



Maharashtra Cosmopolitan Education Society's

**M. A. Rangoonwala Institute of Hotel Management & Research Camp, Pune -411001.**

Azam Campus, Camp, Pune-411001 Tel No: 02026442261

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**Date : 20/04/2018**

### **Circular**

The meeting of the Academic Monitoring Committee of the college is scheduled on 02/05/2018 at 12:00 noon in the Restaurant. All committee members are requested to be present on the given date and time.

### **Agenda**

1. To introduce members of the Academic Monitoring Committee of the college.
2. To review and analyze the Continuous Internal Evaluation of students.
3. To discuss and decide the Academic Monitoring Policy to be introduced from the academic year 2018-2019.
4. To engage with students, faculty, parents, and other stakeholders to gather feedback and address concerns related to academics.
5. Any other point with the permission of the chair.

Asst. Prof. Vincent Kedari  
**Secretary**



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Minutes of the Academic Monitoring Committee meeting held on 02/05/2018 at 12:00 noon in the Restaurant.

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

**Item no: 1** - To introduce members of the Academic Monitoring Committee of the college.

Academic Monitoring Committee	
Name	Designation
Prof. Anita Frantz	Chairman
Asst. Prof. Imran Sayyed	Coordinator
Asst. Prof. Vincent Kedari	Secretary

- The committee members were introduced to the Academic Monitoring Committee of the college.

**Item no: 2** - To review and analyze the Continuous Internal Evaluation of students

- The result of Continuous Internal Evaluation analysis for the F.Y, S.Y and T.Y.BSc (HS) was presented.
  - ❖ The same was noted.

**Item no: 3**- To discuss and decide the Academic Monitoring Policy to be introduced from the academic year 2018-2019

- The Academic Policy Handbook was presented for discussion.
- The Committee unanimously decided the following:
  - Two meetings of the Academic Monitoring Committee to be held in each academic year, one in each term.
  - Academic Handbook Policy Guidelines is to be followed from the academic year 2018-2019.
  - Academic and Administrative Audit to be conducted towards the end of each term in the Academic Year.
  - The schedule for the Academic and Administrative Audit presentation by the teachers, accountant, librarian and storekeeper to be scheduled by the coordinator.
  - ❖ The same was noted.

**Item no: 4** To engage with students, faculty, parents, and other stakeholders to gather feedback and address concerns related to academics.

The Coordinator informed about the following activities to be undertaken:

- Actively seek feedback from stakeholders on a regular basis.
- Regularly review and analyze the feedback received.
- Take appropriate action based on the feedback received.

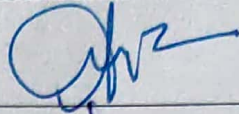
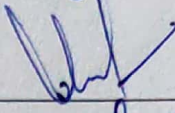
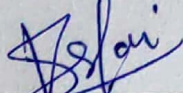
**Item No 5:** Any other point with permission of the chair

- To introduce an Advanced Chef certificate course for students to enhance their culinary skills.
- To conduct pre-placement sessions to prepare students to face the placement interviews.



**Prof. Anita Frantz**  
**Chairman**

**Academic Monitoring Committee held on 2<sup>nd</sup> May 2018**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Signature</b>
1.	Prof. Anita Frantz	Chairman	
2.	Asst. Prof. Imran Sayyed	Coordinator	
3.	Asst. Prof. Vincent Kedari	Secretary	

## Action Taken Report on Feedback from Stakeholders

Academic Year: 2017 – 18

Stakeholders: Teachers, Students, Alumni, and Employers

### Recommendations and Suggestions from stakeholders

- To introduce an Advanced Chef certificate course for students to enhance their culinary skills in areas that are not covered by the curriculum.
- To conduct pre-placement sessions to prepare students to face the placement interviews.

### Actions Taken

- **To introduce an Advanced Chef certificate course for students to enhance their culinary skills in areas that are not covered by the curriculum.**

Respective Food and Beverage Production faculties were instructed to start planning the course curriculum and timetable. They were also instructed to take out a notice to notify the students. The same was approved by the Principal. The course was introduced in the academic year 2018-2019 from 04/03/2019 to 21/03/2019. *(Detailed Report filed in the course file)*

- **To conduct pre-placement sessions to prepare students to face the placement interviews.**

The training and Placement cell was instructed to schedule the same with respective subject teachers and students. The sessions were incorporated into the academic calendar of 2018-2019. Sessions conducted are as follows: *(Detailed Report filed in the event file)*

1. Guest lecture on communication skills – 25/07/2018
2. Interview techniques – 10/09/2018
3. Career opportunities in the hospitality sector – 14/09/2018
4. Importance of training – 01/02/2019

  
PRINCIPAL  
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