

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

<u> 2021-2022</u>

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### **5.1.3** Career counseling

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3	Resume Writing 13/09/2021	13

Interview Skills: Short term course 2021-2022

#### 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: <a href="mailto:info@marhotelmanagement.com">info@marhotelmanagement.com</a>,
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Date: 01/02/2022 .

#### 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 7<sup>th</sup> February 2022 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)

2021-2022

### **Topics Covered:**

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



#### Syllabus

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

Syllabus

## Interview Skills Syllabus

#### Teaching Scheme:

	Teaching Scheme	e 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 n	nours
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- 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
I hit. 7. Interview Skills	O HOUIS

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

	2.0
Unit: 2. Decume writing	4 hour

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

#### Unit: 4: Recruiter's Expectations 8 hours

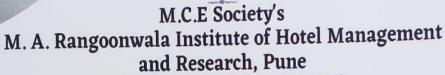
- 4.1: Interview FAQs
- 4.2: Values, Ownership, Teamwork
- 4.3: Time management, Stress Management, Positive Attitude
- 4.4: Profile Management

Unit: 5: Mock Interview & Group Discussion 6 hours





#### Certificate



(Affiliated to Savitribai Phule Pune University)

## CERTIFICATE OF COMPLETION

IS AWARDED TO

Miss. Uzma Mulla

for

successfully completing Interview Skills Course

O/2

Prof. Dr. Anita Frantz

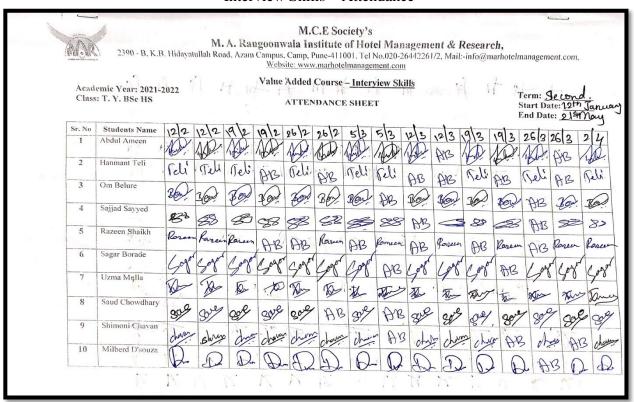
Principal

Asso. Prof. Imaran Sayyed

IOAC Coordinator

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

#### Interview Skills – Attendance



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32	Rutik Waghode	Ruh'(	Quen'	Point	Rush	AB	Dunic	Petty	Duft (		Puts	AB	Dolles	Dr		6
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Asst. Prof. Aruna Tompe Course Coordinator

Assoc. Prof. Imran Sayyed IQAC Coordinator

#### IQAC COORDINATOR

M A. Rangoor wala Institute of Hotel Management & Research Azam Campus, Camp. Pune-1.

Prof. Anita Frantz
Principal
PRINCIPAL
M. A. Rangoonwala 'nstitute of
Hotel Management & Research
Azam Campus, Camp, Pune - 1

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

#### **Evaluation Sheet**

#### Interview Skills: Evaluation Sheet

Academic Year: 2021-2022

Class: T.Y.B.Sc.(HS)

Term: Second

Faculty Name: Aruna Tompe

			1	ock Intervie			Total
Sr.	Students Name	Groomin	Group Discussion	Commu nication	P. I Round	Extempor e	
No.	Students (value	10	10	10	10	10	50
		Marks	Marks	Marks	Marks	Marks	Marks 25
1	Abdul Ameen	5	5	4	6	5	
2	Hanmant Teli	AB	AB	AB	AB	AB	AB
3	Om Belure	AB	AB	AB	AB	AB	AB
4	Sajjad Sayyed	6	6	6	6	6	30
5	Razeen Shaikh	7	8	8	9 .	8	40
6	Sagar Borade	5	5	5	5	5	25
7	Uzma Mulla	9	9	9	9	9	45
8	Saud Chowdhary	9	9	9	9	9 .	45
9	Shimoni Chavan	5	6	7	5	5	28
10	Milberd D'souza	5	5	4	6	5	25
11	Khursheed	5	5	5	5	5	25 ·
12	Ayan Sayyed	9	8	9	9	9	44
13	Ismail Palekar	AB	AB	AB	AB	AB	AB
14	Huzair Ansari	AB	AB	AB	AB	AB	AB
15	Harshada Dherange	7	8	8	9	8	40
16	Kuldeep Singh	5	5	4	6 .	5	25
17	Heramb Deshpande	6	7	6	7	7	33
18	Bala Sharbidre	5	5	5	5	5	25
19	Burhan Chadderwala	7	8	8	9	8 .	40
20	Ziya Khan	AB	AB	AB	AB	AB	AB
21	Abhishek Galvankar	5	5	5	5	5	25
22	Umaid Hotgikar	5	5	5	5	5	25
23	Talha Khan	AB	AB	AB	AB	AB	AB
24	Hamood Faisal	AB	AB	AB	AB	AB	AB
25	Ishan Gilbi	7	8 .	8	9	8	40
26	Prem Katkar	7	8	8	9	8	40
27	Harshad Nikam	AB	AB	AB	AB ·	AB	AB
28	Irfan Nadaf	AB	AB	AB	AB	AB	AB

