



Maharashtra Cosmopolitan Education Society's

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

Affiliated To Savitribai Phule Pune University / Institute code No. : 1042

Email: info@marhotelmanagement.com | Mobile No.: +91 9403 190 762

Dr. P. A. Inamdar
President, M.C.E. Society

Prof. Dr. Anita Frantz
Principal

CRITERION – 6
GOVERNANCE, LEADERSHIP AND MANAGEMENT

Key Indicator	6.5	Internal Quality Assurance System
Metric No.		6.5.1

- **Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities:**

Academic and Administrative Audit
(AAA) Reports Sample

Table of Contents

Criteria 6

Key Indicator 6.5: Internal Quality Assurance System (IQAS)

6.5.1 AAA Sample Forms

Sr. No.	Orientation programme on quality issues for teachers and students	Page No.
1	Teachers AAA Monitoring Report	2-6
2	Library AAA Audit Report	7-8
3	Bakery AAA Audit Report	9
4	Stores AAA Audit Report	11-10
5	Accounts AAA Audit Report	12-13
6	Administration AAA Audit Report	14-18

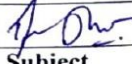
Academic and Administrative Monitoring Report

Sample Teachers Audit Report

Academic & Administrative Monitoring Report

Academic Year: 2022-2023

First Term: July 2022 – December 2022

Name of Programme:	B.Sc. (HS)	Date of Submission:	01/02/23
Name of Faculty:	Asst. Prof. Aruna Tompe		
Signature of Faculty:			
Class	Subject Code	Subject	Credits
F.Y. B.Sc. (HS)	HS 104	Front Office Operations – I	4
F.Y. B.Sc. (HS)	HS 108	Front Office Operations – I (Practical)	1.5
S.Y. B.Sc. (HS)	HS 302	Environment Science – I	2
T.Y. B.Sc. (HS)	HS 503	Advanced Accommodation Operations – I	4
T.Y. B.Sc. (HS)	HS 506	Advanced Accommodation Operations – I (Practical)	2

Documents	Observations		Non Conformance (if any)	Remarks (if any)
	Available/Not Available	Not Applicable		
POs, PSOs, COs <ul style="list-style-type: none"> Mapping Attainment Gap Analysis 	Y Y Y		✓	
Time Table (Faculty)	Y		✓	
Students Attendance Register	Y		✓	
Counseling/Mentoring Sheets (If applicable)	Y		✓	
Mentoring File	Y		✓	To put admin calendar activities
Industrial Training Records (If applicable)	Y		✓	
Placement Records (If applicable)		NA		
Teachers Administrative Report	Y		✓	




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Teachers Annual Self-Appraisal	Y		✓	
Inventory Register (If applicable)		NA		
Lesson Plans	Y		✓	
Session Plans	Y		✓	
Activity/ Field Visit/Guest Lectures	Y		✓	
Assignment File	Y			New column
Class Test File	Y		✓	
Internal Evaluation	Y		✓	
Syllabus Completion Certificate	Y		✓	
Result Analysis:				
Subject:				
		NA		
Class:				
Committee Registers (Minutes of the Meeting) -Alumni Association -Training and Placement -Anti-Ragging -Students Council -Staff Meetings	Y		✓ ✓ ✓ ✓ ✓	

Remedial Classes Register/File	Y		✓	
Short Term Courses Documents:		NA		
1. Course Name (Brochure)		NA		
2. Course Syllabus		NA		
3. Timetable		NA		
4. Application Forms		NA		
5. Students Attendance		NA		
6. Evaluation Sheet		NA		
7. Feedback forms and Analysis		NA		
8. Sample Certificate		NA		
Student Feedback-Forms and Analysis <i>(To be maintained by Subject Teacher)</i>		NA	✓	
Teachers' Feedback on Syllabus		NA		
Research/Project activities undertaken		NA	✓	
Facebook & Instagram Uploads	Y		✓	
NSS/SWO/ Incubation Cell/Gender Sensitization Activity File		NA		
MoU's done/activity <i>(Kindly mention the activity with organization with whom we have MoU)</i>	Y		✓	Field Visit: Novotel Pune Swayamsiddha-2022: Shardabai Pawar Mahila Arts, Science & Commerce College, Baramat

Examination					
Department Documents					
1. Internal Time Table			NA		
2. External Time Table			NA		
3. Internal Theory Marks			NA		
4. Practical Marks			NA		
5. Students Attendance Sheets			NA		
6. Block List			NA		
7. Examination Register(Duty Chart)			NA		
8. Question Paper Set(Internal and External)			NA		
9. CAP letters (Internal and External)			NA		
10. External Senior Supervisor Appointment Letter			NA		
11. Flying Squad Register(External and Internal)			NA		
12. Examination Committee Register			NA		

ACADEMIC & ADMINISTRATIVE MONITORING COMMITTEE

Name	Designation	Signature
Prof. Dr. Anita Frantz	Chairman	
Assoc. Prof. Imran Sayyed	Member - IQAC Coordinator	
Mrs. Chanda Supekar	Member	

NOTE:

- The staff member should type 'Y' to indicate 'Available', 'N' to indicate 'Not available' and 'NA' to indicate 'Not Applicable'.
- The form is to be filled in 'Times New Roman' Font Style and Font Size should be '12'.
- The line-spacing is to be '1.5pt'.

