



Maharashtra Cosmopolitan Education Society's

M. A. Rangoonwala Institute of Hotel Management & Research, Pune.

Affiliated To Savitribai Phule Pune University / Institute code No. : 1042

Email: info@marhotelmanagement.com | Mobile No.: +91 9403 180 752

Dr. P. A. Inamdar
President, M.C.E. Society

Prof. Dr. Anita Frantz
Principal

| | |
|--|--|
| CRITERION – 6 | |
| GOVERNANCE, LEADERSHIP AND MANAGEMENT | |
| Key Indicator | 6.5 Internal Quality Assurance System |
| Metric No. | 6.5.1 |

Add on /Certificate/Value added programs

- Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

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1.2.1 Number of Add on/Certificate programs offered during the last five years.

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Development of Transferable and Life skills I – 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: 01/07/2017

NOTICE

This is to inform the First year and Third year B. Sc. HS students that the college will be conducting certificate courses for the academic year 2017 – 2018.

The schedule of the courses is as under:

| Sr. No. | Name of the Courses | No. of contact hours | Time | Class | Commencement | Conclusion |
|---------|--|----------------------|---------------------|-------------------|--------------|------------|
| 1. | Development of Transferable and Life Skills – I | 30 | 10:00 am to 1:20 pm | F. Y. B. Sc. (HS) | 06/07/2017 | 12/07/2017 |
| 2. | Development of Transferable and Life Skills – II | 30 | 10:00 am to 1:20 pm | T. Y. B. Sc. (HS) | 06/07/2017 | 12/07/2017 |

Prof. Anita Frantz

Principal

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



Development of Transferable and Life skills I – Time Table

|  <p style="text-align: center;"> MCE Society's M.A.Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 F.Y.-B.Sc.-H. S. - Time Table <u>Development of Transferable and Life Skills Part I - 2017 - 2018</u> </p> | | | | | | |
|---|--|--|---|--|--|--|
| Time | 6/7/2017 (Thursday) | 7/7/2017 (Friday) | 8/7/2017 (Saturday) | 10/7/2017 (Monday) | 11/7/2017 (Tuesday) | 12/7/2017 (Wednesday) |
| 8.00 am to 9.00 am | Introduction To Self-Development (Prof. Puneet Basson) | Self Analysis (Prof. Puneet Basson) | Self Analysis (Prof. Puneet Basson) | Areas of Self Development (Prof. Puneet Basson) | Preparation of Task Plan (Prof. Ankita Bhide) | How to plan your time (Prof. Neeraj Joshi) |
| 9.00 am to 10.00 am | How to get the most out of time management (Prof. Neeraj Joshi) | How to get the most out of time management (Prof. Neeraj Joshi) | Work Breakdown Structure (Prof. Ankita Bhide) | Time Planning (Prof. Priyanka Shetty) | Preparation of Task Plan (Prof. Ankita Bhide) | How to plan your time (Prof. Neeraj Joshi) |
| BREAK | | | | | | |
| 10.20 am to 11.20 am | Time Planning (Prof. Priyanka Shetty) | Self Motivation (Prof. Vincent Kedari) | Attitude and Attitude Replacement (Prof. Vincent Kedari) | Work Breakdown Structure (Prof. Ankita Bhide) | Resource Scheduling (Prof. Imran Sayyed) | Resource Identification (Prof. Imran Sayyed) |
| 11.20 am to 12.20 pm | Areas of Self Development (Prof. Puneet Basson) | Time Planning (Prof. Priyanka Shetty) | Resource Identification (Prof. Imran Sayyed) | Self Motivation (Prof. Vincent Kedari) | Presentation Skills (Prof. Neeraj Joshi) | Areas of Self Development (Prof. Puneet Basson) |
| 12.20 pm to 1.20 pm | Time Planning (Prof. Priyanka Shetty) | Team Work (Prof. Vincent Kedari) | Presentation Skills (Prof. Neeraj Joshi) | Team Work (Prof. Vincent Kedari) | Resource Scheduling (Prof. Imran Sayyed) | Team Work (Prof. Vincent Kedari) |



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Development of Transferable and Life skills II – Notice



Maharashtra Cosmopolitan Education Society's
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Tele No: 020-26442261/62, E-mail: info@marhotelmanagement.com,
Website: www.marhotelmanagement.com

Date: 01/07/2017

NOTICE

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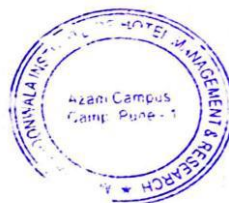
| Sr. No. | Name of the Courses | No. of contact hours | Time | Class | Commencement | Conclusion |
|---------|--|----------------------|---------------------|-------------------|--------------|------------|
| 1. | Development of Transferable and Life Skills – I | 30 | 10:00 am to 1:20 pm | F. Y. B. Sc. (HS) | 06/07/2017 | 12/07/2017 |
| 2. | Development of Transferable and Life Skills – II | 30 | 10:00 am to 1:20 pm | T. Y. B. Sc. (HS) | 06/07/2017 | 12/07/2017 |

Prof. Anita Frantz

Principal

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



Development of Transferable and Life skills II – Time Table

|  <p style="text-align: center;"> MCE Society's M.A.Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 T.Y.-B.Sc.-H. S. - Time Table Development of Transferable and Life Skills Part II - 2017 - 2018 </p> | | | | | | |
|---|--|--|--|---|--|--|
| Time | 6/7/2017 | 7/7/2017 | 8/7/2017 | 10/7/2017 | 11/7/2017 | 12/7/2017 |
| 8.00 am to 9.00 am | Yoga & Stress Control (Asst. Prof. Puneet Basson) | Management Strategies (Asst. Prof. Priyanka Shetty) | Preparation for Interviews (Asst. Prof. Vincent Kedari) | The Basic of Ethics (Asst. Prof. Imran Sayyed) | Preparation for Interviews (Asst. Prof. Vincent Kedari) | Management Strategies (Asst. Prof. Priyanka Shetty) |
| 9.00 am to 10.00 am | The Basic of Ethics (Asst. Prof. Imran Sayyed) | Yoga & Stress Control (Asst. Prof. Puneet Basson) | Code of Ethics (Asst. Prof. Neeraj Joshi) | Methodology to perform task (Asst. Neeraj Joshi) | Preparation for Interviews (Asst. Prof. Vincent Kedari) | Stress Managers (Asst. Prof. Puneet Basson) |
| BREAK | | | | | | |
| 10.20 am to 11.20 am | Code of Ethics (Asst. Prof. Neeraj Joshi) | Management Strategies (Asst. Prof. Priyanka Shetty) | Stress Managers (Asst. Prof. Puneet Basson) | Management Strategies (Asst. Prof. Priyanka Shetty) | Mock Interviews (Asst. Prof. Imran Sayyed) | Task Control & Task baseline (Asst. Prof. Neeraj Joshi) |
| 11.20 am to 12.20 pm | Problem Solving (Asst. Prof. Ankita Bhide) | The Basic of Ethics (Asst. Prof. Imran Sayyed) | Code of Ethics (Asst. Prof. Neeraj Joshi) | How to crack an interview (Asst. Prof. Vincent Kedari) | Mock Interviews (Asst. Prof. Imran Sayyed) | Problem Solving (Asst. Prof. Ankita Bhide) |
| 12.20 pm to 1.20 pm | Interpersonal Skills (Asst. Prof. Vincent Kedari) | Problem Solving (Asst. Prof. Ankita Bhide) | Interpersonal Skills (Asst. Prof. Vincent Kedari) | How to crack an interview (Asst. Prof. Vincent Kedari) | Mock Interviews (Asst. Prof. Imran Sayyed) | Task Status against baseline (Asst. Prof. Neeraj Joshi) |




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Nutrition & Healthy Practices - Notice

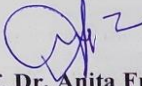


Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
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Tele No: 020-26442261/62, E-mail: info@marhotelmanagement.com,
Website: www.marhotelmanagement.com

Date: 01/07/2017


NOTICE

This is to inform the First year B.Sc. (HS) Students that we are introducing new value added course on **Nutrition and Healthy Practices**. The course duration is 30 hours commencing from 10th July 2017 to 17th October 2017 from 3:00pm to 4:00pm on Monday and Tuesday. The time table is displayed on the notice board. For registration and further queries kindly contact the class coordinator.


Prof. Dr. Anita Frantz
Principal



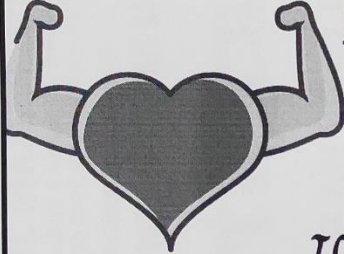
Nutrition & Healthy Practices - Brochure



Maharashtra Cosmopolitan Education Society's
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Azam Campus, Camp, Pune-411001
Tel No: 02026442261 E-mail: info@marhotelmanagement.com
Website :www.marhotelmanagement.com

NUTRITION AND HEALTHY PRACTICES



(VALUE ADDED COURSE)
F.Y.BSC.(HS) 2017-2018



TOPICS TO BE COVERED:

- Introduction to Nutrition
- Balanced Diet
- Meal Planning
- Healthy Eating & Active Living

DURATION : 30 HOURS



Nutrition & Healthy Practices - Syllabus



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

VALUE ADDED COURSE: Nutrition & Healthy Practices

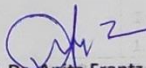
F. Y. BSc (HS) 2017-2018

30 Hours

Course Outcome:

1. Understanding the various nutrients required in our body.
2. Significance of food in daily life.
3. Importance of Consuming Balanced Diet.
4. Identify food which must be included while planning nutritionally balanced diet


| Chapter | Title | Hours |
|------------------|---|-------|
| Chapter 1 | Introduction to Nutrition | 8 |
| | 1.1 Introduction | |
| | 1.2 Importance of Nutrition | |
| | 1.3 Role of Nutrients | |
| Chapter 2 | Balanced Diet | 6 |
| | 2.1 Definition | |
| | 2.2 Importance | |
| | 2.3 Constituents of Balanced Meal | |
| Chapter 3 | Meal Planning | 8 |
| | 3.1 Definition | |
| | 3.2 Factors influencing meal planning | |
| | 3.3 Planning balanced meal | |
| Chapter 4 | Healthy Eating | 8 |
| | 4.1 Benefits of Healthy Eating | |
| | 4.2 Dietary Practices required for college students | |
| | 4.3 Importance of Physical Activity | |


Prof. Dr. Anita Frantz
Principal



Spoken English - Notice

OK



**M. A. RANGOONWALA INSTITUTE OF
HOTEL MANAGEMENT & RESEARCH**
Affiliated to University of Pune / Institute code No. : 1042

R. A. Inamdar
President (M.C.E. Society)

Prof. Anita Frantz
Principal

Ref. No. MARIHMRP/2017/2019 .

Date: 05/10/2017

To,
The Director,
Board of Students' Development,
Savitribai Phule Pune University,
Ganeshkhind Road,
Pune-411007.

Students' Development
Savitribai Phule Pune University

23 OCT 2017

RECEIVED ON

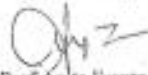
Subject:- M.A.Rangoonwala Institute of Hotel Management & Research, Pune
Submission of the account of "Spoken English Class" Under Vishesh Margdarshan
Yojana in association with Board of Students' Development, Savitribai Phule Pune
University.

Ref:- Letter no SPPU/vvm/2017-18/252. Dt.04.08.2017.

Dear Sir,

With reference to the above please find enclosed statement of accounts for
"Spoken English Class" under Vishesh Margdarshan Yojana in association with Board of
Students' Development Savitribai Phule Pune University in the month of Aug-2017, along
with the Attendance Sheet for submission.

