



**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**



**Azam Campus, Camp.Pune-411001.Tel No.020-26442261/2 Mobile: 9403190762
Mail: info@marhotelmanagement.com Website:
www.marhotelmanagement.com**

2018-2019

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Criteria V

5.1.3 Career counseling

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Interview Skills: Short term course 2018-2019

Notice




Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Azam Campus, Camp, Pune-411001.
Tele No: 020-26442261/62, E-mail: info@marhotelmanagement.com,
Website: www.marhotelmanagement.com


Date: 02/02/2019

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 8th February 2019 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



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

Interview Skills: Short term Course

T.Y.B.Sc. (HS)

2018-2019

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: Understating 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





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

CERTIFICATE OF COMPLETION

IS AWARDED TO

Mr. Attupuram Gems

for

successfully completing Interview Skills Course

Prof. Dr. Anita Frantz
Principal

Asso. Prof. Imaran Sayyed
IQAC Coordinator

Azam Campus, Camp.Pune-411001.Tel No.020-26442261/2 Mobile: 9403190762
Mail: info@marhotelmanagement.com Website: www.marhotelmanagement.com

Interview Skills- Attendance



M.C.E Society's
M. A. Rangoonwala Institute of Hotel Management & Research,
2300 - B, K.R. Hidayatullah Road, Azam Campus, Camp, Pune-411001. Tel No.020-2644226/1/2. Mail: info@marhotelmanagement.com.
Website: www.marhotelmanagement.com

Value Added Course - Interview Skills

Academic Year: 2018-2019
Class: T. Y. BSc HS

ATTENDANCE SHEET

Term: Second
Start Date: 9th February
End Date: 11th May

Sr. No	Students Name	9/2	9/2	14/2	15/2	23/2	23/2	2/3	2/3	9/3	9/3	16/3	16/3	23/3	23/3	29/3
1	Ansari Ateem Mazhar	Am	Am	AB	Am	Am	AB	Am	Am	Am	AB	Am	AB	Am	Am	Am
2	Mullani Abdul Rehman Imran	Mullani	Mullani	AB	Mullani	AB	Mullani	Mullani	AB	Mullani	AB	Mullani	Mullani	Mullani	AB	Mullani
3	Kadam Rutuja Rajram	KRR	KRR	KRR	KRR	KRR	AB	AB	KRR	AB	AB	KRR	KRR	KRR	KRR	KRR
4	Sangrute Yash Sandeep.	Yash	Yash	AB	Yash	AB	Yash	AB	Yash	Yash	Yash	AB	Yash	AB	Yash	Yash
5	Pandey Prince S	PP	PP	AB	PP	PP	AB	PP	AB	PP	AB	PP	PP	AB	PP	PP
6	Shaikh Suhail Mazher	SM	SM	AB	SM	SM	SM	SM	AB	SM	SM	AB	SM	SM	SM	SM
7	Suter Shahbaz Zamceer	Zam	Zam	AB	Zam	AB	Zam	Zam	Zam	Zam	AB	Zam	AB	Zam	Zam	Zam
8	Upadhyay Karan Vikas	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
9	Virani Mussarath Azim.	Virani	Virani	AB	Virani	AB	Virani	Virani	Virani	Virani	Virani	Virani	Virani	AB	Virani	Virani
10	Jadhav Anand Dilip.	AD	AD	AB	AD	AD	AD	AD	AB	AD	AD	AD	AD	AB	AD	AD

