

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 **M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH** Azam Campus, Camp, Pune – 411001 Tel No.020-26442261/2, Mail:-info@marhotelmanagement.com, <u>Website: www.marhotelmanagement.com</u>

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 AND RESEARCH

Professional Development Training Programs

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IQAC COORDINATOR

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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 AND RESEARCH

Professional Development Training Programs

	M.A.R	M.C.E Society's angoonwala Institute of Hotel Manag Attendance Sheet		
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IGAC COORDINATOR

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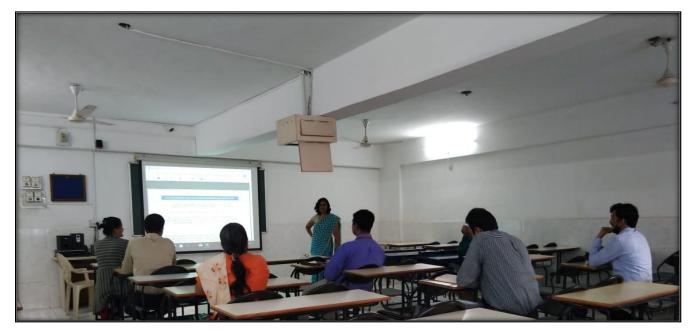
TEACHING STAFF

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

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

Professional Development Training Programs

M.A.Rango	M.C.E Society's onwala Institute of Hotel Manag Attendance Sheet	ement & Research, Pune	
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Date: 3/9/2019	Time : 10:00 am	Total Attendance:	
Activity Name	staff tonining NAA	c colderia 657	
Name of Event Coordina	tor And Prof. Inony Sa	med	
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Sr. No	Name	Signature
01.	Purcet Bann	Prine
2.	Neeraj B. Joshi	North
3	Kunal soder	Kiel
4	ARUNA TOMPE	Thomas
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6	Rykay - Chylani	Plan
7	Chanda Supekar	Nugeller
87	Anna it - Canyyed -	
Ϋ́Υ	Vincent Kedari	DAM.

IQAC COORDINATOR

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

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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

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

Professional Development Training Programs

M.A.Rangoo	M.C.E Society's nwala Institute of Hotel Manager Attendance Sheet	nent & Research, Pune	
Date: 2/1/20	Time : 11:00 av	Total Attendance:	_
Activity Name	Teaching staff training		-
Name of Event Coordinat	or Aut - Port. Toman Sant	fron New NAAC Mo	m
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IQAC COORDINATOR

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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 Coordinate	Asst. Prof. Imran Sayyed	

Sr. No	Name	Signature
	Mr. Subhash Sarpale	1 Supale
2	Mr. Vinod Bhadakwad	- Andre .
3	Mr. Imran Pathan	(Boscel
4	Mr. Shashikant Kamble	35
5	Mr. Habib Kazi	to
6	Mrs. Sangeeta Pawar	1. S.S farsur
7	Mr. Rahil Shaikh	John Marine
8	Ms. Shobha Salunkhe	एस एत भाष्ठ
9	Mrs. Nazima Shaikh	~ Nazema
10	Mrs Anjana More	21501
11	Ms. Vijaya Rathod	Rathod
12	Mrs. Sayeeda Yelal	and a
13	Mr. Tejas Jainak	
14	Mrs.Naziya Shaikh	MISheikh
15	Kapil Choudhari	ters
16	Asiya Shaikh	, Asiya
17	Kapil Chudhary	10-20
18	Ms. Sandhya Kadam	Sandlinga
19	Mrs. Poornima Chaudhari	2
20	Mrs. Akila Shaikh	Amila
21	Mrs. Shagufta Shaikh	845
22	Mr. Vijay Goyar	C A BUNC
23	Mrs. Malti Gaikwad	Maliti
24	Mrs. Bharti Waghela	Sharti
25	Mrs. Kusum Mane	Č.
26	Mrs. Sangeeta Jadhav	524 511519