Thanking You,

Yours sincerely,

Prof. Anita Frantz
Principal

Spoken English - Brochure

English for the Real World

Advanced Spoken English Training Module

Advanced Grammar & Vocabulary
 Types of Nouns, Adverbs, Kinship Terms, Idioms
 Implementation of Grammar in Sentences
 Building Powerful Vocabulary

Communication Skills Part 1
 Barriers to Fluent Communication
 Speaking & Listening Effectively
 Idioms, Phrases & Proverbs

Communication Skills Part 2
 Writing Skills - (Email, Business Correspondence)
 Reading Skills - (Focus on Scilable/Inference & PoV)
 Extensive & Group Discussion
 Smart English - Vs Normal English
 Testing & Evaluation

Accent, Pronunciation & Dialects
 Dialect Analysis
 Introduction to Vowel & Consonant Sounds
 Introduction Scilable Stress
 Basics of UK & US English

Personality Development & Public Speaking
 Killing Nervousness & Developing Confidence
 Body Language & Dress Code
 Presentation Skills & Meeting Strategies
 Handling Stress

English for the Real World
 20 Audio - Video Lessons covering -
 1) Personal communication - with Strangers, Office
 colleagues Friends & Relatives 2) Business Communication -
 Telephonic Communication, Clients & Customers,
 Office Meetings & Seminars, 3) Interview Skills -
 Recruiters Interview, Personal Interview, Interviews.

Course Highlights

- Audio - Video lesson Plan
- Video Solutions
- Write to Learn - Grammar & Vocabulary
- Case Study/Casebook
- Self-Testing & Self Practice
- Interactive Content - Interactive Content
- Personalized Content - Personalized Content with an AI for Learning, Practice, Test, etc.

Ierstalk
 Business
 Personality
 Interview Skills

9324337982 / 65152013
 admin@ierstalk.com
 www.ierstalk.co.in
 Sunday - Saturday
 7:00 am - 9:00 pm

Ierstalk
 2390 KB, Off to B-1, Sava Shopping Center, Ganga Road
 Camp, Sakinaka, Pune-411001 | Phone Number: 020-26442261
 Email: admin@ierstalk.com



Interview Skills – 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: 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 21st 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

Interview Skills – Brochure



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)

2017-2018

Topics Covered:

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



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

Interview Skills – Syllabus

| M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH | | | Syllabus |
|--|-------------|---------------------|----------|
| <u>Interview Skills</u> <u>Syllabus</u> | | | |
| Teaching Scheme: | | | |
| Teaching Scheme for the Course | | | |
| Course Code | Theory Hrs. | Duration of Lecture | Total |
| HS – IS | 30 | 1 hour | 30 |
| Learning Outcomes: | | | |
| <ul style="list-style-type: none"> - 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 | |



Development of Transferable and Life skills I – Notice



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Date: 29/06/2018

NOTICE

This is to inform the First year and Third year B. Sc. HS students that the college will be conducting certificate courses for the academic year 2018 – 2019.

The schedule of the courses is as under:

| Sr. No. | Name of the Courses | No. of contact hours | Time | Class | Commencement | Conclusion |
|---------|--|----------------------|---------------------|-------------------|--------------|------------|
| 1. | Development of Transferable and Life Skills – I | 30 | 10:00 am to 1:20 pm | F. Y. B. Sc. (HS) | 04/07/2018 | 10/07/2018 |
| 2. | Development of Transferable and Life Skills – II | 30 | 10:00 am to 1:20 pm | T. Y. B. Sc. (HS) | 04/07/2018 | 10/07/2018 |
| 3. | Advanced Chef | 32 | 2:00 pm to 4:00 pm | F. Y. B. Sc. (HS) | 04/03/2019 | 21/03/2019 |



 Prof. Anita Frantz

Principal

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



Development of Transferable and Life skills I – Time Table

|  <p style="text-align: center;"> MCE Society's M.A.Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 F.Y.-B.Sc.-H. S. - Time Table <u>Development of Transferable and Life Skills Part I - 2018 - 2019</u> </p> | | | | | | |
|---|---|--|--|---|--|--|
| Time | 4/7/2018 (Wednesday) | 5/7/2018 (Thursday) | 6/7/2018 (Friday) | 7/7/2018 (Saturday) | 9/7/2018 (Monday) | 10/7/2018 (Tuesday) |
| 8.00 am to 9.00 am | Introduction To Self-Development (Prof. Puneet Basson) | Areas of Self Development (Prof. Puneet Basson) | Preparation of Task Plan (Prof. Namarata Roy) | How to plan your time (Prof. Neeraj Joshi) | Self Analysis (Prof. Puneet Basson) | Self Analysis (Prof. Puneet Basson) |
| 9.00 am to 10.00 am | Time Planning (Prof. Priyanka Shetty) | Preparation of Task Plan (Prof. Namarata Roy) | How to plan your time (Prof. Neeraj Joshi) | Work Breakdown Structure (Prof. Namarata Roy) | How to get the most out of time management (Prof. Neeraj Joshi) | How to get the most out of time management (Prof. Neeraj Joshi) |
| BREAK | | | | | | |
| 10.20 am to 11.20 am | Self Motivation (Prof. Vincent Kedari) | Time Planning (Prof. Priyanka Shetty) | Work Breakdown Structure (Prof. Namarata Roy) | Attitude and Attitude Replacement (Prof. Vincent Kedari) | Resource Identification (Prof. Imran Sayyed) | Resource Scheduling (Prof. Imran Sayyed) |
| 11.20 am to 12.20 pm | Time Planning (Prof. Priyanka Shetty) | Areas of Self Development (Prof. Puneet Basson) | Self Motivation (Prof. Vincent Kedari) | Resource Identification (Prof. Imran Sayyed) | Areas of Self Development (Prof. Puneet Basson) | Presentation Skills (Prof. Arun Deokar) |
| 12.20 pm to 1.20 pm | Team Work (Prof. Atul Deshpande) | Time Planning (Prof. Priyanka Shetty) | Team Work (Prof. Atul Deshpande) | Presentation Skills (Prof. Arun Deokar) | Team Work (Prof. Atul Deshpande) | Resource Scheduling (Prof. Imran Sayyed) |



PRINCIPAL
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 Azam Campus, Campo, Pune - 1

Development of Transferable and Life skills II – Notice



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| 2. | Development of Transferable and Life Skills – II | 30 | 10:00 am to 1:20 pm | T. Y. B. Sc. (HS) | 04/07/2018 | 10/07/2018 |
| 3. | Advanced Chef | 32 | 2:00 pm to 4:00 pm | F. Y. B. Sc. (HS) | 04/03/2019 | 21/03/2019 |


Prof. Anita Frantz

Principal
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M. A. Rangoonwala Institute of
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Azam Campus, Camp, Pune - 1



Development of Transferable and Life skills II – Time Table

|  <p style="text-align: center;"> MCE Society's M.A.Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 T.Y.-B.Sc.-H. S. - Time Table Development of Transferable and Life Skills Part II - 2018 - 2019 </p> | | | | | | |
|---|--|--|---|--|--|--|
| Time | 4/7/2018 | 5/7/2018 | 6/7/2018 | 7/7/2018 | 9/7/2018 | 10/7/2018 |
| 8.00 am to 9.00 am | Management Strategies (Asst. Prof. Priyanka Shetty) | Yoga & Stress Control (Asst. Prof. Puneet Basson) | The Basic of Ethics (Asst. Prof. Imran Sayyed) | Preparation for Interviews (Asst. Prof. Vincent Kedari) | Management Strategies (Asst. Prof. Priyanka Shetty) | Preparation for Interviews (Asst. Prof. Vincent Kedari) |
| 9.00 am to 10.00 am | Yoga & Stress Control (Asst. Prof. Puneet Basson) | The Basic of Ethics (Asst. Prof. Imran Sayyed) | Methodology to perform task (Asst. Neeraj Joshi) | Code of Ethics (Asst. Prof. Arun Deokar) | Stress Managers (Asst. Prof. Puneet Basson) | Preparation for Interviews (Asst. Prof. Vincent Kedari) |
| BREAK | | | | | | |
| 10.20 am to 11.20 am | Management Strategies (Asst. Prof. Priyanka Shetty) | Code of Ethics (Asst. Prof. Arun Deokar) | Management Strategies (Asst. Prof. Priyanka Shetty) | Stress Managers (Asst. Prof. Puneet Basson) | Task Control & Task baseline (Asst. Prof. Neeraj Joshi) | Mock Interviews (Asst. Prof. Imran Sayyed) |
| 11.20 am to 12.20 pm | The Basic of Ethics (Asst. Prof. Imran Sayyed) | Problem Solving (Asst. Prof. Atul Deshpande) | How to crack an interview (Asst. Prof. Vincent Kedari) | Code of Ethics (Asst. Prof. Arun Deokar) | Problem Solving (Asst. Prof. Atul Deshpande) | Mock Interviews (Asst. Prof. Imran Sayyed) |
| 12.20 pm to 1.20 pm | Problem Solving (Asst. Prof. Atul Deshpande) | Interpersonal Skills (Asst. Prof. Vincent Kedari) | How to crack an interview (Asst. Prof. Vincent Kedari) | Interpersonal Skills (Asst. Prof. Vincent Kedari) | Task Status against baseline (Asst. Prof. Neeraj Joshi) | Mock Interviews (Asst. Prof. Imran Sayyed) |




 PRINCIPAL

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

Advanced Chef – Brochure

M.C.E. Society's
**M.A. Rangoonwala Institute of Hotel Management
& Research**

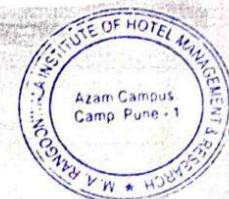
2390 - B. K.B. Hidayatullah Road, Azam Campus. Camp, Pune - 411001

Website: <http://www.marhotelmanagement.com>

Email: info@marhotelmanagement.com

Presents

**Certificate Course
on
Advanced Chef**



Duration: 32 Hours

For Inquiry Contact us at Phone 020-26442261/62

Advanced Chef – 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: 29/06/2018

NOTICE

This is to inform the First year and Third year B. Sc. HS students that the college will be conducting certificate courses for the academic year 2018 – 2019.


The schedule of the courses is as under:


| Sr. No. | Name of the Courses | No. of contact hours | Time | Class | Commencement | Conclusion |
|---------|--|----------------------|---------------------|-------------------|--------------|------------|
| 1. | Development of Transferable and Life Skills – I | 30 | 10:00 am to 1:20 pm | F. Y. B. Sc. (HS) | 04/07/2018 | 10/07/2018 |
| 2. | Development of Transferable and Life Skills – II | 30 | 10:00 am to 1:20 pm | T. Y. B. Sc. (HS) | 04/07/2018 | 10/07/2018 |
| 3. | Advanced Chef | 32 | 2:00 pm to 4:00 pm | F. Y. B. Sc. (HS) | 04/03/2019 | 21/03/2019 |

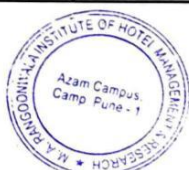

 Prof. Anita Frantz
 Principal
 M. A. Rangoonwala Institute of
 Hotel Management & Research
 Azam Campus, Camp, Pune - 1



Advanced Chef – Time Table

|  <p style="text-align: center;">M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 F.Y.-B.Sc.-H. S. - Time Table <u>Advanced Chef - 2018 - 19</u></p> | | | | | | |
|--|--|---|---|---|--|--|
| Time | 03-04-19 | 03-05-19 | 03-06-19 | 03-07-19 | 03-08-19 | 03-09-19 |
| 2.00 pm to 3.00 pm | Culinary Math - Measurement System (Asst. Prof. Imran Sayyed) | Culinary Math - Conversions & Ratios (Asst. Prof. Imran Sayyed) | Culinary Math - Recipe Conversion (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Portion Cost (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Menu Pricing (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Controlling Food Cost (Asst. Prof. Imran Sayyed) |
| 3.00 pm to 4.00 pm | Culinary Math - Weight & Volume Measurement (Asst. Prof. Imran Sayyed) | Culinary Math - Standardizing Recipe (Asst. Prof. Imran Sayyed) | Culinary Math - Calculating Edible Portion (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Plate Cost (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Profit Margin (Asst. Prof. Imran Sayyed) | Food Safety & Sanitation - Food Hazards (Asst. Prof. Puneet Basson) |

|  <p style="text-align: center;">M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 F.Y.-B.Sc.-H. S. - Time Table <u>Advanced Chef - 2018 - 19</u></p> | | | | | | |
|--|---|--|--|--|---|--|
| Time | 03-11-19 | 03-12-19 | 13/3/2019 | 14/3/2019 | 15/3/2019 | 16/3/2019 |
| 2.00 pm to 3.00 pm | Food Safety & Sanitation - FATTOM (Asst. Prof. Puneet Basson) | Kitchen Designing - Principles of Kitchen Planning (Asst. Prof. Puneet Basson) | Kitchen Designing - Principles of Kitchen Planning (Asst. Prof. Puneet Basson) | Kitchen Designing - Kitchen Ergonomics (Asst. Prof. Puneet Basson) | Kitchen Leadership - Listening Ability (Asst. Prof. Puneet Basson) | Kitchen Leadership - Work Plan (Asst. Prof. Puneet Basson) |
| 3.00 pm to 4.00 pm | Food Safety & Sanitation - Food Danger Zone (Asst. Prof. Puneet Basson) | Kitchen Designing - Principles of Kitchen Planning (Asst. Prof. Puneet Basson) | Kitchen Designing - Kitchen Ergonomics (Asst. Prof. Puneet Basson) | Kitchen Designing - Kitchen Ergonomics (Asst. Prof. Puneet Basson) | Kitchen Leadership - Following the Instructions (Asst. Prof. Puneet Basson) | Kitchen Leadership - Work Plan (Asst. Prof. Puneet Basson) |



Interview Skills – 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

Interview Skills – Brochure



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



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

Interview Skills – Syllabus

| 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

Advanced Chef – 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: 03/07/2019

NOTICE

This is to inform the First year and Third year B. Sc. HS students that the college will be conducting certificate courses for the academic year 2019 – 2020.

