

Minutes of the Board of Studies for Certificate (Short Term) Courses

Rayat Shikshan Sanstha's

Radhabai Kale Mahila Mahavidyalaya, Ahmednagar

Notice

All the members of the Board of Studies for Certificate (Short Term) are hereby informed that a meeting for the initiation and syllabus framing of the certificate courses will be held on 24th July, 2013 in the cabin of Hon. Principal at 10.00 a.m.

All are requested to attend the meeting.

Coordinator
Certificate Courses

Agenda:

1. To form the syllabus for the certificate courses
2. To discuss the duration of the courses
3. To discuss the time- table
4. To decide the fees
5. To appoint the trainers for the courses

Minutes of the Meeting

The minutes of the meeting of the BoS of Certificate courses was held on 24th July, 2013 in the cabin of Hon. Principal at 10.00 a.m.

The following members were present for the meeting.

S.N. Name of the Teacher

- 1 Dr. B. K. Auti
- 2 Mr. M.B. Karande
- 3 Mr. A. K. Kapare
- 4 Mr. N.I Sayyed
- 5 Dr. S.P. Nagarkar
6. Dr. Smt. S. L. Pawar
7. Dr. Smt. V. D. Patil

The following points of the agenda were discussed in the meeting.

Point No. 1: Confirmation of the minutes of the previous meeting.

Resolution No.1: The minutes of the meeting held on 13th April, 2013 were read, signed and confirmed by the chairperson.

Point No. 2: To form the syllabus for the certificate courses

Resolution No.2: The board has decided to initiate the certificate courses as per the demand of the stakeholders and approval of I.Q.A.C. The BoS has decided to initiate the following courses in the academic year 2013-14.

1. Fashion Designing
2. Micron
3. Mehendi

And the following courses will be initiated from the next academic years.

1. Beauty Parlour
2. Imitation Jewellery
3. Soft Toys
4. Spoken English
5. Graphics

6. Flower Making
7. Basic Computer
8. Tally
9. Tools & Techniques in Life Sciences
10. Dairy Practices

Above courses will be initiated.

The syllabus for the above courses was designed by the committee by considering the global needs and demand of the market.

Point No. 3: To discuss the duration of the courses

Resolution No.3: It was decided to conduct the above courses for more than 30 hours.

Point No. 4: To discuss the time- table

Resolution No.4: The committee has framed the time- table apart from the academic hours.

Point No. 5: To decide the fees

Resolution No.5: While running the course there are some expenditures such remuneration for the trainers, stationery and miscellaneous. Therefore, the minimum affordable fees should be charged.

Point No. 6: To appoint the trainers for the courses

Resolution No.6: The committee has suggested to appoint the trainers for the above courses.

Mr. M.B. Karande proposed vote of thanks and the meeting was ended.




PRINCIPAL
Radhabai Kale Mahila Mahavidyalaya
Ahmednagar

Notice

Date: 06.01.2014

All members of IQAC of the College are hereby informed that the meeting for RQMS will be held on 09.01.2014 in the NAAC Office at 04.30 pm. All are requested to attend the meeting.

(Dr. S. G. Jagadhani)
Secretary/ Co-ordinator, IQAC.



(Prin. Dr. B. K. Karale)
Chairman
Radhabai Kale Mahila Mahavidyalaya
Ahmednagar

			Name of the member	Signature
1.	Sr. Administrative Officers	1	Prin. Dr. B. K. Karale	
		2	Mr. R. C. Dinge	
2.	Teacher Members	1.	Prof. M.B. Karande	
		2	Dr. B. K. Auti.	
		3	Prof. N. I. Sayyed	
		4	Prof. S. N. Avhad	
		5	Dr. Ms. S. L. Pawar	
		6	Prof. S. D. Ghangale	
		7	Dr. Ms. S. A. Kulkarni	
3.	Student Member	10	Ms. Madhavi Pawar	
4.	Alumnae Members	11	Smt. Vidya Tanwar	
		12	Smt. Varsha Thange	
5.	Technical Staff	13	Mr. V. B. Pathare	
6.	Management Members	14	Dr. Raosaheb Anbhule.	
		15	Mr. Dnyandeo Pandule	
7.	Nominees from local society	16	Mr. A. B. Salunke (Engineer)	
		18	Dr. Mrs. Nilam Bagal	
8.	Secretary	17	Dr. S. G. Jagdhani	

