



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

## **IQAC Minutes of Meeting**

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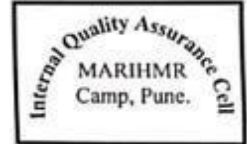
# FIRST TERM

## Agenda



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

### Internal Quality Assurance Cell




Date: 21/09/2023

#### Circular

Meeting of the Internal Quality Assurance Cell is scheduled on Tuesday 19<sup>th</sup> October 2023 at 11:00 am in the Pepper Restaurant.

#### Agenda

1. To read and confirm minutes of the last meeting held on 29<sup>th</sup> March 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 2023-2024.
4. To discuss and decide the schedule of Academic & Administrative Monitoring.
5. To discuss the Peer team visit of NAAC.
6. To review the Academic Result and Action plan for improvement of the Performance of students for the Second term of Academic year 2023-2024.
7. To review Student's Placement.
8. Any other matter with the permission of the Chair.

  
Asso. Prof. Imran Sayyed  
Secretary

## Minutes of Meeting

**IQAC Committee Meeting held on 19<sup>th</sup> October 2023**



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

**Internal Quality Assurance Cell**

Internal Quality Assurance  
MARIHMR  
Camp, Pune.

**Minutes of the Meeting**

**Date: 19/10/2023**

Minutes of the Meeting of Internal Quality Assurance Cell of M.A. Rangoonwala Institute of Hotel Management & Research held on 19<sup>th</sup> October 2023 in Salt Training Restaurant.

The meeting started by welcoming all the IQAC committee members by Asso. Prof. Imran Sayyed. Felicitation of Mr. Amit Sharma, Industry Representative was done by Prof. Irfan Shaikh, Secretary M.C.E society and Management Representative. Prof. Dr. Anita Frantz, Principal of the college welcomed Prof. Irfan Shaikh Secretary M.C.E society.

The following business was transacted.

1. To read and confirm the minutes of the last meeting held on 29<sup>th</sup> March 2023.
  - The IQAC coordinator read and confirmed the minutes of the meeting held on 29<sup>th</sup> March 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 2023-2024.
  - The IQAC Coordinator presented the Academic Calendar for the first term of Academic year 2023-2024 from February 2023 to June 2023. Asst. Prof. Neeraj Joshi presented all the activities for the past events.
  - The same was noted.
4. To discuss and decide the schedule of Academic & Administrative Monitoring
  - The IQAC Coordinator discussed the Academic & Administrative Monitoring initiative of NAAC. The IQAC presented the presentation the schedule for Academic & Administrative Monitoring to the committee given to each faculty member.
  - The same was noted.

5. To discuss the Peer team visit of NAAC.
  - The IQAC Coordinator updated and reviewed the preparation done for the NAAC peer team visit.
  - The same was noted.
6. To review the Academic Result and Action plan for improvement of the Performance of students for the Second term of Academic year 2023-2024.
  - The IQAC Coordinator discussed the feedback obtained on Academic Teaching and Learning from students in the second term of Academic Year 2022-2023.
  - The same was noted.
7. Any other matter with the permission of the Chair.

The following points were discussed:

1. Theme Lunch for 28 December 2023:
  - IQAC Coordinator informed the committee that students are working on Caribbean Theme for the TYBScHS Theme lunch.
2. Result of Oberoi Hotels & Resorts Interview:
  - IQAC Chairman Congratulated Sidra Shaikh and Kausar Shaikh T.Y.B.Sc. (HS) batch 2023 pass out and Abul Hasan and Andrea Selvam present batch students for getting selected at the Oberoi Hotels & Resorts Interview. The committee congratulated the students for their achievement.
2. Conduct of M.A. Rangoonwala Badminton League .4
  - IQAC Coordinator informed the committee that students are planning for the M.A. Rangoonwala Badminton League .4. The invitation letter and registration forms have been printed and will be circulate to hotels and colleges in the month of December, we are targeting leading hotel management colleges & hotels for participation.
  - The same was noted.
4. The committee suggested having submission of NAAC documentation in coming month
  - The same was noted.

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

  
Prof. Dr. Anita Frantz  
Chairman

## Attendance

Attendance



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

**Internal Quality Assurance Cell**

Internal Quality Assurance  
MARIHMR  
Camp, Pune.

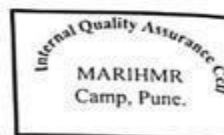
Sr.No	Name of Member	Designation	Signature
1	Prof.Dr. Anita Frantz	Chairperson	
2	Asst. Prof. Imran Sayyed	Secretary	
3	Mr. Amit Sharma	Industry Representative	Absent.
4	Prof. Irfan Shaikh	Management Representative	
5	Mr. Riyaz Shaikh	NGO Member	Absent.
6	Asst.Prof Neeraj Joshi	Member	
7	Asst.Prof Girish 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	

## Action Taken Report



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

### Internal Quality Assurance Cell



#### Action Taken Report

#### Action Taken Report in respect of the recommendations of the IQAC committee members in the meeting conducted on 29<sup>th</sup> March 2023