11	Ansari Salman Sirajuddin	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
12	Ansari Urba	Urb	Urb	AB	Urb	Urb	Urb	AB	Urb	Urb	Urb	AB	AB	Urb	Urb	Urb
13	Ansari Kafa	Kafa	Kafa	Kafa	AB	Kafa	AB	Kafa	AB	Kafa	Kafa	AB	Kafa	AB	Kafa	Kafa
14	Shaikh Umer Mahmuddin	SM	SM	SM	SM	AB	SM	SM	SM	SM	SM	SM	AB	SM	SM	SM
15	Shaikh Sajid Javed	Javed	Javed	Javed	Javed	AB	AB	Javed	Javed	Javed	Javed	AB	Javed	Javed	Javed	AB
16	Choutmal Soniya Rajendra	CSR	CSR	CSR	CSR	AB	CSR	AB	CSR	CSR	CSR	AB	CSR	CSR	AB	CSR
17	Shaikh Abdul Rahim Hamid	SRH	SRH	SRH	AB	SRH	SRH	AB	SRH	SRH	SRH	SRH	SRH	SRH	AB	SRH
18	Gangawane Akanksh Arun	CA	CA	CA	CA	CA	CA	CA	AB	AB	CA	AB	AB	CA	CA	CA
19	Inamdar Altamash Haron	Inam	Inam	Inam	AB	Inam	AB	Inam	AB	Inam	Inam	Inam	Inam	Inam	Inam	Inam
20	Sansare Ankita Sunil	ASN	ASN	ASN	ASN	AB	ASN	AB	ASN	AB	ASN	AB	ASN	AB	ASN	ASN
21	Bhaskar Ruthvik Dhyaneshwar	BR	BR	BR	AB	BR	AB	BR	AB	BR	BR	AB	BR	BR	BR	BR
22	Hande Ashwini Uttam	Hande	Hande	AB	Hande	Hande	AB	Hande	Hande	Hande	AB	Hande	Hande	AB	Hande	Hande
23	D'Souza Ivan Ignatius	DI	DI	DI	DI	AB	DI	AB	DI	AB	DI	AB	DI	DI	DI	DI
24	Manikwar Saurabh Jagannath	MS	MS	MS	MS	AB	MS	MS	MS	AB	MS	AB	MS	MS	MS	AB

53	Rohit Verma	PVE	PVE	PVE	PVE	PVE	PVE	PVE	PVE	PVE	PVE	PVE	PVE	PVE	PVE	PVE	AB
54	Huzefa Surti	HUSY	HUSY	HUSY	HUSY	HUSY	HUSY	HUSY	AB	HUSY	HUSY	HUSY	HUSY	AB	HUSY	HUSY	HUSY
55	Shaikh Murad	SHUM	SHUM	SHUM	SHUM	SHUM	SHUM	SHUM	AB	SHUM	SHUM	SHUM	SHUM	SHUM	SHUM	SHUM	SHUM
56	Bilal Hussain	BILAH	BILAH	BILAH	BILAH	BILAH	BILAH	BILAH	AB	BILAH	BILAH	BILAH	BILAH	AB	BILAH	BILAH	BILAH
57	Shubham Randive	SRP	SRP	SRP	SRP	SRP	SRP	SRP	SRP	SRP	SRP	SRP	SRP	AB	SRP	SRP	SRP

Sr. No	Students Name	30/3	30/3	6/4	6/4	16/4	13/4	20/4	20/4	20/4	27/4	27/4	4/5	4/5	11/5	11/5
1	Ansari Aleem Mazhar	AM	AB	AM	AB	AM	AM	AM	AB	AM	AM	AB	AM	AM	AM	AM
2	Mullani Abdul Rehman Imran	Mullani	Mullani	Mullani	AB	AB	Mullani	Mullani	Mullani	Mullani	AB	Mullani	AB	Mullani	AB	Mullani
3	Kadam Rutuja Rajram	KRR	KRR	AB	KRR	AB	KRR	KRR	KRR	AB	KRR	KRR	AB	KRR	KRR	KRR
4	Sangrute Yash Sandeep	Yash	Yash	Yash	AB	AB	AB	Yash	Yash	Yash	Yash	AB	Yash	Yash	AB	Yash
5	Pandey Prince S	PP	PP	PP	AB	PP	PP	AB	AB	PP	PP	AB	PP	AB	PP	PP
6	Shaikh Suhail Mazher	SM	SM	AB	SM	SM	AB	AB	SM	SM	SM	SM	SM	AB	SM	SM
7	Sutar Shahbaz Zameer	Zamr	AB	Zamr	Zamr	Zamr	AB	Zamr	Zamr	Zamr	AB	Zamr	Zamr	Zamr	AB	Zamr
8	Upadhyay Karan Vikas	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
9	Virani Mussarath Azim	AB	Virani	Virani	Virani	Virani	Virani	AB	Virani	AB	Virani	AB	Virani	Virani	Virani	Virani
10	Jadhav Anand Dilip	AD	AD	AB	AD	AB	AD	AD	AD	AB	AD	AD	AB	AD	AB	AD