The following issues will be discussed in the meeting:



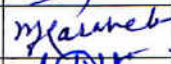
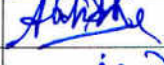


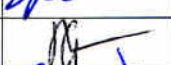
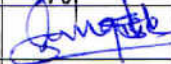
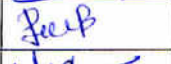

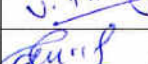
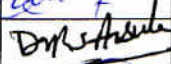






AGENDA:

1. Confirmation of the minutes of the previous meeting
2. Rayat Quality Management System: College report
3. Date of next meeting.
4. Vote of thanks

Minutes

The minutes of the meeting of Internal Quality Assurance Cell held on 9.01.2014 at 04.30 pm in NAAC Office.

The following members were present for the meeting:

			Name of the member	Signature
1.	Sr. Administrative Officers	1	Prin. Dr. B. K. Karale	
		2	Mr. R. C. Dingo	
2.	Teacher Members	1.	Prof. M.B. Karande	
		2	Dr. B. K. Auti.	
		3	Prof. N. I. Sayyed	
		4	Prof. S. N. Avhad	
		5	Dr. Ms. S. L. Pawar	
		6	Prof. S. D. Ghangale	
		7	Dr. Ms. S. A. Kulkarni	
3.	Student Member	10	Ms. Madhavi Pawar	
4.	Alumnae Members	11	Smt. Vidya Tanwar	
		12	Smt. Varsha Thange	
5.	Technical Staff	13	Mr. V. B. Pathare	
6.	Management Members	14	Dr. Raosaheb Anbhule.	
		15	Mr. Dnyandeo Pandule	
7.	Nominees from local society	16	Mr. A. B. Salunke (Engineer)	
		18	Dr. Mrs. Nilam Bagal	
8.	Secretary	17	Dr. S. G. Jagdhani	

The following points were discussed in the meeting:

1. Confirmation of the minutes of the previous meeting:

The minutes of the earlier meeting held on 21.12.2013 were confirmed and signed by the Chairman.

2. Discussion held on to start more COC programmes.
3. Members also decided to starting more short term courses in the next academic year 2014-15.

4. It was discussed to strengthen Chemistry Research Centre by purchasing more advanced equipments..
3. Date of the next meeting:

The next meeting of IQAC will be held in June, 2014.

Dr. S.G. Jagadhani proposed vote of thanks and meeting was ended.




PRINCIPAL

Radhabai Kale Mahila Mahavidyalaya
Ahmednagar

NOTICE


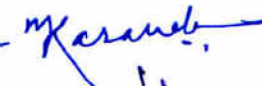



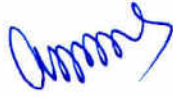





Date: 5/8/2015

All members of IQAC of the college are hereby informed that the meeting for preparation of annual information for NAAC for 2014-15 and discussion on important academic issues will be held on 8/8/2015 in NAAC office at 11.45 a. m. All are requested to attend the same.


