



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	6.1 Institutional Vision and Leadership
Metric No.	6.1.1

- The governance and leadership is in accordance with the vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Committees Constituted

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College Development Committee - Minutes of the Meeting

Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research Camp, Pune -411001.

Date: 24/11/2021

Circular

The meeting of the College Development Committee is scheduled on 3rd December 2021 at 11.00 am in the college Training Restaurant.

Agenda:

1. To read and confirm the minutes of the last meeting held on 13th July 2021.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To approve receipts and payments from 01.07.2021 to 30.11.2021.
4. To receive and approve auditor's report & audited statements of accounts for the year ended 31st March 2021.
5. To discuss report on progress of studies and internal evaluation.
6. To discuss co-curricular and extra-curricular activities conducted and proposed to be conducted.
7. a) To discuss and decide on fees due from students and propose steps for recovery of dues.
b) To note various scholarships granted to the students & received by them during the current Academic year.
8. To note important letters/circulars/ received from university and their compliance.
9. To advise the Principal regarding admissions to various courses/classes, preparation of time-tables, distribution of teaching workload etc.
10. To discuss status report in respect of accreditation of the college by NAAC.
11. To discuss results of examinations held in March/April 2021 and propose necessary steps to improve performance/results wherever necessary.
12. To discuss and approve proposal regarding continuation and extension of affiliation.
13. Any other matter with permission of the chair.
 - i) To introduce new members.
 - ii) To present Handbooks prepared for NAAC.
 - iii) To discuss and decide on purchase of Books for the Library.

Prof. Dr. Anita Frantz
Secretary - CDC

College Development Committee – Minutes of the Meeting

Maharashtra Cosmopolitan Education Society's
M. A. Rangoonwala Institute of Hotel Management & Research Camp, Pune -411001.

Minutes of the Meeting

Minutes of the Meeting of College Development Committee of M. A. Rangoonwala Institute of Hotel Management & Research held on 3rd December 2021 at 11.00 am in the college Training Restaurant.

The following members were present:

1. Mrs. Abeda Inamdar	Chairperson
2. Prof. Muzaffar Shaikh	Member- Management
3. Mr. Irfan Shaikh	Member- Management
4. Mr. Imran Sayyed	Member- Teacher
5. Mr. Neeraj Joshi	Member - Teacher
6. Mr. Imran Pathan	Member Non- Teaching
7. Ms. Uzma Mulla	Secretary – Student Council
8. Prof. Dr. Anita Frantz	Member- Secretary

Mrs. Abeda Inamdar, Chairman of CDC was in the chair.

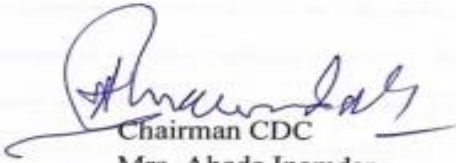
The following business was transacted

1. To read and confirm the minutes of the last meeting held on 13th July 2021.
 - The minutes of the last C.D.C. meeting held on 13th July 2021 were read and confirmed.
2. To review the action taken report in respect of the decisions taken in the last meeting.
 - The action taken report in respect of the suggestion & decision taken was presented.
 - The same was noted.
3. To approve receipts and payments from 01.07.2021 to 30.11.2021.
 - The statement of receipt & payment from 01.07.2021 to 30.11.2021 were read & approved.
4. To receive and approve auditor's report & audited statements of accounts for the year ended 31st March 2021.
 - The auditor's report & audit statement of accounts for the year ended 31st March 2021 were read and approved.
5. To discuss report on progress of studies and internal evaluation.
 - The principal informed that the teachers are following the Academic calendar for completion of syllabus and internal evaluation. The Savitribai Phule Pune University evaluation pattern was presented.
 - The same was noted.

6. To discuss co-curricular and extra-curricular activities conducted and proposed to be conducted.
 - The principal presented the report of co-curricular & extra – curricular activities conducted & proposed to be conducted.
 - The same was noted.
7. a) To discuss and decide on fees due from students and propose steps for recovery of dues.
 - The principal presented fees due statement & informed that the fees will be recovered before the semester examination.
 - The committee suggested that balance fee be recovered by 31st December 2021.
- b) To note various scholarship granted to the students & received by them during the current Academic year.
 - The principal presented the scholarships status for various scholarships and informed that the scholarship application form yet not started for the students.
 - The same was noted.
8. To note important letters/circulars/ received from university and their compliance.
 - The principal informed about the important circulars received from Savitribai Phule Pune University and their compliance.
 - The same was noted.
9. To advise the Principal regarding admissions to various courses/classes, preparation of time-tables, distribution of teaching workload etc.
 - The principal informed admission status of the F.Y. B.Sc. (HS) Class. The principal also informed that the subject allocation, time table and distribution of teaching load was done in adherence to the guidelines of Savitribai Phule Pune University.
 - The same was noted.
10. To discuss status report in respect of accreditation of the college by NAAC.
 - The principal informed that the NAAC accreditation process is in progress.
 - The same was noted.
11. To discuss results of examinations held in March/April 2021 and propose necessary steps to improve performance/results wherever necessary.
 - The principal presented the result Analysis of the examination held in March/April 2021
 - The committee noted the same with appreciation.
12. To discuss and approve proposal regarding continuation and extension of affiliation.
 - The principal informed that the college has submitted the proposal regarding continuation & extension of affiliation to Savitribai Phule Pune University and that the affiliation letter is awaited.


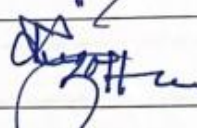


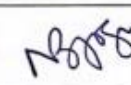


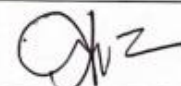
13. Any other matter with permission of the chair.

- i) To present Handbooks prepared for NAAC.
 - The handbook prepared for NAAC documentation was presented.
 - The committee appreciated the efforts of the teachers for preparing the handbooks.
- ii) To discuss and decide on purchase of Books for the Library.
 - The quotation comparison for the purchase of books was presented to the committee.
 - The committee approved the purchase of books as per the selected quotation.



Chairman CDC
Mrs. Abeda Inamdar

College Development Committee Meeting Held on 03/12/2021

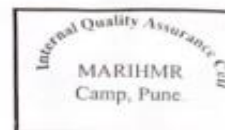
Sr. No.	Name of member	Designation	Signature
1	Mrs. Abeda P. Inamdar	Chairman	
2	Prof. Muzaffar Shaikh	Member	
3	Mr. Badruddin Shaikh	Member	AB
4	Mr. Abbas Shaikh	Member	AB
5	Mr. Irfan Shaikh	Member -Education	
6	Mr. Imran Sayyed	Co-ordinator IQAC	
7	Mr. Puneet Basson	Member - Teacher	AB
8	Mr. Neeraj Joshi	Member - Teacher	
9	Mr. Imran Pathan	Member - Non -Teaching	
10	Ms. Rukaiya Chaglani	Member - Alumni	AB
11	Mr. Shayoni Sinharoy	President - Student Council	AB
12	Ms. Uzma Mulla	Secretary-Student Council	
13	Prof. Dr. Anita Frantz	Member - Secretary	

IQAC – Minutes



M.C.E. Society's
M. A. Rangoonwala Institute of Hotel Management & Research

Internal Quality Assurance Cell



Minutes of the Meeting

Date: 12/04/2022

Minutes of the Meeting of Internal Quality Assurance Cell of M.A. Rangoonwala Institute of Hotel Management & Research held on 12th April 2022 in Salt Training Restaurant.

