



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	6.3 Faculty Empowerment Strategies
Metric No.	6.3.1

- The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

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TEACHING STAFF

Activity Report

Training on effective use of PowerPoint
presentation for teaching

Date: 31/07/2019

Faculty development programme organized on 31/07/19 in T.Y. B.Sc (HS) classroom. Slide presentation software such as PowerPoint has become an ingrained part of many instructional settings, particularly in large classes and in courses more geared towards information exchange than skill development. Assistant Professor Mr. Vincent Kedari conducted the session for all faculty members.



Session in Progress



Session in Progress



Maharashtra Cosmopolitan Education Society's
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Azam Campus, Camp, Pune – 411001
Tel No.020-26442261/2, Mail:-info@marhotelmanagement.com,
Website: www.marhotelmanagement.com

Date: 29/07/2019

Notice

This is to inform all teaching staff that a session on Training on effective use of PowerPoint presentation for teaching is scheduled on 31st July 2019 at 11:00 am in T.Y.B.Sc. (HS) classroom. The session will be conducted by Asst. Prof. Vincent Kedari.

Attendance is compulsory.

Prof. Anita Frantz
Principal

Asst. Prof. Imran Sayyed
IQAC Coordinator

M.C.E Society's
M.A.Rangoonwala Institute of Hotel Management & Research, Pune
Attendance Sheet

Date: 31/7/2019	Time: 10:00am	Total Attendance:
Activity Name	Training on effective use of Powerpoint presentation	
Name of Event Coordinator	Asst. Prof. Vincent Kedari	

Sr. No	Name	Signature
01.	Puneet Baran	
2.	Vincent Kedari	
3.	Neeraj B. Joshi	
4	Kunal Sodhi	
5	Aruna Tompe	
6	Rutaiya chaglani	
7	Amn Deokar	
8	Chanda SR Supelkar	

IQAC COORDINATOR
M.A. Rangoonwala Institute
of Hotel Management & Research
Azam Campus, Camp. Pune-1.

TEACHING STAFF

Activity Report

‘NAAC guidelines’ training on Criteria 4, 5 and 6
for teaching staff

Date: 05/08/2019

M. A. Rangoonwala Institute of Hotel Management and Research had organized a training session on NAAC guidelines. Asst. Prof. Imran Sayyed explained NAAC guidelines for Criteria-4 about Infrastructure and learning resources. Discussed about the physical infrastructure for teaching-learning process, support facility, adequate facilities for cultural sports, Learning Management System (LMS), e-resource subscription, expenditure for infrastructure augmentation, library expenditure and integrated library management systems. He also briefed on NAAC Criteria-5 about student support and progression, student participation and activities, alumni engagement. Also outlined Criteria-6 about Governance, leadership and management, institutional vision and leadership. Finally, explained about the NAAC SSR preparation for Criteria-6.



Session in Progress



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Date: 03/08/19

Notice

This is to inform all teaching staff that a session on 'NAAC guidelines' training on Criteria 4, 5 and 6 is scheduled on 05th August 2019 at 10:00 am in T.Y.B.S.c (HS) classroom. The session will be conducted by Asst. Prof. Imran Sayyed.

Attendance is compulsory.

Prof. Anita Frantz
Principal

Asst. Prof. Imran Sayyed
IQAC Coordinator

M.C.E Society's
M.A.Rangoonwala Institute of Hotel Management & Research, Pune
Attendance Sheet

Date: 5/8/2019	Time: 10:00 am	Total Attendance:
Activity Name	T&AC Training for teaching staff Criteria 45.5	
Name of Event Coordinator	Asst. Prof. Imran Sayyed	

Sr. No	Name	Signature
01.	Puneet Bhanu	PB
02	Kunal Sodhi	Kunal
3	Aruna Tompe	Aruna
4	Chabda Supkar	Chabda
5	Imran Sayyed	Imran
6	Arun Deokar	Arun
7	Ruhaiya Chaglani	Ruhaiya
8	Imran Ab Pathan	Imran
9	Rahil Shaikh	Rahil



IQAC COORDINATOR
M.A. Rangoonwala Institute
of Hotel Management & Research
Azam Campus, Camp Pune-1.

