



B.S.A.C.E.S's

Sheila Raheja Institute of Hotel Management

Raheja Education Complex, Opp. Colgate Ground,

Kher Nagar, Bandra (East), Mumbai-400 051

Tel: Board Line: +91 - 22 - 6196 6666

Direct Lines: +91 -22- 6196 6650/51/52

Website: www.srihm.edu.in E-mail: principal@srihm.edu.in

SRIHM/IQAC/2020-21/01

27th July 2020

NOTICE

SUB: Internal Quality Assurance Cell (IQAC) Meeting

The first meeting of the Internal Quality Assurance Cell (IQAC) of the college for the Academic Year 2020-21 will be held Online on Tuesday, 11th August 2020 at 4:30pm to conduct the following business.

AGENDA

1. To read and confirm minutes of the last College Internal Quality Assurance Cell (IQAC) meeting held online on Wednesday, 15th April 2020.
2. To review the completion of the Academic Year 2019-20 post lockdown.
3. To apprise the members about the IQAC initiatives of the Academic Year 2019-20.
4. To apprise the Members regarding the online admissions and its due process.
5. To apprise the members regarding the modalities of conducting online classes.
6. To apprise the Members about Covid-19 guidelines and Safety protocol followed at the College for Teaching and Non-Teaching Staff.
7. Any other matter with permission of the chair.


Mr. Conrad D'souza
Chairperson





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**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

The first meeting of the Internal Quality Assurance Cell (IQAC) of the college for the Academic Year 2020-21 was held Online on Tuesday, 11th August, 2020 at 4:30pm to conduct the following business.

The following Members were present Online: -

1. Mr. Arvind Tiwari
2. Mr. Mandar Parab
3. Mr. Conrad D'souza
4. Ms. Suchismita Roy
5. Mr. Yogesh Utekar
6. Mr. Selvyn Rodrigues
7. Ms. Madhuri Deshbratar
8. Ms. Reshma Nagarkar
9. Mr. Aniket Dalvi
10. Mr. Sameer Sud
11. Chef Paul Noronha
12. Ms. Aakarsha Samuel

The quorum for the meeting was present. The Chairperson informed the Members agreed to sign the attendance sheet on meeting in person and when allowed by the Government.

The meeting commenced with Chairperson Conrad D'souza welcoming the members and requesting IQAC Coordinator Ms. Suchismita Roy to proceed with the meeting.

Agenda Point No. 1

To read and confirm minutes of the last College Internal Quality Assurance Cell (IQAC) meeting held online on Wednesday, 15th April 2020.

The IQAC Coordinator read the minutes of the last IQAC meeting held online on Wednesday, 15th April 2020 and apprise the members on the action taken as recommended.

The members found them in accordance with the last minutes of the meeting. The minutes of the last IQAC meeting were confirmed and approved.

Resolution No. 1 : "Be it and it is hereby RESOLVED THAT the minutes of the IQAC meeting held online on Wednesday, 15th April 2020 are confirmed and approved unanimously by all members."





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Agenda Point No. 2

To review the completion of the Academic Year 2019-20 post lockdown.

The Chairperson Mr. Conrad Dsouza presented the status of completion of the Academic Year 2019-20 online on power point presentation. He apprised the Members that as per UGC/University of Mumbai guidelines, Semester II and Semester IV Semester End Examinations were not to be conducted. He further apprised the Members about the formula to be followed for promoting students of the first & second years as per the directives of the UGC and the University of Mumbai. The final year examinations would be conducted at a later date as per directives of the UGC/University of Mumbai.

He further apprised the Members that a copy of this report would be annexed to the Minutes.

The Members appreciated the efforts of the staff to ensure smooth completion of the Academic year 2019-20.

Agenda Point No. 3

To apprise the members about the IQAC initiatives of the Academic Year 2019-20.

The Chairperson Mr. Conrad Dsouza apprised the members about the following IQAC initiatives of the Academic Year 2019-2020.

The following were the IQAC initiatives that were implemented in the Academic Year 2019-2020.

- Formation of the College Student Council
- Formation of Women Development Cell

The Members made a note of the same.

Agenda Point No. 4

To apprise the Members regarding the online admissions and its due process.

The Chairperson apprised the members that the Online Admission Process has commenced. The staff in administration and the faculty involved in admissions have been briefed about the process of informing students and parents about the steps of taking admission to both the





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programs. Staff was informed about the importance of adhering to every call as the admission targets were to be achieved.

In view of the stringent Covid-19 protocol the process of admissions consisted of Online Webinars, briefing the new joiners about the industry and their career prospects and scope. An online aptitude test was conducted, subsequent to which an online Personal Interview via WhatsApp video call was scheduled and conducted.

The Members have appreciated the efforts and initiative taken by the Staff to ensure that the admission process is conducted smoothly.

