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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 .

6.5.1 Regular meetings of the IQAC

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Agenda



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

Internal Quality Assurance Cell



Date: 21/03/2024

Circular

Meeting of the Internal Quality Assurance Cell is scheduled on Thursday 25th April 2024 at 11:00 am in the Pepper Restaurant.

Agenda

1. To read and confirm minutes of the last meeting held on 19th October 2023.
2. To review the action taken report in respect of the decisions taken in the last meeting.
3. To discuss the Academic Calendar for the First term of the Academic year 2024-2025.
4. To discuss and decide the schedule of Academic & Administrative Monitoring.
5. To review the feedback obtained on Academic Teaching and Learning from students in the second term of the Academic Year 2023-2024.
6. To apply for short-term courses at SPPU.
7. To initiate construction of a Seminar Hall as part of infrastructure development.
8. To explore potential collaborations with the hospitality industry and hospitality education institutes to enhance competencies of students and faculty.
9. To review activities organized by the Innovation and Incubation Cell.
10. Any other matter with the permission of the chair.

Asso. Prof. Imran Sayyed
Secretary

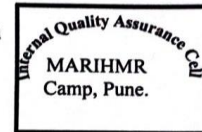
IQAC COORDINATOR
M A. Rangoonwala Institute
of Hotel Management & Research
Azam Campus, Camp, Pune-1.

Minutes of Meeting



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

Internal Quality Assurance Cell



Minutes of the Meeting

Date: 25/04/2024

Minutes of the Meeting of Internal Quality Assurance Cell of M.A. Rangoonwala Institute of Hotel Management & Research, Pune held on 25th April 2024 in Pepper Restaurant.

The meeting commenced with a warm welcome extended to all the members of the IQAC committee by Asso.Prof. Imran Sayyed. Prof. Dr. Anita Frantz, the Principal of the college, welcomed Prof. Irfan Shaikh, Secretary of the M.C.E society and Management Representative. Their presence was acknowledged as a valuable contribution to the meeting, setting a positive tone for the discussions and decisions ahead. The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 19th October 2023.
 - The IQAC coordinator read and confirmed the minutes of the meeting held on 19th October 2023.
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 discuss the Academic Calendar for the First term of the Academic year 2024-2025.
 - The IQAC Coordinator presented the Academic Calendar for the first term of the Academic year 2024-2025, covering the period from June 2024 to December 2024. The calendar outlined key academic events and milestones, including the start and end dates of the term, examination dates, holidays, and other important academic activities.
 - The same was noted.
4. To discuss and decide the schedule of Academic & Administrative Monitoring
 - The IQAC Coordinator initiated a discussion on Academic & Administrative Monitoring during the committee meeting. The IQAC presented the presentation schedule for Academic & Administrative Monitoring, which was assigned to each faculty member. This schedule detailed the timelines and responsibilities of faculty members regarding monitoring and evaluation of academic and administrative processes.

Minutes of Meeting

- The same was noted.
5. To review the feedback obtained on Academic Teaching and Learning from students in the second term of the Academic Year 2023-2024.
- The IQAC Coordinator discussed the feedback obtained on Academic Teaching and Learning from students in the second term of the Academic Year 2023-2024. The feedback encompassed various aspects of academic delivery, including teaching methods, course content, assessment practices, and overall learning experience. The coordinator highlighted the key points of the feedback, emphasizing areas of strength. The discussion served as a valuable tool for enhancing the quality of education and ensuring a more engaging and effective learning environment for students.
- The same was noted.
6. To apply for short-term courses at SPPU
- The IQAC coordinator informed that the proposal of the following Value-Added Courses was submitted to SPPU for approval.
 - Professional Chef
 - Human Values and Professional Ethics,
 - Spoken English,
 - Computer Skills,
 - Human Rights
- The SPPU approved the proposal vide letter no. CB/562 dated June 21, 2023.
- The same was noted.
7. To initiate construction of a Seminar Hall as part of infrastructure development.
- The IQAC coordinator informed that the construction work was in progress as part of infrastructure development
- The same was noted.
8. To explore potential collaborations with the hospitality industry and hospitality education institutes to enhance competencies of students and faculty.
- The IQAC coordinator presented the summary of active MOUs signed in the Academic year as follows
 - Lemon Tree Premier
 - The Corinthians Resort and Club Pune.
 - Edwise International
 - Udaan India
- ❖ The committee suggested to increase the number of MOUs and linkages with Hotels
9. To review activities organized by the Innovation and Incubation Cell.

Minutes of Meeting

- Asst. Prof. Neeraj Joshi presented the action plan of the innovation and incubation cell. He briefed about the future plan of action to encourage teachers and students to involve in research related activities. The secretary of the Innovation and Incubation Cell presented the report of the following activities organized by the cell.
- 'Financing a New Venture' seminar conducted on March 19, 2024
 - 'New Entrepreneurship & Business Counseling for Startups: Navigating Failures and Pitfalls' seminar held on January 19, 2024
 - Book Review Competition conducted on March 6, 2024
 - The same was noted.

10. Any other matter with the permission of the Chair.

As there were no other points to be discussed, the meeting ended with vote of thanks to the chair.


Prof. Dr. Anita Frantz
Chairman



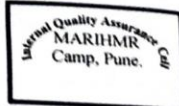
PRINCIPAL
M. A. Rangoonwala Institute of
Hotel Management & Research
Azam Campus, Camp, Pune - 1

Attendance



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

Internal Quality Assurance Cell



| Sr.No | Name of Member | Designation | Signature |
|-------|--|----------------------------------|-----------|
| 1 | Prof.Dr. Anita Frantz | Chairperson | |
| 2 | Asst. Prof. Imran Sayyed | Secretary | |
| 3 | Mr. Amit Sharma | Industry Representative | Absent |
| 4 | Prof. Irfan Shaikh | Management Representative | |
| 5 | Mr. Riyaz Shaikh | NGO Member | |
| 6 | Asst.Prof Neeraj Joshi | Member | |
| 7 | Asst.Prof Girish Kate | Member | |
| 8 | Asst. Prof. Aruna Tompe | Training & Placement Coordinator | |
| 9 | Mr. Aqueel Shaikh | Alumni Representative | |
| 10 | Mr. Imran Pathan | Administrative Member | |
| 11 | Ms. Kshitija Karamkar T.Y.B.Sc(HS) President Students Council | Student Member | |
| 12 | Mrs. Darshan Kotain T.Y.B.Sc(HS) Member Students Council | Student Member | |