



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 :26/03/2020

Circular

The meeting of the Academic Monitoring Committee of the college is scheduled on 03/04/2020 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 introduce new members.
3. To review the action taken report in respect of the decision taken in the last meeting.
4. To discuss and analyze feedback received from stakeholders.
5. Any other point with the permission of the chair.

Asst. Prof. Rukaiya Chaglani
Secretary



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Minutes of the Academic Monitoring Committee meeting held on 03/04/2020 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. Rukaiya Chaglani	Secretary
Asst. Prof. Vincent Kedari	Member

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 02/04/2019 were read and confirmed.

Item no: 2 - To introduce new members

- New Secretary Asst. Prof. Rukaiya Chaglani was introduced to the Academic Monitoring Committee of the college.

Item no: 3 - To review the action taken report in respect of the decision taken in the last meeting.

Item	Action Taken
<p>Item 3. To discuss and analyze feedback received from stakeholders.</p> <p>Discussion: The Chairman advised the Committee to arrange for industrial field visits for First Year B.Sc (HS) students.</p>	<p>IQAC coordinator planned the executed industrial field visits for F.Y.B.Sc (HS) students as follows:</p> <ul style="list-style-type: none">Market Visit -20/07/2019Nursery Visit - 28/09/2019Hotel Visit - 10/12/2019
<p>Item No 4: To communicate the observations made by the teachers and Principal in the CBCS curriculum draft of Savitribai Phule Pune University.</p> <p>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.</p>	<p>The observations made by the Faculty members and the Principal in the proposed CBCS curriculum draft of the B.Sc (HS) program was communicated to the Chairman of the Board of Studies of Savitribai Phule Pune University via email dated on 4th April 2019.</p>

<p>Item No: 5 To Schedule Academic and Administrative Audit presentation to the Academic Monitoring Committee.</p> <p>Decision- The Chairman instructed the coordinator to schedule the Academic and Administrative Audit presentation in the last week of April 2019.</p>	<p>The coordinator scheduled the Academic and Administrative Audit presentation in the last week of April 2019. A notice in this respect was communicated to the concerned staff</p>
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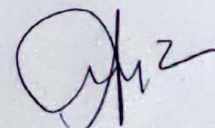
Item no: 4 To discuss and analyze feedback received from stakeholders (Students, Alumni, Teachers and Employers).

- The Secretary discussed the feedback received from the stakeholders and suggested to conduct guest lectures, sessions, and activities addressing social issues.
- Discussion:** The Chairman advised the Committee to arrange guest lectures, sessions, and activities addressing social issues for the Academic Year 2020-2021.

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


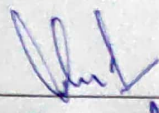
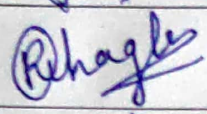
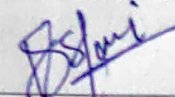
- The Computer Skills Course was omitted from the revised B.Sc (HS) program, CBCS pattern of Savitribai Phule Pune University. The faulty members suggested to conduct Computer Skills as a short-term course.

Discussion: The Committee suggested to conduct Computer Skills as a short-term course of 40 hours for S.Y. B.Sc (HS) students from the Academic Year 2020-2021.



Prof. Anita Frantz
Chairman

Academic Monitoring Committee held on 3rd April 2020

Sr. No.	Name of the Member	Designation	Signature
1.	Prof. Anita Frantz	Chairman	
2.	Asst. Prof. Imran Sayyed	Coordinator	
3.	Asst. Prof. Rukaiya Chaglani	Secretary	
4.	Asst. Prof. Vincent Kedari	Member	

Action Taken Report on Feedback from Stakeholders

Academic Year: 2019 – 20

Stakeholders: Teachers, Students, Alumni and Employers

Recommendations and Suggestions

- Since the B.Sc. (HS) program structure was revised to the CBCS pattern, the computer skills course was omitted, hence the Faculty members suggested conducting a short-term Computer Skills course.
- Guest Lectures, sessions, and activities addressing social issues are to be conducted.

Action taken

- **Since the B.Sc. (HS) program structure was revised to the CBCS pattern, the computer skills course was omitted, hence the Faculty members suggested conducting a short-term Computer Skills course.**

A short-term course in the S.Y. B.Sc. (HS) was introduced to get credits and for the benefit of the students. The course duration was 40 hours and was scheduled from February 2021-March 2021.
(Detailed Report filed in the course file)

- **Guest Lectures, sessions, and activities addressing social issues to be conducted.**

Teachers along with IQAC Coordinator identified and scheduled sessions addressing social issues for the Academic Year 2020-2021, as follows: *(Detailed Report filed in the event file)*

- No Tobacco Pledge - 11/07/2019
- Swachha Bharat Pledge-03/08/2019
- Information on Organ Donation- 09/08/2019
- Participation in Fit India Movement-29/08/2019
- Fit India Movement Awareness Drive - 09/09/2019
- Save the Environment, Tree Plantation, and its Maintenance Drive-21/09/2019
- NSS Social Service Activity on the Occasion of Guru Nanak Jayanti - 12/11/2019



PRINCIPAL

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