



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

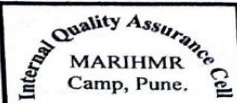
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Agenda



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

Internal Quality Assurance Cell



Circular

The meeting of the Internal Quality Assurance Cell is scheduled on 2nd January 2021 at 02:30 on Google Meet

Agenda

1. To read and confirm the minutes of the last meeting held on 6th June 2020.
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 academic calendar of the college for the second term.
4. To review the online teaching learning content generated for the students in the first term of the Academic Year 2020-21.
5. To check on the progress of NAAC documentation with the members of the steering committees.
6. To discuss scope for further collaboration linkages through MOU's with Hospitality Industry and Hospitality Educators.
7. 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 2021 on Google Meet.





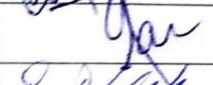






The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 6th June 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
 - The same was noted.
3. To decide about the overall teaching programmes and the review academic calendar of the college for the second term.
 - The teaching programme was presented to the committee as per the online teaching platforms and introduction of LMS to support the teaching process.
 - The academic calendar of the college was presented.
4. To review the online content generated for the students in the previous semester.
 - The college Youtube channel was presented before the committee.
 - The committee encouraged generation of more online content to benefit the students.
5. To check on the progress of NAAC documentation with the members of the steering committees.
 - The Criteria Heads presented the documents for the respective criteria.
 - The progress was reported to the committee by the IQAC coordinator.
6. To discuss scope for further collaboration linkages through MOU's with hospitality industry and hospitality Educators.
 - The active MOU's were presented before the committee.
 - The committee advised to further strengthen the linkage by increasing the number of MOUs'.
7. 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.


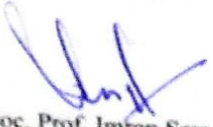
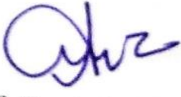

Prof. Dr. Anita Frantz
Chairman

Attendance

IQAC Committee Meeting Held on 4th January 2021

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

	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	Internal Quality Assurance Cell MARIHMR Camp Pune
	<p style="text-align: center;">Action Taken Report IQAC meeting held on 4th January 2021</p> <p>Agenda 4: To review the online content creation for the students in the first term of the academic year 2020-2021.</p> <p>Decision/Suggestion: The committee encouraged creation of more online content to benefit the students.</p> <p>Action Taken: Following action was taken:</p> <ol style="list-style-type: none">1. Schedule for submission of videos for the college You Tube channel from the faculty was prepared.2. Soft copy of course notes were created by the each subject teacher and uploaded on Google Classroom. <p>Agenda 6: To discuss scope for further collaboration linkages through MOU's with hospitality industry and hospitality Educators.</p> <p>Decision/Suggestion: The committee advised to further strengthen the linkage by increasing the number of MOUs'.</p> <p>Action Taken: MoUs' with the following organizations are under the process:</p> <ol style="list-style-type: none">1. Golden Jubilee2. Corinthians Club, Pune <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"> Assoc. Prof. Imran Sayyed Secretary</div><div style="text-align: center;"> Prof. Dr. Anita Frantz Chairman</div></div>	



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

Prof. Dr. Anita Frantz
Principal

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6.5.2 Meetings of IQAC

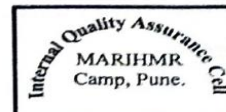
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Agenda



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

Internal Quality Assurance Cell



Date: 7/10/2021


Circular

Meeting of the Internal Quality Assurance Cell is scheduled on 27th October 2021 at 11:00 am in the Salt Training Restaurant.

Agenda

1. To read and confirm minutes of the last meeting held on 4th January 2021.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To introduce and welcome new members to the committee.
4. To introduce the concept of Outcome Based Learning in the teaching- learning activities.
5. To take feedback on the completion of NAAC documents from the criteria head.
6. To review the performance of students in the SPPU Examination Oct/Nov 2020.
7. To discuss the Academic Calendar for the Academic year 2021-2022.
8. To discuss the feedback obtained on curriculum from stake holders in the Academic year 2020-2021.
9. 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



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

Internal Quality
Assurance Cell
MARIHMR
Camp, Pune.

Minutes of the Meeting

Date: 27/10/2021

Minutes of the Meeting of Internal Quality Assurance Cell of M.A. Rangoonwala Institute of Hotel Management & Research held on 27th October 2021 in Salt Training Restaurant.

The meeting started by welcoming all the IQAC committee members by Asst. Prof. Aruna Tompe. Felicitation of Mr. Amit Sharma, Industry Representative and Mr. Riyaz Shaikh was done by Prof. Irfan Shaikh, Management Representative.

The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 4th January 2021.
 - The IQAC coordinator read and confirmed the minutes of the meeting held on 4th January 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 introduce and welcome new members to the committee.
 - IQAC Coordinator introduced and welcomed new nominated members to the IQAC Committee.

