



M.C.E. Society's
M. A. Rangoonwala Institute of Hotel Management & Research, Pune
Azam Campus, Camp, Pune -411001.
Tel No. 020-26442261/62, E-Mail: info@marhotelmanagement.com
www.marhotelmanagement.com

LIFE SKILLS AND DINING ETIQUETTE HANDBOOK



Introduction

Life skills and dining Etiquette program is offered to students and staff of schools and colleges at Azam campus, employees of food catering companies in Pune, members of community clubs, staff of hospitals & construction companies and our own college students. These sessions created a special connect of the college with the hospitality industry and youth of the society. The faculties and students got the exposure to interact with students from different streams and learn professional & transferable skills, leading to a college of happy, creative and empowered students.

Objectives:

- To teach lifestyle management to enhance the overall personality of an individual.
- To learn to live a stress free life.
- To practice table manners, i.e. the do's and don'ts while dining, the use of napkin and appropriate use of crockery & cutlery.
- To inculcate good eating habits for a healthy mind and body.
- To promote ethical use of social media.

Context

The workshop mainly focuses on educating the students on dining etiquette and lifestyle management. Besides learning, how to consume a meal in a formal dining set-up, students are also taught about good eating habits, time management, personality development, stress management, responsible behaviour on social media and non-verbal communication. Arrangements are made to create actual ambience and to bring great realism into the whole exercise by setting up dining tables and providing refreshments. Students are given insights on the importance of nutrition and implementation of a healthy lifestyle with the know-how on physical exercise. The workshop is refreshing and a new experience for many students, as it changes the general perspective about fine dining. It also promotes 'Eat Right' movement of the Food Safety and Standards Authority of India.

Practice

The institute organizes the sessions for students of schools and colleges in the campus. The program is divided into various sessions like:

Dinning Etiquette: Here the students get information about the basic etiquette of restaurant like how to enter, how to sit in a proper manner, use of crockery and cutlery, the care to be taken on the buffet style food, care to be taken while handling the food, behavior of the individual at the table. Also, students get the hands on experience of how to use cutlery while having the food. Experts explore the importance of healthy food to students and suggest them the healthy food items for consumption.

Time and Stress management: The session covers the importance of time management in life. The experts teach the students how to plan their time on day to day basis to improve their lifestyle. Students get to learn about how to achieve most out of limited time. Experts conduct various games for the students to reduce their stress and explain them the various strategies to reduce the stress.

Personality Development: In this session students learn about self-introduction, introducing others, concept of nonverbal communication, concept and importance of positive thinking. Students get the knowledge on self-development, and self-discipline. Students get to learn the importance of physical fitness in the life and also the right ways to keep themselves fit and healthy. The session also focuses on the personal grooming and hygiene.

Social Media Awareness: This session provides the information about various social media platforms like Facebook, Instagram, WhatsApp, Twitter, Linked-in etc. and their ethical use by the individual. The session puts the focus on formal ways to interact with the people on social media. Experts also explore the risks of using the social media like effect on health, frauds on social media, content piracy etc. Also students get the information on the precautions to be taken while using the social media.

Module

- ❖ **‘Etiquette and Table Manners’** for School Students
- ❖ **‘Life Style Management’** for College Students
- ❖ **‘Soft Skills’** for Employees
- ❖ **‘Food Safety & Security, HACCP Training’** for Food Handlers

About MCE Society



The Maharashtra Cosmopolitan Education Society, Pune was established in the year 1948. In pursuance to these aims and objectives, the society has to set up 28 institutions imparting education to nearly 25,000 students from pre-primary to Graduate and Post Graduate levels in the fields of Arts, Science, Commerce, Management, Law, Hospitality studies, Architecture, Computers Science, Information Technology, Pharmacy & Dental.

24 acres of prime land of Azam Campus that was just unattractive vacant piece with a couple of buildings, into a unique, self-propelling education complex. Azam campus is an educational Centre where any student admitted to the course of his choice can come out with an assurance of a successful career. The pass out of Azam campus re inspired and infused with a spirit of secularism, positive attitude and strong self- confidence.