11	Ansari Salman Sirajuddin	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
12	Ansari Urba	Uba	AB	Uba	AB	Uba	AB	Uba	AB	Uba	AB	Uba	AB	Uba	AB	Uba
13	Ansari Kafa	Kafa	Kafa	AB	Kafa	AB	Kafa	Kafa	AB	Kafa	Kafa	AB	Kafa	Kafa	AB	Kafa
14	Shaikh Umer Mainuddin	SM	SM	SM	AB	SM	SM	SM	AB	SM	SM	AB	SM	SM	SM	SM
15	Shaikh Sajid Javed	Javed	Javed	Javed	AB	Javed	AB	Javed	AB	Javed	Javed	AB	Javed	Javed	Javed	Javed
16	Choutmal Soniya Rajendra	CSR	CSR	CSR	CSR	CSR	AB	CSR	CSR	CSR	CSR	CSR	AB	CSR	CSR	CSR
17	Shaikh Abdul Rahim Hamid	SHR	SHR	AB	SHR	AB	SHR	SHR	AB	SHR	SHR	SHR	SHR	AB	SHR	SHR
18	Gangawane Akanksh Arun	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA	AB	GA	GA	GA	GA
19	Inamdar Altamash Harun	IAH	IAH	IAH	AB	IAH	AB	IAH	IAH	IAH	IAH	AB	IAH	IAH	IAH	IAH
20	Sansare Ankita Sunil	AS	AS	AS	AS	AS	AS	AS	AB	AS	AS	AS	AS	AS	AS	AS
21	Bhaskar Ruthvik Dnyaneshwar	(B)	(B)	AB	(B)	AB	(B)	(B)	AB	(B)	(B)	(B)	(B)	(B)	AB	(B)
22	Hande Ashwini Uttam	HA	HA	AB	HA	AB	HA	HA	HA	HA	HA	AB	AB	HA	AB	HA
23	D'Souza Ivan Ignatius	DI	DI	DI	AB	DI	DI	DI	AB	DI	DI	DI	AB	DI	DI	DI
24	Manikwar Saurabh Jagannath	MS	MS	MS	AB	MS	AB	MS	MS	MS	MS	MS	AB	MS	MS	MS

25	Salve Shubham Sunil	SS	AB	SS	SS	AB	SS	AB	SS	AB	SS	AB	SS	AB	SS	AB
26	Shaikh Rubina Ismail	RI	RI	AB	RI	RI	AB	RI	RI	RI	RI	RI	AB	RI	RI	RI
27	Shinde Mahesh	MS	AB	MS	MS	AB	MS	MS	AB	MS	MS	MS	AB	MS	MS	MS
28	Pote Rohit Rajendra	PR	AB	PR	AB	PR	AB	PR	PR	PR	PR	AB	PR	AB	PR	AB
29	Patil Aseem	PA	PA	AB	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	AB	AB
30	Tandale Chaitanya Manohar	TC	TC	TC	TC	AB	TC	TC	AB	TC	TC	TC	TC	TC	TC	TC
31	Baig Ajmal Adil	BA	AB	BA	BA	AB	BA	AB	BA	BA	BA	AB	BA	BA	BA	AB
32	Khot Sayali Sanjay	SK	AB	SK	AB	SK	AB	SK	AB	SK	SK	SK	SK	SK	SK	SK
33	Gaikwad Komal Deepak	KD	AB	KD	KD	KD	AB	KD	KD	AB	KD	KD	AB	KD	KD	AB
34	Sayyed Rushna Junaid	SR	SR	SR	AB	SR	AB	SR	SR	SR	AB	SR	AB	SR	SR	SR
35	Khan Junaid Saeed	KS	AB	KS	KS	KS	KS	KS	KS	KS	KS	KS	KS	KS	AB	KS
36	Gaikwad Ashish Ganesh	GA	AB	GA	AB	GA	AB	GA	GA	GA	GA	AB	GA	AB	GA	GA
37	Shaikh Saqib Salim	SS	AB	SS	AB	SS	SS	SS	AB	SS	SS	SS	SS	AB	SS	AB
38	Attupuram Gems Thomas	AT	AB	AT	AB	AT	AB	AT	AT	AB	AT	AT	AT	AT	AB	AB

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.