Coordinator
IQAC




PRINCIPAL
Radhabai Kale Mahila Mahavidyalaya
Ahmednagar

- | | |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1. Dr. B. K. Auti  | 2. Prof. M. B. Karande  |
| 3. Prof. A. K. Kapare  | 4. Dr. Smt. S. A. Kulkarni  |
| 5. Prof. S. B. Gaikwad  | 6. Dr. S. P. Nagarkar  |
| 7. Dr. Smt. V. D. Patil  | 8. Prof. N. I. Sayyed  |
| 9. Prof. D. I. Shingade  | 10. Dr. Smt. S. L. Pawar  |
| 11. Prof. B. S. Nikalje  | |

The following issues will be discussed in the meeting:

AGENDA:

1. Confirmation of the minutes of the previous meeting.
2. Discussion about the short term courses at departmental level.
3. Action Taken Report on Feedback for the year- 2014-15
4. Criterion wise collection of the information for AQAR: 2014-15
5. Preparation of academic calendar.
6. Consultancy for every department.
7. Special efforts for environmental conservation.
8. Establishment of an efficient Competitive Examination Guidance Center
9. Collaboration with other departments/institutes.
10. Other campus developmental activities.
11. Date of next meeting.

MINUTES

The minutes of the meeting of AQAC was held on 8/8/2015 at 11.45 a. m. in the NAAC Office.

The following members were present for the meeting:

1. Dr. B. K. Auti



2. Prof. M. B. Karande



3. Prof. A. K. Kapare



4. Dr. Smt. S. A. Kulkarni



5. Prof. S. B. Gaikwad



6. Dr. S. P. Nagarkar



7. Dr. Smt. V. D. Patil



8. Prof. N. I. Sayyed - Absent

9. Prof. D. I. Shingade



10. Dr. Smt. S. L. Pawar



11. Prof. B. S. Nikalje



12. Prof. S. D. Ghangale



The following points were discussed in the meeting.

Point No. 1: Confirmation of the minutes of the previous meeting.

Resolution No.1: The minutes of the meeting held on 16/3/2015 were read, signed and confirmed by the chairperson.

Point No. 2: Discussion about the short term courses at departmental level.

Resolution No.2: As per the recommendations by NAAC Peer Team and RQMS Peer Team, every department has to plan for a departmental co- curricular course. The fees will be charged for the course by the department and it will be deposited to the account section at once.

Point No. 3: Action Taken Report on Feedback for the year 2014-15

Resolution No.3: All departments have collected feedback from the students, alumnae, parents on various aspects. Each department has analyzed it. The Feedback Committee has to co-relate it with the steps taken to overcome the problems mentioned by various stakeholders. The analysis of the feedback forms will be discussed at the institute level and the measures will be undertaken.

Point No. 4: Criterion wise collection of the information for AQAR: 2014-15

Resolution No.4: NAAC has started to receive AQAR online from the institutes. Therefore, it is mandatory to submit it before the deadline. NAAC has provided the format in soft copy for submission of online AQAR report. The committee will be formed to collect the documents for the particular criterion as under:

1. General Profile: Prof. S. D. Ghangale

2. Criterion: 1- Curricular Aspects

: Prof. A. K. Kapare

- :Dr. Smt. S. A. Kulkarni
:Prof. S. B. Gaikwad
4. Criterion: 3- Research, Consultancy and Extension
:Dr. S. P. Nagarkar
:Dr. Smt. V. D. Patil
5. Criterion: 4- Infrastructure and Learning Resources
:Dr. B. K. Auti
:Prof. H. N. Akolkar
6. Criterion: 5- Student Support and Progression
:Prof. N. I. Sayyed
:Prof. D. I. Shingade
7. Criterion: 6- Governance, Leadership and Management
:Dr. Smt. S. L. Pawar
:Prof. S. S. Katore
8. Criterion: 7- Innovations and Best Practices
:Prof. B. S. Nikalje
:Prof. Smt. Y. M. Randhavane

The above committee members decided to collect the relevant documents in time and the same shall be submitted to Prof. S. D. Ghangale.

Point No. 5: Preparation of academic calendar.
Resolution No.5: Every department will prepare an academic calendar for the year 2015-16. It will include all the departmental activities, assessments and extra -curricular activities. The department will follow the plan strictly.