M. C. E. Society's H.G.M. Azam College of Education is proud to be an integral part of this picturesque Educational Complex at Azam Campus. The college of education for English Medium was established in the year 1993 approved by NCTE Bhopal, affiliated to the University of Pune with an intake capacity of 100.

Our Patrons



Mr. P.A. Inamdar
President M.C.E. Society



Mrs. Abeda Inamdar
Vice President M.C.E. Society



Prof. Anita Frantz
Principal, M.A. Rangoonwala Institute of Hotel Management & Research

About M.A. Rangoonwala Institute of Hotel Management and Research, Pune

M.A. Rangoonwala Institute of Hotel Management & Research, Pune is recognized by Government of Maharashtra & Affiliated to Savitribai Phule Pune University.

M.A. Rangoonwala Institute of Hotel Management & Research, Pune is a premier Institute in Pune with state of art infrastructure & Facilities provides to give students a vital edge.



Mission, Vision, Goal

Mission – To provide the hospitality service industry with high quality professionals dedicated to serving the business.

Vision – To be a premier provider of quality of quality education in hospitality focused on experimental learning, attracting a varied local national & global student population by implementing a positively diverse learning environment.

Goal – Conquer the world with true Hospitality.



Facilities

- E-Training Kitchens
- E-Digital Library
- E-Restaurant & Bar
- E-Housekeeping
- E-Front Office/ Reception
- Training & Placement Cell



Syllabus outline

Etiquette & Table manners for School Students

Duration: 1 Day

Time: 4hrs.

Class 1 –

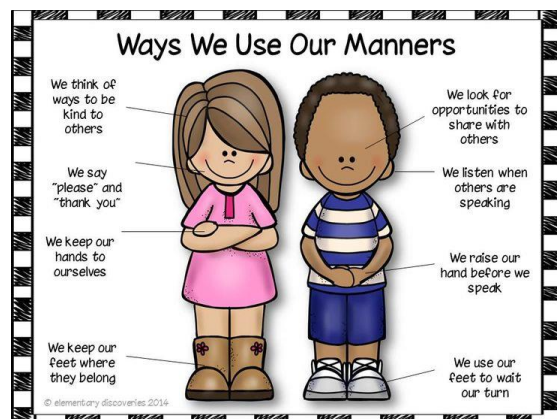
- Table Skills
- Dining Manners (entering & leaving the table, seating in proper manner & position, using proper cutlery & crockery, behavior at the table, posture & conversation).
- Graduation with Multi-Course Meal

Class 2 –

- Grooming & posture
- Telephone Etiquette (Placing & Receiving Telephone calls)
- Attending a party (Thank you notes)

Class 3 –

- Self-introduction, introducing others, Handshake, Eye contact & Smile
- Making use of polite words like Please, Thank you, you're welcome.
- Avoiding mistakes & apologizing
- Avoiding rude behavior.



Life Style Management for College Students

Duration: 1 Day

Time : 4hrs.

Class 1 –

- Dinning Manners (entering & leaving the table, seating in proper manner & position, using proper cutlery & crockery, behaviour at the table, posture & conversation).
- Healthy eating habits
- Graduation with Multi-Course Meal



Class 2 -

- Telephone Etiquette (Placing & Receiving Telephone calls)
- Starting the Conversation
- Closing the Conversation



Class 3 –

- Self-introduction, introducing others.
- Non - Verbal Communication
- Positive Thinking
- Self-Development & Self Discipline
- Physical Fitness & Aesthetics
- Grooming & Personal Hygiene



Soft Skills for Employees

Duration: 2 Day

Time : 4hrs./ day

Class 1 – Self-Development

- Self-Analysis
- Grooming & Personal hygiene
- Communication (Verbal & Non-verbal)

Class 2 – Time & Stress Management

- Time planning
- How to get the most out of time management.
- Stress Management Strategies
- Stress Management

Class 3 – Emotions

- Emotional Maturity & Stability
- People Skills

Class 4 – Health

- Food, Exercise & Rest
- Addictions

Class 5 – Team Building & Motivation -

- Group dynamics
- Working in groups
- Attitude & Attitude replacement
- Self-motivation



Training for Food Handlers

Duration: 04 Days

Time: 4hrs per day

Day one Topic1- Good Manufacturing

Practices (GMP).