The meeting started by welcoming all the IQAC committee members by Asso. Prof. Imran Sayyed. Felicitations of Mr. Amit Sharma, Industry Representative was done by Prof. Irfan Shaikh, Secretary M.C.E. society and Management Representative, Prof. Dr. Anita Frantz, Principal of the college felicitated Prof. Irfan Shaikh Secretary M.C.E. society

The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 27th October 2021.
 - The IQAC coordinator read and confirmed the minutes of the meeting held on 27th October 2021.
2. To review the action taken report in respect of the decisions taken in the last meeting.
 - The IQAC coordinator presented the report in respect of the decisions taken in the last meeting
 - The same was noted.
3. To discuss the Academic Calendar for the Second term of the Academic year 2021-2022.
 - The IQAC Coordinator presented the Academic Calendar for the Academic year 2021-2022 from April 2022 to June 2022. Asst. Prof. Neeraj Joshi presented all the activities for the past events.
 - **Suggestion:** Mr. Amit Sharma, Industry Representative suggested to include more extracurricular activities in the Academic Calendar.
 - The same was noted.
4. To discuss the Provisional Accreditation for Colleges (PAC) initiative of NAAC and assign responsibilities to the steering committee to prepare the PAC document to apply for Assessment and Accreditation.
 - The IQAC Coordinator discussed the Provisional Accreditation for Colleges (PAC) initiative of NAAC. IQAC presented the responsibility given to each faculty member and assigned responsibilities to the steering committee to prepare the PAC document to apply for Assessment and Accreditation.
 - The same was noted.
5. To discuss and decide the schedule of Academic & Administrative Monitoring.
 - The IQAC Coordinator discussed the Academic & Administrative Monitoring and presented the schedule for the presentations from all staff members.
 - The same was noted.

6. To review the update of NAAC documents.

- The IQAC Coordinator updated and reviewed the documents of NAAC.
- The same was noted.

7. To discuss the feedback obtained on academic teaching and learning from students in the First term of Academic year 2021-2022.

- The IQAC Coordinator discussed the feedback obtained on Academic Teaching and Learning from students in the first term of Academic Year 2021-2022.
- The same was noted.

8. Any other matter with the permission of the Chair.

The following points were discussed:

1. Signing of MoU's:

- IQAC Coordinator informed the committee that college has signed the MoU's with Phoenix Marketing Kolhapur and with Poona Institute of Management Sciences and Entrepreneurship (PIMSE) Pune.

2. Involvement of PHA:

- There was PHA (Poona Hotelier Association) cricket tournament from 4th April 2022 to 7th April 2022, at V.M Gani Ground, Azam Campus, Pune our students and staff members actively participated in the tournament. Mr. Amit Sharma, Vice President of PHA committee thanked college for the support. M A Rangoonwala Institute of Hotel Management was the venue partner for the PHA Premier League.

3. Result of SWAYAM-NPTL:

- IQAC Coordinator informed that our students enrolled in the Speaking Effectively Swayam Course, three of our students ranked amongst the Elite Group and were merit rankers in the exams.

4. Result of Oberoi Hotels & Resorts Interview:

- IQAC Coordinator Congratulated Uzma Mulla and Saud Chaudhary T.Y.B.Sc. (HS) students for getting selected at the Oberoi Hotels & Resorts Interview.



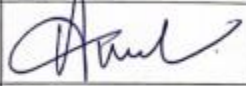

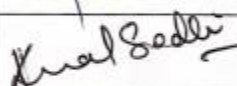
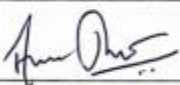

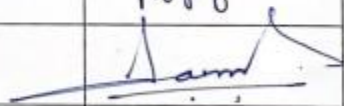
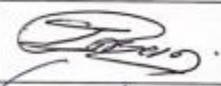

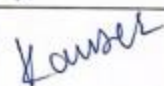
General Suggestion: Mr. Amit Sharma, Industry Representative suggested to increase the number of followers and the number of likes on the college Facebook page.

- As there were no other points to be discussed, the meeting ended with a vote of thanks to the chair.


Prof. Dr. Anita Frantz
Chairman

IQAC- Meeting Attendance

IQAC Committee meeting held on 12th April 2022

Sr. No.	Name of Member	Designation	Signature
1	Prof. Dr. Anita Frantz	Chairman	
2	Asso.Prof. Imran Sayyed	Secretary	
3	Mr. Amit Sharma	Industry Representative	
4	Prof. Irfan Shaikh	Management Representative	
5	Mr. Riyaz Shaikh	NGO Member	ABSENT
6	Asst. Prof. Kunal Sodhi	Member	
7	Asst. Prof. Aruna Tompe	Member	
8	Asst. Prof. Neeraj Joshi	Member	
9	Mr. Aqueel Shaikh	Alumni Member	
10	Mr. Imran Pathan	Administrative Member	
11	Ms. Uzma Mulla: T.Y.B.Sc. (HS)- President Students Council	Student Member	
12	Ms. Kauser Shaikh: S.Y.B.Sc. (HS)- Secretary Students Council	Student Member	

Students Council Committee – Minutes of the Meeting



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,
Website: www.marhotelmanagement.com

Date: 09/05/2022

Circular

The meeting of the Students Council Committee of the college is scheduled on 10th May 2022 at 12:30 pm in the Salt Training Restaurant. All the committee members are requested to be present.

Agenda

1. To read and confirm the minutes of the last meeting.
2. To consider action taken in respect of decisions taken in the last meeting.
3. To report co-curricular and extra-curricular activities undertaken from October 2021 to February 2022.
4. To introduce new members of the committee.
5. To discuss the activities to be organized in the month May 2022.
6. To delegate responsibilities to students for various activities to be undertaken in the month of May 2022.
7. To discuss and decide students representation & engagement on various college committees of the college.
8. Any other point.

Uzma Mulla
Committee Chairman

Students Council Committee – Minutes of the Meeting



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,
 Website: www.marhotelmanagement.com

Date: 10th May 2022

The Minutes of the meeting of the Students Council committee held on 10th May 2022 in Salt training restaurant.

Following Members were Present

Name of the Member	Designation	Position in Committee
Name of the Committee Members	Designation	Position in committee
Uzma Mulla T.Y.BSc. (HS)	Student	President
Assoc. Prof. Imran Sayyed	IQAC Coordinator	Member
Aman Shaikh T.Y.BSc.(HS)	Student	Member
Saud Chaudhary T.Y. B.Sc.(HS)	Student	Member (Overall Coordinator)
Ayan Sayyed T.Y.B.Sc.(HS)	Student	Member (NSS)
BabaSaheb Wagh T.Y.B.Sc (HS)	Student	Member (SC)
Sahil Patanwala F.Y. B.Sc (HS)	Student	Member (Sports)

Following Discussions were carried out as per the agenda of the meeting.

Item no: 1- To read and confirm the minutes of the last meeting.

- The minutes of the Students Council Committee meeting held on 12th October 2021 were read and confirmed.

Item no: 2 - To consider action taken in respect of decisions taken in the last meeting.

- The secretary presented the action taken report in respect to decisions taken in the last meeting.
 - Same was noted

Item no: 3- To report co-curricular and extra-curricular activities undertaken from June October 2021 to February 2022.

- The secretary presented the report in respect to the activities and events organized by College from October 2021 to February 2022.
- Same was noted

Item no: 4: To introduce new members of the committee.

- The secretary introduced new nominated members to the Students Council as follows:

1. Sahil Patanwala	F.Y.B.Sc HS student	Member (Sports)
2. Aman Shaikh	T.Y.B.Sc HS student	Member
- Same was noted

Item no: 5: To discuss the activities in the month May 2022.

- The secretary presented and discussed the Academic Calendar in respect to the activities and events that have to be organized in the month May 2022.
- Same was noted.