Point No. 6: Consultancy for every department.
Resolution No.6: It was observed that, all departments are having minimum performance in the field of consultancy. Therefore, every department should obtain money through consultancy.

Point No. 7: Special efforts for environmental conservation.
Resolution No.7: Environment consciousness is very important aspect in day to day life. Therefore, college has established Nature Club to bring awareness among teachers and students. The lectures of experts, excursion tours, field visits were planned accordingly.

Point No. 8: Establishment of an efficient Competitive Examination Guidance Center
Resolution No.8: The stakeholders have demanded for the coaching for M.P.S.C. and I. B. P. S. examinations. The IQAC will establish a full- fledged center for this purpose and required infrastructure, human resource, study material, expert lectures, linkages with reputed centers, tests and video conferencing lectures will be made available. The permission from Local Management Committee will be taken.

Resolution No.9: Department of Marathi and Department of Chemistry have made MoU with local and international institutes/organizations.

Point No. 10: Other campus developmental activities.

Resolution No.10: IQAC has decided to plan for:

1. The purchase of the garden benches in the campus.
2. The remained construction of the wall compound
3. The drainage at the entrance of the main gate will be repaired with new cement drainage pipes.
4. Spacious vehicle parking will be made available behind Library building.
5. A shade for Mess and Canteen will be erected by giving tender.
6. A bore well will be taken behind Hostel No. 1.

Any other Point:

Point No. 1: Promotion for the research.

Resolution No.1: The IQAC resolves to promote the researchers by availing study leaves, participation in conference, seminar, projects, availability of laboratories and library, support for publications at national and international level and applying for various schemes of DST- FIST, U.G.C., B.C.U.D. of the home university, involvement in *Avishkar* and Innovation (participation and organization).

The next meeting will be held in the last week of month of October.

Dr. B. K. Auti proposed vote of thanks.




PRINCIPAL
Radhabai Kale Mahila Mahavidyalaya
Ahmednagar

Value Added Certificate Course

(VACC)

Diploma in House Keeping

under Bharat Vikas Group, (B.V.G.) India

1. A Letter by Parent institute to initiate the Certificate course in House Keeping



रयत शिक्षण संस्था | RAYAT SHIKSHAN SANSTHA
स्थापक: कर्मवीर भाऊराव पाटील
स्थापना: १९५२

Central Office, Karmaveer Samadhi Parsar, Near Powai Naka, Satara - 415 001.

जा.क्र. दिनांक/१२४६०
दि. ०५/०९/२०१८

प्रति,
प्रधान,
मई महाविद्यालये,
रयत शिक्षण संस्था

विषय - BVG India कंपनीकडील Short term कोर्स सुरु करण्याबाबत.

व्यवसाय विभाग अनुसरून कळविण्यात येते की, रयत शिक्षण संस्थेच्या वतीने शिक्षणाच्या Skill based education चेद्वारे राष्ट्रीय शैक्षणिक वर्ष २०१७-२०१८ पासून शिक्षण कंपनी / संस्था यांच्या माध्यमातून विविध प्रकारचे राबविण्यात येत आहेत. BVG India कंपनीकडील B.Sc. facility services व **Diploma in house keeping** हे दोन कोर्सेस गत वर्षापासून विविध महाविद्यालयात सुरु आहेत. त्याप्रमाणे चालू वर्षापासून त्यांचेकडील Short term कोर्सेस सुरु करावयाचे आहेत.

त्यासाठी आपणाकडे मागितले १. अनुमति हजेरदारी, २. शुल्क & स्टेजिस्ट्रेशन प्रोग्रामिंग, ३. फूड सप्लाय & क्वॉलिटी, ४. अंतीकालावरून मार्केटिंग या चार कोर्सेसचा अन्वयक्रम सोबत जोडून पाठवित आहे. त्या अभ्यासक्रमाद्वारे आपल्या महाविद्यालयामध्ये जे कोर्सेस घेणे शक्य असेल, ते कोर्सेस निवडवित या त्यानुसार बरोबर प्रकल्पाची जबाबदारी एका समन्वयकाकडे द्यावी. निवडलेल्या कोर्सेसनुसार विद्यार्थ्यांना प्रवेश देऊन यदर कोर्सेस सुरु करावेत. कोर्सेसची फी महाविद्यार्थ्यांनी त्यांच्या खात्यावर करावी.