- Identify the essential principles of food hygiene applicable throughout the Food chain (including primary production through to the final consumer), to achieve the goal of ensuring that food is safe and suitable for human consumption
- Recommend a HACCP-based approach as a means to enhance food safety
- Indicate how to implement those principles
- Temperature control disciplines
- Risk assessment and HACCP documentation
- Control of Foreign object/Metal detection
- Proper Sanitization of surfaces and equipment

Day Two Topic 2- HACCP

- Food Safety Management Systems- HACCP
- HACCP seven principles,
- HACCP applications
- HACCP based SOPs by FSSAI

Day Three Topic 3 - Good hygienic practices

- GHP scope and objectives.
- How you can prevent spread of infection?

H A C C P

Hazard Analysis Critical Control Points



- What is the definition of personal hygiene?
- How can we prevent the spread of infectious diseases?
- Why is it important to have good personal hygiene?

Day Four Topic 4- Operation

- Primary Production (environmental hygiene, hygienic production, handling storage & transport, cleaning, maintenance and personnel hygiene)
- Establishment – design and facilities (location, premises and rooms, equipment, facilities)
- Control of operation (food hazards, hygiene control systems, incoming materials, packaging, water, management & supervision, documentation & records, recall procedures)
- Establishment – maintenance and sanitation (maintenance & cleaning, cleaning programs, pest control systems, waste management, monitoring effectiveness)
 - Establishment – personal hygiene (health status, illness and injuries, personal cleanliness, personal behaviour, visitors)
 - Transportation (general, requirements, use & maintenance)
 - Product information and consumer awareness (lot identification, product information, food labeling, consumer education)
 - Training (awareness & responsibilities, training programs, instruction & supervision, refresher training)



List of Educational Institutions and Commercial Organizations where trainings are conducted:

1. ZVM Unani Medical College & Hospital, Azam Campus, Pune
2. Abeda Inamdar Junior College for Girls, Azam Campus, Pune
3. Abeda Inamdar Senior College for Arts, Science & Commerce, Azam Campus, Pune
4. A.K.K. New Law Academy & PhD (Law) Research Centre, Azam Campus, Pune
5. Anglo Urdu Boy's High School & Junior College, Azam Campus, Pune
6. Anglo Urdu Girls High School, Azam Campus, Pune
7. English Primary School, Azam Campus, Pune
8. Haji Ghulam Mohd Azam Urdu Primary School, Azam Campus, Pune
9. Allana Institute of Management Sciences, Azam Campus, Pune
10. Inamdar Hospital, Fatima Nagar, Wanowrie, Pune
11. Ahura Builders, New Nana Peth, Pune
12. Mantri Developers, Pune
13. Chef's Corner Industrial Catering Company, Hadapsar, Pune
14. Bindras Hospitality Services Private Limited, Salisbury Park, Pune
15. P.A. Inamdar College of Visual Effects, Design & Art, Azam Campus, Pune
16. MCE Society's Institute of Pharmacy, Azam Campus, Pune
17. MCE Society's Allana College of Pharmacy, Azam Campus, Pune
18. MCE Society's H.G.M. Azam College of Education, Azam Campus, Pune
19. MCE Society Pune's Junior College of Education, Azam Campus, Pune
20. Abeda Inamdar Senior College Alumni Association Trust, Azam Campus, Pune
21. Pune Memon Ladies Wing, Pune

Activity Report

Eat Right India Awareness Program

Date: 28th January 2019

Swasth Bharat Yatra and Eat Right India Awareness Program was organized for the students of Allana Institute of Management Sciences by M.C.E. Society's M.A.Rangoonwala Institute of Hotel Management & Research on 28th January 2019. The session was organized to create awareness among the students about right eating habits and right food. The lecture was conducted by Prof. Anita Frantz, Principal, MARIHMR, Asst. Prof. Imran Sayyed, HOD and Asst. Prof. Vincent Kedari, TPO. The session began at 10am and ended at 1.30 pm.