Item no: 6 - To delegate responsibilities to students for various activities to be undertaken in the month May 2022.

- The secretary informed about the various activities that have to be organized under the term calendar.
- The duty allocation for the events was discussed and also allocated to students.
- Same was noted. As under:

Sr. No.	Name of the Student	Duty Allocated
1	Uzma Mulla (T.Y.BSc HS)	Seminars & Workshops
2	Saud Chaudhary (T.Y. B.Sc HS)	Guest Lectures
3	Ayan Sayyed (T.Y.B.Sc HS)	NSS activities
4	Sahil Patanwala (F.Y.B.Sc HS)	Sports activities
8	Aman Shaikh (T.Y. BSc HS)	Cultural activities
9	BabaSaheb Wagh(T.Y.B.Sc HS)	Extension activities

Item no: 7: To discuss and decide student's representation & engagement on various college committees of the college.

- Committee secretary reported student's representation under various colleges committees for the first term of the academic year 2021-2022.
- The committee suggested conducting meeting with all the nominated students to brief them about their role in the committee.
- Same was noted.


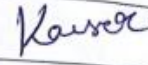



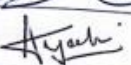

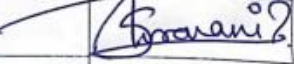
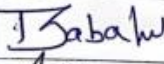
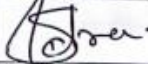
Item no: 7- Any other point.

- Since there were no points for discussion, the meeting ended with vote of thanks to the chair.



Uzma Mulla
Committee Chairman

Students Council Committee Meeting Held on 10th May 2022

Sr.No	Name of Member	Designation	Signature
1	Uzma Mulla T.Y.BSc. (HS)	President	
2	Kauser Shaikh S.Y.B.Sc. (HS)	Secretary	
3	Mr. Gulzar Shaikh	Member (Absent)	Absent
4	Assoc. Prof. Imran Sayyed	Member	
5	Aman Saikh T.Y.BSc. (HS)	Member	
6	Saud Chaudhary T.Y. B.Sc. (HS)	Member (Overall Coordinator)	
7	Ayan Sayyed T.Y.B.Sc. (HS)	Member (NSS)	
8	Sahil Patanwala F.Y.B.Sc. (HS)	Member (Sports)	
9	Sharvani Erandakar S.Y. BSc. (HS)	Member (Absent)	
10	BabaSaheb Wagh T.Y.B.Sc. (HS)	Member (SC)	
11	Sidra Shaikh S.Y. BSc. (HS)	Member (Cultural) (Absent)	

Internal Complaints Committee



Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Azam Campus, Camp, Pune-411001

Date: 30th June 2022

Circular

The meeting of the Internal Complaints Committee of the college is scheduled on 12th July 2022 at 2:00 pm in the Training Restaurant.

Agenda

1. To read and confirm minutes of the last meeting.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To report activities undertaken to create awareness about sexual harassment among students in the academic year 2021-2022.
4. To discuss on the activities planned for the academic year 2022-2023.
5. To report any complaints received from girl students / woman employee.
6. Any other point to be discussed with the permission of the chairperson.

Mrs. Chanda Supekar
Member Secretary

Internal Complaints Committee – Minutes of the Meeting



Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Azam Campus, Camp, Pune-411001

Date: 12th July 2022

MINUTES OF THE MEETING

Minutes of the meeting of the Internal Complaints Committee held on 12th July 2022 at 2.00 pm in the Training Restaurant.

The following members were present:

Sr. No.	Name	Designation	Signature
1.	Dr. Snehal V. Kulkarni, Associate Professor Dept. of Microbiology, Abeda Inamdar Senior College	Chairman	<i>Snehal</i>
2.	Mr. Imran Sayyed Associate Professor	Member	<i>Imran</i>
3.	Mrs. Aruna Tompe Assistant Professor	Member	<i>Aruna</i>
4.	Mrs. Chanda Supekar Librarian	Member	<i>Supekar</i>
5.	Mr. Imran Pathan Non – Teaching Staff	Member	<i>Imran</i>
6.	Ms. Kausar Shaikh Student Representation - UG	Member	<i>Kausar</i>
7.	Mr. B. R. Choudhary Retd. Civil Judge & CJM	NGO	Absent

Dr. Snehal V. Kulkarni, Chairperson of the Internal Complaints Committee was in the chair.
The following business was transacted.

Item No. 1: To read and confirm minutes of the last meeting.

- The minutes of last meeting of the Internal Complaints Committee were read and confirmed.
- The same was noted.

Item No. 2: To review the action taken report in respect of the decisions taken in the last meeting.

- The action taken report in respect of the decisions taken was presented.
- The same was noted.

Item No. 3: To report activities undertaken to create awareness about sexual harassment among students in the academic year 2021-2022.

The member secretary reported the activities undertaken to create awareness about sexual harassment among students in the academic year 2021-2022. Those are as follows:

- 1. As per the directives of Internal Complaints Committee member details uploaded on website on e-brochure.
- 2. 'Internal Complaints Committee' Board is displayed near the office with all contact details of the committee members.
- 3. Students are made aware about the ICC members. 'Proforma for Filing of Complaints of Sexual Harassment' was discussed with students and they were asked to file the complaint if any.
- 4. M.C.E. Society's M.A.Rangoonwala Institute of Hotel Management and Research organized webinar on "Gender Justice" on 6th October 2021 on Google Meet for B.Sc.HS students. Adv. Shreevidya Nargolkar, Nargolkar & Associates explained various Acts for the students related to gender through various case studies. She also explained Rules of UGC for college students, Internal Complaint Committee, Punishments for sexual harassment cases and provision against fake complaints.
 - The same was noted.

Item No. 4: To discuss on the activities planned for the academic year 2022-2023.

- The Member Secretary presented the plan of activities for the academic year as follows:
It is suggested by the Committee Members to organize a webinar on "Awareness against Gender Violence". It is tentatively planned in November 2022.
 - The same was noted.

Item No. 5: To report any complaints received from girl students / woman employee.

- The Committee noted that no complaint of sexual harassment has been received from any girl students or woman employee of the college.
 - The same was noted.

Item No. 6: Any other point to be discussed with the permission of the chairperson.

- Since there was no other matter to discuss, the Internal Complaints Committee meeting ended with vote of thanks to the chair.


Dr. Snehal V. Kulkarni
Chairperson

Anti - Ragging committee - Minutes of the Meeting



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Azam Campus, Camp, Pune – 411001
Tel No.020-26442261/2, Mail:-info@marhotelmanagement.com,
Website: www.marhotelmanagement.com

Date: 6th September 2021

Circular

The meeting of the Anti-Ragging Committee of the college is scheduled on 11th September 2021, at 11:00 am on Google Meet. All the committee members are requested to be present.

Agenda

1. To read and confirm the minutes of the last meeting held on 9th July 2020.
2. To review the action taken report in respect of the decision taken in the last meeting.
3. To decide and discuss Anti-Ragging Awareness Activities to be undertaken in the Academic year 2021 – 2022.
4. Any other point with the permission of the chair.

Asst. Prof. Vincent Kedari
Secretary

Anti – Ragging Committee – Minutes of the Meeting

Anti - Ragging Meeting Minutes

Date: 11th September 2021


Minutes of the meeting of the Anti - Ragging committee held on 11th September 2021 at 11:00 am on Google Meet.

Following members were present:

- | | |
|-------------------------------|------------------------|
| 1. Prof. Dr. Anita Frantz | Chairman |
| 2. Asst. Prof. Vincent Kedari | Secretary |
| 3. Assoc. Prof. Imran Sayyed | Member |
| 4. Saud Chowdhary | Student Council Member |
| 5. Uzma Mulla | Student Council Member |

Following discussions were carried out as per the agenda of the meeting.

