



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

## NAAC: Criteria 5

### 5.1.2 Capacity building and skills enhancement initiatives



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## Soft Skills

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## Activity Report

### Professional Ethics

06<sup>th</sup> October 2018

M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research organized a Guest Lecture on "Professional Ethics" for B.Sc HS students. The Lecture was conducted by **Mr. Nikhil Raje, Human Resource Manager, Hyatt Pune.**



Group Photo



Session in Progress



Felicitation of Mr. Nikhil Raje by Asst. Prof Imran Sayyed (IQAC Coordinator)

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

Asst. Prof. Vincent Kedari

Event Coordinator

## Activity Report

Guest Lecture soft skills

11<sup>th</sup> January 2019

A guest lecture on Soft Skills was conducted for all the students of M.A.Rangoonwala Institute of Hotel Management & Research on 11th January 2019.

**Mr. Sameer Noronha, Quality & Training Manager, Sheraton Grand Pune** was the guest speaker for the lecture.



Group Photo



Felicitation of Mr. Sameer Noronha by Asst. Prof. Puneet Basson



Session in Progress



Session in Progress



Asst. Prof. Vincent Kedari

Event Coordinator

## Activity Report

Guest Lecture soft skills

6<sup>th</sup> August 2019

M.C.E Society's M.A. Rangoonwala Institute of Hotel Management and Research organized a guest lecture on soft skills for the students. **Ms. Madhuritu Dutta Choudhury, Learning and Development Manager, Ibis Hotels** addressed the students.



Session in Progress

Felicitation of Ms. Madhuritu Dutta by Principal Prof. Anita Frantz



Session in Progress

Session in Progress

Asst. Prof. Vincent Kedari

Event Coordinator

## Activity Report

Necessity of Soft Skills in the Hospitality Industry

11<sup>th</sup> December 2019

M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research had organized a guest lecture on the topic "Necessity of Soft Skills in the Hospitality Industry" for the first-year students on 9th December 2019. **Mr. Prathamesh Panchal, Learning & Development Manager of Novotel Pune** was the guest speaker for the lecture.



During the session



Group Photo



Felicitation of Mr. Parthamesh Panchal by  
Principal Prof. Anita Frantz



During the Session

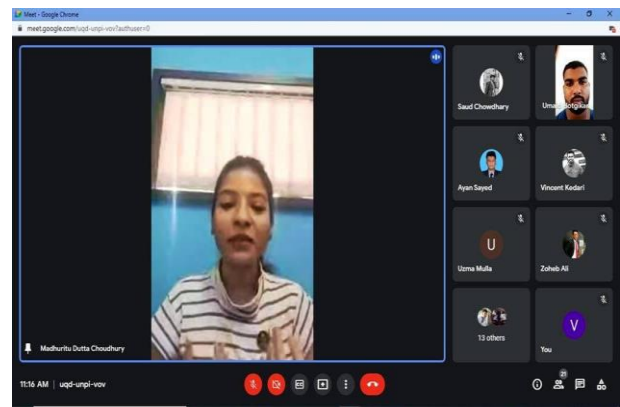
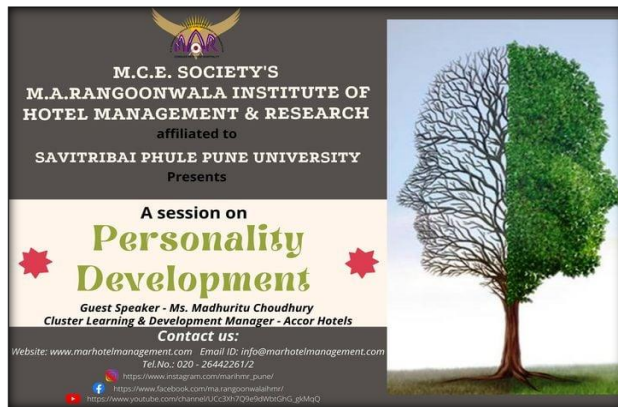
Asst. Prof. Vincent Kedari  
Event Coordinator