Agenda Point No. 5

To apprise the members regarding the modalities of conducting online classes.

The Chairperson Mr. Conrad D'souza apprised the Members regarding the online classes for the students. The second year and third year classes have started on 1st July 2020 on Google Meet. The faculty members have undergone training on Google Classroom and Google Meet extensions by Principal, Ms. Madhavi Tullu and Ms. Crystal Rocha.

The Members once again appreciated the initiatives taken by the Staff.

Agenda Point No. 6

To apprise the Members about Covid-19 guidelines and Safety protocol followed at the College for Teaching and Non-Teaching Staff.

The Chairperson Mr. Conrad Dsouza apprised the Members about the guidelines and the Covid-19 prevention and safety protocol to be followed by the college. All Teaching Staff were working from home and conducting lectures and practical classes for the students online. Non-Teaching Staff were also working from home and except on an urgent basis permission was not being given to Staff to enter the college premises. Further guidelines are being awaited before the college may permit Staff to attend duties. The Chairperson further apprised the members that in view of the Covid 19 Lockdown and Online Classes as per the guidelines of UGC and University of Mumbai the second-year student Internship is converted into research project till further notice.

The Members made a note of the same.

Agenda Point No. 7

Any other matter with permission of the Chair.

The Chairperson Mr. Conrad Dsouza apprised the members that every effort was made to engage Staff and students during the lockdown with a view helping student learning even in these difficult times. Further, cultural activity was conducted online on weekends to ensure that we stay connected and ready to help each other through this tough period.





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The Chairperson Mr. Conrad Dsouza apprised the Members about the filling of data in AISHE portal for the Academic Year 2019-20 on 23rd January 2020.

He apprised the Members about the activities conducted online:

Amul Simple homemade recipes Mango baked yoghurt by Chef Reshma Nagarkar Facebook Live which took place in June 2020.

International Yoga day was conducted on 21st June 2020 online on Google Meet Platform.

Bake sale by our alumni Mr. Mandar Khair on his entrepreneurial business Delicoso_Pastel on 30th June 2020 Insta Live.

An Online workshop on "Urban Farming" was conducted by Ms. Sarab Matharu, an Urban Farmer, Environmentalist, Founder & CEO at Eco Twigs on 3rd July 2020.

Bake sale by our alumni Ms. Anusha Advani on her entrepreneurial business Divine_desserts_patisserie on 4th July 2020 Insta Live.

Webinar on Voice over French by our alumni Mr. Hormazd Munshi on his entrepreneurial business Voice over French on 7th July 2020 Insta Live.

The Art Sale by our Alumni Ms. Malaica Abreo on her entrepreneurial business Art by Malaica on 10th July 2020 Insta Live.

From freezer to Fryer Sale by our Alumni Ms. Anam Khan on her entrepreneurial business Swaadse on 14th July 2020 Insta Live.

Bakers Heaven by our alumni Ms. Kiran Chopra on her entrepreneurial business Baker's Heaven on 17th July 2020 Insta Live

"Anything about everything" by our student Mr. Mitesh Wani on Insta live 18th July 2020

Wine o'clock by our alumni Ms. Mallika Nayak on her Blog on Wines "This way Rose" on 21st July 2020 Insta Live.

Bake sale by our alumni Ms. Nicole Araujo on her entrepreneurial business "The Kitchen Table" on 24th July 2020 Insta Live.

The "Lives from the environment" by our student Mr. Mitesh Wani and Ms. Tretta Patra on Insta live 25th July 2020.

The "Sorting hat quiz" by our student Mr. Mitesh Wani on Insta live 25th July 2020.

Animals Matter week from 27th to 31st July 2021 on Insta live by our Alumni Mr. Jasnain Singh with an NGO "HALT", Ms. Sheetal Sharma and our student entrepreneur, make tasty animal





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treats of Velveteen bites along with Mr. Daniel Fernandes and Ms. Sonali Waghmare of Alfa Foundation.

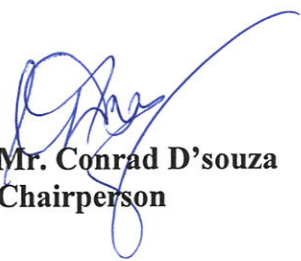
Bonne Sante is an Entrepreneurial venture by our student Ms. Tretta Patra who conducted an Instagram Live with her team on 4th August 2020

The Hunger route by our student Ms. Hansini Manaktala who spoke about her entrepreneurial business The Hunger Route on 7th August 2020 Insta Live.

The "Game of Thrones" by our student Mr. Mitesh Wani and Ms. Tretta Patra on Insta live 8th August 2020

The Members praised the efforts of the students and staff.

There being no other matter for discussion and no further business to be conducted the meeting ended with the members being thanked for their presence.


Mr. Conrad D'souza
Chairperson




Ms. Suchismita Roy
IQAC Coordinator