1. To read and confirm the minutes of the last meeting held on 9th July 2020.
 - The minutes of the last meeting of the Anti – Ragging Committee held on 9th July 2020 were read and confirmed.
2. To review the action taken report in line of decisions taken in the last meeting.
 - The secretary presented the action taken report.
3. To decide and discuss Anti-Ragging Awareness Activities to be undertaken in the Academic year 2021 – 2022.
 - The committee suggested to create awareness among students by showing videos prescribed by the UGC and by organizing sessions on character building and human value.
 - The same was noted.
 - The chairman of the committee directed the student representatives that they have to create awareness among students and also that they have to make sure that such an act does not take place in the college.
4. Any other point with the permission of the chair.
 - Academic year 2020 -2021, F.Y.B.Sc.(HS) students were made aware about Anti – Ragging during the Orientation Day Program held on 21st September 2020.
 - The report of the event is attached.


Prof. Dr. Anita Frantz
Chairman
Anti – Ragging Committee

MINUTES OF THE
MEETING

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

Attendance of Anti – Ragging Committee Meeting held on
11th September 2021

Sr. No.	Name of member	Designation	Signature
1	Prof. Dr.Anita Frantz	Chairman	
2	Asst. Prof. Vincent Kedari	Secretary	
3	Assoc. Prof. Imran Sayyed	Member	
4	Saud Chowdhary	Student Council Member	
5	Uzma Mulla	Student Council Member	

Examination Committee – Minutes of the Meeting

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

Examination
Committee

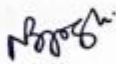
Date: 11th May 2022

Circular

The meeting of Examination Committee is scheduled on 13th May 2022 at 3.00 pm in Salt restaurant. All the committee members are requested to be present for the Meeting.

Agenda

1. To read and confirm the minutes of last meeting held on 22nd September 2021.
2. To review the action taken report in respect of decisions taken in the last meeting.
3. To discuss the schedule of internal theory and practical examination for the second term of academic year 2021-2022.
4. To discuss the details of examination of the subject HS 401 - Internship for the second term of academic year 2021-22.
5. Any other point.


Asst. Prof. Neeraj B. Joshi
Committee Secretary

Examination Committee – Minutes of the Meeting

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.	Examination Committee
Date: 13th May 2022	
<u>Minutes</u>	
Minutes of the meeting of Examination Committee held on 13 th May 2022 at 3.30 pm.	
Following members were present.	
1. Prof.Dr. Anita Frantz	Chairman
2. Asst.Prof.Neeraj B.Joshi	Secretary
3. Asso.Prof.Imran Sayyed	Member
4. Mr.Kunal Sodhi	Member
5. Saud Chaudhary	Member
6. Kauser Shaikh	Member
Prof.Dr.Anita Frantz, Chairman of Examination Committee was in the chair.	
1. <u>Item No. 1:</u> To read and confirm the minutes of last meeting held on 22 nd September 2021.	
➤ The minutes of the examination committee meeting held on 22 nd September 2021 were read and confirmed.	
• The same was noted.	
<u>Item No. 2:</u> To review the action taken report in respect of decisions taken in the last meeting.	
➤ The action taken report in respect of the suggestions and decision taken was presented.	
• The same was noted.	
<u>Item No.3:</u> To discuss the schedule of internal theory and practical examination for the second term of academic year 2021-2022.	
➤ The schedule of internal theory and practical examination for the second term of academic year 2021-2022 was discussed with the committee.	
• Decision/Suggestion: Chairman suggested to conduct a session with students to brief about examination	
• The same was noted	


Item No. 4: To discuss the details of examination of the subject HS 401-Internship for the second term of academic year 2021-2022.

- College Examination Officer discussed the details of the examination of subject HS 401 with the committee.
- **Decision/Suggestion:** Chairman suggested to schedule the exam of HS 401-Internship in the month of June 2022.
- The same was noted

Item No. 5: Any other point:

- Chairman suggested to discuss the evaluation criteria for theory and practical examination with students.
- Chairman informed all the staff to upload question bank respective to their subject on google classroom.
- Chairman suggested to schedule the examination of HS 601- Research Project in the month of June 2022 .

The meeting ended with vote of thanks to the chair.


Prof. Dr. Anita Frantz
Chairman
Examination Committee

Attendance of Examination Committee Meeting held on 13th May 2022

Sr.No.	Name of Member	Designation	Signature
1	Prof. Dr. Anita Frantz	Chairman	
2	Asst. Prof. Neeraj Joshi	Secretary	
3	Assoc. Prof. Imran Sayyed	Member	
4	Mr.Kunal Sodhi	Member	
5	Saud Chowdhary	Member	
6	Kauser Shaikh	Member	

Cultural Committee – Minutes of the Meeting

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

Cultural
Committee

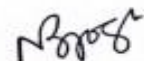
Date: 14th October 2021

Circular

The meeting of Cultural Committee is scheduled on 20th October 2021 at 2.30 pm on Google Meet. All the committee members are requested to be present for the Online Meeting.

Agenda

1. To read and confirm the minutes of last meeting held on 13th August 2021.
2. To review the action taken report in respect of decisions taken in the last meeting.
3. To introduce the new members to Cultural Committee.
4. To discuss various cultural activities for the Second term of academic year 2021-2022.
5. Any other point.



Asst.Prof.Neeraj B.Joshi
Committee Secretary

Date: 20th October 2021

Minutes

Minutes of the meeting of Cultural Committee held on 20th October 2021 at 2.30 pm on Google Meet.

Following members were present.

- | | |
|-----------------------------|-----------|
| 1. Assoc.Prof.Imran Sayyed | Chairman |
| 2. Asst.Prof.Neeraj B.Joshi | Secretary |
| 3. Mr.Ajim Shaikh | Member |
| 4. Ayan Sayyed | Member |
| 5. Kalpana Burman | Member |

Assoc.Prof.Imran Sayyed, Chairman of Cultural Committee was in the chair.

Item No. 1: To read and confirm the minutes of last meeting held on 13th August 2021.

- The minutes of the cultural committee meeting held on 13th August 2021 were read and confirmed.

Item No. 2: To review the action taken report in respect of decisions taken in the last meeting.

- The action taken report in respect of the suggestions and decision taken was presented.
- The same was noted.

Item No.3: To introduce new member to Cultural Committee.

- The secretary introduced new member to the committee as follows;
 - i. Mr.Ajim Sayyed- Faculty Member
- The same was noted.


Item No. 4: To discuss various cultural activities for the second term of academic year 2021-2022.

- The committee discussed the various cultural activities for the second term of academic year 2021-2022 as follows;
 - Republic Day
 - Shiv Jayanti Rally


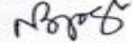

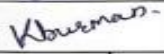
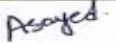
- Cultural Week
- Annual Day
- Dr.B.R. Ambedkar Jayanti Rally

Item No. 4: Any other point

- Since there were no points for the discussion, the meeting ended with vote of thanks to the chair.


Assoc.Prof.Imran Sayyed
Chairman
Cultural Committee

Attendance of Cultural Committee Meeting held on 20th October 2021

Sr.No.	Name of Member	Designation	Signature
1	Assoc.Prof.Imran sayyed	Chairman	
2	Asst.Prof.Neeraj B.Joshi	Secretary	
3	Mr.Ajim Shaikh	Faculty Member	
4	Kalpana Burman (S.Y.B.Sc.HS)	Student Member	
5	Ayan Sayyed (T.Y.B.Sc.HS)	Student Member	

Research Committee – Minutes of the Meeting


M.C.E. Society's
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus,
Camp, Pune-411001.