Academic and Administrative Audit (AAA)

Sample Library Audit Report

Library Audit Report

Second Term: 2021 - 2022

Academic Year:

Name of Librarian:	Mrs. Chanda Supekar
Signature of Librarian:	<i>Chanda Supekar</i>



Sr. No.	Documents	Observations		Non Conformance (if any)	Remarks (if any)
		Available	Not Available		
1.	Accession Register	Y			✓
2.	E-Books	Y			✓
3.	E-Journals	Y			✓
4.	Examination Paper Record Register	Y			✓
5.	Staff Books Circulation (Soft Copy)	Y			X
6.	Students Books Circulation (Soft Copy)	Y		To be segregated as per academic year	
7.	Book Bank Register	Y		S-y & T-y F.y pending	
8.	Journal / Periodical Register	Y			✓
9.	Books to Gift Register	Y		Files to be made for gift to and form to be made and	
10.	ID Card Issue File	Y			✓
11.	Purchase Order File	Y			✓
12.	Books Quotation File	Y			✓
13.	Inter Library Loan Register	Y			✓
14.	Newspaper Clippings File	Y			✓

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	& Papper)				✓
16.	College Event Files	Y		To be updated till 2021-20	
17.	Students Group Photographs (Annual) Album	Y			✓
18.	Library Maintenance File	Y			✓
19.	Stock Verification File	Y		Not submitted	
20.	Library Inventory Register	Y		Printer + Hard disk entry	
21.	Write Off Books File	Y		Not complete	
22.	Donated Books File	Y		To revise the Register and give (To check for Register)	
23.	Library Events File	Y			✓
24.	Book Lost Amount Paid Register	Y		Register.	✓
25.	Library Inward Register For Learning Resources (Teachers Notes & YouTube Videos)	Y			✓
26.	Library Inward Register	Y	✓		✓
27.	Permission Letters File for NAAC Documents Circulation	Y		To make a Index column for File	

28. Student Development Activity

ACADEMIC MONITORING COMMITTEE

Name	Designation	Signature
Prof. Dr. Anita Frantz	Chairperson	
Assoc. Prof. Imran Sayyed	IQAC Co-ordinator	

Academic and Administrative Audit (AAA)

Sample Catering Department Audit Report

Catering Department Audit Report

Academic Year: 2020-2022Second Term: Ist

Name of Catering Manager:	Rahil G Shaikh
Signature of Catering Manager:	<i>Rahil G Shaikh</i>

Activity	Observations		Non Conformance (if any)	Remarks (if any)
	Available	Not Available		
1. Inventory Registers	Available	✓	Yes	
2. Function Sheets	Available	✓	Yes	
3. Guest House Inventory	Available	✓	Yes	
4. Maintenance Book	Available	✓	Yes	
5. FDA License	Available	✓	Yes	

ACADEMIC MONITORING COMMITTEE

Name	Designation	Signature
Prof. Dr. Anita Frantz	Chairman	<i>A Frantz</i>
Assoc. Prof. Imran Sayyed	Coordinator	<i>Imran Sayyed</i>
Mrs. Chanda Supekar	Member	<i>Chanda Supekar</i>

NOTE:

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Academic and Administrative Audit (AAA)

Sample Store Audit Report

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

Store Audit Report

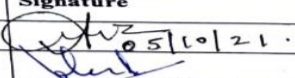

Academic Year: 2021-22First Term: 1st Second Term

Name of Store In-Charge:	<u>Vinod Bhadarkar</u>
Signature of In-Charge:	<u>[Signature]</u>

Documents	Observations		Non Conformance (if any)	Remarks (if any)
	Available	Not Available		
✓ 1. Dead Stock Register 1,2,3	✓		✓	
✓ 2. Return to Store File	✓		✓	
✓ 3. Uniform Issues Register	✓			Mention date in Uniform Issue.
✓ 4. Stationary Requirement File	✓		✓	Stationary Record of Purchase - separate
5. Consumables Stationary Register				Not complete
✓ 6. Housekeeping Material Requirement File	✓		✓	Incomplete - only till 2021
✓ 7. Consumable Housekeeping Material Register	✓			Incomplete
✓ 8. Requisition/Indent/Expense file	✓		✓	
✓ 9. Laundry and Linen Issue Register	✓			Signature
✓ 10. Key Register	✓		✓	

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Assoc. Prof. Imran Sayyed	Coordinator	
Mrs. Chanda Supekar.	Secretary	

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Academic and Administrative Audit (AAA)