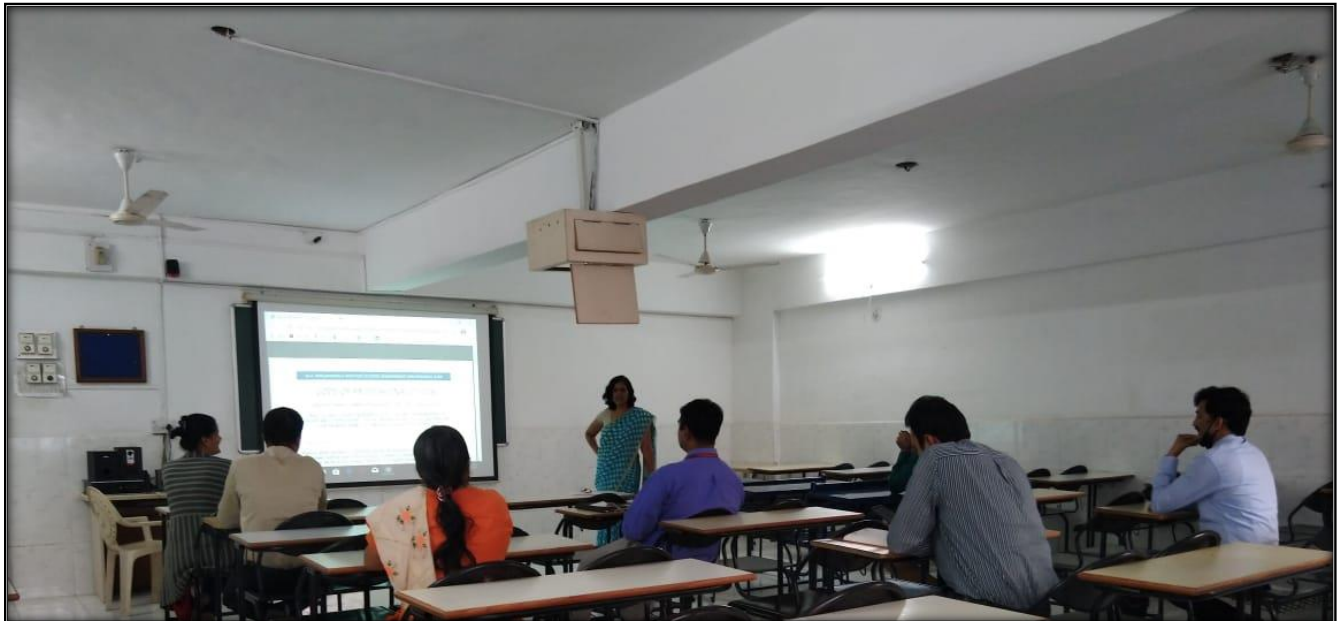
TEACHING STAFF

Activity Report

Staff Training 'NAAC Guidelines' Criteria 7

Date: 03/09/2019

College organized a training for staff members on the NAAC Manual- 7th Criteria. Asst. Prof. Imran Sayyed and Principal Prof. Anita Frantz conducted the session. IQAC Coordinator explained criteria-7 which includes the institute values and social responsibilities possessed by the institution. He deliberated with several examples where the college has deployed the mechanisms for supporting gender equality, green campus environment, and support for energy conservation.



Session in progress



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Date: 01/09/2019

Notice

This is to inform all teaching staff that a session on 'NAAC guidelines' training on Criteria 7 is scheduled on 03rd September 2019 at 10:00 am in F.Y.B.S.c (HS) classroom. The session will be conducted by Prof. Anita Frantz.

Attendance is compulsory.

Prof. Anita Frantz
Principal

Asst. Prof. Imran Sayyed
IQAC Coordinator

TEACHING STAFF

Activity Report

Teaching Staff training for new NAAC Manual and submission Date: 02/01/2020

College organized a training for the teaching staff on NAAC revised manual. The session started by discussing the revised assessment and accreditation framework, Quality indicator framework. Key indicators, qualitative and quantitative metrics were explained in detail. IQAC coordinator Asst. Prof. Imran Sayyed explained in detail in how to proceed with the documentation with revised NAAC manual.



Session in Progress

NON-TEACHING STAFF

Activity Report

Handling Food Safety Risks in a Retail Bakery

Date: 12/11/2019

Training session was conducted for non-teaching on handling food safety in Retail Bakery. Proper storage of perishable foods is necessary to ensure safe food and reduce shrink. Session focused on bakery storage guidelines describes seven important things to consider when storing bakery ingredients and products including product rotation, freezer and cooler storage, and dry goods storage. The session was very interactive and very informative.



Session in Progress



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Date: 10/11/2019

Notice

This is to inform all non- teaching staff that a session on Handling Food Safety Risks in a Retail Bakery is scheduled on 12th November 2019 at 10:30 am in Bakery. The session will be conducted by Asst. Prof. Imran Sayyed.

Attendance is compulsory.