Circular

The meeting of The Research Committee is scheduled on 06th May 2022 at 3 pm in the college Training Restaurant. Committee members are requested to attend the meeting.

Agenda

1. To read and confirm the minutes of the last meeting held on 13th August 2021 online.
2. To review the action taken report in respect of decisions taken in the last meeting.
3. To introduce the new nominated members to the research committee.
4. To discuss and decide on organizing activities for motivating staff and students to participate in research.
5. To report research activities carried out by teaching staff and students.
6. Any other matter with the permission of the chair.


Asst. Prof. Girish Kate

Secretary – Research Committee

Research Committee – Minutes of the Meeting

M.C.E. Society's
M.A.Rangoonwala Institute of Hotel Management & Research, Azam Campus,
Camp, Pune-411001.

Minutes of the meeting of research committee of M.A.Rangoonwala Institute of Hotel Management & Research held on 06 May 2022 at 3 pm at the Training Restaurant – Salt.
 The following members were present:

1	Assoc.Prof.Imran Sayyad	IQAC Coordinator	Chairman
2	Asst. Prof.Girish Kate	Assistant Professor	Secretary
3	Mrs.Chanda Supekar	Librarian	Member
4	Mr.Saud Chowdhari (T.Y.B.Ssc (HS))	Student	Member
5	Ms.Sidra Shaik (S.Y.B.Ssc (HS))	Student	Member
6	Ms.Kshitija Karankar(F.Y.B.Ssc(HS))	Student	Member

The following business was transacted.

- To read and confirm the minutes of the last meeting held on 13th August 2021.
 - The minutes of the last committee meeting held on 13th August 2021 were read and confirmed.
 - The same was noted.
- To review the action taken report in respect of decisions taken in the last meeting.
 The secretary presented the action taken report as follows.

Item no.	Action taken
Item no. 4 To discuss and decide to organize activities to motivate staff and students to participate in research. Suggestion To report research activities carried out by teaching staff – Non teaching staff and students	College organized i-2-e competition at college level on 04 th December 2021 under Innovation & Incubation cell. (The report filed in the activity filed by Asst.Prof.Neeraj Joshi) Organized an awareness programme for the 'SWAYAM' Courses on 6th January 2022. Students came to know about the various courses available through the SWAYAM portal and its importance. It has videos from various experts from IIT & IIM ,etc. (The report filed in the activity file by Ms.Chanda Supekar)

- To introduce new members to the committee.
 - The new students committee member Mr.Saud Chaudhary from T.Y.B.Sc (HS) and Ms. Kshitija Karankar from F.Y.B.Sc. (HS) were welcomed and introduced.
- To discuss and decide on organizing activities for motivating staff and students to participate in research.

- The research activities to be carried out in academic year 2022-2023 were discussed. Librarian Mrs.Chanda Supekar was informed to prepare the action plan for the activities. The same was noted.

5. To report research activities carried out by teaching staff and students :

- The research activity carried out by the staff and students as under :
Assoc. Prof.Imran Sayyad published research paper titled "Managing Cultural Diversity staff at workplace for Hospitality Industry in Pune" (Report submitted by Assoc.Prof.Imran Sayyad sir)
- Faculties attended as under Research activity (The report filed in the activity file by Asst.Prof. Girish Kate)

Event 1: Faculty Development Program

Date: 19th April 2022

Time: 9:30 am to 6 pm

Venue: Conference hall – Poona Institute of Management Science (PIMSE)

Name of the participants: 1. Asst.Prof.Aruna Tompe and
2. Asst.Prof. Girish Kate

Event 2: National conference, Workshop and Paper presentation

Date: 22nd and 23rd April 2022

Time: 9:30 am to 6 pm

Venue: Conference hall - Allana Institute of Management Science

Name of the participants:

1. Assoc.Prof.Imran Sayyad
2. Asst.Prof. Neeraj Joshi
3. Asst.Prof. Girish Kate
4. Mr.Saud Chaudhari – Student (T.Y.Bsc.H.S.)
5. MS.Uzma Mulla – Student (T.Y.Bsc.H.S.)

6. Any other matter with the permission of the chair.

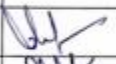

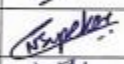

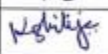
- Since, no other point was discussed, meeting ended by giving vote o thanks to the chairman.



Assoc. Prof.Imran Sayyad
Chairman – Research Committee

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

Research Committee Meeting held on 06/04/2022

Sr. no	Name of the member	Designation	Position	Signature
1	Assoc.Prof.Imran Sayyad	IQAC Coordinator	Chairman	
2	Asst. Prof.Girish Kate	Assistant Professor	Secretary	
3	Mrs.Chanda Supekar	Librarian	Member	
4	Mr.Saud Chowdhari (T.Y.B.Ssc (HS))	Student	Member	
5	Ms.Sidra Shaik (S.Y.B.Ssc (HS))	Student	Member	AB
6	Ms.Kshitija Karankar(F.Y.B.Ssc (HS))	Student	Member	

Minority Cell – Minutes of the Meeting

Maharashtra Cosmopolitan Education Society's
M. A. Rangoonwala Institute of Hotel Management & Research Camp, Pune -411001.

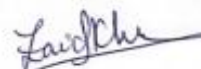
Date : 22/09/2022

Circular

The meeting of the Minority Committee of the college is Scheduled on 24th September 2022 at 11:00 am in the Training Restaurant. All committee members are requested to be present on the given date and time.

Agenda:

1. To read and confirm the minutes of the last meeting held on 27th August 2021.
2. To review the action taken report regarding decisions taken in the previous meeting.
3. To introduce new committee members.
4. To review minority scholarships received by the students.
5. Any other point with the permission of the chair.



Asst. Prof. Zaid Khan
Secretary

Minority Cell – Minutes of the Meeting

Maharashtra Cosmopolitan Education Society's
M. A. Rangoonwala Institute of Hotel Management & Research Camp, Pune -411001.

Minutes of the Minority Committee meeting was held on 24th September 2022 at 11:00 am in the Training Restaurant.

The following Members were present:

Asso. Prof. Imran Sayyed	Chairman
Asst. Prof. Zaid Khan	Member Secretary
Salim Korba (T.Y.B.Sc HS)	Student Member
Samdani Shaikh (S.Y.B.Sc. HS)	Student Member

Associate Prof. Imran Sayyed was in the chair.

The following discussion was carried out as per the agenda of the meeting:

Item no: 1 - To read and confirm the meetings of the last meeting held on 27th August 2021

- The meeting minutes of the Minority Committee meeting held on 27th August 2021 were read and confirmed.

Item no: 2 - Review the action taken report regarding the decision taken in the previous meeting.

- The secretary presented the action taken report in respect of the decision taken in the previous meeting.
- The same was noted.

Item no: 3 – To introduce new committee members.

- The chairman introduced the new nominated members to the committee, which were as follows:
 1. Asst. Prof. Zaid Khan
 2. Salim Korba (T.Y.B.Sc HS)
 3. Samdani Shaikh (S.Y.B.Sc. HS)
- The same was noted.

Item no: 4 - To review the minority scholarships received by the students.

- Various Government scholarship schemes for the minority students were discussed.
- Updated data on the website was yet to be announced, as reported by the secretary.
- Same was noted.


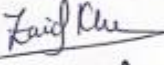
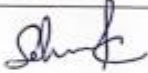
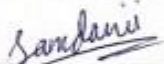
Item no: 5 – Any other point by the chair.

Since there were no points of discussion, the meeting ended with a vote of thanks to the chair.