Group photograph with the participants



Introductory session

Activity Report

Soft Skills Training of Employees

Date: 31st July to 03rd August 2017

ZVM Unani Medical College & Hospital Staff Training was conducted by the Faculty members of M.A.Rangoonwala Institute of Hotel Management & Research for duration of 4 days from 31st July 2017 to 3rd August 2017. Training was conducted on the topics like Telephone Etiquette, Bed Making & Moping Techniques, Planning of duty roster, Importance of cleaning agents, Communication and Attitude towards work.



Group photograph with the participants



Group photo during break in session

Activity Report

Soft Skills Training of Employees

Date: 01st to 03rd June 2017

M.C.E.Society's M.A.Rangoonwala Institute of Hotel Management & Research conducted a three day training program on "Grooming an Individual" from 1st June to 3rd June 2017 for the staff members of National Green Tribunal Pune (Western Zone Bench). Topics such as Communication, Telephone handling, Stress Management, Housekeeping Practices and Attitude.



Group photograph with the participants



Photo during the session

Photographs of the Sessions(Sample)



School students in practical session of dining Etiquette



Students in lecture of health and nutrition



Memon community women in dining Etiquette session



Lecture session on table manners

Details of workshop conducted (Sample)

Time Tables

Time Table For PD Class

Time	Monday 15.1.18		Tuesday 16.1.18		Wednesday 17.1.18	
	English Mid	English Mid	English Mid	English Mid	English Mid	English Mid
8.30 am to 10.00 am	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch 2 Puneet Sir Class Room	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch 2 Puneet Sir Class Room	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch 2 Puneet Sir Class Room
10.00 am to 10.20 am	Break		Break		Break	
10.20 am to 11.50pm	Session 1 Batch 2 Priyanka Mam Restaurant	Session 2 Batch 1 Puneet Sir Class Room	Session 1 Batch 2 Priyanka Mam Restaurant	Session 2 Batch 1 Puneet Sir Class Room	Session 1 Batch 2 Priyanka Mam Restaurant	Session 2 Batch 1 Puneet Sir Class Room
1.00 pm to 2.30 pm	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch Puneet Sir Class Room Time :-2.45 pm to 3.55 pm	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch Puneet Sir Class Room Time :-2.45 pm to 3.55 pm	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch Puneet Sir Class Room Time :-2.45 pm to 3.55 pm
Time	Thursday 18.1.18		Friday 19.1.18		Saturday 20.1.18	
	English Mid	English Mid	English Mid	English Mid	English Mid	English Mid
8.30 am to 10.00 am	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch 2 Puneet Sir Class Room	Session 1 Batch 1 Vincent Sir Restaurant	Session 2 Batch 2 Puneet Sir Class Room	Session 1 Batch 1 Vincent Sir Restaurant	Session 2 Batch 2 Priyanka Mam Class Room
10.00 am to 10.20 am	Break		Break		Break	
10.20 am to 11.50pm	Session 1 Batch 2 Priyanka Mam Restaurant	Session 2 Batch 1 Puneet Sir Class Room	Session 1 Batch 2 Vincent Sir Restaurant	Session 2 Batch 1 Puneet Sir Class Room	Session 1 Batch 2 Vincent Sir Restaurant	Session 2 Batch 1 Priyanka Mam Class Room
1.00 pm to 2.30 pm	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch Puneet Sir Class Room Time :-2.45 pm to 3.55 pm	Session 1 Batch 1 Priyanka Mam Restaurant	Session 2 Batch Puneet Sir Class Room Time :-2.45 pm to 3.55 pm		

ASan
09/01/18

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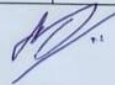
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Time Table

