



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

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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 January 2020

Circular

The meeting of the Internal Quality Assurance Cell is scheduled on 4th January 2020 at 02:30 pm in the College Training Restaurant.

Agenda

1. To read and confirm the minutes of the last meeting held on 8th June 2019.
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 review academic calendar of the college for the second term.
4. To discuss the strengthening of library services in the college.
5. Review the results of Oct/Nov 2019 term-end examination.
6. Review the teaching-learning activities.
7. To delegate responsibilities to teachers for action to organize events listed in the Academic Calendar.
8. To check on the progress of NAAC documentation with the steering committee members.
9. To discuss on welfare measures for teaching and non-teaching staff.
10. Any other matter with the permission of the chair.

Assoc. Prof. Imran Sayyed
Secretary

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

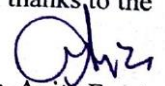
Minutes of Meeting

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

Minutes of the Meeting of Internal Quality Assurance Cell of M.A. Rangoonwala Institute of Hotel Management & Research held on 4th January 2020 at 2.30 pm in the College Training Restaurant.


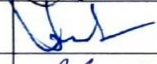



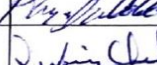


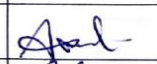


The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 8th June 2019.
 - The IQAC coordinator read and confirmed the minutes of the meeting held on 8th June 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 decide about the overall teaching programmes and review academic calendar of the college for the second term.
 - The IQAC coordinator presented the academic calendar for the second term.
 - The same was noted.
4. To discuss the strengthening of library services in the college.
 - The college library website was displayed.
 - The committee suggested to regularly update the website.
5. Review the results of Oct/Nov 2019 term-end examination.
 - The CEO presented the result analysis of Savitribai Phule Pune University Examination term-end examination.
6. Review the teaching-learning activities.
 - The progress of academics and research activities in the ongoing term was presented before the committee.
 - The same was noted.
7. 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.
8. To check on the progress of NAAC documentation with the steering committee members.
 - The Criteria Heads presented the documents for the respective criteria.
 - The progress was reported to the committee by the IQAC coordinator.
 - The Committee suggested to carry on Academic and Administrative monitoring.
9. To discuss on welfare measures for teaching and non-teaching staff.
 - The IQAC coordinator presented the plan of the welfare measures for the teaching and non-teaching staff in the upcoming term.
10. 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. Dr. Anita Frantz
Chairman

Attendance

IQAC Committee Meeting Held on 04th January 2020

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

	<p>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 – 2019 -2020 Internal Quality Assurance Cell</p>	<p>Internal Quality Assurance Cell MARIHMR Camp Pune</p>
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Action Taken Report
IQAC meeting held on 4th January 2020

Agenda 4: To discuss the strengthening of library services in the college.

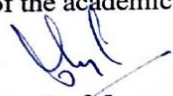

Decision/Suggestion: The committee suggested to regularly update the website.

Action Taken: Separate website for library was created. All soft copy notes and videos were uploaded on the Library website.

Agenda 8: To check on the progress of NAAC documentation with the steering committee members.

Decision/Suggestion: The Committee suggested to carry on Academic and Administrative monitoring.

Action Taken: The Academic and administrative monitoring was carried out for the second term of the academic year 2019-2020 on 12th June 2020.

 Assoc. Prof. Imran Sayyed Secretary	 Prof. Dr. Anita Frantz Chairman
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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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Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed.

6.5.2 Meetings of IQAC

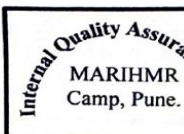
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Agenda



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

Internal Quality Assurance Cell



Date: 1st June 2020

Circular

The meeting of the Internal Quality Assurance Cell is scheduled on 6th June 2020 at 02:30 pm on Google Meet.

