



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 190 762

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

- 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:

Mentor Mentee Sample Documents

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Criteria 6

Key Indicator 6.5: Internal Quality Assurance System

6.5.1 Mentor Mentee Sample Documents

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Notice for Mentor Mentee Session



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: 08/10/2021

NOTICE

This is to inform all the Mentors of various classes to organize a Mentor Mentee session from the 10th October 2021 to 24th October 2021 on the following topics:

1. MOU' s
2. Infrastructure Handbook
3. Library Handbook Initiatives
4. Capacity Building Initiatives
5. Various College Committees

Asso. Prof. Imran Sayyid
IQAC Coordinator

Prof. Dr. Anita Frantz
Principal

Students Attendance for Mentor Mentee Session



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Mentor - Assa Prof. Imran Sayyed (FY.BSc.HS) [2020 – 2021]

Sr. No.	Students	21/12	22/12	23/12	24/12	25/12	26/12	27/12	28/12	29/12	30/12	31/12	1/1	2/1	3/1	4/1	5/1	6/1	7/1	8/1	9/1	10/1	11/1	12/1	13/1	14/1	15/1	16/1	
1.	KHAN KAMRAN MUSA	A	A	A	A	P	P	A	A																				
2.	KHAN MARIAM MOHMED SADIQUE	A	A	P	P	A	A	A	A																				
3.	KHAN SANIYA AJAZ	P	P	P	P	P	P	A	A																				
4.	KOLATE MAYUR BHIMRAO	P	P	P	P	P	P	P	A																				
5.	KORBA SALIM MAHABALI	P	P	P	P	P	P	A	A																				
6.	KUVVARAPU SUNNY VENKATESH	P	A	P	P	A	A	A	A																				
7.	MANDAIVA RITU RAJESH	P	P	A	A	P	P	P	P																				
8.	MOHD MUSHFIQ WAKEEL AHMED	A	P	P	P	A	A	A	A																				
9.	MORE ANUSHKA	P	P	P	A	A	A	P	P																				
10.	MULLA JAID ASIF	P	P	P	P	P	P	P	P																				
11.	PATEL ANAS AZIM	P	P	P	P	P	P	A	A																				
12.	PATEL DAWOOD MOHAMMAD HANIF	P	P	P	P	A	A	A	A																				
13.	PATOLE SANKET PRAVIN	P	P	P	P	P	P	P	P																				
14.	SAPKAL GANESH SATYAWAN	P	P	D	P	P	P	P	P																				
15.	SAYYAD AYAN GULAB	P	P	P	P	P	P	A	P																				
16.	SAYYED AFFAN ALTAF	P	P	A	P	P	P	P	A																				


Prof. Dr. Anita Frantz
 Principal
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Poster for Mentor Mentee Session

2021

Mentor mentee interaction (2).png

M.C.E.Society's
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Management and Reasearch

MENTOR AND MENTEE
DISCUSSION IDEAS

SCHEDULED ON SATURDAY 27 FEBURARY
2021 AT 11AM-12PM WITH THE FOLLOWING
GOOGLE MEET LINK

MENTOR IMRAN SAYYED

[HTTPS://MEET.GOOGLE.COM/OQY-GKJH-GCB?AUTHUSER](https://meet.google.com/oqy-gkjh-gcb?authuser)



mail.google.com/mail/u/4/#inbox/QgrcJHsHpqjpmfRdThjDNnFFLPwmTCFMVWg?projector=1&messagePartId=0.12

1.