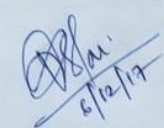
Time	Monday		Tuesday		Wednesday	
	Abeda Girls	Abeda Girls	Abeda Girls	Abeda Girls	Abeda Girls	Abeda Girls
8.30 am to 10.00 am	Restaurant Vincent sir	Priyanka Madam Class Room	Restaurant Vincent sir	Priyanka Madam Class Room	Restaurant Vincent sir	Priyanka Madam Class Room
10.00 am to 10.40 am	Akash Information of collage		Akash Information of collage		Akash Information of collage	
10.40 am to 12.00 am	Priyanka Madam Class Room	Restaurant Vincent sir	Priyanka Madam Class Room	Restaurant Vincent sir	Priyanka Madam Class Room	Restaurant Vincent sir
12.15 am to 1.00 pm	Rollen Sir Class room	Rollen Sir Class room	Rollen Sir Class room	Rollen Sir Class room	Rollen Sir Class room	Rollen Sir Class room
Time	Thursday		Friday		Saturday	
	Abeda Girls	Abeda Girls	Abeda Girls	Abeda Girls	Abeda Girls	Abeda Girls
8.30 am to 10.00 am	Restaurant Vincent sir	Priyanka Madam Class Room	Restaurant Vincent sir	Priyanka Madam Class Room	Restaurant Vincent sir	Priyanka Madam Class Room
10.00 am to 10.40 am	Akash Information of collage		Akash Information of collage		Akash Information of collage	
10.40 am to 12.00 am	Priyanka Madam Class Room	Restaurant Vincent sir	Priyanka Madam Class Room	Restaurant Vincent sir	Priyanka Madam Class Room	Restaurant Vincent sir
12.15 am to 1.00 pm	Rollen Sir Class room	Rollen Sir Class room	Rollen Sir Class room	Rollen Sir Class room	Rollen Sir Class room	Rollen Sir Class room



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Peshwally
6/12/17

M.C.E SOCIETY'S
M.A.Rangoonwala Institute of Hotel Management & Research

Time Table

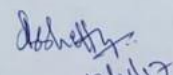
Training Restaurant for Course on Dining Etiquettes

From: - 13.11.2017 to 18.11.2017

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8.30 am to 10.00 am	Restaurant Vincent Sir	Restaurant Vincent Sir	Restaurant Vincent Sir	Restaurant Vincent Sir	Restaurant Vincent Sir	Restaurant Vincent Sir
10.00 am to 10.40 pm	Info of college Akash	Info of college Akash	Info of college Akash	Info of college Akash	Info of college Akash	Info of college Akash
10.40 pm to 12.00 pm	Tutorial Room Priyanka Mam	Tutorial Room Priyanka Mam	Tutorial Room Priyanka Mam	Tutorial Room Priyanka Mam	Tutorial Room Priyanka Mam	Tutorial Room Priyanka Mam
2.15 to 1.00 pm	Rollen Sir	Rollen Sir	Rollen Sir	Rollen Sir	Rollen Sir	Rollen Sir


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 13/11/17



Time Table For PD Class

Time	Monday		Tuesday		Wednesday 10.1.18	
	English Mid	English Mid	English Mid	English Mid	English Mid	English Mid
8.30 am to 10.00 am					Session 1 Batch 1 Vincent Sir Restaurant	Session 2 Batch 2 Puneet Sir Class Room
10.00 am to 10.20 am	Break		Break		Break	
10.20 am to 11.50pm					Session 1 Batch 2 Vincent Sir Restaurant	Session 2 Batch 1 Puneet Sir Class Room
1.00 pm to 2.30 pm					Session 1 Batch Vincent Sir Restaurant	Session 2 Batch Puneet Sir Class Room Time :-2.45 pm to 3.55 pm
Time	Thursday 11.1.18		Friday 12.1.18		Saturday 13.1.18	
	English Mid	English Mid	English Mid	English Mid	English Mid	English Mid
8.30 am to 10.00 am	Session 1 Batch 1 Vincent Sir Restaurant	Session 2 Batch 2 Priyanka Mam Class Room	Session 1 Batch 1 Vincent Sir Restaurant	Session 2 Batch 2 Priyanka Mam Class Room	Session 1 Batch 1 Vincent Sir Restaurant	Session 2 Batch 2 Priyanka Mam Class Room
10.00 am to 10.20 am	Break		Break		Break	
10.20 am to 1.00 pm	Session 1 Batch 2 Vincent Sir Restaurant	Session 2 Batch 1 Priyanka Mam Class Room	Session 1 Batch 2 Vincent Sir Restaurant	Session 2 Batch 1 Priyanka Mam Class Room	Session 1 Batch 2 Vincent Sir Restaurant	Session 2 Batch 1 Priyanka Mam Class Room
1.00 pm to 2.30 pm	Session 1 Batch Vincent Sir Restaurant	Session 2 Batch Priyanka Mam Class Room Time :-2.45 pm to 3.55 pm	Session 1 Batch Vincent Sir Restaurant	Session 2 Batch Priyanka Mam Class Room Time :-2.45 pm to 3.55 pm		