The schedule of the courses is as under:

| Sr. No. | Name of the Courses | No. of contact hours | Time | Class | Commencement | Conclusion |
|---------|---------------------|----------------------|--------------------|------------------|--------------|------------|
| 1. | Advanced Chef | 32 | 2:00 pm to 4:00 pm | F. Y. B.Sc. (HS) | 15/07/2019 | 01/08/2019 |
| 2. | Store Management | 32 | 2:00 pm to 4:00 pm | T.Y. B.Sc. (HS) | 7/10/2019 | 24/10/2019 |

Prof. Anita Frantz

Principal


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




Advanced Chef – Time Table

| <p style="text-align: center;">M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 F.Y.-B.Sc.-H. S. - Time Table <u>Advanced Chef - 2019 - 20</u></p> | | | | | | |
|---|--|---|---|---|--|--|
| Time | 15/07/2019 | 16/07/2019 | 17/07/2019 | 18/07/2019 | 19/07/2019 | 20/07/2019 |
| 2.00 pm to 3.00 pm | Culinary Math - Measurement System (Asst. Prof. Imran Sayyed) | Culinary Math - Conversions & Ratios (Asst. Prof. Imran Sayyed) | Culinary Math - Recipe Conversion (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Portion Cost (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Menu Pricing (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Controlling Food Cost (Asst. Prof. Imran Sayyed) |
| 3.00 pm to 4.00 pm | Culinary Math - Weight & Volume Measurement (Asst. Prof. Imran Sayyed) | Culinary Math - Standardizing Recipe (Asst. Prof. Imran Sayyed) | Culinary Math - Calculating Edible Portion (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Plate Cost (Asst. Prof. Imran Sayyed) | Calculating Food Cost - Profit Margin (Asst. Prof. Imran Sayyed) | Food Safety & Sanitation - Food Hazards (Asst. Prof. Puneet Basson) |

| <p style="text-align: center;">M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 F.Y.-B.Sc.-H. S. - Time Table <u>Advanced Chef - 2019 - 20</u></p> | | | | | | |
|---|---|--|--|--|---|--|
| Time | 22/07/2019 | 23/07/2019 | 24/07/2019 | 25/07/2019 | 26/07/2019 | 27/07/2019 |
| 2.00 pm to 3.00 pm | Food Safety & Sanitation - FATTOM (Asst. Prof. Puneet Basson) | Kitchen Designing - Principles of Kitchen Planning (Asst. Prof. Puneet Basson) | Kitchen Designing - Principles of Kitchen Planning (Asst. Prof. Puneet Basson) | Kitchen Designing - Kitchen Ergonomics (Asst. Prof. Puneet Basson) | Kitchen Leadership - Listening Ability (Asst. Prof. Puneet Basson) | Kitchen Leadership - Work Plan (Asst. Prof. Puneet Basson) |
| 3.00 pm to 4.00 pm | Food Safety & Sanitation - Food Danger Zone (Asst. Prof. Puneet Basson) | Kitchen Designing - Principles of Kitchen Planning (Asst. Prof. Puneet Basson) | Kitchen Designing - Kitchen Ergonomics (Asst. Prof. Puneet Basson) | Kitchen Designing - Kitchen Ergonomics (Asst. Prof. Puneet Basson) | Kitchen Leadership - Following the Instructions (Asst. Prof. Puneet Basson) | Kitchen Leadership - Work Plan (Asst. Prof. Puneet Basson) |



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 Azam Campus, Camp, Pune - 1



Store Management – Brochure



M.C.E. Society's

**M.A. Rangoonwala Institute of Hotel Management
& Research**

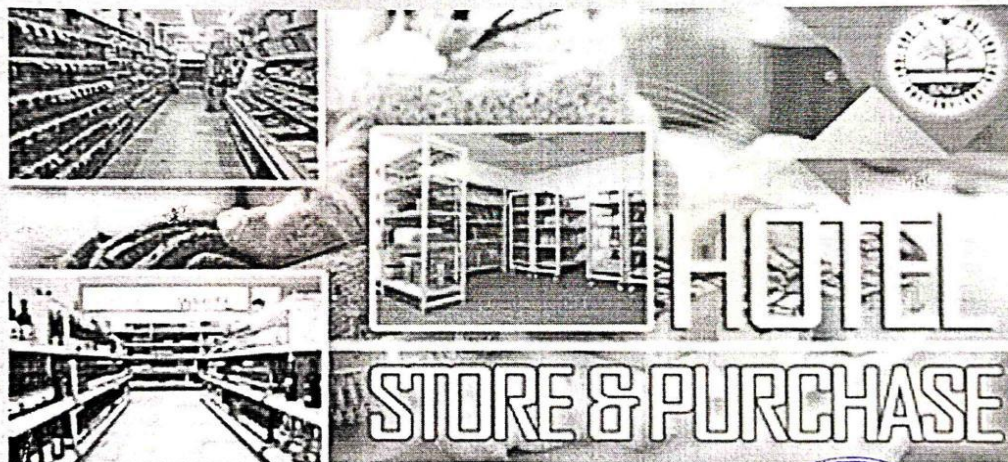
2390 - B. K.B. Hidayatullah Road, Azam Campus. Camp, Pune - 411001

Website: <http://www.marhotelmanagement.com>

Email: info@marhotelmanagement.com

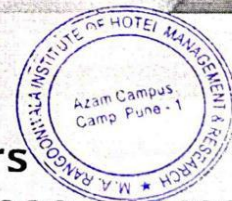
Presents

**Certificate Course
on
Store Management**



Duration: 32 Hours

For Inquiry Contact us at Phone 020-26442261/62



Computer skills

Management – 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: 03/07/2019

NOTICE

This is to inform the First year and Third year B. Sc. HS students that the college will be conducting certificate courses for the academic year 2019 – 2020.

The schedule of the courses is as under:

| Sr. No. | Name of the Courses | No. of contact hours | Time | Class | Commencement | Conclusion |
|---------|---------------------|----------------------|--------------------|------------------|--------------|------------|
| 1. | Advanced Chef | 32 | 2:00 pm to 4:00 pm | F. Y. B.Sc. (HS) | 15/07/2019 | 01/08/2019 |
| 2. | Store Management | 32 | 2:00 pm to 4:00 pm | T.Y. B.Sc. (HS) | 7/10/2019 | 24/10/2019 |


Prof. Anita Frantz


Principal
PRINCIPAL

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



Store Management – Time Table

|  <p style="text-align: center;">M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 T.Y.-B.Sc.-H. S. - Time Table <u>Store Management - 2019 - 20</u></p> | | | | | | |
|---|---|---|---|---|--|---|
| Time | 10-07-19 | 10-08-19 | 10-09-19 | 10-10-19 | 10-11-19 | 10-12-19 |
| 2.00 pm to 3.00 pm | Introduction - Introduction to Purchase & Store (Asst. Prof. Aruna Tompe) | Introduction - Store Operations (Asst. Prof. Aruna Tompe) | Introduction - Store Operations (Asst. Prof. Aruna Tompe) | Introduction - Managing Store (Asst. Prof. Aruna Tompe) | Store Management & its Operations - Dutes & Responsibilites (Asst. Prof. Vincent Kedari) | Store Management & its Operations - Store Administration (Asst. Prof. Vincent Kedari) |
| 3.00 pm to 4.00 pm | Introduction - Introduction to Purchase & Store (Asst. Prof. Aruna Tompe) | Introduction - Store Operations (Asst. Prof. Aruna Tompe) | Introduction - Managing Store (Asst. Prof. Aruna Tompe) | Introduction - Managing Store (Asst. Prof. Aruna Tompe) | Store Management & its Operations - Dutes & Responsibilites (Asst. Prof. Vincent Kedari) | Store Management & its Operations - Store Administration (Asst. Prof. Vincent Kedari) |

|  <p style="text-align: center;">M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management & Research Azam Campus, Pune-411001 T.Y.-B.Sc.-H. S. - Time Table <u>Store Management - 2019 - 20</u></p> | | | | | | |
|---|---|---|--|---|---|--|
| Time | 14/10/2019 | 15/10/2019 | 16/10/2019 | 17/10/2019 | 18/10/2019 | 19/10/2019 |
| 2.00 pm to 3.00 pm | Store Management & its Operations - Store Administration (Asst. Prof. Vincent Kedari) | Store Management & its Operations - Need for efficient management in store (Asst. Prof. Vincent Kedari) | Store Layout & Design - Store Design (Asst. Prof. Kunal Sodhi) | Store Layout & Design - Store Design (Asst. Prof. Kunal Sodhi) | Store Layout & Design - Layout Planning (Asst. Prof. Kunal Sodhi) | Store Layout & Design - Layout Types (Asst. Prof. Kunal Sodhi) |
| 3.00 pm to 4.00 pm | Store Management & its Operations - Need for efficient management in store (Asst. Prof. Vincent Kedari) | Store Management & its Operations - Need for efficient management in store (Asst. Prof. Vincent Kedari) | Store Layout & Design - Store Design (Asst. Prof. Kunal Sodhi) | Store Layout & Design - Layout Planning (Asst. Prof. Kunal Sodhi) | Store Layout & Design - Layout Types (Asst. Prof. Kunal Sodhi) | Store Layout & Design - Layout Types (Asst. Prof. Kunal Sodhi) |



License & Permits for Hotel Industry – 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: 23/01/2020


NOTICE

This is to inform the First year B.Sc. (HS) Students that a value added course on **License & Permits for Hotel Industry** of duration 30 hours is introduced commencing from 3rd February 2020 to 12th May 2020 from 3:00pm to 4:00pm on Monday and Tuesday. The time table is displayed on the notice board. For registration and further queries kindly contact the class coordinator.

Prof. Dr. Anita Frantz
Principal

Assoc. Prof. Imran Sayyed
IQAC Coordinator

License & Permits for Hotel Industry – Brochure

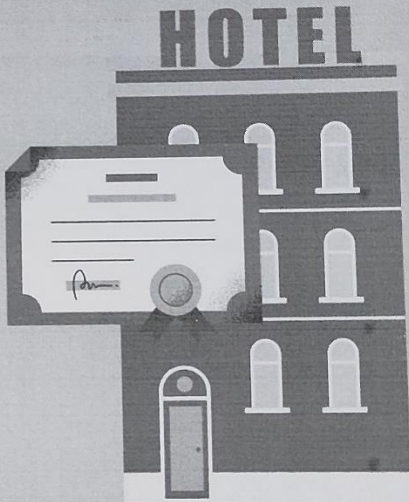


Maharashtra Cosmopolitan Education Society's
M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
Azam Campus, Camp, Pune-411001
Tel No: 02026442261 E-mail: info@marhotelmanagement.com
Website : www.marhotelmanagement.com


Licence & Permits for Hotel Industry

TOPICS TO BE COVERED:

- FSSAI Food Business License
- Type of liquor license for Hotel /Bar/Restaurants in Maharashtra
- Bombay Shops Act
- Other Licenses and Registration Required for Hotel Business



F.Y.BSC HS : 2019-2020
DURATION : DURATION : 30 HOURS



License & Permits for Hotel Industry – Syllabus



M. C. E. Society's
M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
2390 – B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune – 411001.