Sample Accounts Audit Report




Name of Accountant :	Mr. Sarpale Subhash
Signature :	<i>Sarpale</i> 08/02/2023

Documents	Observations		Non Conformance (if any)	Remarks (if any)
	Available	Not Available		
1. Audit Report - Yearly	Y			
2. Bank Reconciliation - Monthly	Y			
3. Receipt & Payment - Monthly	Y			
4. Fees Statement - Monthly	Y			
5. Salary Account - Monthly	Y			
6. Budgets - Yearly	Y			
7. Exam, BOSD Accounts	Y			
8. NSS Account	Y			
9. BCUD Research Project	Y			
10. Scholarship Account	Y			
11. Bakers Bounty Account	Y			
12. Guest House Account	Y			
13. Catering Account	Y			
14. Alumni Account	Y			
15. TDS, Professional Tax on Records & Form-16.	Y			

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✓ 16. Guest Lecture Register				✓
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Assoc. Prof. Imran Sayyed	Coordinator	
Asst. Prof. Chanda Supekar	Secretary	

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Academic and Administrative Audit (AAA)

Sample Administration Office Audit Report

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Administration Audit Report
Academic Year: 2021-22

Second Term: 2021-22

Name of Staff:	Mr. Imran Pathan
Signature :	

Documents	Observations		Non Conformance (if any)	Remarks (if any)
	Available	Not Available		
1. SPPU National Service Scheme (NSS) Daftar	Y			
2. SPPU Pro-rata Daftar	Y			
3. SPPU Self-Appraisal Report Daftar	Y			
4. SPPU Certificate Course Proposal Daftar	Y			
5. SPPU Students Development Proposals Daftar	Y			
6. SPPU Students Development Expenses Daftar	Y			
7. SPPU Continuation of Affiliation Daftar	Y			
8. SPPU Equivalence (Eligibility) Daftar	Y			
9. SPPU QIP Planning & Development Expenses (Equipment) Daftar	Y			
10. SPPU QIP Planning & Development Expenses (Seminar) Daftar	Y			
11. SPPU QIP Planning & Development Proposals (Seminar) Daftar	Y			
12. SPPU QIP Planning & Development Proposals (Equipment) Daftar	Y			

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13. SPPU Examination Form Submission Daftar	Y			
14. SPPU Staff Selection Committee Daftar	Y			
15. SPPU Eligibility Communication Daftar	Y			
16. SPPU Students Development Fund Payment Daftar	Y			
17. SPPU Health Center Documents Daftar	Y			
18. ICC & Sexual Harassment Committee Daftar	Y			
19. Alumni Committee Documents Daftar	Y			
20. Students Council Daftar	Y			
21. Skill Development Documents Daftar	Y			
22. Government GR File	Y			
23. Research Proposal Daftar	Y			
24. Proposal for Training Daftar	Y			
25. MIS & AISHE Communication File	Y			
26. Appreciation Letters Daftar	Y			
27. MOU Daftar	Y			
28. Caste Validity Letters Daftar	Y			
29. Accounts Audit Report Daftar	Y			
30. FSSAI (FoSTaC) Communication Daftar	Y			
31. Samaj Kalyan Fees Approval Daftar	Y			
32. Staff Memo Daftar	Y			
33. Society Governing Body Report Daftar	Y			
34. College Development Committee Daftar	Y			
35. SPPU Annual Report Daftar	Y			
36. SPPU Staff Approval Daftar	Y			

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37. Poona Hoteliers Association Daftar	Y			
38. All Committee Documents Daftar	Y			
39. Infrastructure File	Y			
40. Self-Finance University Documents Daftar	Y			
41. MSBVE Course Documents Daftar	Y			
42. Short Term Course's Proposal for President Daftar	Y			
43. SPPU Graduation Ceremony Documents Daftar	Y			
44. Local Managing Committee Daftar	Y			
45. Bakers Bounty Food License Daftar	Y			
46. General Register	Y			
47. Student Admission form with Original Documents	Y			
48. Inward Register	Y			
49. Outward Register	Y			
50. Service Book	Y			
51. Teachers Personal File	Y			
52. SPPU Outward	Y			
53. SPPU Inward	Y			
54. M.C.E. Society Inward	Y			
55. M.C.E. Society Outward	Y			
56. Teaching Resume File	Y			
57. Non- Teaching Resume File	Y			
58. Rangoonwala Foundation Inward File	Y			
59. Rangoonwala Foundation Outward File	Y			
60. Other Inward File	Y			
61. Other Outward File	Y			

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62. Quotation File	Y			
63. Purchase Order File	Y			
64. Invitation File	Y			
65. Brochures File	Y			
66. Student Application File	Y			
67. Staff Applications File	Y			
68. Affiliation Letters File	Y			
69. SPPU Results File	Y			
70. Syllabus Completion Status File	Y			
71. Admission Committee Register	Y			
72. MahaDBT Scholarship Application Form File	Y			
73. GOI MoMA Scholarship Application Form File	Y			
74. Staff Attendance Register	Y			
75. Leave Register	Y			
76. Just Dial Register	Y			
77. Walkin Enquiry Register	Y			
78. Notice File	Y			
79. Faculty Daily Log Book	Y			
80. Message Register	Y			
81. Movement Register	Y			
82. RTI Register	Y			
83. Teacher Self-Appraisal File Confidential Report	Y			
84. Non - Teaching Staff Appraisal File Confidential Report	Y			

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