

## **INSTRUCTIONS AND GUIDELINES**

### **FOR**

## **ONLINE ADMISSION INTERVIEWS**

**Applicable to Courses: Bachelor of Hotel Management (BHM) at AIHM&CT & Bachelor of Science BSc (FAD) at AIFD at AWES Campus, Bengaluru.**

Dear Candidate,

At the outset thank you for showing interest to study at our College and Campus.

We welcome you to the admission process for AIHM&CT (Army Institute of Hotel Management & Catering Technology) and AIFD (Army Institute of Fashion & Design).

These instructions are for you to read so that we can further have a seamless admission procedure. Please follow the instructions and guidelines given below to have an online interaction.

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**Scheduling of Online Interview:** will be coordinated mutually. The date and slot and link will be generated by the College.

### **Before the Interview**

#### **1. Device and Internet Readiness**

- Use a laptop or desktop computer with a functional camera and microphone.
- Ensure a stable internet connection with adequate speed to avoid disruptions.
- Keep a backup device (smartphone or tablet) ready in case of technical issues.

#### **2. Software and Platform**

- The interview will be conducted on [mention the platform, e.g., Zoom/Google Meet/MS Teams].
- Install and test the platform in advance.
- Use the meeting link or ID provided in the email invitation to join.

#### **3. Required Documents**

- Keep scanned copies (PDF format) of the following documents ready to upload if required:
  - Class 10th and 12th mark sheets.
  - Transfer Certificate and Migration Certificate (if applicable).
  - Proof of eligibility (Army personnel certificate, if applicable).
  - A valid government ID (Aadhaar Card/Passport/PAN).
  - Passport-sized photograph (recent, in JPEG format).
  - Reference detail

- Have the physical copies of these documents ready for verification during the interview.
- 4. Preparation**
- Familiarize yourself with the course you are applying for. Be ready to discuss your interests, skills, and career aspirations.
  - To give you an example, you will be asked:
    - What brings you to join the fashion segment?
    - Are you familiar with the broad syllabus and careers?
    - Do you have an inclination to be a Chef or a Front office Assistant?
    - How are you good at communicating with others?
    - What do you know about Hotel management?
    - Dress in formal attire to create a good impression.
    - Ensure your interview location is quiet, well-lit, and free from distractions.
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## **During the Interview**

- 1. Joining the Meeting**
    - Log in at least 7-8 minutes before the scheduled time.
    - Use your full name as the display name for identification purposes.
  - 2. Interview Etiquette**
    - Keep your camera on throughout the interview.
    - Mute your microphone when not speaking to minimize background noise.
    - Be attentive and maintain eye contact by looking at the camera.
    - Speak clearly and confidently while answering questions.
  - 3. Interaction and Queries**
    - Be polite and concise in your responses.
    - We are aware that you have a number of queries.
    - You are requested to post them on e-mail, so that we are better prepared to answer you and at the end you will be given an indication to ask us. Please wait for the cue to ask questions.
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## **Technical Issues**

- In case of technical difficulties during the interview:
    - Inform the interviewer via the contact number or email provided in your invitation.
    - Rejoin the meeting using the same link once the issue is resolved.
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## **After the Interview**

- 1. Follow-Up**
  - You will receive communication about your admission status via email or phone.
  - Ensure that the contact details provided during registration are accurate and reachable.
- 2. Next Steps**
  - If selected, follow the instructions in your admission confirmation email regarding fee payment, document submission, and orientation.

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**Contact Information**

For any queries or assistance, reach out to:

**Army Institute of Fashion and Design - Admission Team**

**Contact Person: Mrs.Khusbu Kumari Gupta**

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**Phone: 7019672359**

**Army Institute of Hotel Management and Catering Management -Admission Team**

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**We wish you the best of luck for your interview!**