Assoc. Prof. Imran Sayyed
Chairman – Minority Committee

Minority Committee Meeting Held on 24th September 2022

Sr. No.	Name of member	Designation	Signature
1	Assoc. Prof. Imran Sayyed	Chairman	
2	Asst. Prof. Zaid Khan	Member – Secretary	
3	Salim Korba (T.Y.B.Sc HS)	Member – Student	
4	Samdani Shaikh (S.Y.B.Sc. HS)	Member - Student	

Grievance Redressal Committee – Minutes of the Meeting

Maharashtra Cosmopolitan Education Society's
M. A. Rangoonwala Institute of Hotel Management & Research Camp, Pune -411001.


Date : 12/10/2022

Circular

The meeting of the Grievance Redressal Committee of the college is Scheduled on 15th October 2022 at 12:00 noon in the Training Restaurant. All committee members are requested to be present on the given date and time.

Agenda:

1. To read and confirm the minutes of the last meeting held on 27th May 2022.
2. To review the action taken report regarding decisions taken in the previous meeting.
3. To discuss and decide on the action to be taken for the suggestions received from the suggestion box.
4. Any other point with the permission of the chair.


Asst. Prof. Zaid Khan
Secretary

Grievance Redressal Committee – Minutes of the Meeting

Maharashtra Cosmopolitan Education Society's
M. A. Rangoonwala Institute of Hotel Management & Research Camp, Pune -411001.

Minutes of the Grievance Redressal Committee meeting was held on 15th October 2022 at 12:00 noon in the Training Restaurant.

The following Members were present:

1. Prof. Dr. Anita Frantz	Chairman
2. Asst. Prof. Zaid Khan	Member Secretary
3. Asso. Prof. Imran Sayyed	Member
4. Asst. Prof. Girish Kate	Member
5. Kauser Shaikh	Student Member
6. Andrea Selvam	Student Member

Chairman Prof. Dr. Anita Frantz was in the chair.

The following discussion was carried out as per the agenda of the meeting:

Item no: 1 - To read and confirm the meetings of the last meeting held on 27th May 2022

- The meeting minutes of the Grievance Redressal Committee meeting held on 27th May 2022 were read and confirmed.

Item no: 2 – To Review the action taken report regarding the decision taken in the previous meeting.

- The secretary presented the action taken report in respect of the decision taken in the previous meeting.
- The same was noted.

Item no: 3 - To discuss and decide on the action to be taken for the suggestions received from the suggestion box.

- The secretary stated that no suggestions were received from the suggestion box from 27th May 2022 to 15th October 2022.
- The same was noted.

Item no: 4 - Any other matter with the permission of the Chair

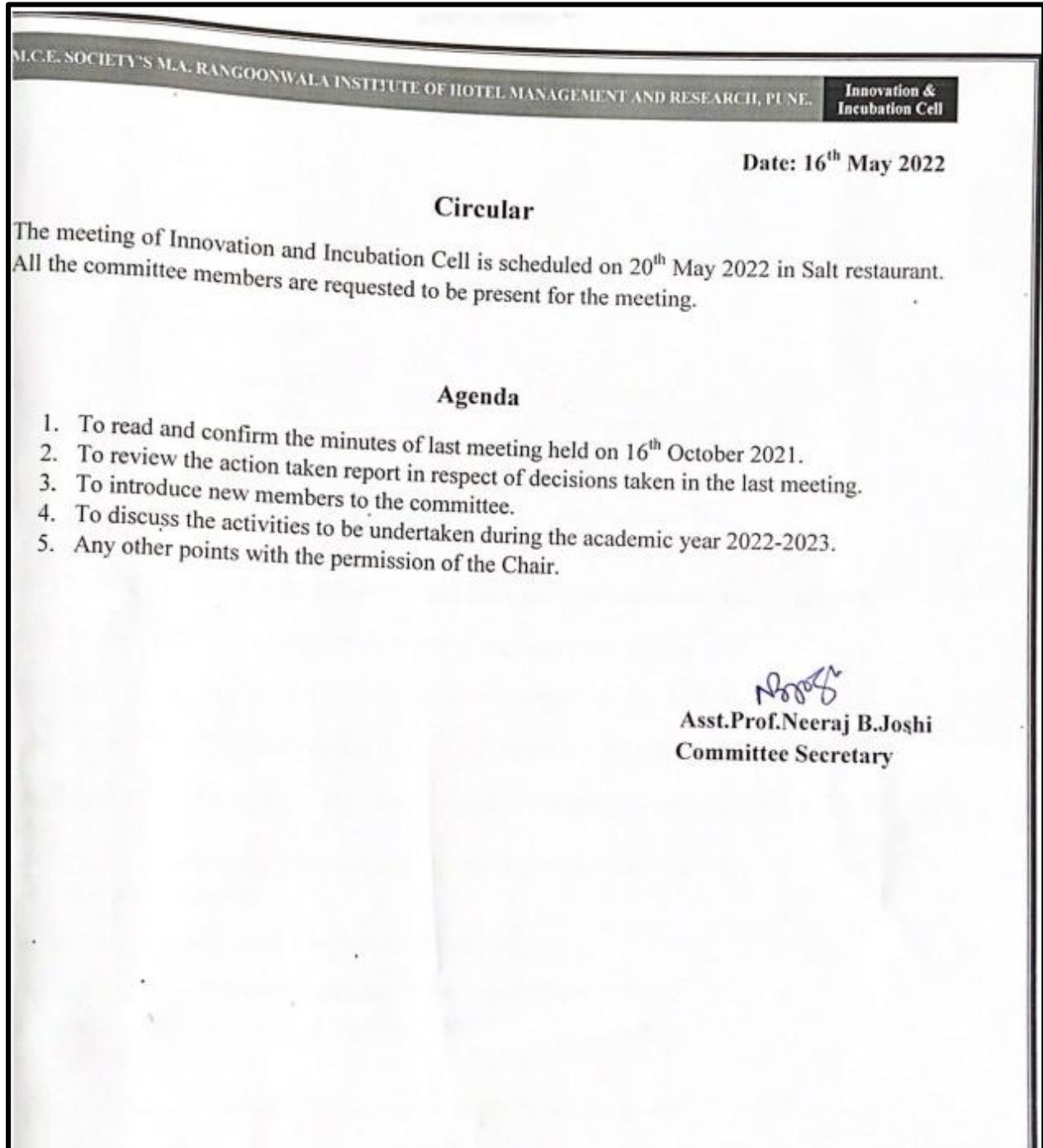
Since there were no points of discussion, the meeting ended with a vote of thanks to the chair.