वरीलप्रमाणे आपल्या महाविद्यालयात कोर्स सुरु केल्यासबत (समन्वयक माहिती, बसत सुरु झालेचा दिनांक, विद्यार्थी संख्या, वेळापत्रक व विद्यार्थी यादी, फी) किंवा कोर्स सुरु न केल्यासबतची माहिती (मिरेक अहवाल) या कार्यालयाला दि. १५ ऑक्टोबर, २०१८ पर्यंत rayatsproject@gmail.com या ईमेलवर कळवावी.



(प्रि.डॉ.भाऊसाहेब कराळे)

सचिव,

रयत शिक्षण संस्था, सातारा

सोबत : कोर्सेसचा अभ्यासक्रम
प्रत माहितीसाठी

- १) सहसचिव (उ.शिक्ष.), रयत शिक्षण संस्था, सातारा
- २) प्राचार्य, डॉ. बी.डी. पाठक, महिबडी कॉलेज, महिबडी
- ३) प्रा.डॉ. व्ही.एम.गुनार, धनजयराव माडगीळ बाणिसय महाविद्यालय, सातारा
- ४) प्रा.एम.एल.अहिर, यशवंतराव चव्हाण इन्स्टिट्यूट ऑफ मॅनेज्मन्ट, सातारा

Directed to: H. Paripatkar, Secy.
P-225

प्रा.डॉ.भाऊसाहेब कराळे
पवार S-L.
Rox-
06/09/2018
06/09/18

रयत शिक्षण संस्था	सातारा
राष्ट्रीय शैक्षणिक वर्ष २०१७-२०१८	प्रकल्प
महाविद्यालय	प्रकल्प
वर्ग	२४६
दिनांक	६/९/१८
प्रधान	
विभाग प्रमुख	
प्राचार्य	
मुख्य निरीक्षक	
सिबी	

2. A Letter by Parent institute for proving Training to the Trainers and coordinators



रयत शिक्षण संस्था
संस्थापक: कर्मवीर भाऊराव पाटील
स्थापना: १९१९

RAYAT SHIKSHAN SANSTHA
Founder: Karmaveer Bhaurav Patil
Established: 1919

Central Office, Karmaveer Samadhi Parisar, Near Powai Naka, Satara - 415 001.

जा.क्र. उशि १७४८२
दि. १६/०८/२०१७

प्रति,

- १) प्राचार्य, यशवंतराव चव्हाण इन्स्टिट्यूट ऑफ सायन्स, सातारा
- २) प्राचार्य, बळवंत कॉलेज, विटा
- ३) प्राचार्य, श्री.रावसाहेब रामराव पाटील महाविद्यालय, सावळज, ता.खानापूर जि.सांगली.
- ४) प्राचार्य, कर्मवीर भाऊराव पाटील महाविद्यालय, पंढरपूर
- ५) प्राचार्य, एस.एम.जोशी महाविद्यालय, हडपसर, पुणे
- ६) प्राचार्य, महात्मा फुले महाविद्यालय, पिंपरी, पुणे
- ७) प्राचार्य, रा.ब.नारायणराव बोरावके कॉलेज, श्रीरामपूर
- ८) प्राचार्य, राधाबाई काळे महिला महाविद्यालय, अहमदनगर.
- ९) प्राचार्य, सावित्रीबाई फुले महिला महाविद्यालय, सातारा.
- १०) प्राचार्य, सौ.मंगलताई रामचंद्र जगताप महिला महाविद्यालय, उन्नज., जि.सातारा
- ११) प्राचार्य, लक्ष्मीबाई भाऊराव पाटील महिला महाविद्यालय, सोलापूर.

