



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.	6.5.2

. Quality assurance initiatives of the institution include

- . Conferences, Seminars, Workshops on Quality conducted**

Table of Contents

Criteria 6

Sub-Metric 6.5.2: Quality assurance initiatives of the institution

6.5.2 Conferences, Seminars, Workshops on Quality Conducted

Sr. No.	Conferences, Seminars, Workshops on Quality Conducted	Page No.
1	“Work Place Civility and Professionalism” For Non-teaching staff of schools and colleges of Malegaon, District Nasik, Maharashtra Date: 9th and 10th March 2022	3
2	NAAC Criteria and Key Indicators Date: 7 July 2021	4
3	Training on sanitation and Hygiene in Covid-19 pandemic awareness for employees of Bakers' Corner Near ABC Farms, Salunkhe Vihar Road, Kondhwa Pune. Date: 8th October 2020	9
4	Guest Lecturer on NAAC Guidelines on all 7 Criteria by Dr. Shaila Bootwala Principal Abeda Inamdar Senior College Date: 19th November 2018	10

Event Poster

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

Recognized by Govt. of Maharashtra
and Affiliated to Savitribai Phule Pune University



With **COMMUNITY COORDINATION INITIATIVE (CCI) Malegaon**, Dist : Nashik, Maharashtra

Organizes
Training Session
for
**Non-Teaching staff of
Schools based in Malegaon**

**9th & 10th
March 2022**


Venue :

**M.A. Rangoonwala Institute of
Hotel Management & Research
Azam Campus, Camp, Pune-411001**



On the Topic Workplace Civility & Professionalism



 **020 - 26442261/62**

Website : www.marhotelmanagement.com
Email Id : info@marhotelmanagement.com

 fb.com/ma.rangoonwalaihm
 instagram.com/marihmr_pune

Activity Report

“Work Place Civility and Professionalism”

Date: 9th and 10th March 2022

The IQAC of M. A. Rangoonwala Institute of Hotel Management and Research Pune organized a training session on “Work Place Civility and Professionalism” for Non-Teaching staff of schools and colleges of Malegaon, District Nasik, Maharashtra. The two days training session included topics like Personal Hygiene, Time Management, Food and Beverage Service, Office Housekeeping and Work Life Balance. Principal Prof .Dr. Anita Frantz addressed the participants and appreciated the decision of the principals of schools and colleges for giving an opportunity to the junior non-teaching staff to learn office ethics and update their knowledge in handling the job responsibility. Trainers, Asso. Prof. Imran Sayyed, Asst. Prof. Kunal Sodhi, Asst. Prof. Aruna Tompe and Asst. Prof. Neeraj Joshi made the session interactive and informative. Asso. Prof. Imran Sayyed coordinated the event.



Neeraj Joshi Session on Housekeeping



Kunal Sodhi session on Food & Beverage service



Imran Sayyed session on Personal Hygiene



Aruna Tompe during the Inaugural Session

Schedule of Sessions

**M.C.E. Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Azam Campus, Camp, Pune-411001.
in coordination with
CCI (Community Coordination Initiative) Malegaon**

Training of Peon of Schools

9th March 2022

Time	Session	Venue	Staff Responsible	Planning and Task	Sign
9.00am to 9.30am	Breakfast	Dining Hall	Girish Kate and Rahil	Total Planning of Food Production and Service	
9.30am to 10.00 am	Inauguration	FY Class room	Principal		
10.00am to 11.00am	Office Manners	FY Class room	Aruna Tompe	Lecture PPT	
11.00am to 12.00pm	Personal Hygiene	FY Class room	Imran Sayyed	Lecture PPT	
12.00pm to 1.00 pm	Office House keeping	FY Class room	Neeraj Joshi	Lecture PPT	
1.00pm to 2.00pm	Lunch Break	Dining Hall	Girish Kate and Rahil	Total Planning of Food Production and Service	
2.00pm to 3.00pm	F&B Service in Office	Salt Restaurant	Kunal Sodhi	Lecture PPT	
3.00pm to 4.00pm	Time Management	FY Class room	Aruna Tompe	Lecture PPT	
4.00pm to 4.15pm	Tea Break			Total Planning of Food Production and Service	
4.15pm to 5.00pm	Work life Balance	FY Class room	Imran Sayyed	Lecture PPT	

10th March 2022

9.00am to 9.30am	Breakfast	Dining Hall	Girish Kate and Rahil	Total Planning of Food	
------------------	-----------	-------------	-----------------------	------------------------	--