Certificate Course – Licence & permits for hotel industry

Teaching Scheme:

Teaching Scheme for the Course

| Course Code | Theory Hrs. | Duration of Lecture | Total |
|-------------|-------------|---------------------|-------|
| LPH | 32 | 1 hour | 32 |

Course outcomes:

- Understand various licenses and permits required for hotel industry.
- List of documents required for the licenses and permits
- Understand the procedure of licenses and permits.

| Unit no. | Licenses and permits | Content | Hours |
|----------|--|---|-------|
| 1 | Bombay Shops Act | <ul style="list-style-type: none"> • Registration procedure online/offline • Documents required | 8hrs |
| 2 | Type of liquor license for Hotel /Bar/Restaurants in Maharashtra | <ul style="list-style-type: none"> • FL-I • FL-III • FL-IV • FL-IV • FL-X-C • FL/W-II • FORM E • E-II and other | 8hrs |
| 3 | FSSAI Food Business License | <ul style="list-style-type: none"> • Types <ol style="list-style-type: none"> 1. Basic 2. State 3. National • Procedure to apply | 8hrs |
| 4 | Other Licenses and Registration Required for Hotel Business | <ul style="list-style-type: none"> ➤ Building Permit ➤ Fire NOC ➤ Police License for Hotel ➤ Health Trade License or Trade License ➤ ESI Registration ➤ PF Registration ➤ GST Registration ➤ Eating House License ➤ Lift Clearance License ➤ Music License ➤ Signage License ➤ Certificate of Environmental Clearance (CEC) | 8hrs |



Interview Skills – 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: 26/02/2020

NOTICE

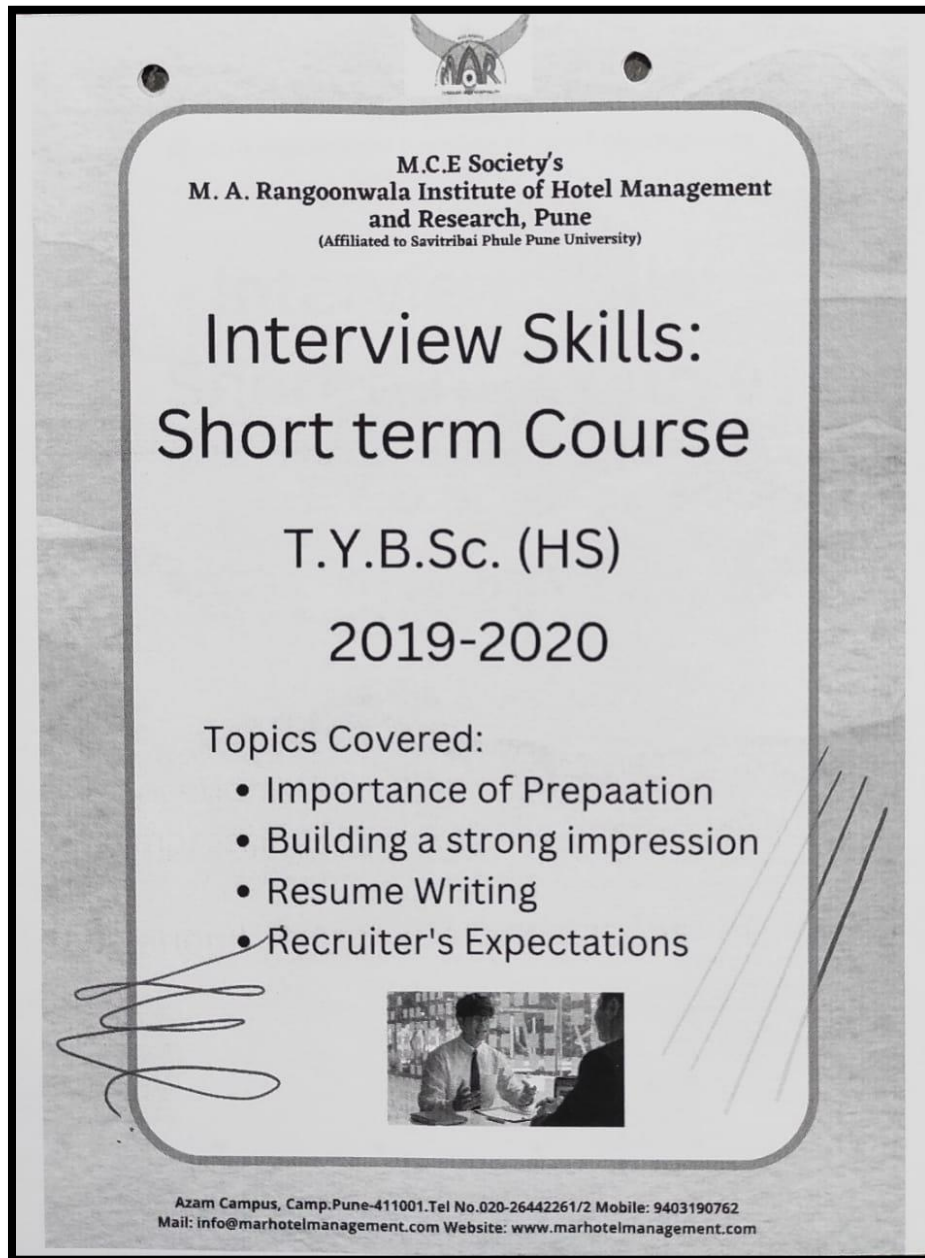
This is to inform the Third year B.Sc. (HS) Students that we are introducing a new value added course on **Interview Skills**. The course duration is 30 hours commencing from 01st March 2020 onwards. The class is scheduled every Saturday from 10 am to 12 pm. For registration and further queries kindly contact Training and Placement Coordinator.


Prof. Dr. Anita Frantz
Principal




Assoc. Prof. Imran Sayyed
IQAC Coordinator

Interview Skills – Brochure



The brochure cover features a central white rounded rectangle on a grey background. At the top center is the M.A. Rangoonwala Institute logo. Below it, the text reads: 'M.C.E Society's M. A. Rangoonwala Institute of Hotel Management and Research, Pune (Affiliated to Savitribai Phule Pune University)'. The main title is 'Interview Skills: Short term Course' in large, bold, black font. Below the title is 'T.Y.B.Sc. (HS)' and '2019-2020'. A section titled 'Topics Covered:' lists four bullet points: 'Importance of Prepaation', 'Building a strong impression', 'Resume Writing', and 'Recruiter's Expectations'. At the bottom center is a small black and white photograph of two men in an office setting, one standing and one seated at a desk. At the very bottom of the white rectangle, contact information is provided: 'Azam Campus, Camp.Pune-411001.Tel No.020-26442261/2 Mobile: 9403190762 Mail: info@marhotelmanagement.com Website: www.marhotelmanagement.com'.


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 Prepaation
- Building a strong impression
- Resume Writing
- Recruiter's Expectations



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Mail: info@marhotelmanagement.com Website: www.marhotelmanagement.com

Interview Skills – Syllabus

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

Syllabus

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

Computer Skills – Brochure

MCE Society's
M. A. Rangoonwala Institute of Hotel Management & Research
(Affiliated to Savitribai Phule Pune University)
Azam Campus, Camp, Pune - 411001, Contact No.: 020-26442261/2,
www.marhotelmanagement.com, Email ID: info@marhotelmanagement.com
https://www.instagram.com/marihmr_pune/
<https://www.facebook.com/M.A.RangoonwalalInstituteOfHotelManagement>

'Computer Skills'
(Value Added Course)

S.Y.-B.Sc.(HS) 2020-21

Topics to be Covered

- Introduction to Computer Systems
- WINDOWS
- Internet
- Computer Applications (with practical sessions)

Asst. Prof. Puneet Basson
01st February to 31st March 2021

Computer Skills – Syllabus

Certificate Course – Computer Skills

For: Second Year B.Sc. (Hospitality Studies) Students

Teaching Scheme:

| Teaching Scheme for the Course | | | |
|--------------------------------|-------------|---------------------|-------|
| Course Code | Theory Hrs. | Duration of Lecture | Total |
| CS | 40 | 1 hour | 40 |

| Chapter | Topic | Hours |
|------------------|---|---------------|
| Chapter 1 | Introduction | 8 hrs |
| 1.1 | Features of Computer System | |
| 1.2 | Input & Output Devices | |
| 1.3 | Softwares – System and Application | |
| 1.4 | Networks – LAN, MAN, WAN | |
| Chapter 2 | WINDOWS | 12 hrs |
| 2.1 | MS Word | |
| 2.2 | MS Powerpoint | |
| 2.3 | MS Excel | |
| Chapter 3 | Internet | 8 hrs |
| 3.1 | History | |
| 3.2 | Pre-requisites for Internet | |
| 3.3 | Services – Chatting, Surfing, e-mailing | |
| 3.4 | Uploading & Downloading | |
| 3.5 | Threats – Spyware, Adware, SPAM | |
| 3.6 | Social Media Etiquettes | |
| Chapter 4 | Applications (with Practical Sessions) | 12 hrs |
| 4.1 | Canva – Banner, Poster, Brochure | |
| 4.2 | Video Making | |
| 4.3 | Google Applications | |


Course Outcome

By the end of this course students will:

1. Know about Computer application and its importance.
2. Be able to comprehend and apply the knowledge of Computer application.
3. Be able to analyze and solve basic problems related to the use of Computer applications.


Human Rights – Brochure


1/21, 11:32 AM M.C.E Society's M. A. Rangoonwala Institute of Hotel Management and Research Affiliated to Savitribai Phule Pune University


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

Presents

**Online Value Added Course
on
Human Rights**





WORLD HUMAN RIGHTS DAY
**EVERY
HUMAN
HAS
RIGHTS**
10.01.2021

**Date: 18th January 2021
Class: T.Y.B.Sc. (HS)
Duration: 40 Hours**


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

Human Rights – Time Table




M.C.E. Society's
M. A. Rangoonwala Institute of Hotel Management & Research
 Azam Campus, Pune-411001
T.Y. B.Sc. (H S) - Time Table
Human Rights - 2020 - 2021

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------|--------------|--------------|--------------|--------------|--------------|----------|
| 10:00 am to 10:30 am | | | | | Human Rights | |
| 11:00 am to 11:30 am | | Human Rights | | | | |
| 12:00 pm to 12:30 pm | Human Rights | | Human Rights | Human Rights | | |



Assoc. Prof. Imran Sayyed
 IQAC/Academic Coordinator



Prof. Dr. Anita Franz
 Principal

PRINCIPAL
 M. A. Rangoonwala Institute of
 Hotel Management & Research
 Azam Campus, Pune - 1.