विषय - B.Sc. Facility Services व Diploma in House Keeping साठी Teacher Training Programme

वरील पैकी १ ते ७ महाविद्यालयात B.Sc. Facility Service हा कोर्स सुरु असून उर्वरीत ८ ते ११ महाविद्यालयात Diploma in House Keeping कोर्स सुरु आहे. सदर विषय शिकवणाऱ्या शिक्षकांचे प्रशिक्षण B.V.G. India Ltd., Pune यांचे माध्यमातून पुणे येथे ता.०७/०९/२०१७ ते ता.१२/०९/२०१७ या कालावधीत आयोजित करण्यात येणार आहे. तरी वरील १ ते ७ महाविद्यालयांनी प्रत्येकी ३ ट्रेनर व ८ ते ११ या महाविद्यालयांनी २ ट्रेनर निवडून त्यांची नावे संस्था कार्यालयाकडे पाठवावीत. त्याच बरोबर प्रत्येक कॉलेजमधील १ कोर्स को-ऑर्डिनेटर यांनीही प्रशिक्षणात सहभागी होणे गरजेचे आहे. तरी को-ऑर्डिनेटर व ट्रेनर यांची नावे त्वरीत कळवावीत.

या संदर्भातील पुढील कार्यवाही करण्यासाठी खालील प्राध्यापकांची समिती नियुक्त केली आहे या समितीने BVG India Ltd., पुणे यांचेशी संपर्क साधून कार्यवाही करावी.

- १) प्रा.डॉ.एम.एल.आहिरे, यशवंतराव चव्हाण इन्स्टिट्यूट ऑफ सायन्स, सातारा
- २) प्रा.लंके एम.एम., यशवंतराव चव्हाण इन्स्टिट्यूट ऑफ सायन्स, सातारा
- ३) प्रा.डॉ.एम.एस. निकम, सावित्रीबाई फुले महिला महाविद्यालय, सातारा

या संदर्भात प्राचार्य, डॉ.बी.टी. जाधव, दहिवडी कॉलेज, दहिवडी यांचे मार्गदर्शन घेवून कार्यवाही करावी. यातील ४ महिला महाविद्यालयांनी मुलींची स्वतंत्र बेंच तयार करून अभ्यासक्रम शिकविण्यास सुरुवात करावी. यासाठी रु.१५००/- (एक हजार पाचशे रुपये फक्त) इतकी फी आकारण्यात यावी. यातील सर्व फी महाविद्यालयासाठी वापरण्यात यावी

प्रा.डॉ.एम.एस. निकम
८-८-१७

प्रत माहितीसाठी
१७/०८/२०१७
मप
१७-८-१७

आवेदन क्र.	८४८
दिनांक	१७-८-१७
प्राप्त	
शिक्षण प्र. ३	
मुख्य निमित्त	
दिनांक	

सन्धिव,
रयत शिक्षण संस्था, सातारा

- १) प्रि.डॉ.बी.टी.जाधव, दहिवडी कॉलेज, दहिवडी
- २) प्रा.डॉ.एम.एल.आहिरे, यशवंतराव चव्हाण इन्स्टिट्यूट ऑफ सायन्स, सातारा

3. Syllabus for Diploma in House Keeping



Recipient of the International Award for Institutional Excellence in Distance Education from
Commonwealth of Learning, Canada

**YASHWANTRAO CHAVAN MAHARASHTRA OPEN
UNIVERSITY**

Dnyanangotri, Near Gangapur Dam, Nashik-422222, Maharashtra, INDIA

BHARAT VIKAS GROUP TRAINING INSTITUTE PUNE

Syllabus for

Diploma in Basic Facility Services (DBFS)

