



**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:
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2019-2020

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) 2019-2020	3-10
2	Importance of Training & Development 23/01/2020	11
3	Interview Techniques 03/09/2019	12

Interview Skills: Short term course 2019-2020

Notice




Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
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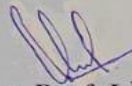
Date: 26/02/2020

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 01st March 2020 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

Poster



**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)

2019-2020

Topics Covered:

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



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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



Attendance

25	Mule Shubham Amotrao	Shub	Shub	Shub	AB	Shub	Shub	Shub	Shub	Shub	Shub	Shub	Shub	Shub	Shub	Shub	Shub
26	Fakir Habib Ismail	(H)	(H)	(H)	(H)	(H)	(H)	(H)	AB	AB	AB	AB	(H)	(H)	(H)	(H)	(H)
27	Walimbe Nikhil Shantanu	Nikhil	Nikhil	Nikhil	AB	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil
28	Ghotavadekar Gitesh Mahendra	G	G	G	G	G	G	G	G	AB	G	AB	G	G	G	G	G
29	Mihir Surve Ratnakar	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS
30	More Mohit Vinod	m	m	AB	m	m	m	m	AB	m	m	m	AD	m	m	m	m
31	Pathan Nasirai Toufeekali	Nasir	AB	Nasir	Nasir	Nasir	Nasir	Nasir	AB	Nasir	AB	Nasir	Nasir	AB	Nasir	Nasir	Nasir
32	Nanavare Ankit Vijay	Ankit	AB	Ankit	AB	Ankit	Ankit	Ankit	AB	Ankit	AB	Ankit	AB	Ankit	AB	Ankit	Ankit
33	Gaikwad Vicky Vasant	Vicky	Vicky	Vicky	Vicky	Vicky	Vicky	Vicky	Vicky	Vicky	Vicky	AB	Vicky	AB	Vicky	Vicky	Vicky
34	Rampurwala Mohammad Shahbir	M	M	M	M	M	M	M	AB	M	M	AB	M	AB	M	M	M
35	Deshpande Anurag Ajit	A	A	A	AB	A	A	A	AB	A	A	AB	A	AB	A	A	A
36	Sayyed Sufiyan Aziz	Sayyed	Sayyed	Sayyed	Sayyed	Sayyed	Sayyed	Sayyed	AB	Sayyed	Sayyed	Sayyed	AB	Sayyed	AB	Sayyed	Sayyed
37	Sasane Shubham Sudhakar	S	S	S	AB	S	S	S	AB	S	S	S	S	S	AB	S	S
38	Basrai Hatim Yusuf	H	H	H	AB	H	H	H	AB	H	H	H	AB	H	H	H	H

39	Mhaske Kanak Mangesh	K	AB	K	K	AB	K	K	K	AB	K	K	AB	K	K	K	K
40	Shaikh Arsheen Nusrat	A	A	A	A	A	A	A	AB	A	AB	A	A	A	A	A	AB
41	Gulshan Mohanlal Sudesh	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	AB
42	Choudhary Farhaan Riyaz	C	C	AB	C	C	C	C	C	C	C	C	AB	C	C	C	AB
43	Barretto Daryl John	B	B	B	AB	AB	B	B	AB	B	AB	B	AB	B	B	B	B
44	Mohd. Shahebaz Rafiq Ahmed	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	AB
45	Shaikh Saad Shafi	Sh	Sh	Sh	Sh	Sh	Sh	Sh	AB	Sh	AB	AB	Sh	Sh	Sh	Sh	Sh
46	Valvaikar Vivek Govind	V	AB	V	V	V	V	V	AB	V	AB	V	V	V	V	V	V
47	Shaikh Aqeel Ahmed Mohammedrafi	A	A	A	AB	A	A	A	AB	A	AB	A	A	A	A	A	A
48	Habde Chaitnya Sunil	H	H	H	H	H	H	H	AB	H	H	H	H	H	AB	H	H
49	DSouza Ivan Ignatius	D	D	D	D	D	D	D	AB	D	AB	D	D	D	D	D	AB
50	Pote Tejas Subhash	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB
51	Khan Taaha Tanveer	K	K	AB	K	K	K	K	AB	K	K	K	K	K	K	K	K

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

Evaluation Sheet

Interview Skills: Evaluation Sheet

Academic Year: 2019-2020
Class: T.Y.B.Sc.(HS)

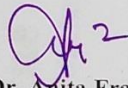
Term: Second
Faculty Name: Vincent Kedari