Prof. Dr. Anita Frantz
Chairman

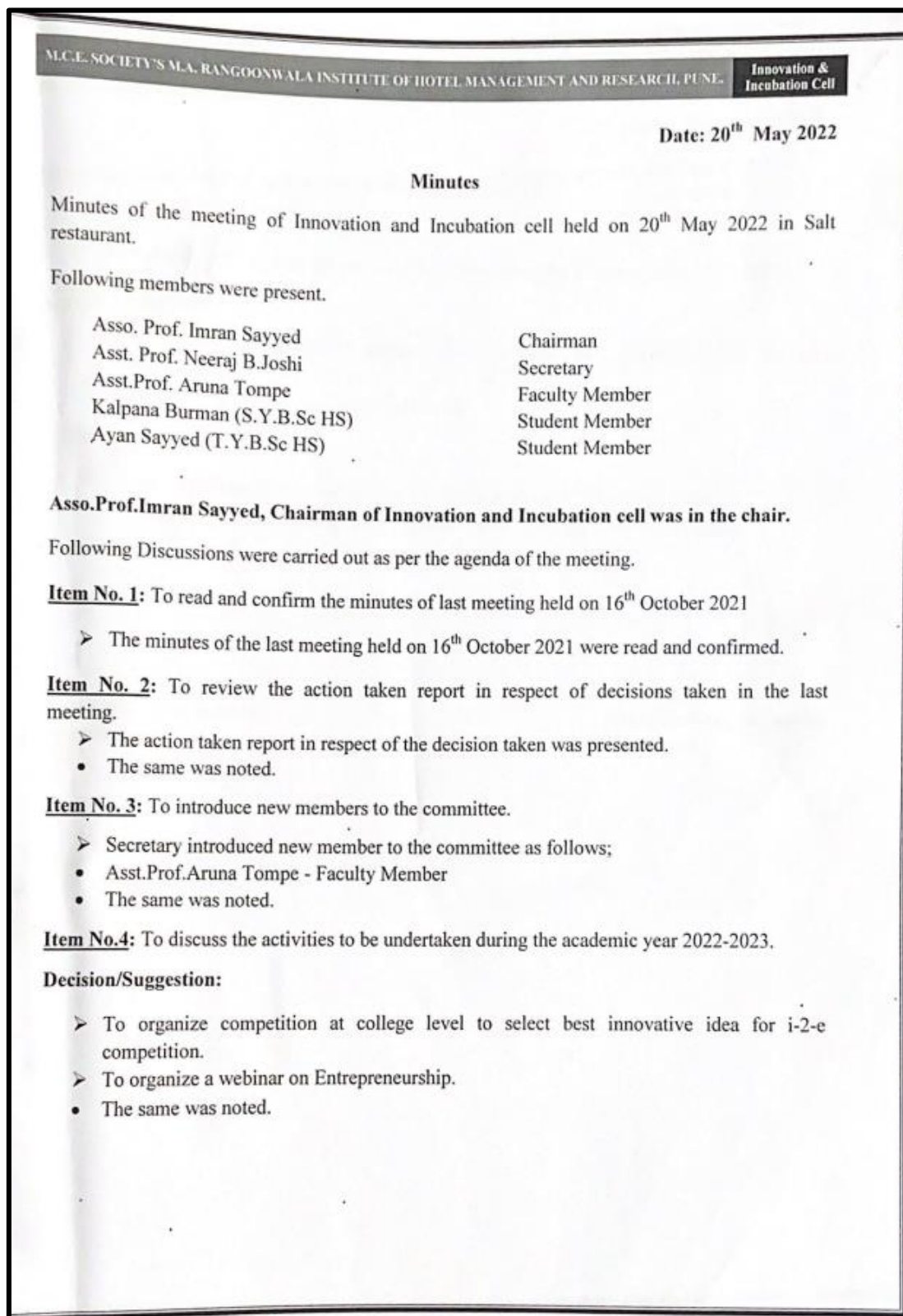
Grievance Redressal Committee Meeting Held on 15th October 2022

Sr. No.	Name of member	Designation	Signature
1	Prof. Dr. Anita Frantz	Chairman	
2	Assoc. Prof. Imran Sayyed	Member	
3	Asst. Prof. Zaid Khan	Member – Secretary	
4	Asst. Prof. Girish Kate	Member	
5	Kauser Shaikh (T.Y.B.Sc HS)	Member – Student	
6	Andrea Selvam (S.Y.B.Sc. HS)	Member - Student	

Innovation & Incubation Cell – Minutes of the Meeting



Innovation & Incubation Cell – Minutes of the Meeting



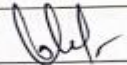
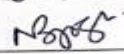
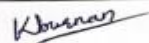
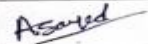
Item No. 5: Any other point.

- Since there were no points for the discussion, the meeting ended with vote of thanks to the chair.



Asso.Prof.Imran Sayyed
Chairman

Attendance of Innovation and Incubation Cell Meeting held on 20th May 2022

Sr.No.	Name of Member	Designation	Signature
1	Asso. Prof. Imran Sayyed	Chairman	
2	Asst. Prof. Neeraj Joshi	Secretary	
3	Asst.Prof.Aruna Tompe	Member	AB
4	Kalpana Burman (S.Y.B.Sc HS)	Member	
5	Ayan Sayyed (T.Y.B.Sc HS)	Member	

Training & Placement Cell – Minutes of the Meeting



Maharashtra Cosmopolitan Education Society's
M.A. Rangoonwala Institute of Hotel Management & Research
Azam Campus, Camp, Pune – 411001
Tel. no: 020-26442261/2 Email id: info@marhotelmanagement.com
Website: www.marhotelmanagement.com

Date: 19th July 2021

Circular

The meeting of the Training & Placement Committee of the college is scheduled on 22nd July 2021 at 2:00 pm on Google Meet. All the committee members are requested to be present for the Online Meeting.

Agenda

1. To read and confirm the minutes of the meeting held on 19th March 2021.
2. To review the action taken report in respect of decisions taken in the last meeting.
3. To introduce new members to the Training & Placement Committee.
4. To discuss about the Industrial Training schedule for the SY students.
5. To organize a session on International 1 year internship and 4 months internship respectively for T.Y.B.Sc. (HS) & S.Y.B.Sc. (HS) students.
6. Any other point with the permission of the chair.

Asst. Prof. Vincent Kedari

Secretary

Training & Placement Committee

Training & Placement Cell – Minutes of the Meeting



Maharashtra Cosmopolitan Education Society's
M.A. Rangoonwala Institute of Hotel Management & Research
Azam Campus, Camp, Pune – 411001
Tel. no: 020-26442261/2 Email id: info@marhotelmanagement.com
Website: www.marhotelmanagement.com

Date: 22nd July 2021

Minutes

Minutes of the meeting of the Training & Placement committee held on 22nd July 2021 at 2:00 pm on Google Meet.

Following members were present.

- | | |
|-------------------------------|-------------------------|
| 1. Prof. Dr. Anita Frantz | Chairman |
| 2. Asst. Prof. Vincent Kedari | Secretary |
| 3. Asst. Prof. Puneet Basson | Member |
| 4. Ms. Madhuritu Choudhury | Industry Representative |
| 5. Ms. Uzma Mulla | Member |
| 6. Ms. Kauser Shaikh | Member |

Prof. Dr. Anita Frantz, Chairman of the Training & Placement Committee was in the chair.

The following business was transacted.

- To read and confirm the minutes of the meeting held on 19th March 2021.
 - The minutes of the last meeting of the Training & Placement committee held on 19th March 2021 were read and confirmed.
- To review the action taken report in respect of decisions taken in the last meeting.
 - The secretary presented the action taken report as follows:

ACTION TAKEN REPORT

Item No.	Action Taken
Item No. 4 - To keep students updated with any vacancies in the industry. Suggestion: The committee suggested to keep students updated about vacancies in the industry through the college whatsapp group.	✓ Job vacancy in India and abroad were posted on the student whatsapp group. Ref: Screenshots of the whatsapp group.

3. To introduce new members to the Training & Placement Committee.
 - Ms. Madhuritu Choudhury, Cluster Learning & Development Manager, Accor Hotels was introduced as an Industry representative and Ms. Kauser Shaikh was introduced as a new Student member in the committee.
4. To discuss about the Industrial Training schedule for the SY students.
 - The Training and Placement officer of the college informed the committee and the Savitribai Phule Pune University is yet to send the dates for the Industrial Training. It was also informed that once the dates are released, a session will be organized for the students.
 - Ms. Madhuritu Choudhury, Industry representative of the committee informed that the hotels are open and ready in terms of safety measures and are willing to welcome the students for industrial training only in case the student is vaccinated.
5. To organize a session on International 1 year internship and 4 months internship respectively for T.Y.B.Sc. (HS) & S.Y.B.Sc. (HS) students.
 - The Training and Placement Officer informed the committee that sessions on International Internship have been scheduled in the month of August with Kareer Krafters and Arise International.
6. Any other point with the permission of the chair.
 - The Training and Placement Officer informed that the Placement Cell has designed a Training & Placement Handbook which includes the details about the cell, placement tracker and students accolades in the industry. The purpose of designing the handbook is to circulate among the current students and also use it for promoting the college.
 - The committee appreciated the efforts of the Training and Placement Officer.