## Activity Report

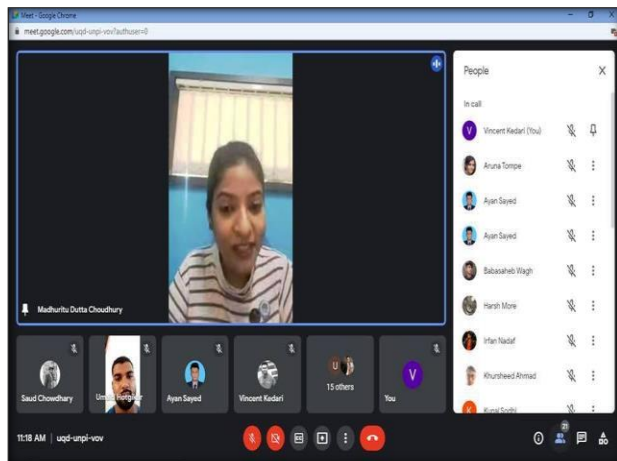
### Personality Development

10<sup>th</sup> August 2021

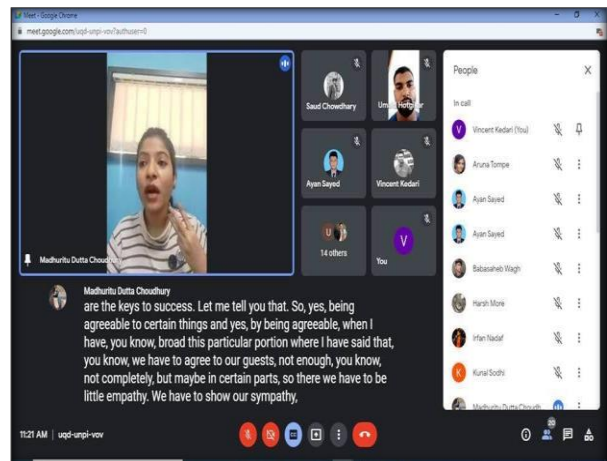
A session on Personality Development was conducted for the final year students of M.C.E. Society's M.A. Rangoonwala Institute of Hotel Management & Research on 10th August 2021 at 11:00 am. The guest speaker for the session was Ms. Madhuritu Dutta Choudhury, Cluster Learning & Development Manager, Accor Hotels. The objective of the session was to build self-confidence, enhance self-esteem and improve overall personality of the students.



### Poster



### Session in Progress



Asst. Prof. Vincent Kadari

Event Coordinator

## Activity Report

## Guest Lecture on Personality Development

07<sup>th</sup> March 2022

The NSS unit of M.A.Rangoonwala Institute of Hotel Management and Research Pune organized a guest lecture on "Personality Development" On 7th March, 2022, The lecture was conducted by Dr. Bobby Jacob Retired Joint General Manager- Finance from Serum Institute of India . The session emphasized on enhancing ones personality through a series of skill set which can be acquired and perfected through practice .It was a great learning experience for students they thoroughly enjoyed the session. The Speaker involved the students in various games making the



session very interactive.



## Session in Progress



Session in Progress

## Session in Progress



Group Photo

Asso. Prof. Imran Sayyed

Event Coordinator



## Syllabus of Life Skills Part- I

**Certificate Course – Development of Transferable and Life Skills Part – I****Teaching Scheme:**

Teaching Scheme for the Course			
Course Code	Theory Hrs.	Duration of Lecture	Total
HS – DTLS I	40	1 hour	40

Chapter	Topic	Hours
<b>Chapter 1</b>	<b>Self-Development</b>	<b>06</b>
1.1	Introduction	
1.2	Areas of Self Development	
1.3	Self – Analysis	
<b>Chapter 2</b>	<b>Time Management</b>	<b>12</b>
2.1	Time Planning	
2.2	How to plan your time	
2.3	How to get the most out of time management	
<b>Chapter 3</b>	<b>Task Planning</b>	<b>12</b>
3.1	Preparation of Task Plan	
3.2	Work breakdown structure	
3.3	Resource Identification	
3.4	Resource Scheduling	
<b>Chapter 4</b>	<b>Motivation</b>	<b>04</b>
4.1	Self- Motivation	
4.2	Attitude and Attitude Replacement	
<b>Chapter 5</b>	<b>Presentation Skills</b>	<b>04</b>
<b>Chapter 6</b>	<b>Teamwork</b>	<b>02</b>

**Course Outcome:**

1. By the end of this course, students will assert strengthened personal character.
2. By the end of this course, students will develop the strategies to work with others to achieve specific goals.

3. By the end of this course, students will develop and nurture a deep understanding of personal motivation.
4. By the end of this course, students will be able to apply the comprehensive set of skills and knowledge for life success.

## Syllabus of Life Skills Part- I

### **Certificate Course – Development of Transferable and Life Skills Part – II**

#### **Teaching Scheme:**

<b>Teaching Scheme for the Course</b>			
Course Code	Theory Hrs.	Duration of Lecture	Total
HS – DTLS II	40	1 hour	40

Chapter	Topic	Hours
<b>Chapter 1</b>	<b>Stress Management</b>	<b>06</b>
1.1	Management Strategies	
1.2	Yoga and Stress Control	
1.3	Stress Managers	
<b>Chapter 2</b>	<b>Business Ethics</b>	<b>12</b>
2.1	The basic of ethics	
2.2	Code of ethics	
<b>Chapter 3</b>	<b>Interview Techniques</b>	<b>12</b>
3.1	Preparation for interviews	
3.2	Mock Interviews	
3.3	How to crack an interview	
<b>Chapter 4</b>	<b>Task Execution</b>	<b>04</b>
4.1	Methodology to perform task	
4.2	Task control and Task baseline	
4.3	Task status against baseline	
<b>Chapter 5</b>	<b>Problem Solving</b>	<b>04</b>
<b>Chapter 6</b>	<b>Interpersonal Skills</b>	<b>02</b>

**Course Outcome:**

1. By the end of this course, students will be able to understand and appreciate frameworks for business ethics.
2. By the end of this course, students will be able understand the methodology to perform a task with right execution.
3. By the end of this course, students will be able to demonstrate their interpersonal skills.
4. By the end of this course, students will be able to control stress.