Prof. Anita Frantz
Principal

Asst. Prof. Imran Sayyed
IQAC Coordinator

M.C.E Society's
M.A.Rangoonwala Institute of Hotel Management & Research, Pune
Attendance Sheet

Date: 12/11/2019	Time : 10:30 am	Total Attendance:
Activity Name	Food Safety Risks in Retail Bakery	
Name of Event Coordinator	Asst. Prof. Imran Sayyed	

Sr. No	Name	Signature
1	Mr. Subhash Sarpale	
2	Mr. Vinod Bhadakwad	
3	Mr. Imran Pathan	
4	Mr. Shashikant Kamble	
5	Mr. Habib Kazi	
6	Mrs. Sangeeta Pawar	
7	Mr. Rahil Shaikh	
8	Ms. Shobha Salunkhe	
9	Mrs. Nazima Shaikh	
10	Mrs Anjana More	
11	Ms. Vijaya Rathod	
12	Mrs. Sayeeda Yelal	
13	Mr. Tejas Jainak	
14	Mrs.Naziya Shaikh	
15	Kapil Choudhari	
16	Asiya Shaikh	
17	Kapil Chudhary	
18	Ms. Sandhya Kadam	
19	Mrs. Poornima Chaudhari	
20	Mrs. Akila Shaikh	
21	Mrs. Shagufta Shaikh	
22	Mr. Vijay Goyar	
23	Mrs. Malti Gaikwad	
24	Mrs. Bharti Waghela	
25	Mrs. Kusum Mane	
26	Mrs. Sangeeta Jadhav	

Signature of Faculty In charge

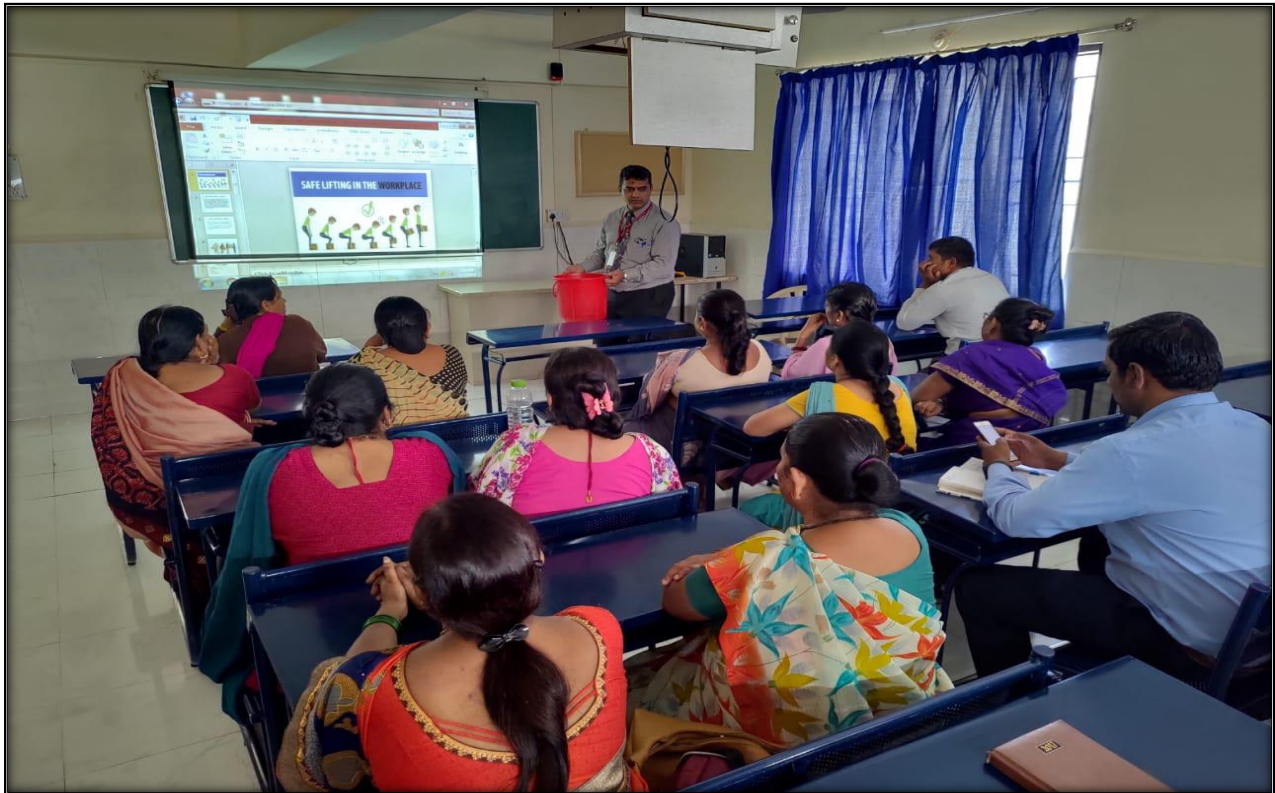
NON-TEACHING STAFF

Activity Report

Staff training on Lifting and Material Handling

Date: 25/11/2019

College organized a training session for all non-teaching staff on Lifting and material handling. Asst. Prof. Imran Sayyed conducted the session. He mentioned that lifting heavy items is one of the leading causes of injury in the workplace. Session focused on smart lifting practices, which are less likely to suffer from back sprains, muscle pulls, wrist injuries, elbow injuries, spinal injuries, and other injuries caused by lifting heavy objects. He also explained the lifting stages: Preparation, Lifting, Carrying, and Setting Down. The session was very informative.