Abhinav
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9/1/18

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Attendance Sheets



Maharashtra Cosmopolitan Education Society's
 M.A.Rangoonwala Institute of Hotel Management & Research,
 Azam Campus, Camp.Pune-411001
 Tele No: 020-26442261/62 E-mail: mcemarihmrp@yahoo.co.in,
 Website: www.marhotelmanagement.com

2019

Name of College:-

Athena Imperial Jr. college

Attendance Sheet

Date:- 21-10-16

Sr.no	Student Name	Class	Contact Number	Email ID	Signature
1	<i>Swam Wawunkar</i>	<i>XII Arts</i>	<i>8390487210</i>	<i>e.wawunkar.26@gmail.com</i>	<i>Swam</i>
2	<i>Aysha Khalife</i>	<i>XII Arts</i>	<i>8983929265</i>	<i>ayeshakhalife@gmail.com</i>	<i>Aysha</i>
3	<i>Nida Shaikh</i>	<i>XII Arts</i>	<i>8600597773</i>	<i>Shaikhnida7860@gmail.com</i>	<i>Nida</i>
4	<i>Shaikh Samreen</i>	<i>XII Arts</i>	<i>8055695442</i>	<i>ShaikhSamreen7491@gmail.com</i>	<i>Shaikh</i>
5	<i>Tamboli Taslim</i>	<i>XII Arts</i>	<i>7904534983</i>	<i>taslimtamboli19@gmail.com</i>	<i>Taslim</i>
6	<i>Ansari Nuresa</i>	<i>XII Arts</i>	<i>9371378866</i>	<i>AnsariNuresa@gmail.com</i>	<i>Nuresa</i>
7	<i>Shivani Sharma</i>	<i>XII Arts</i>	<i>8983523710</i>	<i>shivani2423@gmail.com</i>	<i>Shivani</i>
8	<i>Mizba Shaikh</i>	<i>XII Arts</i>	<i>8552864638</i>	<i>shaikhmizba1999@gmail.com</i>	<i>Mizba</i>
9	<i>Iram Patwekar</i>	<i>XII Arts</i>	<i>9881242148</i>	<i>irampatwekar786@gmail.com</i>	<i>Iram</i>
10	<i>Sayyed Nureisa</i>	<i>XII Arts</i>	<i>9921161323</i>	<i>Sayyednureisa17@gmail.com</i>	<i>Nureisa</i>
11	<i>Shaikh Aniya</i>	<i>XII Arts</i>	<i>9049189485</i>	<i>Shaikhaniya12@gmail.com</i>	<i>Aniya</i>
12	<i>Sayyed Aniya Shakir</i>	<i>XII Arts</i>	<i>7720032014</i>	<i>aniya.sayyed5@gmail.com</i>	<i>Aniya</i>
13	<i>Sironiwala Ajeiya Abbas</i>	<i>XII Arts</i>	<i>9096979252</i>	<i>sironiwala@gmail.com</i>	<i>Ajeiya</i>
14	<i>Hussaina N. Nakhilab</i>	<i>XII Arts</i>	<i>7387140234</i>	<i>hnaab1@gmail.com</i>	<i>Hussaina</i>
15	<i>Vaibhavi M. Adwalpalkar</i>	<i>XII Arts</i>	<i>9960519753</i>	<i>vaibhaviadwalpalkar@gmail.com</i>	<i>Vaibhavi</i>
16	<i>Muskan Sanjay Kapoor</i>	<i>XII Arts</i>	<i>9764369205</i>	<i>KapoorMuskan232@gmail.com</i>	<i>Muskan</i>
17	<i>Khan MUSKAN AZIZ</i>	<i>XII Arts</i>	<i>7758850141</i>	<i>azizsadiqkhan@gmail.com</i>	<i>Muskan</i>
18	<i>Patel Mishal Mukhtar</i>	<i>XII Arts</i>	<i>9372173843</i>	<i>mipatel@gmail.com</i>	<i>Mishal</i>
19	<i>Maniyar Asmaan Abdul</i>	<i>XII Arts</i>	<i>9326285780</i>	-	<i>Asmaan</i>
20	<i>Khan yasmeen yusuf</i>	<i>XII Arts</i>	<i>8929056499</i>	<i>YasmeenYKha@gmail.com</i>	<i>Yasmeen</i>
21					
22					
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 Website: www.marhotelmanagement.com