Evaluation Sheet
Interview Skills: Evaluation Sheet

Academic Year: 2018-2019
Class: T.Y.B.Sc.(HS)

Term: Second
Faculty Name: Vincent Kedari

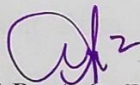
Sr. No.	Students Name	Mock Interview					Total 50 Marks
		Grooming	Group Discussion	Communication	P. I Round	Extempore	
		10 Marks	10 Marks	10 Marks	10 Marks	10 Marks	
1	Ansari Aleem Mazhar	8	8	8	8	8	40
2	Mullani Abdul Rehman Imran	7	8	7	8	7	37
3	Kadam Rutuja Rajram	6	6	6	6	6	30
4	Sangrue Yash Sandeep.	7	6	5	6	7	31
5	Pandey Prince S	7	8	7	8	7	37
6	Shaikh Suhail Mazher	5	5	5	5	5	25
7	Sutar Shahbaz Zameer	5	5	5	5	5	25
8	Upadhyay Karan Vikas	7	6	5	6	7	31
9	Virani Mussarath Azim.	8	9	8	8	9	42
10	Jadhav Anand Dilip.	7	6	5	6	7	31
11	Ansari Salman Sirajuddin	9	8	9	8	9	43
12	Ansari Urba	AB	AB	AB	AB	AB	AB
13	Ansari Kafa	AB	AB	AB	AB	AB	AB
14	Shaikh Umer Mainuddin	7	8	7	8	7	37
15	Shaikh Sajid Javed	5	6	7	5	6	29
16	Choutmal Soniya Rajendra	5	5	5	5	5	25
17	Shaikh Abdul Rahim Hamid	7	5	7	5	7	31
18	Gangawane Akanksh Arun	8	8	8	8	8	40
19	Inamdar Altamash Harun	5	5	5	5	5	25
20	Sansare Ankita Sunil	7	8	7	8	7	37

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.

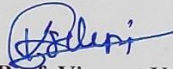
21	Bhapkar Ruthvik Dnyaneshwar	7	7	7	7	7	35
22	Hande Ashwini Uttam	8	5	5	7	5	30
23	D'Souza Ivan Ignatius	AB	AB	AB	AB	AB	AB
24	Manikwar Saurabh Jagannath	AB	AB	AB	AB	AB	AB
25	Salve Shubham Sunil	8	8	8	8	8	40
26	Shaikh Rubina Ismail	7	8	7	8	7	37
27	Shinde Mahesh	6	6	6	6	6	30
28	Pote Rohit Rajendre	7	6	5	6	7	31
29	Patil Aseem	7	8	7	8	7	37
30	Tandale Chaitanya Manohar	5	5	5	5	5	25
31	Baig Ajmal Adil	5	5	5	5	5	25
32	Khot Sayali Sanjay	7	6	5	6	7	31
33	Gaikwad Komal Deepak	8	9	8	8	9	42
34	Sayyed Rushna Junaid	7	6	5	6	7	31
35	Khan Junaid Saeed	AB	AB	AB	AB	AB	AB
36	Gaikwad Ashish Ganesh	5	5	5	5	5	25
37	Shaikh Saqib Salim	8	8	8	8	8	40
38	Attupuram Gems Thomas	8	9	8	9	8	42
39	Fahim Advani	5	5	5	5	5	25
40	Gajarmal Kundan Devendra	6	6	6	6	6	30
41	Padaniya Amit Anilbhai	8	7	5	6	5	31
42	Kulkarni Ankur Sudhakar	5	5	5	5	5	25
43	Shivarkar Akash	8	8	8	8	8	40
44	Mali Balasheb Dagdu	8	9	8	9	8	42
45	Goud Sanket Kishor	5	5	5	5	5	25
46	Parkale Aniket Sanjay	8	8	8	8	8	40
47	Kumbhar Pratik Uttaam	8	9	8	9	8	42

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.