Course Duration : 1 Years

Year

2013-14



SubjectCode :DFS –101

CourseName- Diploma in Basic Facility Services (DBFS)

Subject Name:MechanizedHousekeeping

TotalMarks=100

Total Hours=120

Teaching Scheme:

- 1.Theory4Hrs/Week
- 2.Practical2 Hrs/Week

Exam Scheme-

- 1.Theory:InternalAssessment–20,ExternalAssessment–80
- 2.Practical:TermWork--- Marks, Oral----Marks, Practicalexam---- Marks

Unit 1:Introduction

Marks-06

- 1.1 Meaninganddefinition
- 1.2 ImportanceofHousekeeping
- 1.3 ResponsibilityoftheHousekeepingdepartment
- 1.4 AcareerintheHousekeepingdepartment

Unit 2:OrganizationalFramework

Marks-08

- 2.1 FrameworkoftheDepartment(large/medium/SmallFacility)
- 2.2 Organizational chart (Housekeeper-Head Boy/Group Leader, Supervisor In-charge, AsstManager, Manager, Sr. Manager, Regionalnager , RegionalManager)
- 2.3 ReportingSystem
- 2.4 KeyPersons
- 2.5 Role ofKey personsinhousekeeping

Unit 3:Job Description& Job Specification

Marks-08

- 3.1 AttributesandQualitiesoftheHousekeepingstaff
- 3.2 Skillsof Housekeeper

Unit 4:Intra/Interdepartmental Co-ordination

Marks-08

- 4.1 FrontofficeandtheMaintenancedepartment
- 4.2 FacilityPlanning
- 4.3 DesignofHousekeepingDepartmentandrelevantsubsections
- 4.4 ConsumablesRequiredfor Work

Unit 5:Working Procedure

Marks- 08

- 5.1 Briefing,Debriefing
- 5.2 Indentingfromstores-InventoryofHousekeepingItems
- 5.3 IdentifyScopeofwork&Deploymentasper requirement
- 5.4 360DegreeFeedbackofworkandimprovement

Unit 6:Controlling Process **Marks- 08**

- 6.1. House Keeping Control Desk, Importance, Role, Co-Ordination, Check List, Key Control
- 6.2 Handling Lost & Found
- 6.3 Forms, Formats and registers used in the Control Desk
- 6.4 Paging systems and methods

Unit 7:Customer Care

Marks- 06

- 7.1 Handling of client queries, problem, request

Unit 8:Types of Guest House

Marks- 08

- 8.1 Layout of guestroom
- 8.2 Layout of corridor and floor pantry
- 8.3 Types of guest rooms

Unit 9:Furniture /Fixtures/Fittings

Marks- 06

- 9.1 Furnishings/Accessories/Guest Supplies/Amenities in a guest room/toilet (to be dealt in brief only)

Unit 10:Cleaning science

Marks- 06

- 10.1 Characteristics of a good cleaning agent
- 10.2 pH scale and cleaning agent with their application
- 10.3 Types of cleaning agent
- 10.4 Cleaning products (Domestic and Industrial)

Unit 11:Cleaning Equipment

Marks- 08

- 11.1 Types of Equipment
- 11.2 Operating Principles of Equipment
- 11.3 Characteristics of Good equipment (Mechanical/Manual)
- 11.4 Storage, Upkeep, Maintenance of equipment

Unit 12:Care & Cleaning of different Surfaces

Marks- 08

- 12.1 Metal, Glass, Leather, Rexene, Ceramic, Wood, Wall and floor covering

Unit 13:Cleaning Procedure

Marks- 08

- 13.1 Cleaning Procedure
- 13.2 Process Flow Chart

Unit 14:Cleaning of Public Areas

Marks- 10

- 14.1 Cleaning and upkeep of Public areas
- 14.2 Lobby, Toilets
- 14.3 Conference room/meeting room/ banquet Halls
- 14.4 Administration offices
- 14.5 Road & Parking
- 14.6 Lifts and Elevators/Staircase/back areas/Front areas/Corridor