Mentor Mentee Interaction Report



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Mentor – Mentee Interaction Report

Academic Year: 2020 - 2021

Second Term: 1st January 2021 – 15th May 2021

Name of the Mentor: - Asso Prof Imran Sayyed

Class: - F.Y.B.Sc(HS) Students: - 11

Date of the Meeting: - 27th Feb 2021

Time: - 11am – 12 pm

Poster:




Thoughts and Ideas Shared:

1. Such Session should be organized more often
2. We came to know our students Colleagues

Students Online Feedback Form

08/2021	Mentor Mentee Feedback Session	08/2021	Mentor Mentee Feedback Session
<h3>Mentor Mentee Feedback Session</h3> <p>Feed back Form</p>		<p>Learning Outcome</p>	
<p>Name of Student</p> <p>Mayur Bhimrao Kolate</p>		<p>Any other point</p>	
<p>Academic Year</p> <p>2020-21</p>		<p>Date when session was take</p> <p>MM DD YYYY</p> <p>03 / 13 / 2021</p>	
<p>Class</p> <p><input checked="" type="radio"/> F.Y.B.Sc.H.S</p> <p><input type="radio"/> S.Y.B.Sc.H.S</p> <p><input type="radio"/> T.Y.B.Sc.H.S</p> <p><input type="radio"/> Other: _____</p>		<p>This form was created inside of Azamcampus.</p> <p>Google Forms</p>	
<p>Mentor Name</p> <p>Asst.prof.Imran sayyed</p>			
<p>https://docs.google.com/forms/d/1Cto0b_gOB4lzOXQMjWKTkLYIMkVvYJf4JU1g0OPsi/edit#response=ACYDBNtB7mDjn_cAwwZLW5_NlyCzHS... 1/2</p>		<p>https://docs.google.com/forms/d/1Cto0b_gOB4lzOXQMjWKTkLYIMkVvYJf4JU1g0OPsi/edit#response=ACYDBNtB7mDjn_cAwwZLW5_NlyCzHS... 2/2</p>	

Students Counselling Form


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MENTORING FORM

Name of Student:- Patel Dawood Mohd Hanif Course:- B.Sc.(H.S.)

E-mail ID:- awoodpatel0813@gmail.com

Permanent Address:-	First Year	Second Year	Third Year
<u>11 Dwarika gate to opp. hsg society Yashwantrao Chavan Lila Pune-411002</u>	<u>2020-21</u>	<u>2021-2022</u>	<u>2022/23</u>

Present Address:-

Parent/ Guardian Name:- Rajivrao Patel

Date of Birth:- 8/4/2001 Father's Contact No:- 8830073505

Father's Profession:- Artist Mother's Contact No:- 9161382901

Mother's Profession:- Doctor

Date of Mentoring	Problems Identified	Mentor's Remark	Student's Signature
<u>6/6/21</u>	<u>Attendance low improve communication</u>	<u>Guided him to attend the lectures and improve the communication</u>	
	<u>X</u>	<u>X</u>	
<u>12/2/21</u>	<u>Lack of Attendance</u>	<u>To attend lectures regularly & be punctual</u>	

<u>17/9/21</u>	<u>Attends classes Time Management, Behaviour and Leadership</u>	<u>To see them he wrote an impressive paper</u>
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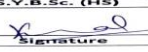

Performance in Exams:-


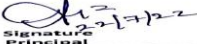

First Year	<u>Needs improvement</u>	Personal Achievement:-
Second Year	<u>Needs improvement</u>	
Third Year		

Co-curricular Activities:-

First Year		Specific Problem Identified:-
Second Year	<u>Needs lots of involvement</u>	
Third Year		

Attendance:-	
First Year	
Second Year	<u>60%</u>
Third Year	<u>There's improvement in attendance and communication</u>

Mentor Name F.Y. B.Sc. (HS)	<u>Jagan T. Sapat</u>	Mentor Name S.Y. B.Sc. (HS)	<u>Runal Sable</u>	Mentor Name T.Y. B.Sc. (HS)	
Signature		Signature		Signature	

Signature Principal		Signature Principal		Signature Principal	
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Mentor Assigned for Mentee Notice



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Date: 16/10/2021

NOTICE


This is to inform that the below mentioned full time teachers are assigned as mentors for the academic year 2021-2022 for the students of F.Y. B.Sc.(HS)