Signature of Faculty In charge

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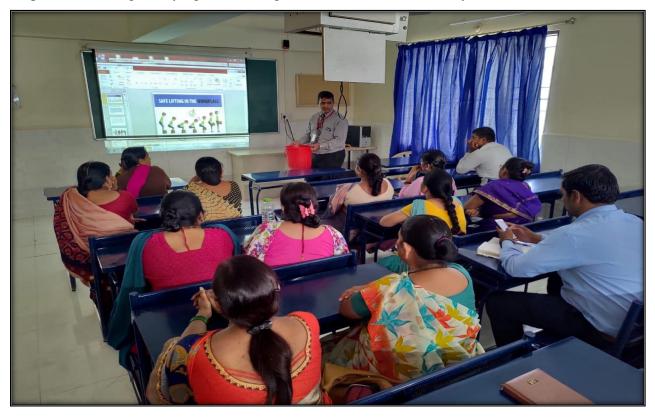
NON-TEACHING STAFF

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. İmran 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	1000 -
Name of Event Coordinator	Asst. Prof. Imran Sayyed	

Sr. No	Name	Signature
1	Mr. Subhash Sarpale	Signature
2	Mr. Vinod Bhadakwad	- trade
3	Mr. Imran Pathan	- Stocke
4	Mr. Shashikant Kamble	(She)
5	Mr. Habib Kazi	Denth
6	Mrs. Sangeeta Pawar	1000
7	Mr. Rahil Shaikh	1 35 Jaion.
8	Ms. Shobha Salunkhe	(Jonne)
9	Mrs. Nazima Shaikh	121 801 211 BA
10	Mrs Anjana More	Nazema
11	Ms. Vijaya Rathod	Dryana Ivore
12	Mrs. Sayeeda Yelal	Rathod.
13	Mr. Tejas Jainak	2m
14	Mrs.Naziya Shaikh	1 to Ch
15	Kapil Choudhari	NL Shaikh
16	Asiya Shaikh	len
17	Kapil Chudhary	48149.
18	Ms. Sandhya Kadam	tacing
19	Mrs. Poornima Chaudhari	Sandlanga
20	Mrs. Akila Shaikh	
21	Mrs. Shagufta Shaikh	Ani a Stat
22	Mr. Vijay Goyar	grangeton.
23	Mrs. Malti Gaikwad	prodi
24	Mrs. Bharti Waghela	Brook
25	Mrs. Kusum Mane	Asychi
26	Mrs. Sangeeta Jadhav	Karm.
		521 STIELA

Signature of Faculty In charge

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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.



Session in Progress



Maharashtra Cosmopolitan Education Society's **M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT & RESEARCH** Azam Campus, Camp, Pune – 411001 Tel No.020-26442261/2, Mail:-info@marhotelmanagement.com, <u>Website: www.marhotelmanagement.com</u>

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 Profession MANAGEMENT AND RESEARCH Tr

Professional Development Training Programs

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	Tango
2	Mr. Vinod Bhadakwad	ZTANE
3	Mr. Imran Pathan	(Bond)
4	Mr. Shashikant Kamble	20
5	Mr. Habib Kazi	10-
6	Mrs. Sangeeta Pawar	1, 5.5 Jaiaco
7	Mr. Rahil Shaikh	for
8	Ms. Shobha Salunkhe	YZI (of आक्त
9	Mrs. Nazima Shaikh	Sector Contraction Contraction
10	Mrs Anjana More	Anjone More
11	Ms. Vijaya Rathod	Rathod.
12	Mrs. Sayeeda Yelal	\$ n
13	Mr. Tejas Jainak	- GP
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15	Kapil Choudhari	607
16	Asiya Shaikh	18iya
17	Kapil Chudhary	Karlin
18	Ms. Sandhya Kadam	Sandhinga
19	Mrs. Poornima Chaudhari	Born
20	Mrs. Akila Shaikh	Arolus.
21	Mrs. Shagufta Shaikh	Sugiton.
22	Mr. Vijay Goyar	Jugar.
23	Mrs. Malti Gaikwad	mars.
24	Mrs. Bharti Waghela	Part
25	Mrs. Kusum Mane	during
26	Mrs. Sangeeta Jadhav	5127 JIELA

Signature of Faculty In charge

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