W. P. Kale
PRINCIPAL
Radhabai Kale Mahila Mahavidyalaya
Ahmednagar

(3)



रयत शिक्षण संस्था

संस्थापक: कर्मवीर भाऊराव पाटील
स्थापना: १९९९

RAYAT SHIKSHAN SANSTHA

Founder: Karmaveer Bhaurav Patil
Established: 1919

Central Office, Karmaveer Samadhi Parisar, Near Powai Naka, Satara - 415 001.

जा.क्र. उशि/ १८१२६
दि.३१/०८/२०१७

प्रति,

- १) प्राचार्य, यशवंतराव चव्हाण इन्स्टिट्यूट ऑफ सायन्स, सातारा
- २) प्राचार्य, बळवंत कॉलेज, विटा
- ३) प्राचार्य, श्री.रावसाहेब रामराव पाटील महाविद्यालय, साबळज, ता.खानापूर जि.सांगली.
- ४) प्राचार्य, कर्मवीर भाऊराव पाटील महाविद्यालय, पंढरपूर
- ५) प्राचार्य, एस.एम.जोशी महाविद्यालय, हडपसर, पुणे
- ६) प्राचार्य, महात्मा फुले महाविद्यालय, पिंपरी, पुणे
- ७) प्राचार्य, रा.ब.नारायणराव बोरावके कॉलेज, श्रीरामपूर
- ८) प्राचार्य, राधाबाई काळे महिला महाविद्यालय, अहमदनगर ✓
- ९) प्राचार्य, सावित्रीबाई फुले महिला महाविद्यालय, सातारा.
- १०) प्राचार्य, सौ.मंगलताई रामचंद्र जगताप महिला महाविद्यालय, उंब्रज., जि.सातारा
- ११) प्राचार्य, लक्ष्मीबाई भाऊराव पाटील महिला महाविद्यालय, सोलापूर.

विषय :- B.Sc.facility services व Diploma in House keeping साठी Teacher Training Programme

संदर्भ :- आमचेकडील जा.नं.उ.शि./17492 दि.16/08/2017 चे पत्र.

वरील विषयास अनुसरून कळविण्यात येते की, रयत शिक्षण संस्था, सातारा व यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक आणि B.V.G.India Ltd., पुणे यांचे सहकार्याने B.Sc.Facility services हा कोर्स वरील 1 ते 7 महाविद्यालयात सुरु झालेला आहे. तसेच Diploma in house keeping कोर्स वरील क्र.8 ते 11 या महाविद्यालयात सुरु आहे.

त्यानुसार संदर्भित पत्राने आपण कळविलेल्या को.ऑर्डिनेटर व ट्रेनर यांना प्रशिक्षण घेण्यासाठी दि.07/09/2017 ते दि.12/09/2017 या कालावधीत बी.व्ही.जी.इंडिया ट्रेनिंग इन्स्टिट्यूट, पुणे येथे पाठविण्यात यावे. सदर प्राध्यापकांच्या राहण्याचा व जेवणाचा खर्च ज्या त्या महाविद्यालयांनी करावयाचा आहे.



(Signature)
संचालक,

रयत शिक्षण संस्था, सातारा.

प्रत माहितीसाठी

- 1) डॉ.बी.टी.जाधव, प्राचार्य, दहिबडी कॉलेज, दहिबडी
 - 2) प्राचार्य, एस.एम.जोशी कॉलेज, हडपसर
- वरील 11 महाविद्यालयातील एकूण 35 शिक्षक ट्रेनिंगसाठी बी.व्ही.जी.इंडिया ट्रेनिंग इन्स्टिट्यूट, पुणे येथे येणार आहेत. तरी त्यांना राहण्याची व जेवणाची सोय होण्यासाठी सहकार्य करावे.