1.	Mr. Amit Sharma	General Manager, Amanora The Fern Pune	Industry Representative
2.	Mr. Riyaz Shaikh	Founder, AIM Social Club	NGO Member
3.	Mr. Neeraj Joshi	Assistant Professor	Member
4.	Mr. Kun al Sodhi	Assistant Professor	Member
5.	Mrs. Aruna Tompe	Assistant Professor	Member
6.	Mr. Aqeel Ahmed	Alumni	Member
7.	Ms. Uzma Mulla	President, Student Council	Member
8.	Ms. Kauser Shaikh	Secretary, Student Council	Member

- The same was noted

4. To introduce the concept of Outcome Based Learning in the teaching- learning activities.

Minutes of Meeting

- IQAC Coordinator explained the concept of outcome based learning for B.Sc. (HS) program in the teaching-learning activities. Following points were explained in detail:
 1. Outcome-based learning (OBL)
 2. Programme Outcomes (POs)
 3. Course Outcome (CO)
 4. Program Educational Objectives (PEOs)
 5. Programme specific Outcomes (PSO)
- 5. To take feedback on the completion of NAAC documents from the criteria head.
 - The Criteria Heads presented the present status of their criteria and documents.
 - Same was noted
- 6. To review the performance of students in the SPPU Examination Oct/Nov 2020-2021.
 - The CEO presented detailed report of the result analysis of Savitribai Phule Pune University Examination Oct/Nov 2020.
 - The committee appreciated the efforts of the teachers and congratulated the toppers of each class.
- 7. To discuss the Academic Calendar for the Academic year 2021-2022.
 - The IQAC Coordinator discussed the Academic Calendar for the Academic year 2021-2022. All the activities for the past events were also presented.
 - **Suggestion:**
 1. Effective Green Initiatives for college campus and neighboring society should be carried out.
 2. Entrepreneurship Development activities for final year students.
 3. Mr. Amit Sharma, Industry Representative suggested to add short term course for T.Y.B.Sc. (HS) on Digital Marketing.
- 8. To discuss the feedback obtained on curriculum from stake holders in the Academic year 2020-2021.
 - IQAC Coordinator discussed the feedback obtained on curriculum from stake holders: Students, Alumni, Parents, Hospitality industry in the Academic year 2020-2021.
 - The same was noted.
- 9. Any other matter with the permission of the Chair.

The following points were discussed:

1. Formation of Cells:

 - According to the SPPU circular No. 2021-22/009 dated 20th October 2021, two cells were formed- Nominated committee members of the new cells were announced and introduced to the IQAC committee members.

Minutes of Meeting

Students Development Cell

Prof. Dr. Anita Frantz	Principal, College	Chairman
Asst. Prof. Ajim Shaikh	Assistant Professor	Secretary
Asso. Prof. Imran Sayyed	IQAC Coordinator	Member
Asst. Prof. Aruna Tompe	Assistant Professor	Member
Mr. Riyaz Shaikh	NGO	Member
Ms. Uzma Mulla (T.Y.B.Sc HS)	Student	Member
Ms. Kauser Shaikh (S.Y.B.Sc HS)	Student	Member
Mrs. Shaista Suhel Patanwala	Parent	Member

Equal Opportunity Cell

Prof. Dr. Anita Frantz	Principal, College	Chairman
Asst. Prof. Ajim Shaikh	Assistant Professor	Secretary
Asso. Prof. Imran Sayyed	IQAC Coordinator	Member
Asst. Prof. Aruna Tompe	Assistant Professor	Member
Mr. Riyaz Shaikh	NGO	Member
Ms. Uzma Mulla (T.Y.B.Sc HS)	Student	Member
Ms. Kauser Shaikh (S.Y.B.Sc HS)	Student	Member
Mrs. Shaista Suhel Patanwala	Parent	Member

2. **Perspective Plan:** Asst. Prof. Kunal Sodhi explained the Perspective Plan of College for 15 years from 2021 to 2025 in detail.

3. **Alumni Handbook and Training and Placement Handbook:** Training and Placement Coordinator Asst. Prof. Aruna Tompe presented the Alumni Handbook and Training and Placement Handbook of college.

4. **Best Practices:** Best Practices of our college were reported to the committee as follows.

- a) Biogas Plant,
- b) FoSTaC
- c) Life Skills and Dining Etiquettes was explained in detail.





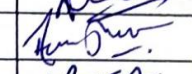
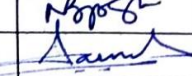
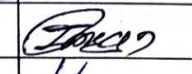
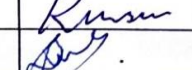
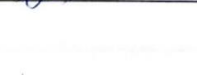



- As there were no other points to be discussed, the meeting ended with a vote of thanks to the chair by the IQAC Coordinator.



Prof. Dr. Anita Frantz
Chairman

Attendance

IQAC Committee meeting held on 27th October 2021.

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

Action taken Report



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

Internal Quality Assurance Cell

Internal Quality
Assurance Cell

MARIHMR
Camp, Pune.

Action Taken Report in respect of the recommendations of the IQAC committee members in the meeting conducted on 27th October 2021

7. To discuss the Academic Calendar for the Academic year 2021-2022.

• **Suggestion:**

1. Effective Green Initiatives for college campus and neighboring society should be carried out.

Action Taken

- a) Plastic Pollution Facts - 14th January 2022.
- b) Water Conservation Techniques - 17th January 2022.
- c) Poster Making Competition – National Energy Conservation Day - 14th December 2021.
- d) Swachh Bharat- Swasth Bharat – 13th

- Reports of the above activities attached.

2. Entrepreneurship Development activities for final year students.

Action Taken

- a) Women Entrepreneurs, the Road less Travelled 24th February 2022.
- Report attached.

3. Mr. Amit Sharma, Industry Representative suggested to add short term course for T.Y.B.Sc. (HS) on Digital Marketing.

Action Taken:

The draft of the syllabus of the Digital Marketing, short term course is put up in this meeting to discuss and finalize. The course will be introduced from 23rd May 2022 to 15th June 2022, 32 hrs course of 2 credit.

Asso. Prof. Imran Sayyed
IQAC Coordinator

Prof. Dr. Anita Frantz
Principal

IQAC COORDINATOR

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