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

#### 4. M.A. Rangoonwala Badminton Tournament .3

- **RECOMMENDATIONS/SUGGESTION** : The members of the committee suggested to organize M.A. Rangoonwala IHMR Badminton League
- **DECISION**: IQAC Coordinator informed the committee that college had organized the M.A. Rangoonwala Institute of Hotel Management & Research, Pune .Badminton League .3 scheduled from 5th April 2023 to 8th April 2023 at Azam Campus. Chief Guest Hosheem Godeekat, Spa & Wellness Manager, Hyatt Pune and Guest of Honour, Mr. Shoaib Mulla, Human Resource Executive, IBIS Pune awarded the trophies to the winners.
- Men's Singles Winner- Shubham Salokhe ( Dr. D. Y. Patil Institute of Hotel Management & Catering Technology) Runner up- Aditya Choure (Suryadatta College of Hospitality Management, Travel and Tourism)
- Women's Singles Winner- Kshitija Solanke (Suryadatta College of Hospitality Management, Travel and Tourism) Runner up- Anushka Waghmare (Dr. D. Y. Patil Institute of Hotel Management & Catering Technology).
- Men Doubles Winner- Mr. Amit Agashe & Amit Khare (Tilak Maharashtra Vidyapeeth Institute of Hotel Management and Catering Technology) Runner up- Shubham Salokhe and Anurag Mehendale (Dr. D. Y. Patil Institute of Hotel Management & Catering Technology)
- Faculty/ Manager Winner- Sumit Dande (Radisson Blu Kharadi) Runner up- Imran Sayyed (M.A.Rangoonwala Institute of Hotel Management & Research)

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

- **RECOMMENDATIONS/SUGGESTION**: The committee suggested having mock NAAC peer team Audit to get a feel of peer committee requirements and presentation of documents.
- DECISION**: IQAC Coordinator informed the committee that a schedule is made for Mock Audit comprising of Principal of Poona College Prof. Dr. Aftab Anwar Shaikh and Dr. Iqbal N. Shaikh, IQAC Coordinator, Head, Department of Chemistry, Vice Principal – Science Faculty, in the first week of November 2023.

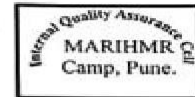
## SECOND TERM

### 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 Academic Result and Action plan for improvement of the performance of students for the Second term of Academic year 2023-2024.
6. To review Student's Placement.
7. Any other matter with the permission of the chair.

  
Asso. Prof. Imran Sayyed  
Secretary

## 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.

- The same was noted.
5. To review the Academic Result and Action plan for improvement of the Performance of students for the First term of 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 design short term courses
- It was unanimously approved by the IQAC members and representatives that short-term courses needed to be designed. Assistant Professor Uzma Mulla was assigned the responsibility to design the courses semester-wise and present it to the chairperson of IQAC.
7. Any other matter with the permission of the Chair.

The following points were discussed:

1. Theme Lunch for 28 December 2024:
  - The IQAC Coordinator informed the committee that students are diligently working on organizing an Egyptian-themed experience for the upcoming TYBScHS theme lunch. The students are actively engaged in planning various elements of the theme, including decor, cuisine, and entertainment, to ensure an immersive and memorable dining experience for all attendees.
2. Result of Oberoi Hotels & Resorts Interview:
  - The IQAC Chairperson congratulated Abul Hasan, Andrea Selvam, and Kshitija Kalamkar from the T.Y.B.Sc. (HS) batch of 2024 for their exceptional achievement in getting selected through the Oberoi Hotels & Resorts interview process. The committee joined in congratulating the students, recognizing their dedication and hard work that led to this significant accomplishment. The committee appreciated the efforts of the training and placement coordinator and teaching staff

detailed the timelines and responsibilities of faculty members regarding monitoring and evaluation of academic and administrative processes.

- The same was noted.

5. To review the Academic Result and Action plan for improvement of the Performance of students for the First term of 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.

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

The following points were discussed:

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2. Result of Oberoi Hotels & Resorts Interview:

- The IQAC Chairperson congratulated Abul Hasan, Andrea Selvam, and Kshitija Kalamkar from the T.Y.B.Sc. (HS) batch of 2024 for their exceptional achievement in getting selected through the Oberoi Hotels & Resorts interview process. The committee joined in congratulating the students, recognizing their dedication and hard work that led to this significant accomplishment. The committee appreciated the efforts of the training and placement coordinator and teaching staff

3. To review the academic and exam status of BSc HS programs.

- It was decided that all the internal Theory and Practical exams for B.Sc.H.S programs for the second term of the academic year 2023-2024 will be conducted as per the Internal Examination schedule as per the SPPU schedule and the same will be implemented by the exam department.

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

  
Prof. Dr. Anita Frantz  
Chairman



## Attendance



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

### Internal Quality Assurance Cell

Internal Quality Assurance Cell  
MARIHMR  
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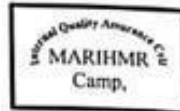
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## Action Taken Report



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

### Internal Quality Assurance Cell



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#### Action Taken Report in respect of the recommendations of the IQAC committee members in the meeting conducted on 19th October 2023

##### 4.1. AAA Audit documentation for the first Term 2023:

*RECOMMENDATIONS/SUGGESTION:* The committee suggested having submission of AAA Audit documentation in coming month of November 2023

- *DECISION:* The IQAC Coordinator, in a meeting with the committee, communicated that the college had meticulously planned and scheduled the submission of AAA Audit documentation to take place during the final week of November 2023. It was emphasized that this timeline was adhered to diligently, and the submission process was successfully completed according to the predetermined schedule.