



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 :27/03/2019

Circular

The meeting of the Academic Monitoring Committee of the college is scheduled on 02/04/2019 at 12:00 noon in the Restaurant. All committee members are requested to be present on the given date and time.

Agenda

1. To read and confirm the minutes of the last meeting.
2. To review the action taken report in respect of the decision taken in the last meeting.
3. To discuss and analyze feedback received from stakeholders.
4. To communicate the observations made by the teachers and principal in the CBCS curriculum draft for the B.Sc (HS) program of Savitribai Phule Pune University for the B.Sc (HS) program.
5. To Schedule Academic and Administrative Audit presentation to the Academic Monitoring Committee.
6. 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 02/04/2019 at 12:00 noon in the Restaurant.

The following Members were present

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

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

Item no: 1 - To read and confirm the minutes of the last meeting.

- The minutes of the last Academic Monitoring Committee meeting held on 02/05/2018 were read and confirmed.

Item no: 2 - To review the action taken report in respect of the decision taken in the last meeting.

Item	Action Taken
Item 4. To engage with students, faculty, parents, and other stakeholders to gather feedback and address concerns related to academics.	Feedback was taken from the stakeholders (Students, Alumni, Teachers and Employers).
Item 5. To introduce an Advanced Chef certificate course for students to enhance their culinary skills.	Advanced Chef certificate course was introduced in the academic year 2018-2019 from 04/03/2019 to 21/03/2019.
Item 5. To conduct pre-placement sessions to prepare students to face the placement interviews.	The pre-placement sessions were incorporated into the academic calendar of 2018-2019 by the training and placement cell as follows: <ul style="list-style-type: none">Guest Lecture on Communication Skills – 25/07/2018Interview Techniques – 10/09/2018Career Opportunities in Hospitality Sector -14/09/2018Importance of Training -01/02/2019

Item no: 3 To discuss and analyze feedback received from stakeholders

- The Secretary discussed the feedback received from the stakeholders: First Year B.Sc (HS) students suggested to arrange industrial visits.

Discussion: The Chairman advised the Committee to arrange for industrial field visits for First Year B.Sc (HS) students.

Item No 4: To communicate the observations made by the teachers in the CBCS curriculum draft for the B.Sc (HS) program of Savitribai Phule Pune University.

- The observations made by the teachers of the proposed CBCS pattern syllabus for the B.Sc (HS) program of Savitribai Phule Pune University was presented in the meeting.

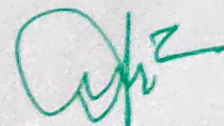
Decision- To align with the guidelines provided by the UGC for syllabus structure, it was decided to communicate the feedback received from the teachers regarding the draft of the syllabus of CBCS pattern for the B.Sc (HS) program to the Chairman of the Board of Studies of Savitribai Phule Pune University.

Item No: 5 To Schedule Academic and Administrative Audit presentation to the Academic Monitoring Committee.

- The Chairman instructed the coordinator to schedule the Academic and Administrative Audit presentation in the last week of April 2019.

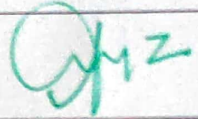
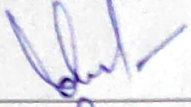

Item No: 6 Any other point with the permission of the chair

- Since there were no points for discussion, the meeting ended with a vote of thanks to the chair.



**Prof. Anita Frantz
Chairman**

Academic Monitoring Committee held on 2nd April 2019

Sr. No.	Name of the Member	Designation	Signature
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: 2018 – 19

Stakeholders: Teachers, Students, Alumni, and Employers

Recommendations and Suggestions

- To arrange for Industrial visits for the F.Y. B.Sc. (HS) Students.
- To communicate the observations made by teachers and principal in the CBCS curriculum draft of Savitribai Phule Pune University to the Chairman, Board of Studies (BOS), SPPU.

Actions Taken

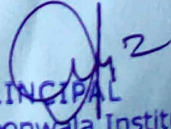
- **To arrange for Industrial visits for the F.Y. B.Sc. (HS) Students**

Students requested to arrange more industrial visits for F.Y. B.Sc. (HS) for more hospitality exposure. Subject teachers and IQAC Coordinator planned and implemented these visits on the Academic Calendar 2019-2022. The Field Visits/ Industrials Visits were as follows: *(Detailed Report filed in the event file)*

1. Market Visit – 20/07/2019
2. Nursery Visit – 28/09/2019
3. Hotel Visit – 10/12/2019

- **To communicate the observations made by teachers and principal in the CBCS curriculum draft of Savitribai Phule Pune University to the Chairman, Board of Studies (BOS), SPPU.**

The observations made by the Faculty members and the Principal in the proposed CBCS curriculum draft of Savitribai Phule Pune University were communicated to the Chairman of the Board of Studies of Savitribai Phule Pune University. A copy of the communication is attached.


PRINCIPAL
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