Human Values and professional Ethics - Brochure

M.A. Rangoonwala Institute of Hotel Management and Research
Azam Campus, Camp, Pune- 411001.
Affiliated to Savitribai Phule Pune University| Contact No. 020-26442261/2
www.marhotelmanagement.com| info@marhotelmanagement.com
<https://www.facebook.com/M.A.RangoonwalaInstituteOfHotelManagement>

Value Added Course on:
HUMAN VALUES AND PROFESSIONAL ETHICS
F.Y. B.Sc. (HS)

Click the button to register:

Duration: 40 Hours
Date of Commencement: 08.02.2021


OPEN FOR F.Y. B.Sc.
(HS) STUDENTS OF
M.A. RANGOONWALA
INSTITUTE OF HOTEL
MANAGEMENT AND
RESEARCH

Human Values and Professional Ethics – Time Table

M.C.E. SOCIETY'S
M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
AZAM CAMPUS, CAMP PUNE-411001
Term II of Academic Year 2021-2022
F.Y.B.Sc.-H.S. April 2021 to July 2021

Value Added Course: Human Values and Professional Ethics

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------|--------------------------------------|--------------------------------------|-----------|----------|--------|--------------------------------------|
| 10.00 am to 10.30 am | | | | | | |
| 10.30 am to 11.00 am | | Human Values and Professional Ethics | | | | |
| 11.00 am to 11.30 am | | | | | | |
| 11.30 am to 12.00 pm | Human Values and Professional Ethics | | | | | |
| 12.00 pm to 12.30 pm | | | | | | Human Values and Professional Ethics |


 Asst. Prof. Infran Sayyed
 IQAC/Academic Coordinator

Prof. Dr. Arna Franz
 Principal

Computer Skills II – 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: 22/01/2021

NOTICE

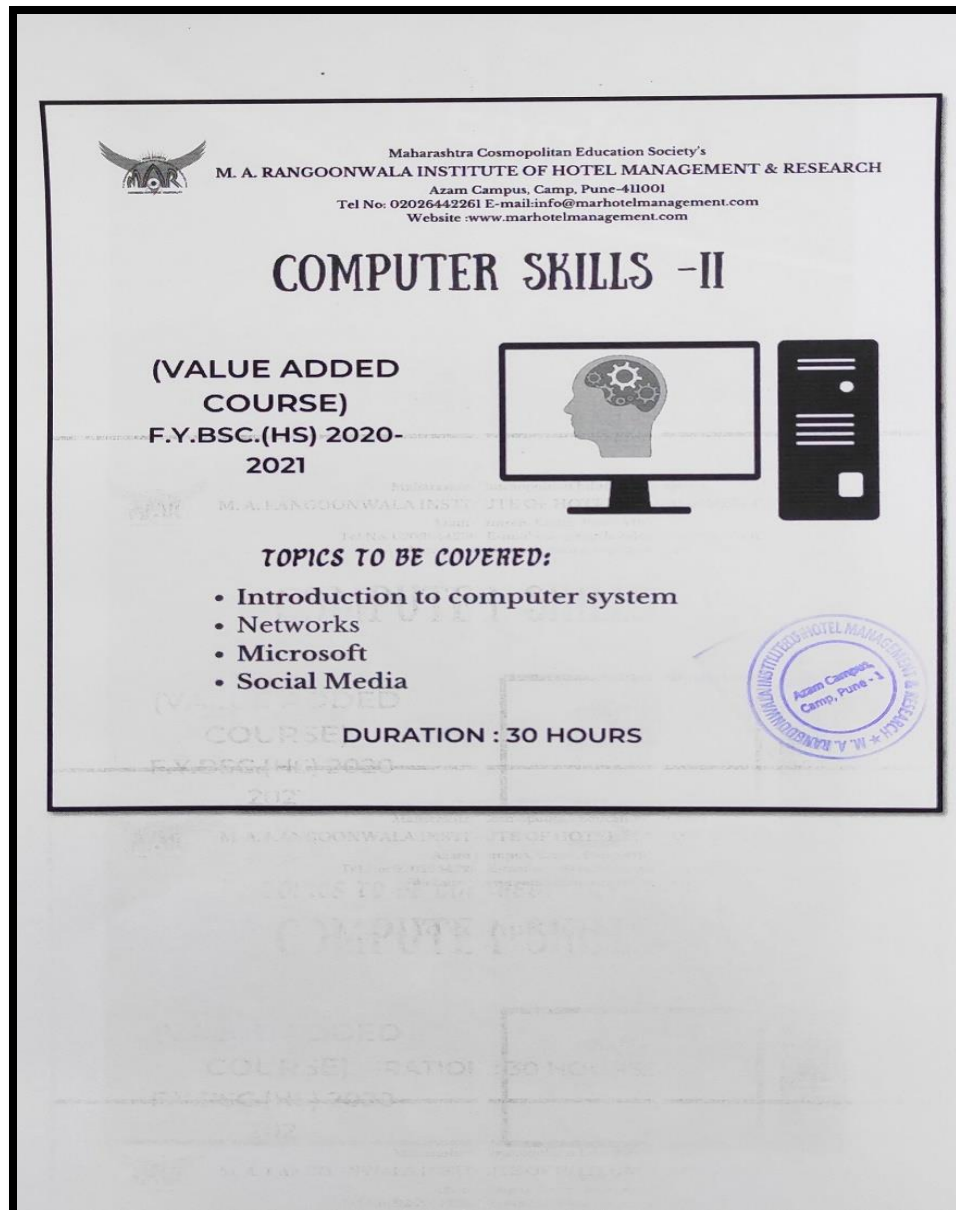
This is to inform the Third year B.Sc. (HS) Students that a value added course on **Computer Skills – II** of duration 30 hours is introduced commencing from 1st February 2021 to 11th May 2021 from 3:00pm to 4:00pm on Monday and Tuesday. The time table is displayed on the notice board. For registration and further queries kindly contact the class coordinator.

Prof. Dr. Anita Frantz
Principal



Assoc. Prof. Imran Sayyed
IQAC Coordinator

Computer Skills II - Brochure



The brochure is for a course titled "COMPUTER SKILLS -II". It is a "VALUE ADDED COURSE" for "F.Y.BSC.(HS) 2020-2021". The course duration is "30 HOURS". The topics to be covered are: Introduction to computer system, Networks, Microsoft, and Social Media. The brochure features a logo of a bird with wings spread, a computer monitor with a gear inside a head, and a server tower. A circular stamp from the Azam Campus, Camp, Pune - 1 is also present.

Maharashtra Cosmopolitan Education Society's
M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
Azam Campus, Camp, Pune-411001
Tel No: 02026442261 E-mail: info@marhotelmanagement.com
Website :www.marhotelmanagement.com

COMPUTER SKILLS -II

(VALUE ADDED COURSE)
F.Y.BSC.(HS) 2020-2021

TOPICS TO BE COVERED:

- Introduction to computer system
- Networks
- Microsoft
- Social Media

COURSE DURATION : 30 HOURS

Azam Campus, Camp, Pune - 1

Computer Skills II - Syllabus



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

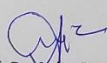
VALUE ADDED COURSE: Computer Skills - II

T. Y. BSc (HS) 2020-2021


30 Hours

- Course Outcome: 1. Basics of Computer
2. Complete Knowledge of Advance learning in all three types of Microsoft Office
3. Understanding Cyber security and digital literacy.
4. Understanding social media strategies using updated applications.

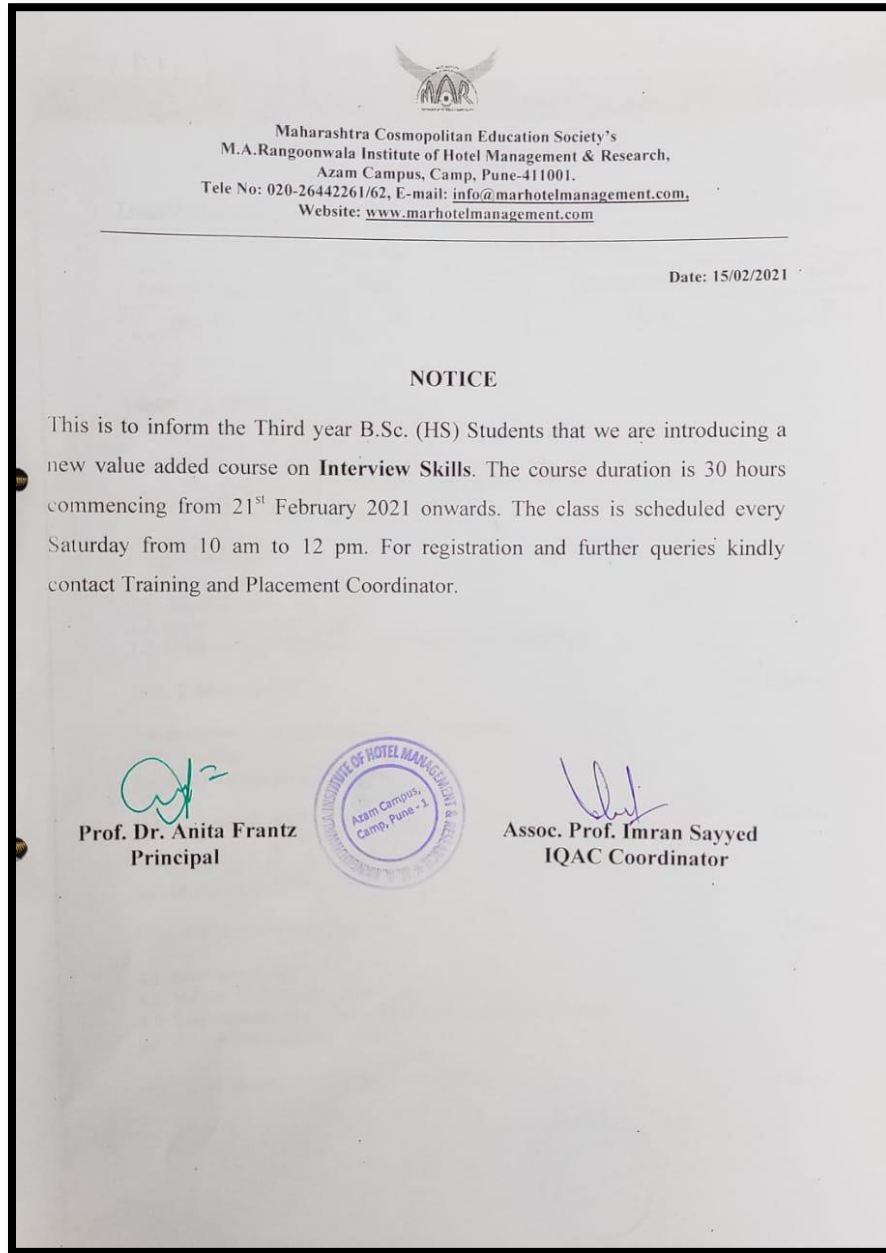
| Chapter | Title | Hours |
|-----------|--|-------|
| Chapter 1 | Introduction | 6 |
| | 1.1 Introduction | |
| | 1.2 Parts of Computer | |
| | 1.3 Software's | |
| | 1.4 Control Panel | |
| Chapter 2 | Microsoft Office – Advance Learning | 10 |
| | 2.1 Word | |
| | 2.2 Excel | |
| | 2.3 PowerPoint | |
| Chapter 3 | Data, Security, Privacy | 8 |
| | 3.1 Protecting Data | |
| | 3.2 Digital Literacy | |
| | 3.3 Cyber Security | |
| Chapter 4 | Applications | 6 |
| | 4.1 Google Application | |
| | 4.2 Digital Editing Software's | |