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

Preparation for MPSC & UPSC Classes

21st-22nd February 2019

A two days Lecture on “Preparation for MPSC & UPSC Classes” examination was Conducted on 21st & 22nd February 2019 Under the Board of Students Development, Savitribai Phule Pune University.

Mr Jawwad Kazi & Mr Nilesh Kondhalkar from Unique Academy, Camp were present for the seminar to guide the Students. Both the speakers shared their expertise on how to prepare for the competitive exams of Civil Services. Students benefited from this session as the Knowledge shared by the speakers was very informative. Few glimpses of the lecture



Asst. Prof. Vincent Kedari
Event Coordinator

**ANITA RUBEN
FRANTZ**

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Activity Report

Guest Lecture on Career Opportunities

14th September 2018

A session was organized for S.Y.B.Sc. (HS) students on various career opportunities available in hospitality industry. Mint Hotels an upcoming hotel in India visited M. A. Rangoonwala Institute of Hotel Management and Research on 14th September 2018. Mr. Thomas Lewis, Senior Manager- Human Resources addressed the students and briefed them about the career opportunities.



During the session



During the session



During the session



During the session

Asst. Prof. Vincent Kedari
Event Coordinator

ANITA
RUBEN
FRANTZ

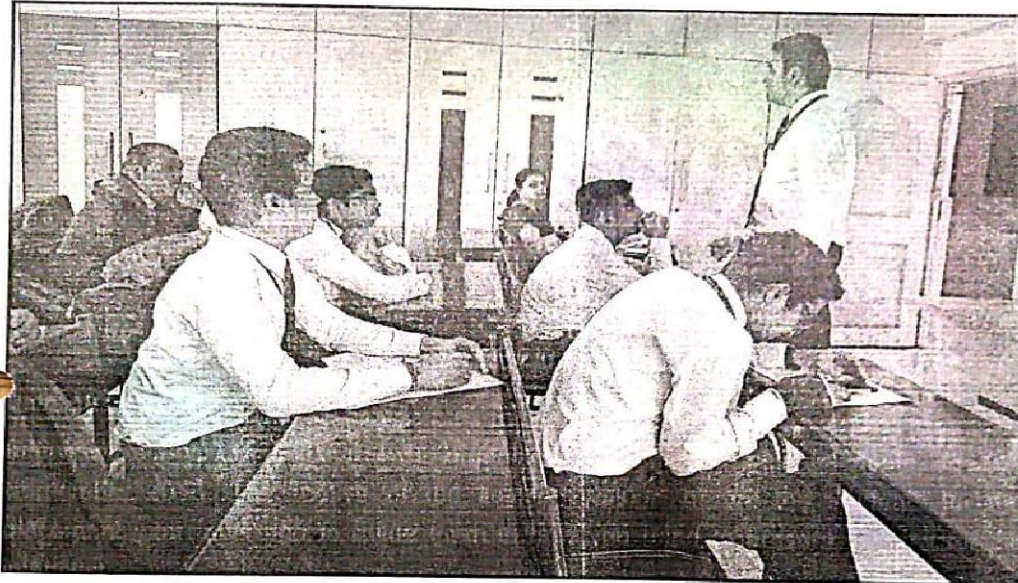
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ANITA RUBEN FRANTZ
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Activity Report

Session on Interview Techniques

10th September 2018

Activity:- Session on Interview Techniques for the final year students



Date: 10th September 2018

Interview techniques session was organized for the final year students on 10th September 2018. The motive of the session was to groom the students for the placement interviews and to guide them in how you need to present yourself for the interview.

A mock interview was also conducted for all the students after the interview technique session. The session was conducted by Asst. Prof. Vincent Kedari.


Prof. Anita Frantz
Principal


Mr. Vincent Kedari
Event Coordinator