Prof. Dr. Anita Frantz

Chairman

Training & Placement Committee

Minutes of the Meeting M.C.E. SOCIETY'S M. A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE

Attendance of Training & Placement Committee Meeting held on 22nd July 2021

Sr. No.	Name of member	Designation	Signature
1	Prof. Dr. Anita Frantz	Chairman	
2	Asst. Prof. Vincent Kedari	Secretary	
3	Asst. Prof. Puneet Basson	Member	
4	Ms. Madhuritu Choudhury	Industry Representative	AB
5	Ms. Uzma Mulla	Member	
6	Ms. Kauser Shaikh	Member	

Code of Conduct - Minutes of the Meeting

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE. Code of Conduct Committee

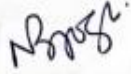
Date: 10th May 2022

Circular

The meeting of Code of Conduct Committee is scheduled on 13th May 2022 at 12.30 pm in Salt Restaurant. All the committee members are requested to be present for the Meeting.

Agenda

1. To read and confirm the minutes of last meeting held on 23rd August 2021.
2. To review the action taken report in respect of decisions taken in the last meeting.
3. To introduce new members to Code of Conduct committee.
4. To discuss the Code of Conduct activities to be undertaken in the first term of academic year 2022-2023.
5. Any other point.


Asst.Prof.Neeraj B.Joshi
Committee Secretary

Code of Conduct – Minutes of the Meeting

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

Code of Conduct
Committee

Date: 13th May 2022

Minutes

Minutes of the meeting of Code of Conduct Committee held on 13th May 2022 in Salt restaurant.

Following members were present.

Prof. Dr. Anita Frantz	Chairman
Asst. Prof. Neeraj Joshi	Secretary
Prof. Irfan Shaikh	Member
Asso. Prof. Imran Sayyed	Member
Mr. Imran Pathan	Member
Uzma Mulla	Member
Kalpana Burman	Member

Following Discussions were carried out as per the agenda of the meeting.

Item No. 1: To read and confirm the minutes of last meeting held on 23rd August 2021.

- The minutes of the last meeting held on 23rd August 2021 were read and confirmed.

Item No. 2: To review the action taken report in respect of decisions taken in the last meeting.

- The action taken report in respect of the decision taken was presented.
 - The same was noted.

Item No. 3: To introduce new members to Code of Conduct committee.

- The secretary introduced new member to the committee as follows
 - Kalpana Burman- Student Member (S.Y.B.Sc. HS)

Item No.4: To discuss the activities to be undertaken in the first term of academic year 2022-2023.

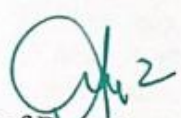
Decision/Suggestion:

- To organize a session on presenting the Code of Conduct Handbook and Human Values and Professional Ethics Handbook to first year students during Orientation Program.
- To organize a session on presenting the Code of Conduct Handbook and Human Values and Professional Ethics Handbook to second year students during Mentor-Mentee session.

- The same was noted.

Item No.5 : Any other point.

- Since there were no points for the discussion, the meeting ended with vote of thanks to the chair.


Prof. Dr. Anita Frantz
Chairman

Attendance of Code of Conduct Committee Meeting held on 13th May 2022

Sr.No.	Name of Member	Designation	Signature
1	Prof. Dr. Anita Frantz	Chairman	
2	Asst. Prof. Neeraj Joshi	Secretary	
3	Prof. Irfan Shaikh	Member	
4	Asso. Prof. Imran Sayyed	Member	
5	Mr. Imran Pathan	Member	
6	Uzma Mulla	Member	
7	Kalpana Burman	Member	

Alumni Committee – Circular and Agenda



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
Website: www.marhotelmanagement.com

Date: 25th November 2022

Circular

The meeting of the Governing Body of Alumni Association of M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management & Research is scheduled on 30th November 2022, at 11:00 am in the Salt training restaurant. All the Committee members are required to be present.

Agenda

1. To read and confirm the minutes of the last meeting held on 30th May 2022.
2. To consider action taken in respect of decisions taken in the last meeting.
3. To discuss the activities conducted during the academic term August 2022 to November 2022.
4. Any other point with the permission of Chair.

Prof. Dr. Anita Frantz
Secretary

Alumni Association of
M.C.E. Society's M. A. Rangoonwala Institute of
Hotel Management & Research

Alumni Committee – Minutes of the Meeting

Minutes of Meeting

Date: 30th November 2022

The Minutes of the meeting of the Governing Body of the Alumni Committee held on 30th November 2022 at 02:00 pm in the Training Restaurant.

Following Members were Present

1. Dr. P.A. Inamdar	President
2. Mrs. Abeda Inamdar	Vice President
3. Prof. Dr. Anita Frantz	Secretary
4. Prof. Irfan Shaikh	Treasurer
5. Mr. Ayan Sayed	Jt. Secretary
6. Mr. Aqueel Ahmed	Member
7. Mr. Jaysurya Bhagat	Member
8. Ms. Kauser Shaikh	Member

Dr. P. A. Inamdar, Chairman of Governing Body of Alumni Association of M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management and Research was in the chair.

The following business was transacted.

- To read and confirm minutes of the last meeting held on 30th May 2022.
 - The minutes of the last meeting of the Governing Body of alumni Association of M.C.E. Society's M.A.Rangoonwala Institute of Hotel Management & Research held on 30th May 2022 were read and confirmed.
 -
- To review the action taken report in line of decisions taken in the last meeting.
 - The secretary presented the action taken report.
 - The same was noted.
- To discuss the activities conducted during the academic term August 2022 to November 2022.
 - The secretary presented the activities to be undertaken in the first term of the academic year 2022 as follows:

Laundry Visit- Hyatt Pune	21 st November 2022
Guest Lecture: Sales Techniques (Alumini)	13 th October 2022
Vaachan Prerna Divas	17 th October 2022




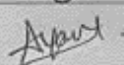
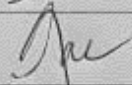
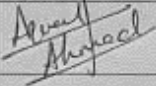
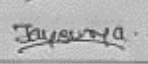
- Same was noted.
4. Any other point with the permission of the chair.
- Since there were no other point for discussion the meeting ended with vote of thanks to the chair.



Dr. P.A. Inamdar
Chairman
Alumni Association of
M.C.E. Society's M.A. Rangoonwala Institute of
Hotel Management and Research

Minutes of
the MeetingM.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL
MANAGEMENT AND RESEARCH

Attendance of the meeting of the Governing Body of Alumni Association of
M.C.E Society's M.A.Rangoonwala Institute of Hotel Management & Research
held on 30th November 2022.

Sr.No	Name of Member	Designation	Signature
1	Dr. P.A.Inamdar	President	
2	Mrs. Abeda Inamdar	Vice President	
3	Prof.Dr.Anita Frantz	Secretary	
4	Mr.Ayan Sayad	Jt.Secretary	
5	Prof. Irfan Shaikh	Treasurer	
6	Mr. Aqeel Ahmed	Member	
7	Mr. Jaysurya Bhagat	Member	
8	Ms. Kauser Shaikh	Member	