Asst. Prof. Ajim Shaikh

Sr. No	Name
1	Ghansar Mohammed Husain Rafique
2	Irani Kainaaz Shapoor
3	Durrani Fazle Rehman Khan Fazle Rabbi Khan
4	Joshi Atharv Anant
5	Mane Prem Manish
6	Memon Inaam Ahmed Nisar Ahmed
7	Shaikh Mohammed Samdani Abid
8	Raihan Ahmad
9	Kadu Shlok Amit
10	Sange Saud Usman
11	Karankar Kshitija Chandrakant
12	Tamboli Talha Nasiruddin
13	Bhunia Chanchal Sadesh
14	Dhonde Vaibhav Pandurang
15	Shaikh Taha Waheed Murad
16	Sayyed Samad Amanulla
17	Selvam Andrea Denis
18	Kale Adishri Sachin
19	Yadav Joseph Raj Nitin Varbhaktu
20	Arikkat Amal Thomas

Associate Prof. Imran Sayyed

Sr. No	Name
21	Qureshi Fardeen Nasir
22	Jadhav Jayesh Dinesh
23	Shaikh Mohammed Zaid Riyaz
24	Patanwala Sahil Suhel
25	Baena Ben Abraham Alex Mario
26	Kotian Darshan Dinesh
27	Shingate Shashank Shashikant
28	Sunosara Sufiyan Suleman
29	Hamdare Ayman Abdul Lateef
30	Merchant Mohammed Afhan Parvez
31	Bandal Sanskruti Yogesh
32	Khan Abul Hasan Abubakar Khan
33	Basutkar Ganesh Laxmikant
34	Bhosale Rohit Vasant
35	Raini Aftab Umaid Ali
36	Sawant Aditya Dattatray

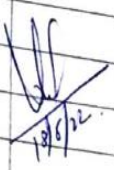
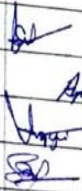

Prof. Dr. Anita Frantz
Principal



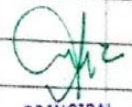
Mentor- Mentee Calling Register

2021 - 2022				FIRST SEM		
Sr.No	Name of student	Date	Reason for Calling	Response of Mentor.	Suggestion by the Mentor.	Remarks
19/6/21	ganesh Sarpal	19/6/21	Practical Not attended.	Ingredients not available and City was closed. Fees payment will be difficult.	To make menu with the given ingredients available with you at your home. call the Admin Staff and Report to Principal.	OK
29/6/21	Potale Sanket	29/6/21	Form filling and fee.	Has filled the form and for fee will come to college and have a word with Doman.	Come to college and meeting the Admin Staff	OK
29/6/21	Patil Anas	29/6/21	Form filling and fee	switched off.	-	OK
10/7	Khan Karimja	29/6/21	Form filling and fee	Will fill the form today. Fees has told her parent to talk to Admin Staff.	Please meet the office staff.	OK
11/7	Kolake Mayur	29/6/21	Form filling and fee	Form has been filled. Fees he had a word with Doman. Pather	To come and meet the office staff	OK

Peer Mentor- Mentee Register

AY - 2021-22		DATE	SESSION TAUGHT (TOPIC)	REMARKS	SIGN
ks Mentor	Peer Mentor				
Mulla	Meer Cooking Cubs Ayan Sayyed Jhan Githi Sareel Chaudhary		Meer Cooking Cubs of Beef		
Chaudhary	Heramb D. Aamir Pradray Sajjad		Icing Chapter Types of Frosting Dairy		




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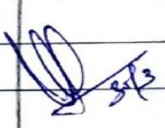

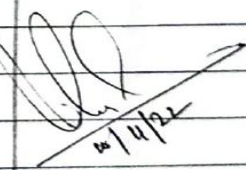
Parents Visit

Parents Visit

PAGE No. _____

ACADEMIC YEAR 22-22

SECOND SEMESTER OF THE ACADEMIC YEAR 22-22

Date	Name of Students	Reason for Visit	Remarks
15/3/22	Ben.	Met with an accident Wanted a New Number to be enrolled in class What's up.	
8/3/22	Zaid - Shantab.	Visited to know about his studies.	
2/3/22	Saud Saughe.	Parents Visited to know his progress.	 
1/4/22	Muz - Siddique	Not Regular in classes and looking late night not fresh in class.	 11/4/22