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	Verma Phalguni Gagan	5	5	5	5	5	25
2	Memon Uzma Anis	6	6	6	6	6	30
3	Mankar Abdulbasit AbdulGani	5	5	5	5	5	25
4	Patel Hemant Poonam	AB	AB	AB	AB	AB	AB
5	Mankar Ubedulla Israr	AB	AB	AB	AB	AB	AB
6	Bhagat Jaysurya Anang	8	8	8	8	8	40
7	Pathan Arshadkhan Nasirkhan	7	8	7	8	7	37
8	Mulla Sara Yusuf	6	6	6	6	6	30
9	Jadhav Rutwij Hindurad	7	6	5	6	7	31
10	Mehra Muskan Sanjay	7	8	7	8	7	37
11	Gavasane Radha Rajesh	5	5	5	5	5	25
12	Singh Prakash Amrish	5	5	5	5	5	25
13	Patil Pranav Jaydeep	7	6	5	6	7	31
14	Nawab Najla Salim	8	9	8	8	9	42
15	Dafedar Zahid Kasim	7	6	5	6	7	31
16	Lazarus Wynnona Kay Albert	9	8	9	8	9	43
17	Jadhav Rashmi Laxman	6	6	6	6	6	30
18	Parkhe Tanmay Ashok	6	7	5	5	5	28
19	Khan Maseel Naser Aqil Akhtar	7	8	7	8	7	37
20	Pawar Sagar Keshav	5	6	7	5	6	29

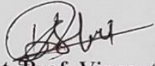
M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.							
21	Shaikh Abu Zain Rafique	5	5	5	5	5	25
22	Kalamkar Shubham Khandero	7	5	7	5	7	31
23	Joseph Malajika Harry	8	8	8	8	8	40
24	Shaikh Arbaz Firoz	5	5	5	5	5	25
25	Mule Shubham Amotrao	7	8	7	8	7	37
26	Fakir Habib Ismail	7	7	7	7	7	35
27	Walimbe Nikhil Shantanu	9	9	9	9	9	45
28	Ghotawadekar Gitesh Mahendra	7	5	7	5	7	31
29	Mihir Surve Ratnakar	AB	AB	AB	AB	AB	AB
30	More Mohit Vinod	AB	AB	AB	AB	AB	AB
31	Pathan Nasirali Toufeekali	7	8	7	8	7	37
32	Nanavare Ankit Vijay	7	7	7	7	7	35
33	Gaikwad Vicky Vasant	AB	AB	AB	AB	AB	AB
34	Rampurwala Mohammad Shabbir	AB	AB	AB	AB	AB	AB
35	Deshpande Anugraha Ajit	7	8	7	8	7	37
36	Sayyed Sufiyan Aziz	7	7	7	7	7	35
37	Sasane Shubham Sudhakar	8	8	9	8	9	42
38	Basrai Hatim Yusuf	7	8	7	8	7	47
39	Mhaske Kanak Mangesh	AB	AB	AB	AB	AB	AB
40	Shaikh Arsheen Nusrat	5	6	5	6	5	27
41	Gulshan Mohanlal Sudesh	AB	AB	AB	AB	AB	AB
42	Choudhary Farhaan Riyaz	5	5	5	5	5	25
43	Barretto Daryll John	6	6	6	6	6	30
44	Mohd. Shahebaaz Rafeeq Ahemad	5	5	5	5	5	25
45	Shaikh Saad Shafi	6	6	6	6	6	30

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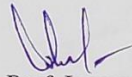
46	Valvaikar Vivek Govind	5	5	5	5	5	25
47	Shaikh Aqeel Ahmed Mohammedrafi	9	9	9	9	9	45
48	Habde Chaitnya Sunil	5	5	5	5	5	25
49	DSouza Ivan Ignatius	AB	AB	AB	AB	AB	AB
50	Pote Tejas Subhash	5	5	5	5	5	25
51	Khan Taaha Tanveer	5	5	5	5	5	25



Prof. Dr. Anita Frantz
Principal



Asst. Prof. Vincent Kedari
Subject Faculty



Asso. Prof. Imran Sayyed
IQAC Coordinator

Activity Report

Importance of Training and Development

23rd January 2020

A guest lecture on the topic Importance of Training & Development in the Hospitality Industry was conducted for the students of M.A.Rangoonwala Institute of Hotel Management & Research on 23rd January 2020. Ms. Madhurima Sarkar, Quality & Training Manager, Sheraton Grand Pune was the guest speaker for the lecture.



Session in Progress



Group Photo



Session in Progress



Session in Progress



Asst. Prof. Vincent Kedari
Event Coordinator

ANITA RUBEN
FRANTZ

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Activity Report

Interview Techniques

3rd September, 2019

M.C.E. Society's M.A. Rangoonwala Institute of Hotel Management and Research organized a guest lecture on Interview Skills by Mr. Vaibhav Gupte, Regional Head from Jojo International, Mumbai for the S.Y. BSc HS and T.Y BSc HS students.



Group Photo



During the Session



During the Session



During the Session

Asst. Prof. Vincent Kedari
Event Coordinator

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