



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

2021-2022

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Brochure of the Event: Faculty Development Program for Teaching Staff



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& Research, Pune**

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Faculty Development Program E-content Development

Date: 14/02/2022

Day 1 E-learning

Date: 15/02/2022

Day 2 E-Content Design

Date: 16/02/2022

Day 3 Presentation Tools

Date: 17/02/2022

Day 4 Online Video Creation

Date: 18/02/2022

Day 5 Surveys/Polling/Quizzes



Time : 10:00 am onwards

Guest Speaker: Prof. Rahul Bhosekar

P. A. Inamdar College of Visual Effects, Design & Arts

Azam Campus, Camp, Pune-411001.

Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com

Website: www.marhotelmanagement.com

Sample Certificate





Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Pune.

Affiliated to Savitribai Phule Pune University Institution Code: 1042

Faculty Development Training Program for Teaching Staff

Topic: E-content Development	
Attendance Sheet	
Guest Speaker	Prof. Rahul Bhosekar
Event Coordinator	Asst. Prof. Neeraj Joshi
Date	14th February 2022 to 18th February 2022

Sr. No	Name of Staff	14/02/2022	15/02/2022	16/02/2022	17/02/2022	18/02/2022
1	Anuna Tompe	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
2	Girish Kate	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
3	Neeraj Joshi	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
4	Imran Sayyed	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
5	Charida Supekar	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
6	Prof. Dr. Anita Frantz	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]

[Signature]
Asst. Prof. Neeraj Joshi
Event Coordinator



[Signature]
Prof. Dr. Anita Frantz
Principal
M. A. Rangoonwala Institute of
Hotel Management & Research
Azam Campus, Camp, Pune - 1

2390, KB Hidayatullah Rd, Azam Campus, Pune – 411014

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Brochure of Event: Professional Development Program for Non-Teaching Staff



**M.C.E. Society's
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Organizes

**PROFESSIONAL DEVELOPMENT PROGRAM
FOR NON-TEACHING STAFF**

On "Office Management Practices"

**2021-2022
SESSION HIGHLIGHTS**

**Venue -
Salt
Restaurant**

- DAY 1 - OFFICE WORK MANAGEMENT
- DAY 2 - GROOMING STANDARDS
- DAY 3 - SOP'S FOR ADMISSION PROCEDURE
- DAY 4 - TELEPHONE ETIQUETTES
- DAY 5 - TABLE ETIQUETTES

**5 days program
Date : 23rd to 27th
May 2022
Time : 11am onwards**

Event co-ordinator :
Asst.Prof.Girish Kate

**2390, KB Hidayatullah Rd, Azam Campus, Pune - 411001
Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com
Website: www.marhotelmanagement.com**

Sample Certificate



M.C.E. Society's

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

(Recognized by Govt. of Maharashtra & affiliated by Savitribai Phule Pune University)
in Association with

Savitribai Phule Pune University

CERTIFICATE

OF PARTICIPATION IN

PROFESSIONAL DEVELOPMENT PROGRAM FOR NON-TEACHING STAFF ON
"OFFICE MANAGEMENT PRACTICES"

Mr. Vinod Bhadakwad

Tenure- 23rd - 27th May 2022

Prof. Dr. Anita Frantz
Principal



Asso. Prof. Imran Sayyed
IQAC Coordinator

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

Attendance sheet

Academic Year 2021-2022

Date : 23 – 27 May 2022	Time : 11 am onwards
Activity name :	Professional development program for non-teaching staff
Name of event co-ordinator	Asst.Prof.Girish Kate

Sr.no.	Name	23/05/22	24/05/22	25/05/22	26/05/22	27/05/22
1	Imran Pathan	Prp	Pr	Pr	Pr	Pr
2	Subhash Sarpale	Prp	Pr	Pr	Pr	Pr
3	Vinod Bhadarkar	Prp	Pr	Pr	Pr	Pr
4	Rahil Shaikh	Prp	Pr	Pr	Pr	Pr
5	Shaktikant Kamble	Prp	Pr	Pr	Pr	Pr
6	Habib Kazi	Prp	Pr	Pr	Pr	Pr
7	Tejas Jainak	Prp	Pr	Pr	Pr	Pr
8	Sangeeta Pawar	SSPawar	SSPawar	SSPawar	SSPawar	SSPawar
9						

Signature of event co-ordinator
Asst.Prof. Girish Kate



Signature of Principal
PRINCIPAL
M. A. Rangoonwala Institute of
Hotel Management & Research
Azam Campus, Camp, Pune - 1