Parents Teachers Meet Attendance



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'PARENTS TEACHER MEET' ATTENDANCE**FIRST YEAR B.Sc.(HS) BATCH 2019-20**

Date: Thursday, 12th Dec 2019

S.No.	Name of the Student	Name of the Parent/Guardian	Contact No.	E-mail ID	Signature
1	Aman M. Shaikh	Md. Hanif Shaikh	9175660591	-	
2	Harsh M. More	Navish S. More	9767635911	navishmore@gmail.com	
3	Milberd Dsouza	Mrs Escolau Dsouza	9822087142	escolau@gmail.com	
4	VZMA.R. MULLA	Sajida. Mulla.	8668373353	-	
5	SHOAIB SHARIF	SHARIF A. SHARIF	9823915474	Sharifshah15@gmail.com	
6	Harsh Thombare	Vyawahare Suraj.T.	9595695020	-	
7	Muzair Ansari	Haroon Ansari	9422358230	mh610@gmail.com	
8	Tshoan	Menica	8087158668	Tshunsterma@gmail.com	
9	Sulucan	Ankita	808001009	ankitachavan@gmail.com	
10	Said Y.C.	Yasmeen	7397964699	Yamr_chw2000@yahoo.com	
11	Usman Hotgikar	Anwar Hotgikar	8956565689	anwarhotgikar89@gmail.com	
12	Sayed Ayan	Sayed Hanif	9823854320	Hhanif.Sayed1969@gmail.com	
13	Ishtiaq Usman Nadeem	Amina Usman Nadeem	9657427862	aminanadeem1975@gmail.com	
14	Shaiqa Sayyed				
15	Sadiq Sayyed	Shaiqa Sayyed	8605120513	-	
16	Monika Jagtap	Chandrakant Jagtap	9764001520	-	

Parents Teachers Meet Feedback Form



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PARENTS TEACHER MEET - 12th December 2019
FEEDBACK FORM FOR PARENTS

Name: Mr./Mrs./Ms. Ashfaqze Ahmed Occupation: Trd. Safety
 Student Name: Razeen Mahmood Batch: 1st Yr.
 E-mail ID: ashfaqh2521@gmail.com Contact: 9960370039

****Make a tick mark for your choice in the appropriate cell****

S.No.	Particulars	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree
1	My ward is improving his knowledge base through interaction with professors of the Institute.			✓		
2	Discipline in the Institute is good.		✓			
3	Atmosphere of the Institute is conducive for learning.		✓			
4	There is a positive change in the behaviour of my ward after joining the Institute.			✓		
5	The curriculum of the course is well designed and promotes learning experience for the students.		✓			
6	Internship and employability is given focus in the curriculum.			✓		
7	Examination results are declared timely.			✓		

In what way, you can contribute to offer your service to the college to impart value added learning for the benefit of students:

*There are lot of activities happening already
 Not all students are part of such activities inste
 involving every student in some or the other activities
 should be motivated*

Parents Teachers Meet Notice & Agenda



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Date: 06/12/2019

To,

Dear Parents/Guardians,

M.C.E.Society's M.A.Rangoonwala Institute of Hotel Management & Research have scheduled the 'Parents Teacher Meet' on Thursday, 12th Dec 2019 at Hi Tech Hall, Azam Campus at 09 am.

The agenda for the meeting is –

1. Ward's result & study progression.
2. Co-curricular activities planned.
3. Extra-curricular activities planned.
4. Parent's contribution in conducting lectures for the development of the students.
5. Suggestions.

In the interest of the well-being of your ward, kindly make it convenient to attend 'Parents Teacher Meet' on the scheduled day.

Thanking you,

Regards,

Prof. Dr. Anita Frantz
Principal

Asst. Prof. Puneet Basson
Class Counselor

ACKNOWLEDGEMENT

I, Mr./Mrs./Ms. Dheerange Kalavati parent/guardian of Haushada studying in fist year B.Sc.(HS) course, will attend 'Parents Teacher Meet' as scheduled on 12th Dec 2019.

Parent/Guardian Signature:

Contact no.: 8308589504