5	5	5	5	25
11	Kazi Asma	6	6	6	6	6	30
12	Khade Vaibhav	8	7	5	6	5	31
13	Mahedvi Bismillah	5	5	5	5	5	25
14	Mane Prajka	6	6	6	6	6	30
15	Mulla Shoaib	8	7	5	6	5	31
16	Pathan Toufique	6	6	6	6	6	30
17	Pathan Mohammad Saif	8	7	5	6	5	31
18	Mirza Mehdi	5	5	5	5	5	
19	Rashid Habibur	6	5	5	6	5	27
20	Sandev Rohan	7	5	8	8	8	36
21	Sathe Sushrut	8	9	8	9	9	43
22	Saudagar Zaheerulhaque	9	9	9	9	9	45
23	Sayyed Jibrail	5	5	5	5	5	
24	Shaikh Faiz	6	6	6	6	6	30

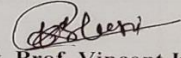
11	Kazi Asma	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz	Kaz
12	Khade Vaibhav	Vk	Vk	Vk	AB	Vk	Vk	Vk	AB	Vk	Vk	AB	Vk	Vk	Vk	Vk	AB
13	Mahedvi Bismillah	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs	mhs
14	Mane Prajta	Pm	Pm	Pm	Pm	Pm	Pm	Pm	AB	Pm	Pm	AB	Pm	Pm	AB	Pm	
15	Mulla Shoaib	msh	msh	msh	msh	msh	msh	msh	msh	msh	msh	msh	msh	msh	msh	msh	msh
16	Pathan Toufique	PTF	PTF	PTF	PTF	PTF	PTF	PTF	PTF	PTF	PTF	AB	PTF	PTF	AB	PTF	PTF
17	Pathan Mohammad Saif	S.P.	S.P.	S.P.	AB	S.P.	S.P.	AB	S.P.	S.P.	AB	S.P.	S.P.	AB	S.P.	S.P.	
18	Mirza Mehdi	mm	mm	mm	mm	mm	AB	mm	mm	AB	mm	mm	AB	mm	mm	mm	
19	Rashid Habibur	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah	Rah
20	SandeV Rohan	Sand	Sand	Sand	AB	Sand	Sand	AB	Sand	Sand	AB	Sand	Sand	Sand	AB	Sand	
21	Sathe Sushrut	SS	SS	AB	SS	SS	AB	SS	SS	SS	SS	SS	SS	AB	SS	SS	
22	Saudagar Zaheerulhaque	Saz	Saz	Saz	Saz	Saz	Saz	Saz	Saz	Saz	Saz	Saz	Saz	Saz	AB	Saz	Saz
23	Sayyed Jibrail	Say	Say	AB	Say	Say	Say	Say	Say	AB	Say	Say	Say	AB	Say	Say	
24	Shaikh Faiz	ghf	ghf	ghf	ghf	ghf	AB	ghf	ghf	ghf	ghf	ghf	AB	ghf	ghf	ghf	

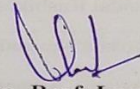
Sr. No	Students Name	23/4	23/4	25/4	25/4	28/4	28/4	30/4	30/4	5/5	05/5	12/5	12/5	19/5	19/5	24/05
1	Upadhyay Anurag	Anu	Anu	AB	Anu	Anu	Anu	AB	Anu	AB	Anu	Anu	Anu	AB	Anu	Anu
2	Dias Wilbur	Wid	AB	Wid	Wid	Wid	Wid	Wid	Wid	Wid	Wid	AB	Wid	Wid	Wid	Wid
3	Bandal Rushikesh	Band	Band	AB	Band	Band	Band	AB	Band	Band	Band	Band	Band	AB	Band	Band
4	Bhosale Navnath	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn	Bhn
5	Charania Arbaaz	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha
6	Dani Vedika	Dan	Dan	Dan	Dan	Dan	Dan	Dan	Dan	Dan	Dan	Dan	Dan	Dan	Dan	Dan
7	Cyrus Dorabjee	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy	Cy
8	Gade Prasad	Gad	Gad	Gad	Gad	Gad	AB	Gad	Gad	AB	Gad	Gad	AB	Gad	Gad	Gad
9	Deepraj Raj Gautam	Raj	Raj	AB	Raj	Raj	Raj	AB	Raj	Raj	Raj	Raj	Raj	Raj	AB	Raj
10	Gazi Salman	Sal	Sal	Sal	Sal	AB	Sal	Sal	Sal	Sal	Sal	AB	Sal	AB	Sal	Sal

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48	Shaikh Musharaf Hasan	5	5	5	5	5	25
49	Kadam Vinay Vishnu	6	6	6	6	6	30
50	Akshay Sarode	8	7	5	6	5	31
51	Abrar Arthani	5	5	5	5	5	25
52	Rahul Sonawane	8	8	8	8	8	40
53	Rohit Verma	8	9	8	9	8	42
54	Huzefa Surti	8	7	5	6	5	31
55	Shaikh Murad	5	5	5	5	5	25
56	Bilal Hussain	AB	AB	AB	AB	AB	AB
57	Shubham Randive	AB	AB	AB	AB	AB	AB

  
**Prof. Dr. Anita Frantz**  
 Principal

  
**Asst. Prof. Vincent Kedari**  
 Subject Faculty

  
**Asso. Prof. Imran Sayyed**  
 IQAC Coordinator

## Activity Report

### Career Opportunities for Students

12<sup>th</sup> January, 2018

M. A. Rangoonwala Institute of Hotel Management & Research had organized a Guest Lecture on the topic “New Trends in Tourism and Career Opportunities for Students” on 12th January, 2018 for B.Sc.H.S Students. The session was conducted by Mr. Vivek Vasanttrao Gole, Director of Bhagyashri Travels Pvt. Ltd., Pune.



Felicitation of Mr. Vivek Gole



During the Session



During the session

Asst. Prof. Vincent Kedari  
Event Coordinator

ANITA RUBEN  
FRANTZ

Digitally signed by  
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## Activity Report

### Career Progression in Hospitality

30th June, 2017

Westin Pune conducted a lecture on the topic "Career Progression in Hospitality" on 30th June 2017 for F.Y.B.Sc. (HS) at M.A.Rangoonwala Institute of Hotel Management & Research.

This lecture was conducted in association with the Journey Week celebrated by the Marriott group of hotels. Mr. Murari Prasad (Asst. F&B Manager) and Mr. Raghav Tyagi (HR Coordinator) conducted the lecture.



Group Photo



During the Session



During the Session

A handwritten signature in blue ink, appearing to read 'Vincent Kedari'.

Asst. Prof. Vincent Kedari  
Event Coordinator

ANITA RUBEN  
FRANTZ

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ANITA RUBEN FRANTZ  
Date: 2023.05.31  
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