



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

NAAC: Criteria 6

6.3.3 Teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development / administrative training programs



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Professional Development /Administrative training
programs for Teaching and Non-Teaching staff

2019-2020

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Brochure of Event



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

Organizes

**Professional Development Program for Non-
Teaching**

on

Noting & Drafting

12/11/2019 to 19/11/2019

Day 1: Writing Effectively Planning, Drafting, Sharing

Day 2 : Writing Effectively Evaluating, Revising

Day 3 : Forms of written communication

**Day 4 : Note and examples Importance of notes in
communication**

Day 5 : 5 C's of written communication

**Conversational, Clear, Concise, Connected, and
Correct**

**Resource Person: Dr. Atik Shaikh, Allana Institute Of
Management Sciences**

Sample Certificate



M.C.E. Society's
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Attendance sheet

Academic Year 2019-20

Date : 12 th Nov to 19 th Nov 2019	Time : 10 am onwards
Activity name :	Professional development program for non-teaching staff
Name of event co-ordinator	Asst.Prof.Imran Sayyed

Sr.no.	Name	12/11/19	13/11/19	14/11/19	15/11/19	16/11/19	18/11/19	19/11/19
1	Mr.Subhash Sarpale	sh	sh	sh	sh	sh	sh	sh
2	Mr.Imran Pathan	IP	IP	IP	IP	IP	IP	IP
3	Mr.Vinod Bhadakwad	VB	VB	VB	VB	VB	VB	VB
4	Mr.Rahil Shaikh	RS	RS	RS	RS	RS	RS	RS
5	Mr.Tejas Jainak	TJ	TJ	TJ	TJ	TJ	TJ	TJ
6	Mr.Shashikant Kamble	SK	SK	SK	SK	SK	SK	SK
7	Mr.Habib Kazi	HK	HK	HK	HK	HK	HK	HK
8	Ms. Vijaya Rathod	VR	VR	VR	VR	VR	VR	VR
9	Mrs. Sayeda Yelal	SY	SY	SY	SY	SY	SY	SY
10	Mrs. Nazima Shaikh	NS	NS	NS	NS	NS	NS	NS
11	Mrs. Naziya Shaikh	NS	NS	NS	NS	NS	NS	NS

Signature of event co-ordinator



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