



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

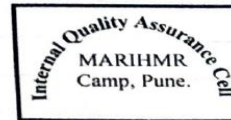
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Agenda



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

Internal Quality Assurance Cell



Date: 1st Jan 2019

Circular

The meeting of the Internal Quality Assurance Cell is scheduled on 5th January 2019 at 02:30 pm in the College Training Restaurant.

Agenda

1. To read and confirm the minutes of the last meeting held on 2nd June 2018..
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To decide about the overall teaching programmes and the review the academic calendar of the college for the second term.
4. To discuss the strengthening of research activities in the college.
5. To review the results of previous Savitribai Phule Pune University Examination term-end examination.
6. To organize of student centric co-curricular activities.
7. To review of teaching-learning activities.
8. To check on the progress of NAAC documentation with the steering committee members.
9. To delegate responsibilities to teachers for action, plan and to organize events listed in the Academic Calendar.
10. 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

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

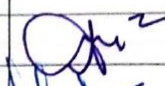


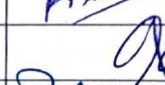
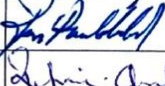
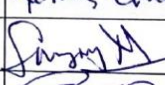
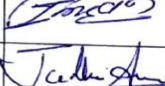




Minutes of Meeting of Internal Quality Assurance Cell of M.A. Rangoonwala Institute of Hotel Management & Research held on 5th January 2019 at 2.30 pm in the College Training Restaurant.

The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 2nd June 2018.
 - The IQAC coordinator read and confirmed the minutes of the meeting held on 2nd June 2018.
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 decide about the overall teaching programmes and the review the academic calendar of the college for the second term.
 - The IQAC coordinator presented the academic calendar for the second term. The upcoming activities and events were discussed
 - The same was noted.
4. To discuss the strengthening of research activities in the college.
 - The committee recommended forming a Research Committee to strengthen the research activities in the college.
 - The same was noted.
5. To review of results of previous Savitribai Phule Pune University Examination term-end examination.
 - The CEO presented the result analysis of Savitribai Phule Pune University Examination term-end examination.
 - The committee advised to conduct remedial classes in order to improve the results.
 - The same was noted.
6. To organize of student centric co-curricular activities.
 - The IQAC coordinator presented a list of student centric co-curricular activities for the upcoming term.
 - The same was noted.
7. To review teaching-learning activities.
 - The progress of academics and research activities in the ongoing term was presented before the committee.
 - The same was noted.
8. To check on the progress of NAAC documentation with the steering committee members.
 - The Criteria Heads presented the documents for the respective criteria.

Attendance

IQAC Committee Meeting Held on 05th January 2019

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 Chaghlani	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



M.C.E. Society's
M. A. Rangoonwala Institute of Hotel Management & Research
 Azam Campus, Camp, Pune-411001
 Tele No: 020-26442261/62, E-mail: info@marhotelmanagement.com
 Website: www.marhotelmanagement.com
Academic Year – 2018 -2019
Internal Quality Assurance Cell

Internal Quality Assurance Cell
MARIHMR Camp
Pune

Action Taken Report IQAC meeting held on 5th January 2019

Agenda 4: To discuss the strengthening of research activities in the college.

Decision/Suggestion: The committee recommended forming a Research Committee to strengthen the research activities in the college.


Action Taken: Research Committee of the college was constituted and following are the members:

Name of the committee member	Designation	Position in the Committee
Asst. Prof. Imran Sayyed	IQAC Coordinator	Chairman
Asst. Prof. Puneet Basson	Assistant Professor	Secretary
Ms. Chanda Supekar	Librarian	Member
Asst. Prof. Neeraj Joshi	Assistant Professor	Member
Umar Sayed (S.Y. B.Sc HS)	Student	Member
Saud Chaudhary (F.Y.B.Sc HS)	Student	Member

Agenda 5: To review the results of Savitribai Phule Pune University Examination of the first term of the academic year 2018-2019.

Decision/Suggestion: The committee advised to conduct remedial classes in order to improve the results.

Action Taken: Remedial classes were conducted by subject teacher and was documented in the Remedial class register.


 Asst. Prof. Imran Sayyed
 Secretary


 Prof. Anita Frantz
 Chairman

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



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

Prof. Dr. Anita Frantz
Principal

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Feedback collected, analyzed.**

6.5.2 Meetings of IQAC

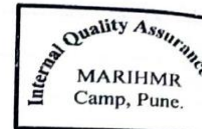
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Agenda



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

Internal Quality Assurance Cell



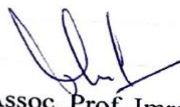
Date: 1st June 2019

Circular

The meeting of the Internal Quality Assurance Cell is scheduled on 8th June 2019 at 02:30 pm in the College Training Restaurant.