NONP

Attendance Sheet

Date: 17-8-16

Name of the college: H.G.M. AZAM COLLEGE (F.Y) 1st Year

Sr.No	Student Name	Class	Contact Number	Email ID	Signature
1	Ravish Fatima Shaikh	BA.BEd	9970316979		<i>Ravish</i>
2	Susan Sanjeev Antony	BA.BEd	9762404816	suzianthony727@gmail	<i>Susan</i>
3	Symvin Benedict John	BA.BEd	7030611495		<i>Symvin</i>
4	Carol Franks	BA.BEd	9860479450		<i>Carol</i>
5	Aarjya Usman Shaikh	BA.BEd	9146589843		<i>Aarjya</i>
6	Khan Nida Riyaz	BA.BEd	9822033103	khannida684@gmail.com	<i>Nida</i>
7	Shaikh Shifa Sultan	BA.BEd	7719857964	S-shifa42@gmail.com	<i>Shifa</i>
8	Uzma Sayyed Riyaz	BA.BEd	9822958010		<i>Uzma</i>
9	Sailee Subash Gurnaj	BA.BEd	8805422749		<i>Sailee</i>
10	Idaline Phillip Gabriel	BA.BEd	9276396896		<i>Idaline</i>
11	Prerna Sanjay Salve	BA.BEd	9527266495		<i>Prerna</i>
12	Samuel Christopher	BA.BEd	9527889881		<i>Samuel</i>
13	Prajakta Anand Datarwade	BA.BEd	9623399375		<i>Prajakta</i>
14	Ishrat Dilawar Mulani	BA.BEd	9881375310		<i>Ishrat.M</i>
15	Memon Tayyabamohd Ishaqul	BA.BEd	9767964718 / 9766625048	memon8@gmail.com	<i>Memon</i>
16	Shaikh Mahin Nisar	BA.BEd	8605653958		<i>Mahin</i>
17	Shaikh Samiya Altaf	BA.BEd	8806468584		<i>Samiya</i>
18	Shaikh Zabiya Rizwan	BA.BEd	8237937716		<i>Zabiya</i>
19	SIDDIQUR SAMEER SAYYED	BA.BEd	8237578663	siddiquasayyed906@gmail	<i>Siddiqua</i>
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Feedback Forms



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Personality Development Feedback Form

Topic Title: Personality Development.

Participant's Name (optional): Mulla Usaid Farooque.

Date: 28/01/2019

EVALUATION TOOL

We appreciate your help in evaluating this program. Please indicate your rating of the presentation in the categories below by circling the appropriate number, using a scale of 1 (low) through 5 (high). Please fill out both sides of this form:

OBJECTIVES

Did the training program meet its objective? 1 2 3 (4) 5

CONTENT

1. Appropriate for intended audience 1 2 3 4 (5)
2. Were you aware about this topic before the today's session? 1 2 3 4 5

TEACHING METHODS

1. Visual aids, handouts, and oral presentations clarified content 1 2 3 (4) 5
2. Teaching methods were appropriate for subject matter 1 2 3 4 5

TRAINER/SESSION	Knowledgeable in Content area	Content consistent with objectives	Clarified content in response to questions
Session 1	1 2 (3) 4 5	1 2 3 (4) 5	1 2 (3) 4 5
Session 2	1 2 3 (4) 5	1 2 (3) 4 5	1 2 (3) 4 5
Session 3	1 2 (3) 4 5	1 2 (3) 4 5	1 (2) 3 4 5

FACILITY

1. Was adequate and appropriate for session 1 2 (3) 4 5
2. Was comfortable and provided adequate space 1 2 3 (4) 5

Would you recommend this program to others?

Yes No Not sure

THANK YOU

Certificate

