

Maharashtra Cosmopolitan Education Society's

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

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

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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

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Sub-Metric 6.5.2: Quality assurance initiatives of the institution

6.5.2 Conferences, Seminars, Workshops on Quality Conducted

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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

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



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.

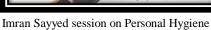




Neeraj Joshi Session on Housekeeping

Kunal Sodhi session on Food & Beverage service







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

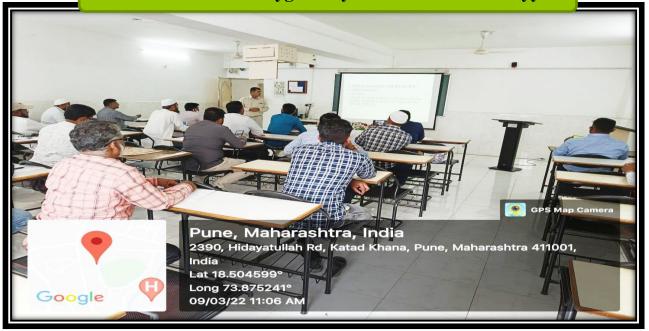
Training of Peon of Schools

9 th 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 500pm	Work life Balance	FY Class room	Imran Sayyed	Lecture PPT	
	10 th	March 2022			
9.00am to 9.30am	Breakfast	Dining Hall	Girish Kate and Rahil	Total Planning of Food	

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

				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

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.





Date: 7th July 2021

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			
18	1ST YEAR STUDENTS ACTIVITY ATTENDANCE (BATCH 2017-2020)			
ACTIVITY:	ACTIVITY: NAAC Guidelines on all 7 Criteria by Dr Shails bootana			
DATE:	194 Nov 2018	DAY:- Monday		
ROLL NO	STUDENT NAME	SIGNATURE		
31	Kalamkar Shubham Khandero	Paren Cel		
	oseph Malaika Harry			
	Shaikh Arbaz Firoz	Chi		
	Mule Shubham Amotrao	24-0304		
	Fakir Habib Ismail	Bubilo 81		
	Walimbe Nikhil Shantanu			
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	Ghotawadekar Gitesh Mahendra	Onless		
39	Mihir Surve Ratnakar			
40	More Mohit Vino	ASSES		
41	Pathan Nasirali Toufeekali	Sull services		
42	Nanavare Ankit Vijay	N.T. Catton		
43	Pote Tejas Subhash	(Michola)		
44	Gaikwad Vicky Vasant	T.S.10(0)		
45	Rampurwala Mohammad Shabbir	AB		
46	Deshpande Anugraha Ajit	Mohammed		
47	Sayyed Sufiyan Aziz	(Angraha)		
48	Sasane Shubham Sudhakar	Fortal and		
49	Solanke Ruturaj Shankar			
50	Patil Harshal Bharat	AB		
51	Basrai Hatim Yusuf	Stratil		
52	Mhaske Kanak Mangesh	Jan		
53	Shaikh Arsheen Nusrat	(Anhasko		
54	Gulshan Mohanlal	Cht and the		
55	Choudhary Farha#n Riyaz	Gulshan Mohan Cal		
56	Barretto Daryll John	A A		
57	Manyar Shahebaaz Rafeeq	Barretto.		
58	Shaikh Saad Shafi	AB		
	Valvaikar Vivek Govind	Jacob .		
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61	Atal Destpande	Chestrate.		
62	Aran Deokar.	(Marie)		
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65	Iman Ralhar.	Gradial		
ME OF FACULTY:- Asst brof. Doman X - Sayyed.				
SNATURE OF FACULTY:-				
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