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9	Prasad Chavan	AB		5	5	5	25
0	Harsh More	5	5	AB	AB	AB	AB
1	Atharva Vhaval	AB	AB	5	5	5	25
12	Rutik Waghode	5	5	5	5	5	25
3	Dhiraj Khalokar	5	5		5	5	25
34	Zoheb Mir	5	5	5	5	5	24
35	Rushikesh Toge	5	4	5.	7	7	33
36	Shantanu Kophale	6	7	6		5	24
37	Atish Parmar	5	4	5	5	5	24
38	Abhishek Potnis	4	5	5	5		24
39	Nitin Chawaria	5	4	5	5	5	33
40	Talha Ayyub	6	7	6	7	7	AB
41	Tareque Ahmed	AB	AB	AB	AB	AB	24
42	Rohit Gujar	5	4	5	5	5	24
43	Abdul Arab	5	4	5	5	5	24
44	Adil Eroth	5	4	5	5	5	
45	Monika Jagtap	6	6	6	6	6	30
46	Rohan Kurri	5	5	5.	5	5	25
47	Adnan Mirza	6	7	6	7	7	33
48	Ashrafullah	5	5	5	5	5	25
49	KJ Tousif	6	6	6	6	6	30
50	Aman Shaikh	7	8	7	7	7	36
51	Vaibhav Rane	5	5	5	5	5	25
52	Harshvardhan Thombre	5	5	5	5	5	25
53	Mahesh Shinde	6	6	6	6	6	30
54	Babsaheb	6	7	6	6	6	31
55	Chirag Shiledar	5	5	5	5	5	25
56	Ansari Murtuza	AB	AB	AB	AB	AB	AB
57	Pradnya .	AB	AB	AB	AB	AB	AB
58	Shoeb Shaikh	5	5	5	5	5	25
59	Avej Shaikh	5	5	5	5	5	25

Prof. Dr. Anita Frantz Principal

Asst. Frof. Aruna Tompe Subject Faculty

Asso. Prof. Imran Sayyed IQAC Coordinator

#### **Activity Report**

**Topic:** Career Counseling

Kareer Krafters, Mumbai conducted a session for our students on 6th April 2022 at 2:00 pm. Mr. Nikhil Wagle, Marketing Manager and Mr. Jignesh Doshi, Zonal Manager informed students the various careers opportunities available in hospitality industry for f.Y.B.Sc. (HS) students





Date: 6/4/2022

Session in Progress



Session in Progress



Session in Progress

Group Photo

1.16 2.

Event Coordinator Asst.Prof. Aruna Tompe ANITA RUBEN FRANTZ Digitally signed by ANITA RUBEN FRANTZ Date: 2023.05.31 10:41:39 +05'30'

#### **Activity Report**

#### Resume Writing

#### 13<sup>th</sup> September 2021

An online session on the topic "Resume Writing" was organized on 13th September 2021 for the students of M.C.E. Society's M.A.Rangoonwala Institute of Hotel Management & Research. The session was organized with an objective to provide students the changes and up gradation required in resume writing and also to learn the different ways of making and presenting a resume.





Session in progress

Session in progress





O Comment

Asst. Prof. Vincent Kedari Event Coordinator

ANITA RUBEN FRANTZ

Digitally signed by ANITA RUBEN FRANTZ Date: 2023.05.31 10:41:27 +05'30'