



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

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Criteria 6


Key Indicator 6.5.2: Quality assurance initiatives of the institution include:

Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed.


6.5.2 Meetings of IQAC

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Agenda



M.C.E. Society's
M. A. Rangoonwala Institute of Hotel Management & Research
Internal Quality Assurance Cell




Date: 25th May 2018

Circular

The meeting of the Internal Quality Assurance Cell is scheduled on 2nd June 2018 at 02:30 pm in the College Training Restaurant.

Agenda

1. To inform the formation of IQAC and introduce the committee members.
2. To delegate the responsibilities to Internal Steering Committee members as per the guidelines provided by NAAC for assessment and accreditation.
3. To decide about the overall teaching programme and academic calendar of the college and further initiate the process of setting quality benchmarks/parameters for the various academic administrative, research and extension activities of the institute.
4. To work out the mechanism for ensuring timely, efficient and periodic-progressive performance of academic, administrative, research and extension activities.
5. To discuss and recommend organization of inter and intra college workshops and seminars on quality themes.
6. Review results of Mar/Apr 2018 examinations held in academic year 2017-18
7. To discuss the feedback obtained on curriculum from various stake holders in the previous year and recommend measures for the same.
8. To discuss on participation of teachers in the academic activities of Savitribai Phule Pune University.
9. To discuss certificate programs/add on courses to be offered to students in the academic year 2018-2019.
10. To delegate responsibilities to teachers for action to organize events listed in the Academic Calendar.
11. Any other matter with the permission of the chair.


Asst. Prof. Imran Sayyed
Secretary

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

Minutes of Meeting

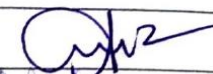
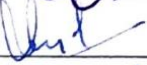




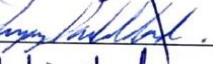
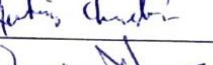

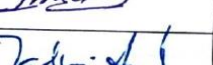

6. Review results of Mar/Apr 2018 examinations held in academic year 2017-18
 - The college CEO presented the review of results of Mar/Apr 2018.
7. To discuss the feedback obtained on curriculum from various stake holders in the previous year and recommend measures for the same.
 - The IQAC coordinator presented the feedback obtained on curriculum from various stake holders in the previous years.
8. To discuss on participation of teachers in the academic activities of Savitribai Phule Pune University.
 - The IQAC coordinator presented the list of teachers who participated in various academic activities such as question paper setting and evaluation of Savitribai Phule Pune University.
 - The same was noted.
9. To discuss certificate programs/add on courses to be offered to students in the academic year 2018-2019.
 - The IQAC coordinator presented the list of courses to be conducted for the F.Y. B.Sc. (HS), S.Y. B.Sc. (HS) and T.Y. B.Sc. (HS) in the academic year.
10. To delegate responsibilities to teachers for action to organize events listed in the Academic Calendar.
 - The teachers were assigned various activities from the list of activities to be undertaken as per the academic calendar.
 - The same was noted.
11. Any other matter with the permission of the chair.
 - As there were no other points to be discussed, the meeting ended with thanks to the chair.



Prof. Anita Frantz
Chairman

Attendance

IQAC Committee Meeting Held on 2nd June 2018

Sr. No.	Name of Member	Designation	Signature
1	Prof. Anita Frantz	Chairman	
2	Asst. Prof. Imran Sayyed	Secretary	
3	Asst. Prof. Atul R. Deshpande	Member	
4	Asst. Prof. Vincent Kedari	Member	
5	Asst. Prof. Puneet Basson	Member	
6	Prof. Irfan Shaikh	Management Representative	
7	Mr. Riyaz Daulatabad	Hotelier	
8	Ms. Rukaiya Chaglani	Alumni	
9	Mr. Sajay Naidu	Member of NGO	
10	Mr. Imran Pathan	Administration Staff Representative	
11	Anand Jadhav T.Y.B.Sc.(HS)	Student Member	

Action taken Report



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Academic Year – 2018 -2019
Internal Quality Assurance Cell

Internal Quality Assurance Cell
 MARIHMR Camp
 Pune

Action Taken Report IQAC meeting held on 2nd June 2018

Agenda 2: To delegate the responsibilities to Internal Steering Committee members as per the guidelines provided by NAAC for assessment and accreditation.

Decision/Suggestion: Each faculty was given the responsibility as Team Leader for the Criteria as Steering Committee member.

Action Taken: The Faculty members were allocated various criteria's in which they had to plan upon the requirements of the various documents.

Sr. No.	Criteria	Name of the Faculty
1	Criteria I: Curricular Aspects	Asst. Prof. Atul Deshpande
2	Criteria II: Teaching-Learning and Evaluation	Asst. Prof. Vincent Kedari
3	Criteria III: Research, Consultancy and Extension	Asst. Prof. Puneet Basson
4	Criteria IV: Infrastructure and Learning Resources	Asst. Prof. Chanda Supekar
5	Criteria V: Student Support and Progression	Asst. Prof. Priyanka Shetty
6	Criteria VI: Governance, Leadership and Management	Asst. Prof. Arun Deokar
7	Criteria VII: Innovations and Best Practices	Asst. Prof. Neeraj Joshi

Agenda 5: To discuss and recommend organization of inter and intra college workshops and seminars on quality themes.

Decision/Suggestion: To report the various workshops and seminars that were organized at college.

Action Taken: The following Workshops and seminars were organized:

Sr.No.	Title of the Event	Date	Class
1	Seminar on Human Trafficking at Westin Pune	27/07/2018	T.Y.B.Sc. (HS)
2	Demonstration of Cocktails and Mocktails	29/08/2018	S.Y.B.Sc (HS)
3	Demonstration on Chocolate making	31/08/2018	T.Y.B.Sc. (HS)
4	Flower arrangement Demonstration	04/09/2018	S.Y.B.Sc (HS)

Action taken Report

enda 9: To discuss certificate programs/add on courses to be offered to students in the academic year 2018-2019.

cision/Suggestion: To report the certificate programs/add on courses that were offered to dents.

tion Taken: The following courses were conducted:

No.	Course Name	Class
1	Development of transferrable and life skills- I	F.Y.B.Sc. (HS)
2	Development of transferrable and life skills- II	T.Y.B.Sc. (HS)



st. Prof. Imran Sayyed
ecretary



Prof. Anita Frantz
Chairman

IQAC COORDINATOR

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Azam Campus, Camp, Pune-1.