Agenda

1. To read and confirm the minutes of the last meeting held on 5th January 2019.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To introduce the newly nominated student members to the committee.
4. To introduce the concept of Outcome based learning in the teaching-learning activities.
5. To take a review of the NAAC documentation with regards to each criteria.
6. Review of results of Mar/Apr 2019 held in academic year 2018-19.
7. To discuss the sports tournaments that are to be organized throughout the term.
8. To discuss the feedback obtained from various stake holders in the previous year.
9. To discuss on students participation and representation in administrative and academic bodies formed in the college.
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.


Assoc. Prof. Imran Sayyed
Secretary

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Minutes of Meeting

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

Minutes of the Meeting of Internal Quality Assurance Cell of M.A. Rangoonwala Institute of Hotel Management & Research held on 8th June 2019 at 2.30 pm in the College Training Restaurant.

The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 5th January 2019.
 - The IQAC coordinator read and confirmed the minutes of the meeting held on 5th January 2019.
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 introduce the newly nominated student members to the committee.
 - The newly nominated student members were introduced to the committee.
4. To introduce the concept of Outcome based learning in the teaching-learning activities.
 - The IQAC coordinator presented the formats to be followed for implementation of Outcome based learning.
 - The committee advised to conduct training to ensure effective implementation of the same in teaching.
 - The same was noted.
5. To take a review of the NAAC documentation with regards to each criteria.
 - The Criteria Heads presented the documents for the respective criteria.
 - The progress was reported to the committee by the IQAC coordinator.
6. Review of results of Mar/Apr 2019 held in academic year 2018-19.
 - The CEO presented the result analysis of Savitribai Phule Pune University Term-End Examination.
 - The same was noted.
7. To discuss the sports tournaments those are to be organized throughout the term.
 - The IQAC coordinator presented the list of tournaments to be organized in the upcoming term.
 - The same was noted.
8. To discuss the feedback obtained from various stake holders in the previous year.
 - The feedback analysis report for the term was presented before the committee.
 - The same was noted.
9. To discuss on students participation and representation in administrative and academic bodies formed in the college.
 - The IQAC coordinator presented the list of student members in the various college committees.
 - The committee advised to ensure active participation of student members.

Minutes of Meeting

10. To delegate responsibilities to teachers for action to organize events listed in the Academic Calendar.

- Teachers were assigned the tasks to organize various events as per the Academic Calendar. The duties were allocated.
- The same was noted.

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

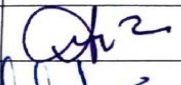
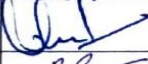



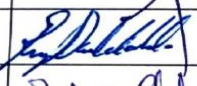
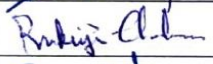
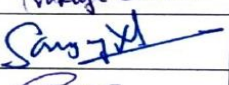
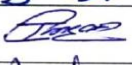

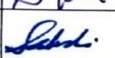
- As there were no other points to be discussed, the meeting ended with thanks to the chair.



Prof. Anita Frantz
Chairman

Attendance

IQAC Committee Meeting Held on 8th June 2019

Sr. No.	Name of Member	Designation	Signature
1	Prof. Anita Frantz	Chairman	
2	Asst. Prof. Imran Sayyed	Secretary	
3	Asst. Prof. Puneet Basson	Member	
4	Asst. Prof. Vincent Kedari	Member	
5	Prof. Irfan Shaikh	Management Representative	
6	Mr. Riyaz Daulatabad	Hotelier	
7	Ms. Rukaiya Chagani	Alumni	
8	Mr. Sanjay Naidu	Member of NGO	
9	Mr. Imran Pathan	Administration Staff Representative	
10	Aqueel Ahemed T.Y.B.Sc.(HS)	Student Member	
11	Sakshi Pataskar S.Y.B.Sc.(HS)	Student Member	

Action Taken Report



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Academic Year – 2019 -2020
Internal Quality Assurance Cell

**Internal Quality
Assurance Cell**
MARIHMR Camp
Pune

Action Taken Report IQAC meeting held on 8th June 2019

Agenda 4: To introduce the concept of Outcome based learning in the teaching-learning activities.

Decision/Suggestion: The committee advised to conduct training to ensure effective implementation of the same in teaching.

Action Taken: Staff training was conducted on 5th August 2019 under IQAC focusing on the outcome based learning.

Agenda 9: To discuss on students participation and representation in administrative and academic bodies formed in the college.

Decision/Suggestion: The committee advised to ensure active participation of student members.

Action Taken: Active participation of students: Mentors of the class counseled all students for the participation in the various college activities.

Assoc. Prof. Imran Sayyed
Secretary

Prof. Dr. Anita Frantz
Chairman

IQAC COORDINATOR

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