Prof. Dr. Anita Frantz
Principal

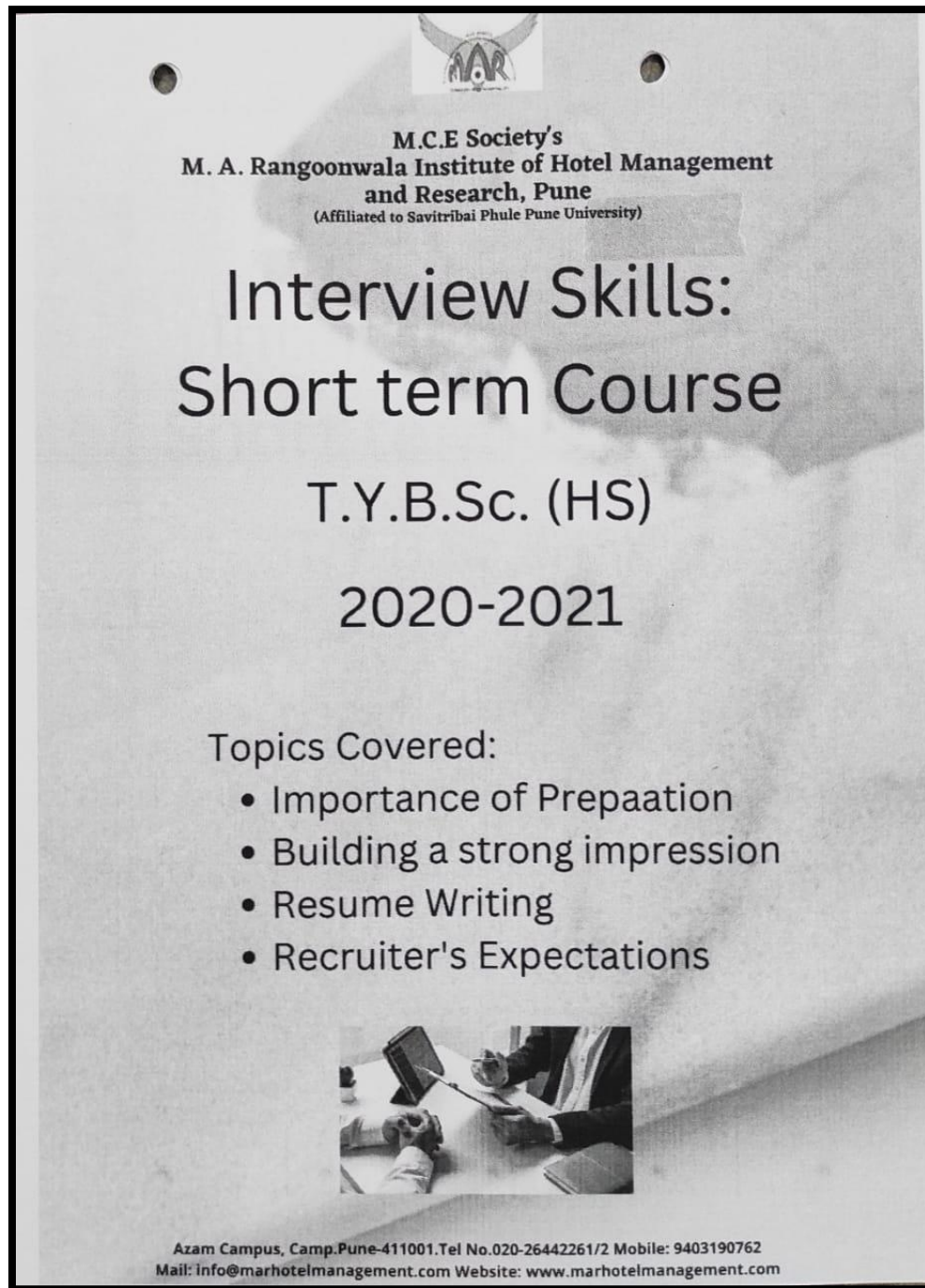



Assoc. Prof. Imran Sayyed
IQAC Coordinator

Interview Skills – Notice



Interview Skills – Brochure



The image shows the front cover of a brochure. At the top center is the logo of M.C.E. Society's M.A. Rangoonwala Institute of Hotel Management and Research, Pune, which features a stylized 'M.A.R.' monogram. Below the logo, the text reads: 'M.C.E Society's M. A. Rangoonwala Institute of Hotel Management and Research, Pune (Affiliated to Savitribai Phule Pune University)'. The main title is 'Interview Skills: Short term Course' in a large, bold, sans-serif font. Below the title is 'T.Y.B.Sc. (HS)' and '2020-2021'. A section titled 'Topics Covered:' lists four bullet points: 'Importance of Prepaation', 'Building a strong impression', 'Resume Writing', and 'Recruiter's Expectations'. At the bottom of the cover is a small photograph of two people sitting at a table, looking at a laptop and documents. Below the photo, contact information is provided: 'Azam Campus, Camp.Pune-411001.Tel No.020-26442261/2 Mobile: 9403190762 Mail: info@marhotelmanagement.com Website: www.marhotelmanagement.com'.


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)
2020-2021

Topics Covered:

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



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

Interview Skills – Syllabus

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

Interview Skills
Syllabus

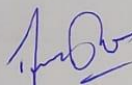

Teaching Scheme:

| 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 |

Computer Skills – Brochure

MCE Society's
M. A. Rangoonwala Institute of Hotel Management & Research
(Affiliated to Savitribai Phule Pune University)
Azam Campus, Camp, Pune - 411001, Contact No.: 020-26442261/2,
www.marhotelmanagement.com, Email ID: info@marhotelmanagement.com
https://www.instagram.com/marhmr_pune/
<https://www.facebook.com/M.A.RangoonwalaInstituteOfHotelManagement>

'Computer Skills'
(Short Term Course)

S.Y.-B.Sc.(HS) 2021 - 22

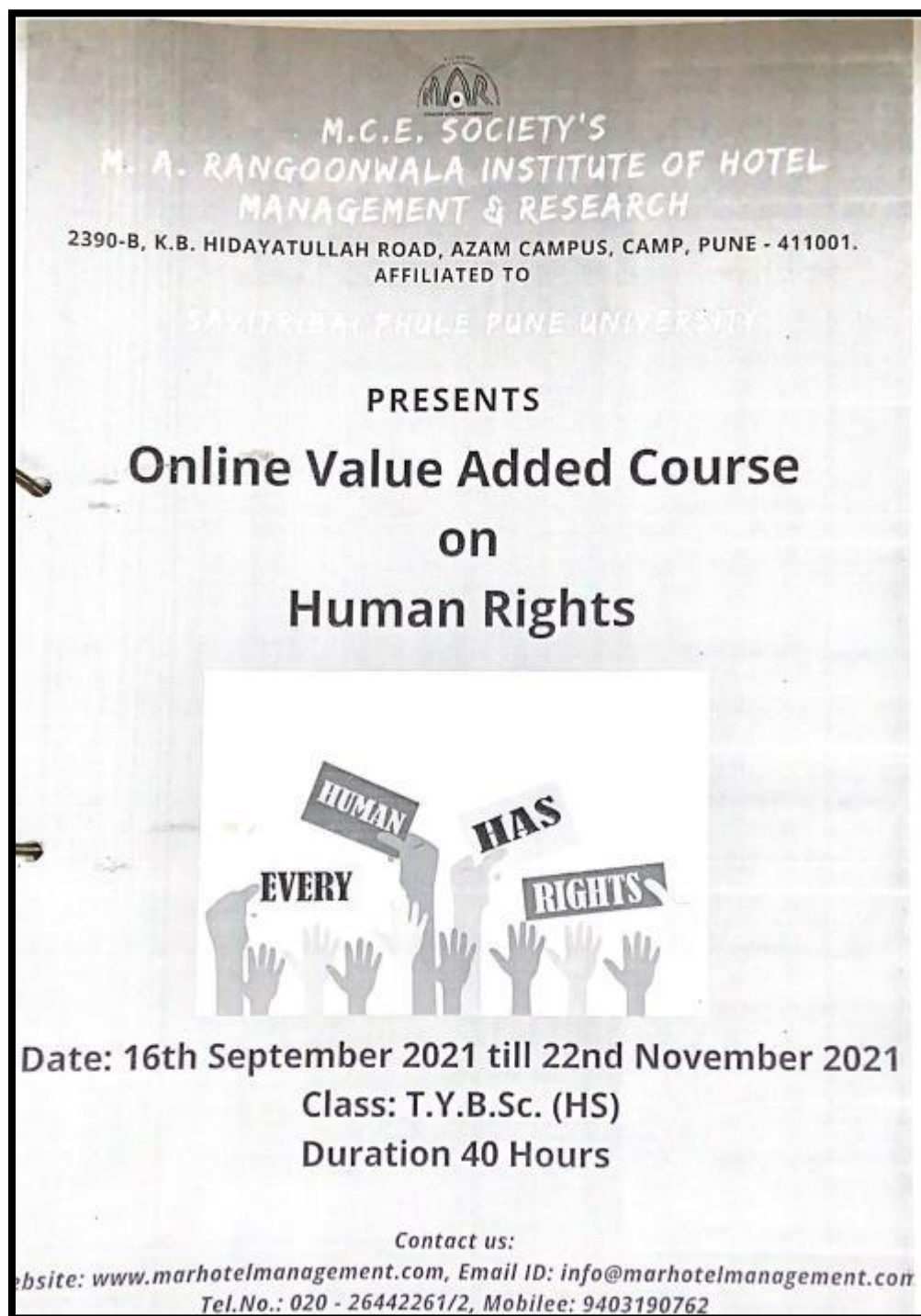
Topics to be Covered

- Introduction to Computer Systems
- WINDOWS
- Internet
- Computer Applications (with practical sessions)

Asst. Prof. Vincent Kedari
11th August - 6th October 2021

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


Human Rights – Brochure



M.C.E. SOCIETY'S
M. A. RANGOONWALA INSTITUTE OF HOTEL
MANAGEMENT & RESEARCH
2390-B, K.B. HIDAYATULLAH ROAD, AZAM CAMPUS, CAMP, PUNE - 411001.
AFFILIATED TO
SAVITRIBAI PHULE PUNE UNIVERSITY

PRESENTS


**Online Value Added Course
on
Human Rights**



Date: 16th September 2021 till 22nd November 2021
Class: T.Y.B.Sc. (HS)
Duration 40 Hours

Contact us:
Website: www.marhotelmanagement.com, Email ID: info@marhotelmanagement.com
Tel.No.: 020 - 26442261/2, Mobile: 9403190762


Human Rights – Time Table




M.C.E. Society's
M. A. Rangoonwala Institute of Hotel Management & Research
 Azam Campus, Pune-411001
T.Y. B.Sc. (H S) - Time Table

Human Rights - 2021 - 2022

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------|--------------|--------------|--------------|--------------|--------------|----------|
| 10:00 am to 10:30 am | | | | | Human Rights | |
| 11:00 am to 11:30 am | | Human Rights | | | | |
| 12:00 pm to 12:30 pm | Human Rights | | Human Rights | Human Rights | | |



Asst. Prof. Imran Soyyed
 IQAC/Academic Coordinator

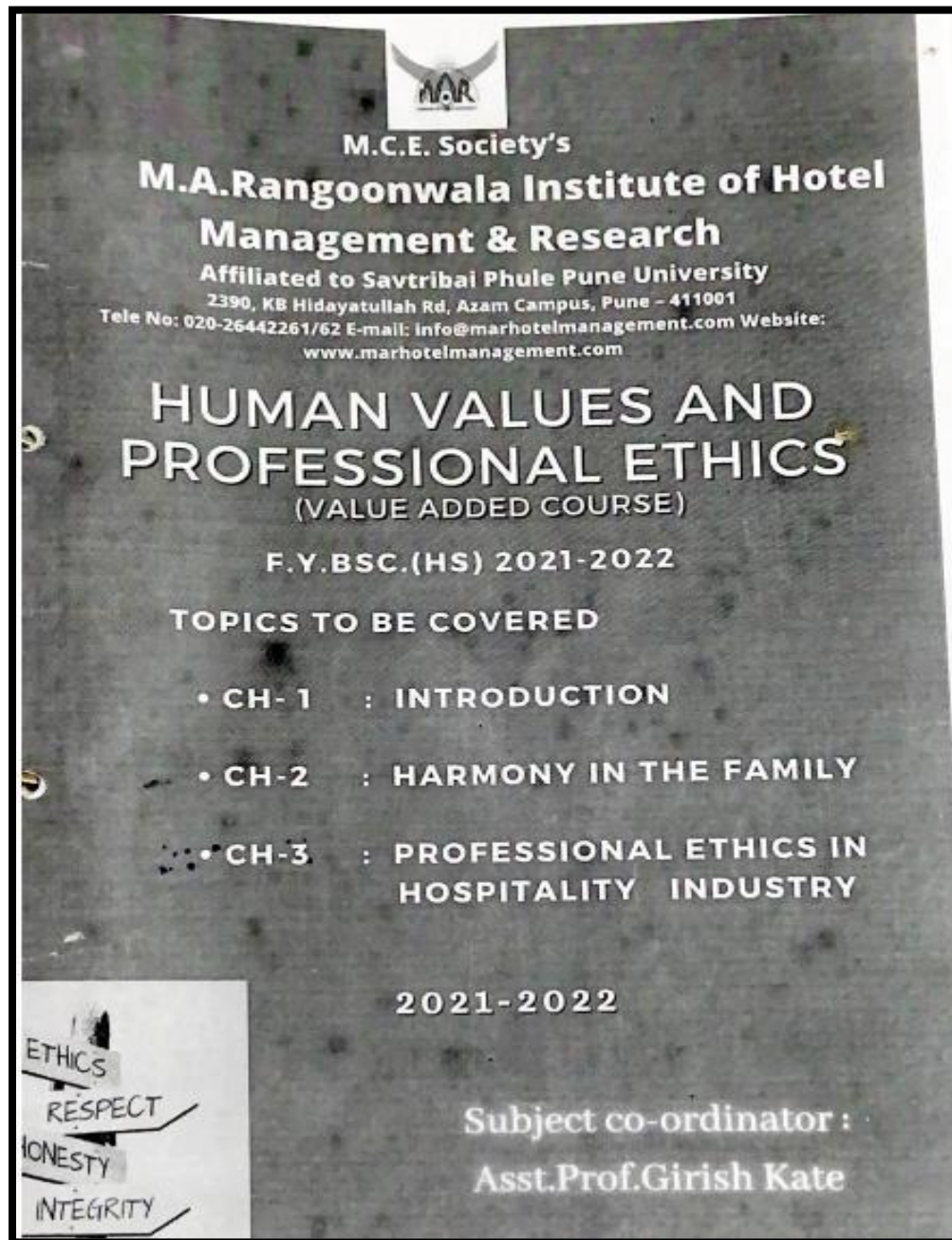


Prof. Dr. Anita Frantz
 Principal

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

IQAC COORDINATOR
 M A. Rangoonwala Institute
 of Hotel Management & Research
 Azam Campus, Camp, Pune-1.