Agenda

1. To read and confirm the minutes of the last meeting held on 4th January 2020.
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 discuss about Faculty Development Programs to be conducted to promote use of ICT tools.
5. To take a review of the NAAC preparation with regards to each criteria.
6. To discuss the merger and formation of committees in the academic year.
7. To discuss the feedback obtained from various stake holders in the previous year and provide recommendation.
8. To review the methods to be used during the online lectures to engage the students virtually.
9. To assign mentee students to the respective mentors.
10. To discuss the research activities to be undertaken in the term.
11. Any other matter with the permission of the chair.

Assoc. Prof. Imran Sayyed
Secretary

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

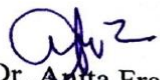
Minutes of Meeting

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

Minutes of the Meeting of Internal Quality Assurance Cell of M.A. Rangoonwala Institute of Hotel Management & Research held on 6th June 2020 on Google Meet.

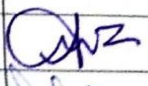


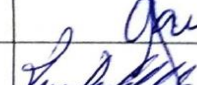
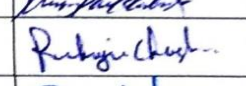

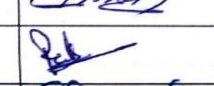




The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 4th January 2020.
 - The IQAC coordinator read and confirmed the minutes of the meeting held on 4th January 2020.
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
3. To introduce the newly nominated student members to the committee.
 - The newly nominated student members were introduced to the committee.
4. To discuss about Faculty Development Programs to be conducted to promote use of ICT tools.
 - The IQAC coordinator presented the plan to conduct FDPs to promote the use of ICT tools and Online teaching platforms.
5. To take a review of the NAAC preparation 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. To discuss the merger and formation of committees in the academic year.
 - The IQAC coordinator presented the list of committees that were to be dissolved and newly formed.
 - The committee approved the same.
7. To discuss the feedback obtained from various stake holders in the previous year and provide recommendation.
 - The feedback analysis report from various stake holders was presented.
8. To review the methods to be used during the online lectures to engage the students virtually.
 - The IQAC coordinator presented the schedule of the progress in online sessions.
 - The committee suggested to enhance the use of software and technologies to engage the students virtually.
9. To assign mentee students to the respective mentors.
 - The list of mentors and mentee for the next term was presented.
 - The schedule of the mentor – mentee interaction was also discussed.
10. To discuss the research activities to be undertaken in the term.
 - The IQAC coordinator discussed the participation of students in the activities conducted by the Innovation and Incubation cell.
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. Dr. Anita Frantz
Chairman

Attendance

IQAC Committee Meeting Held on 6th June 2020

Sr. No.	Name of Member	Designation	Signature
1	Prof. Dr. Anita Frantz	Chairman	
2	Assoc. 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 Chaglani	Alumni	
8	Mr. Sanjay Naidu	Member of NGO	
9	Mr. Imran Pathan	Administration Staff Representative	
10	Kshitij Pagar T.Y.B.Sc.(HS)	Student Member	
11	Saud Chaudhary S.Y. B.Sc.(HS)	Student Member	

Action taken Report

	<p>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 – 2020 -2021 Internal Quality Assurance Cell</p>	<p>Internal Quality Assurance Cell MARIHMR Camp Pune</p>
<p style="text-align: center;">Action Taken Report IQAC meeting held on 6th June 2020</p>		
<p>Agenda 4: To discuss about Faculty Development Programs to be conducted to promote use of ICT tools.</p>		
<p>Decision/Suggestion: To report the FDP conducted to promote the use of ICT tools and Online teaching platforms.</p>		
<p>Action Taken: 5 days Faculty development program was organized for faculty members from 3rd November 2020 to 7th November 2020. The Program covered following topics: Effective use of ICT tools, Google classroom & LMS system, designing brochures, banners and pamphlets.</p>		
<p> Assoc. Prof. Imran Sayyed Secretary</p>	<p> Prof. Dr. Anita Frantz Chairman</p>	
<p>IQAC COORDINATOR M A. Rangoonwala Institute of Hotel Management & Research Azam Campus, Camp, Pune-1.</p>		