				Production and Service	
9.30am to 10.30 am	F&B Service in Office	Salt Restaurant	Kunal Sodhi	Lecture PPT	
10.30pm to 11.30pm	Certificate Distribution	Hi-Tec Hall	Aruna Tompe Neeraj Joshi Chanda Supekar	Planning of event seating booking of Hall and Planning the Sequence of event and Guest to Invite Media and Post on Digital Apps Certificates	
11.30pm to 1.00pm	Campus visit		Anjum Madam	Visit to all Institutes in Azam Campus	
1.00pm to 2.00pm	Lunch Break	Dining Hall	Girish Kate and Rahil	Total Planning of Food Production and Service	

Lecture on Personal Hygiene by Asso .Prof .Imran Sayyed



Lecture on Office Manners by Asst .Prof Aruna Tompe



Activity Report

NAAC Criteria and Key Indicators

Date: 7th July 2021

M.A.Rangoonwala Institute of Hotel Management and Research, Pune organized session on NAAC Criteria and Key Indicators. The objective of the lecture is to provide information and acquaint with skills to all the participants about the new NAAC manual and IQAC structure. This workshop will be extremely helpful to the Non-teaching staff to understand the NAAC Criteria.



Session in Progress



Group Photo with Principal



Non-teaching staff with trainer and Principal



Online test for the staff on NAAC

Activity Report

**Training on sanitation and Hygiene in
Covid-19 pandemic awareness for bakeries**

Date: 8th October 2020



Training Session in progress



Group Photo of the bakery staff

Photo: Training done at Bakers Corner on Bakers Day on 8th October 2020 .

M.C.E. Society's M.A.Rangoonwala Institute of Hotel Management and Research conducted an awareness training on FSSAI Food Hygiene and Food Safety Guidelines for Food Businesses during Corona virus Disease (COVID-19) Pandemic for the employees of Bakers' Corner. Preventing the spread of infectious diseases and helping all to lead long, healthy lives. The objective of the session was to make the staff understand the fundamental objective of hygienic design is the prevention of contamination or adulteration of the baked goods

The session was conducted by Asso. Prof Imran Sayyed and Asst. Prof Puneet Basson

Activity

NAAC Guidelines for all 7 Criteria by Dr. Shaila Bootwala Principal Abeda Inamdar Senior College

Date: 19th Nov'18.

Lecture organized by: Mr. Imran Sayyed.



Guest Lecture by Dr. Shaila Bootwala Principal Abeda Inamdar Senior College

M.C.E Society's M.A. Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp, Pune, organized a lecture on NAAC Guidelines for the teaching Staff on 17th Nov'2018.

Madam concentrated her lecture on the topic "Accreditation and Guidelines "

During the lecture the following topics are covered Brief introduction about the need of Accreditation in current scenario. Importance of criterions and weightage given by NAAC Six levels of cognitive domain for assessing outcomes from low level to high level of difficulty Designing course outcomes using Bloom's taxonomy Questions came from different individuals of the audience. In general, the audience appreciated the lecture and became knowledgeable about the Accreditation and. The Special Lecture was ended with the Vote of Thanks by Prof Anita Frantz Principal .

Attendance Guest Lecturer on NAAC Guideline

M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus, Camp.Pune-411001		
1ST YEAR STUDENTS ACTIVITY ATTENDANCE(BATCH 2017-2020)		
ACTIVITY:	NAAC Guidelines on all 7 Criteria by Dr S Naila bastawar	
DATE:	19 th Nov 2018	DAY:- Monday
ROLL NO	STUDENT NAME	SIGNATURE
31	Kalamkar Shubham Khandero	
32	Joseph Malaika Harry	
33	Shaikh Arbaz Firoz	
34	Mule Shubham Amotrao	
35	Fakir Habib Ismail	
36	Walimbe Nikhil Shantanu	
37	Shrisunder Dominic Alisha	
38	Ghotawadekar Gitesh Mahendra	
39	Mihir Surve Ratnakar	
40	More Mohit Vinod	
41	Pathan Nasirali Toufeekali	
42	Nanavare Ankit Vijay	
43	Pote Tejas Subhash	
44	Gaikwad Vicky Vasant	
45	Rampurwala Mohammad Shabbir	
46	Deshpande Anugraha Ajit	
47	Sayyed Sufiyan Aziz	
48	Sasane Shubham Sudhakar	
49	Solanke Ruturaj Shankar	
50	Patil Harshal Bharat	
51	Basrai Hatim Yusuf	
52	Mhaske Kanak Mangesh	
53	Shaikh Arsheen Nusrat	
54	Gulshan Mohanlal	
55	Choudhary Farhan Riyaz	
56	Barretto Daryll John	
57	Manyar Shahebaaz Rafeeq	
58	Shaikh Saad Shafi	
59	Valvaikar Vivek Govind	
60	Wani Ubaid Mushtaq	
61	Atul Deshpande	
62	Arun Deskar	
63	Vinay Kedari	
64	Puneet Basoon	
65	Imran Talhar	
NAME OF FACULTY:-	Asst prof. Imran Talhar	
SIGNATURE OF FACULTY:-		