Human Values and Professional Ethics – Brochure



Human Values and Professional Ethics – Time Table

M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
AZAM CAMPUS , CAMP PUNE-411001
 Academic Year :2021-2022

Time Table F.Y.B.Sc- H.S.
 Reporting Time 8.50 am


Second Term

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------|---|---|---|---|---|---|
| 9.00 am to 9.50 am | HS 201 Food Production - II | HS 203 Housekeeping Operations - II | HS 201 Food Production - II | HS 204 Front Office Operations - II | HS 201 Food Production - II Assignment | HS 201 Food Production - II |
| 9.50 am to 10.00 am | B | | | | | |
| 10.00 am to 10.50 am | HS 203 Housekeeping Operations - II | HS 204 Front Office Operations - II | HS 203 Housekeeping Operations - II | HS 203 Housekeeping Operations - II | 10.00 am to 11.00 am HS 209 French | HS 204 Front Office Operations - II |
| 10.50 am to 11.40 am | R | | | | | |
| 11.40 am to 12.30 pm | HS 205 Food Production - II (Practical) Batch A+B | HS 205 Food & Beverage Service - II (Practical) Batch A+B | HS 205 Food Production - II (Practical) Batch A+B | HS 205 Food Production - II (Practical) Batch A+B | 11.00 am to 12.00 am HS 209 French | HS 207 Housekeeping Operations - II (Practical) Batch A+B |
| 12.30 to 1.20 pm | E | | | | | |
| 1.20 pm to 2.00 pm | R | | | | | |
| 2.00 pm to 2.50 pm | HS 202 Food & Beverage Service - II | VAC Human Values & Professional Ethics | HS 202 Food & Beverage Service - II | HS 202 Food & Beverage Service - II | 12.00 pm to 1.00 pm HS 202 Food & Beverage Service - II | HS 204 Front Office Operations - II |
| 3.15 pm to 4.00 pm | B | | | | | |
| | HS 202 Food & Beverage Service - II | HS 204 Front Office Operations - II | | | VAC Human Values & Professional Ethics | |
| | A | | | | | |
| | K | | | | | |

Imran Sayyed(HOD)
Academic in charge(ICAC)

Prof. Dr. Alita Francis
Principal

Democracy, Election & Governance – Brochure



M.C.E. Society's
M.A.Rangoonwala Institute of Hotel Management & Research
Affiliated to Savtribai Phule Pune University
2390, KB Hidayatullah Rd, Azam Campus, Pune - 411001
Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com Website:
www.marhotelmanagement.com


DEMOCRACY, ELECTION AND GOVERNANCE

(VALUE ADDED COURSE)
F.Y.BSC.(HS) 2021-2022

TOPICS TO BE COVERED


- MODULE 1- DEMOCRACY
- MODULE 2- DECENTRALIZATION
- MODULE 3- GOVERNANCE

JAN.2022 TO MARCH 2022



Asst Prof Girish Kate

Advanced Professional Chef – Brochure



M.C.E. Society's
M.A.Rangoonwala Institute of Hotel Management & Research
Affiliated to Savtribai Phule Pune University
2390, KB Hidayatullah Rd, Azam Campus, Pune - 411001
Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com Website:
www.marhotelmanagement.com

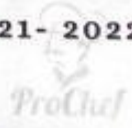
**ADVANCED
PROFESSIONAL
CHEF**
(VALUE ADDED COURSE)
T.Y.BSC.(HS) 2021-2022

TOPICS TO BE COVERED

- CHAPTER 1 : CULINARY MATH
- CHAPTER 2 : CALCULATING FOOD COST
- CHAPTER 3 : FOOD SAFETY & SANITATION
- CHAPTER 4 : KITCHEN DESIGNING
- CHAPTER 5 : KITCHEN LEADERSHIP
- CHAPTER 6 : FIELD VISIT TO INDUSTRIAL AND RESTAURANT KITCHENS

2021- 2022

Subject Co-ordinator
Asst.Prof.Girish Kate



Advanced Professional Chef –Time Table

M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
AZAM CAMPUS, CAMP PUNE-411001
Time Table T.Y.B.Sc- (HS)
Academic Year: 2021-2022
Second Term
Reporting Time 8.50 am

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------|--|--|--|-------------------------------------|--|--|
| 9:00 am to 9:50 am | Elective HS 602 Advanced Food Production II Elective HS 603 Advanced Food & Beverage Service - II Elective HS 604 Advanced Accommodation Operations - II | Elective HS 602 Advanced Food Production II Elective HS 603 Advanced Food & Beverage Service - II Elective HS 604 Advanced Accommodation Operations - II | Elective HS 602 Advanced Food Production II Elective HS 603 Advanced Food & Beverage Service - II Elective HS 604 Advanced Accommodation Operations - II | HS 608 Entrepreneurship Development | Elective HS 602 Advanced Food Production II Elective HS 603 Advanced Food & Beverage Service - II Elective HS 604 Advanced Accommodation Operations - II | HS 610 Tourism Operations (Tutorial) |
| 9:50 am to 10:00 am | B | R | E | A | K | |
| 10:00 am to 10:50 am | HS 612 Food Science | VAC Advance Professional Chef | Elective HS 607 Advanced Accommodation Operations - II (Practical) | HS 601 Project Report Theory | HS 612 Food Science | HS 608 Entrepreneurship Development (Tutorial) |
| 10:50 am to 11:40 am | HS 608 Entrepreneurship Development | HS 610 Tourism Operations | Elective HS 605 Advanced Food & Beverage Service - II (Practical) | HS 608 Entrepreneurship Development | HS 601 Project Report Theory | HS 601 Project Report Field Work |
| 11:40 am to 12:30 pm | HS 610 Tourism Operations | HS 608 Entrepreneurship Development | Elective HS 606 Advanced Food & Beverage Service - II (Practical) | HS 610 Tourism Operations | HS 610 Tourism Operations | HS 601 Project Report Field Work |
| 12:30 to 1:20 pm | HS 608 Entrepreneurship Development | HS 610 Tourism Operations | | HS 608 Entrepreneurship Development | VAC Advance Professional Chef | HS 601 Project Report Field Work |
| 1:30 pm to 2:00 pm | B | R | E | A | K | |
| 2:00 pm to 3:50 pm | | | | | | |

Imran Saifjeel(HOD)
Academic in charge(ICAC)

Prof. Dr. Anita Fronte
Principal

Speaking Effectively (Swayam) – Notice



Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Azam Campus, Camp.Pune-411001

LIBRARY

Date: 7th December 2021

NOTICE

Dear Students,

All students are hereby instructed to enroll for the SWAYAM [Study Webs of Active learning for Young Aspiring Minds] 'Speaking Effectively' course. The courses on SWAYAM are an indigenous massive open online courses [mooc's] portal that provides high quality education – anyone, anytime, anywhere has been made operational to make easy access of good quality educational content to even remotest part of the country.

We would like to inform you that our college has been established as SWAYAM-NPTEL Local Chapter.

You are hereby instructed to **register** online for the following mentioned 'Speaking Effectively' course and follow their schedule, go through the audio video lectures timely, **submit the assignments** on or before due dates and **give proctored exam** for certification.

| Sr No | Course Title | By | Course Coordinator | Duration | Start Date | End Date | Exam Date | Level |
|-------|----------------------|-----------------------|--------------------|----------|------------|------------|------------|-------|
| 1 | Speaking Effectively | Prof. Anjali Gera Roy | IITKGP | 8 Weeks | 24/01/2022 | 18/03/2022 | 27/03/2022 | UG |

For login please visit website: <https://swayam.gov.in/>

Mrs. Chanda Supekar
Librarian

Librarian
M.C.E. Society's
M. A. Rangoonwala Institute of
Hotel Management & Research Pune

Prof. Dr. Anita Frantz
Principal

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

Speaking Effectively (Swayam) - Brochure



Maharashtra Cosmopolitan Education Society's
M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
Azam Campus, Camp, Pune-411001
Tel No: 02026442261 E-mail: info@marhotelmanagement.com
Website :www.marhotelmanagement.com

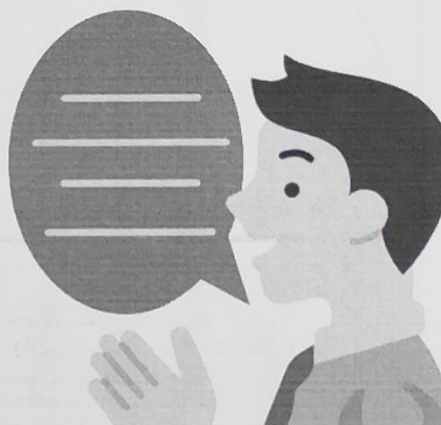


Speaking Effectively by Swayam

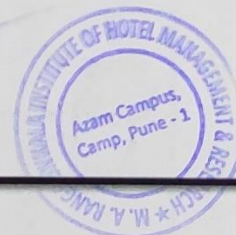
**JANUARY - MARCH
2022**

TOPICS TO BE COVERED:

- The Art of Speaking
- Nonverbal Communication
- Networks
- Phonetics
- Basic Conversational Skills
- Group Discussions and Meetings



DURATION : DURATION :8 WEEKS



Digital Marketing – Notice



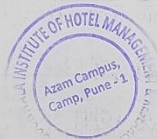
Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Azam Campus, Camp, Pune-411001.
Tele No: 020-26442261/62, E-mail: info@marhotelmanagement.com,
Website: www.marhotelmanagement.com