Session in Progress



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Date: 23/11/2019

Notice

This is to inform all non- teaching staff that a training session on Lifting and Material Handling is scheduled on 25th November 2019 at 10:30 am in T.Y.B.S.c (HS) classroom. The session will be conducted by Asst. Prof. Imran Sayyed.

Attendance is compulsory.

Prof. Anita Frantz
Principal

Asst. Prof. Imran Sayyed
IQAC Coordinator

M.C.E Society's
M.A.Rangoonwala Institute of Hotel Management & Research, Pune
Attendance Sheet

Date: 25/11/2019	Time : 10:30 am	Total Attendance:
Activity Name	Lifting & Material Handling	
Name of Event Coordinator	Asst. Prof. Imran Sayyed	

Sr. No	Name	Signature
1	Mr. Subhash Sarpale	
2	Mr. Vinod Bhadakwad	
3	Mr. Imran Pathan	
4	Mr. Shashikant Kamble	
5	Mr. Habib Kazi	
6	Mrs. Sangeeta Pawar	
7	Mr. Rahil Shaikh	
8	Ms. Shobha Salunkhe	
9	Mrs. Nazima Shaikh	
10	Mrs Anjana More	
11	Ms. Vijaya Rathod	
12	Mrs. Sayeeda Yelal	
13	Mr. Tejas Jainak	
14	Mrs.Naziya Shaikh	
15	Kapil Choudhari	
16	Asiya Shaikh	
17	Kapil Chudhary	
18	Ms. Sandhya Kadam	
19	Mrs. Poornima Chaudhari	
20	Mrs. Akila Shaikh	
21	Mrs. Shagufta Shaikh	
22	Mr. Vijay Goyar	
23	Mrs. Malti Gaikwad	
24	Mrs. Bharti Waghela	
25	Mrs. Kusum Mane	
26	Mrs. Sangeeta Jadhav	

Signature of Faculty In charge

NON-TEACHING STAFF

Activity Report

Stress Management

Date: 23/01/2020

M. A. Rangoonwala Institute of Hotel Management & Research organized a Lecture on Stress Management for Non-Teaching staff on 23rd January, 2020 in T.Y.B.Sc HS classroom at 02:30pm. Stress affects the morale of employees and hence their performance in the workplace, by using good stress management skills you can boost your employee morale which motivates and keeps them focused on their jobs and performance. The Lecture focused on the different kinds of stress at work and an assertive way to deal with them. The main aim of this lecture was that the employees should increase their productivity even in the stressful situations. The two-way communication helped the participant to engage in the lecture.



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Date: 21/01/2020

Notice

This is to inform all non- teaching staff that a session on Stress Management is scheduled on 23rd January 2020 at 10:30 am in T.Y.B.S.c (HS) classroom. The session will be conducted by Asst. Prof. Aruna Tompe

Attendance is compulsory.

Prof. Anita Frantz
Principal

Asst. Prof. Imran Sayyed
IQAC Coordinator

M.C.E Society's
M.A.Rangoonwala Institute of Hotel Management & Research, Pune
Attendance Sheet

Date: 23/01/20	Time : 10:30 am	Total Attendance:
Activity Name	Stress Management	
Name of Event Coordinator	Asst. Prof. Aruna Tompe	

Sr. No	Name	Signature
1	Mr. Subhash Sarpale	
2	Mr. Vinod Bhadakwad	
3	Mr. Imran Pathan	
4	Mr. Shashikant Kamble	
5	Mr. Habib Kazi	
6	Mrs. Sangeeta Pawar	
7	Mr. Rahil Shaikh	
8	Ms. Shobha Salunkhe	
9	Mrs. Nazima Shaikh	
10	Mrs Anjana More	
11	Ms. Vijaya Rathod	
12	Mrs. Sayeeda Yelal	
13	Mr. Tejas Jainak	
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17	Kapil Chudhary	
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19	Mrs. Poornima Chaudhari	
20	Mrs. Akila Shaikh	
21	Mrs. Shagufta Shaikh	
22	Mr. Vijay Goyar	
23	Mrs. Malti GaiKWad	
24	Mrs. Bharti Waghela	
25	Mrs. Kusum Mane	
26	Mrs. Sangeeta Jadhav	

Signature of Faculty In charge