Date: 01/02/2022

NOTICE

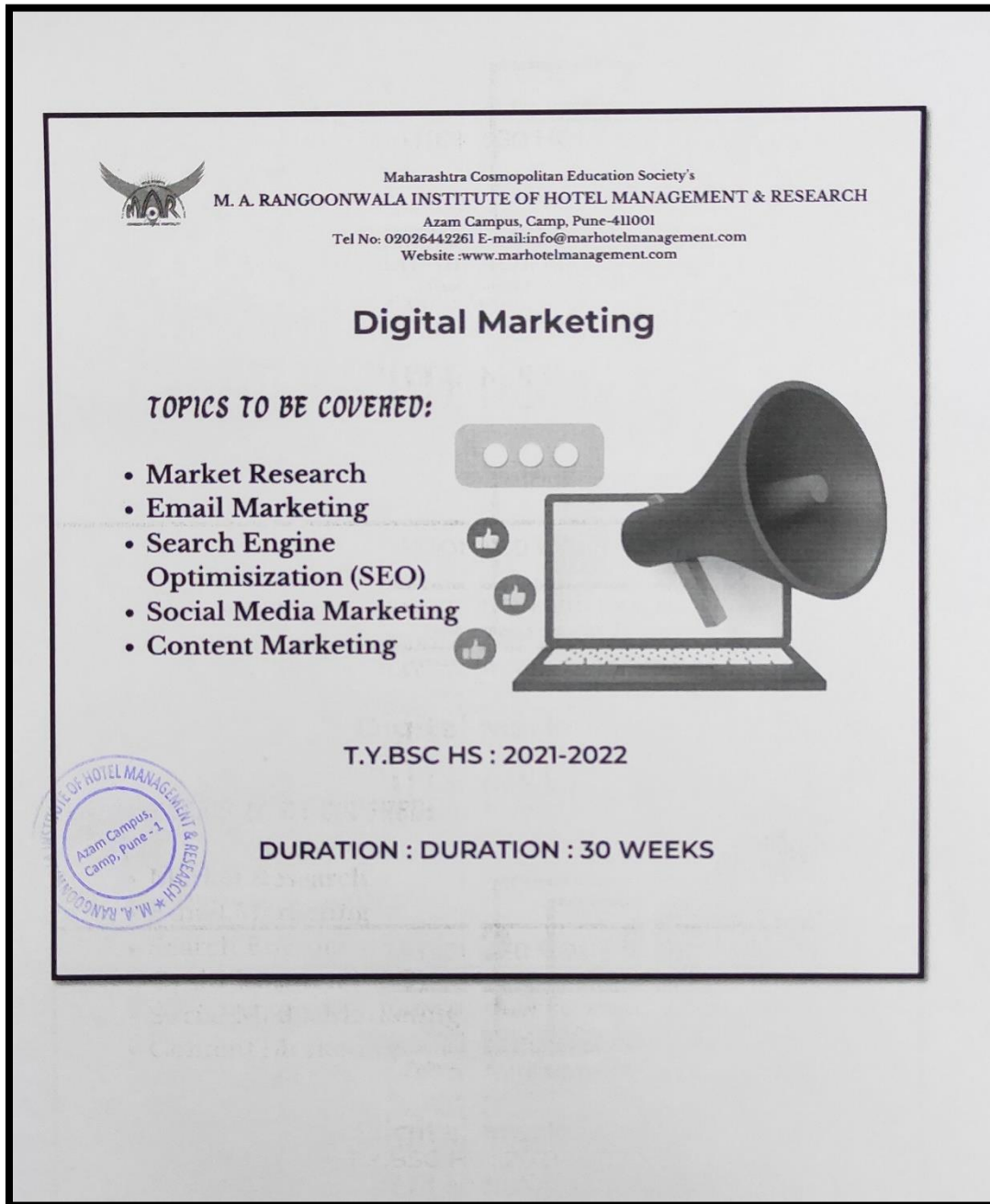
This is to inform the Third year B.Sc. (HS) Students that we are introducing a new value added course on **Digital Marketing**. The course duration is 30 hours commencing from 7th February 2022 onwards. The time table is displayed on the notice board. For registration and further queries kindly contact the class coordinator.

Prof. Dr. Anita Frantz
Principal



Assoc. Prof. Imran Sayyed
IQAC Coordinator

Digital Marketing – Brochure



The brochure is a rectangular document with a light gray background. At the top left is the logo of M.A. Rangoonwala Institute of Hotel Management & Research, featuring a stylized bird or winged figure. To the right of the logo is the institute's name and contact information. The main title 'Digital Marketing' is centered. Below it is a list of topics to be covered. To the right of the list is an illustration of a laptop with a megaphone on the screen, surrounded by speech bubbles and thumbs-up icons. At the bottom left is a circular stamp, and at the bottom center is the duration of the course.

Maharashtra Cosmopolitan Education Society's
M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
Azam Campus, Camp, Pune-411001
Tel No: 02026442261 E-mail: info@marhotelmanagement.com
Website : www.marhotelmanagement.com

Digital Marketing

TOPICS TO BE COVERED:

- Market Research
- Email Marketing
- Search Engine Optimisization (SEO)
- Social Media Marketing
- Content Marketing

T.Y.BSC HS : 2021-2022


DURATION : DURATION : 30 WEEKS


*(Circular Stamp: M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH * Azam Campus, Camp, Pune - 1)*


Digital Marketing – Time Table

MCE SOCIETYS
M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH
AZAM CAMPUS , CAMP PUNE-411001
T.Y.B.Sc- H.S. 2022
ReportingTime 7.50 am

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------|---|---|--|--|---|----------|
| 9.00 am to 9.50 am | HS 201 Food Production – II | HS 203 Housekeeping Operations – II | HS 201 Food Production – II | HS 204 Front Office Operations – II | HS 203 Housekeeping Operations – II | |
| 9.50 am to 10.00 am | B | R | E | A | K | |
| 10.00 am to 10.50 am | HS 209 French | HS 209 French | HS 202 Food & Beverage Service - II | HS 201 Food Production – II | HS 204 Front Office Operations – II | |
| 10.50 am to 11.40 am | | | HS 203 Housekeeping Operations – II | HS 208 Front Office Operations – II | HS 203 Housekeeping Operations – II | |
| 11.40 am to 12.30 pm | HS 205 Food Production – II (Practical) Batch A+B | HS 206 Food & Beverage Service – II (Practical)Batch A+B | HS 207 Housekeeping Operations – II (Practical) Batch A+B | HS 208 Front Office Operations – II (Practical) Batch A+B | HS 201 Food Production – II | |
| 12.30 to 1.20 pm | | | HS 204 Front Office Operations – II | | HS 204 Front Office | |
| 1.30 pm to 2.00 pm | B | R | E | A | K | |
| 2.00 pm to 3.50 pm | HS 202 Food & Beverage Service - II | HS 204 Front Office Operations – II | HS 203 Housekeeping Operations – II | HS 202 Food & Beverage Service - II | HS 202 Food & Beverage Service - II | |
| 3:50pm to 4:40pm | Digital marketing | Digital Marketing | VAC Human Values & Professional Ethics | VAC Human Values & Professional Ethics | | |


 Imran Sayyed(HOD)
 Academic In charge(IQAC)




 Prof. Dr. Anita Frantz
 Principal

Digital Marketing - Syllabus



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

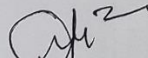
VALUE ADDED COURSE: Digital Marketing

T. Y. BSc (HS) 2021-2022


30 Hours

- Course Outcome: 1. Basics of Digital Marketing
2. Hand-on approach to running paid ads
3. Understanding email marketing and landing pages.
4. Understanding social media strategies using case-studies

| Chapter | Title | Hours |
|-----------|---|-------|
| Chapter 1 | Introduction | 6 |
| | 1.1 Introduction – Digital Marketing 1.2 Digital Scholar 1.3 Skills Required 1.4 Market Research | |
| Chapter 2 | SEO – Search Engine Operations | 8 |
| | 2.1 Introduction 2.2 Operations 2.3 Types of SEO 2.4 Pillars of SEO | |
| Chapter 3 | SMM – Social Media Marketing | 8 |
| | 3.1 Affiliate Marketing 3.2 Email Marketing 3.3 Search engine 3.4 Blogs | |
| Chapter 4 | Digital Marketing Techniques | 8 |
| | 4.1 Web Analytics 4.2 Digital Editing Software's 4.3 Google search ads 4.4 Data collection | |


Prof. Dr. Anita Frantz
Principal




Assoc. Prof. Imran Sayyed
IQAC Coordinator

Interview Skills – Notice



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Website: www.marhotelmanagement.com

Date: 01/02/2022

NOTICE

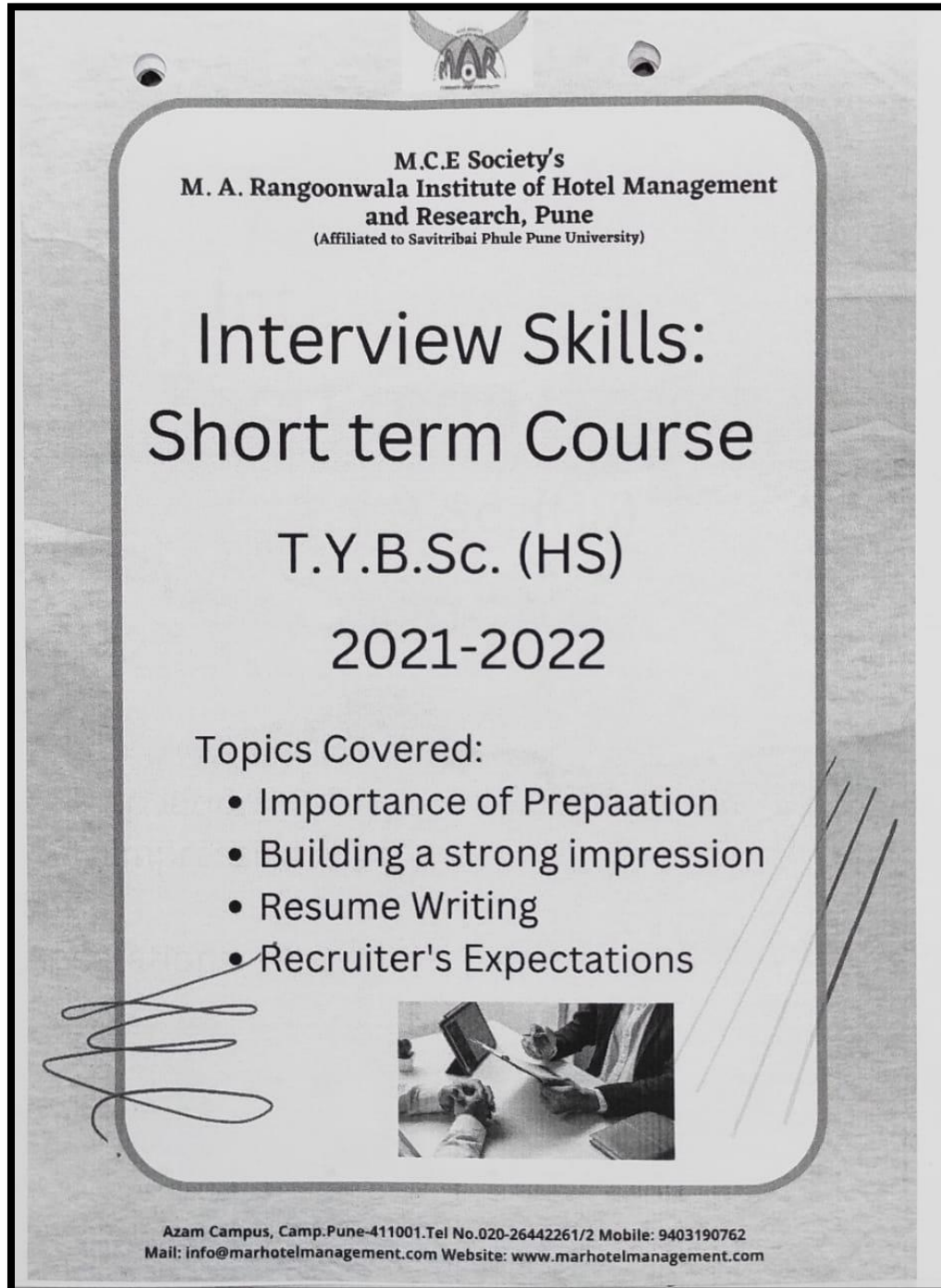
This is to inform the Third year B.Sc. (HS) Students that we are introducing a new value added course on **Interview Skills**. The course duration is 30 hours commencing from 7th February 2022 onwards. The class is scheduled every Saturday from 10 am to 12 pm. For registration and further queries kindly contact Training and Placement Coordinator.

Prof. Dr. Anita Frantz
Principal

Assoc. Prof. Imran Sayyed
IQAC Coordinator



Interview Skills – Brochure



The brochure cover features a central white rounded rectangle on a grey background. At the top center of the rectangle is the M.A. Rangoonwala Institute logo. Below the logo, the text reads: 'M.C.E Society's M. A. Rangoonwala Institute of Hotel Management and Research, Pune (Affiliated to Savitribai Phule Pune University)'. The main title 'Interview Skills: Short term Course' is prominently displayed in a large, bold, sans-serif font. Below the title, the course details 'T.Y.B.Sc. (HS) 2021-2022' are listed. A section titled 'Topics Covered:' is followed by a bulleted list of four items: 'Importance of Preparation', 'Building a strong impression', 'Resume Writing', and 'Recruiter's Expectations'. At the bottom of the white area, there is a small photograph showing two people in business attire reviewing documents at a table. Below the photograph, contact information is provided: 'Azam Campus, Camp.Pune-411001.Tel No.020-26442261/2 Mobile: 9403190762 Mail: info@marhotelmanagement.com Website: www.marhotelmanagement.com'. The entire brochure is framed by a black border.


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



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Interview Skills – Syllabus

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

Syllabus

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

