



B.S.A.C.E.S's
Sheila Raheja Hotel & Catering School

Raheja Education Complex, Opp. Colgate Ground,
Kher Nagar, Bandra (East), Mumbai-400 051

Tel: Board Line: +91 - 22 - 6196 6666
Website: www.srihm.edu.in

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SRIHM/IQAC/2019-20/02

18th October 2019

NOTICE

SUB : Internal Quality Assurance Cell (IQAC) Meeting

The second meeting of the Internal Quality Assurance Cell (IQAC) of the college for the Academic Year 2019-20 will be held on Wednesday, 13th November 2019 at 4.30 pm in the Hibiscus Training Restaurant to conduct the following business.

AGENDA

1. To read and confirm minutes of the last College Internal Quality Assurance Cell meeting held on Tuesday, 16th July 2019.
2. To introduce the IQAC members for the Academic Year 2019 - 20.
3. To appraise the members about the necessary compliances for the Academic Year 2019-20.
4. To appraise the members regarding the Academic plan for the Academic Year 2019 - 20 (Even Semester).
5. To apprise the Members about the summer and winter internships for the second year B.Sc. (Hospitality studies) students.
6. To apprise the Members regarding the procurement of Identity Cards printing machine.
7. To apprise the Members regarding lateral entry of students of Associate Degree Hospitality Studies and Associate Degree Culinary Arts to the Final Year of B.Sc. (Hospitality Studies) and B.A. (Culinary Art) respectively.
8. To apprise the Members regarding the proposal for closure of M.Sc. (Hotel & Hospitality Administration), Associate Degree in Culinary Arts and Associate Degree in Hospitality Studies submitted to the Affiliation Section of the University of Mumbai on 19th July 2019.
9. Any other matter with the 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 second meeting of the Internal Quality Assurance Cell (IQAC) of the college for the Academic Year 2019-20 was held on Wednesday, 13th November 2019 at 4.30 pm in the Hibiscus Training Restaurant.

The following Members were present: -

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. Zahra Mirjalili
13. Ms. Shagufta Manjiyani
14. Ms. Aakarsha Samuel

The quorum for the meeting was present.

The meeting commenced with Chairperson Mr. 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 meeting held on Tuesday, 16th July 2019.

The IQAC Coordinator read the minutes of the last IQAC meeting held on Tuesday, 16th July 2019. 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 on Tuesday, 16th July 2019. are confirmed and approved unanimously by all members." The Chairperson and IQAC coordinator signed the minutes.





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Agenda Point No. 2

To introduce the IQAC members for the Academic Year 2019-20.

The IQAC coordinator introduced the IQAC members for the Academic Year 2019 - 20

Internal Quality Assurance Committee 2019-20		
Sr. No.	Name	Capacity in which representing IQAC
1	Mr. Arvind Tiwari	Nominee of the society
2	Mr. Mandar Parab	Representative of the Management
3	Mr. Conrad D'souza	Chairperson
4	Ms. Suchismita Roy	IQAC Coordinator
5	Mr. Yogesh Utekar	Teacher
6	Mr. Selvyn Rodrigues	Teacher
7	Ms. Madhuri Deshbratar	Teacher
8	Ms. Reshma Nagarkar	Teacher
9	Mr. Aniket Dalvi	Member (Non-Teaching Staff)
10	Mr. Sameer Sud	Employer(Stakeholder)
11	Chef Paul Naronha	Employer(Stakeholder)
12	Ms. Zahra Mirjalili	Student Nominee
13	Ms. Shagufta Manjiyani	Student Nominee
14	Ms. Aakarsha Samuel	Alumni

The members made a note of the same.





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Agenda Point No. 3

To appraise the members about the necessary compliances for the Academic Year 2019-20.

The IQAC Coordinator Ms. Suchismita Roy presented the progress of the documentation work done by each Criteria Member and the work related to NAAC is under progress.

All Teaching Staff to maintain remedial coaching files including Remedial Timetable, attendance record, class test, question paper and also maintain the Lesson Log & Lesson Plan.

All the members made a note of the same.

Agenda Point No. 4

To appraise the members regarding the Academic plan for the Academic Year 2019 -20 (Even Semester).

The Chairperson Mr. Conrad D'souza presented the Academic plan for the coming Academic year 2019-20(Even Semester). The plan had been prepared with the involvement of all HOD's and faculty, the plan included various events, masterclasses, workshops and guest lectures.

The Members made a note of the same.

Agenda Point No. 5

To apprise the Members about the summer and winter internships for the second year B.Sc. (Hospitality studies) students.

The IQAC coordinator apprised the Members that the summer internships for the second year B.Sc. (Hospitality studies) students from June 1, 2019 to October 20, 2019 while the winter internships will be from December 1, 2019 to April 30, 2020.

The Members made a note of the same.

Agenda Point No. 6

To apprise the Members regarding the procurement of Identity Cards printing machine.

The Members were apprised that the new Identity Card printing machine has been procured for the college from M/s. Shreeji Computers and henceforth all identity cards of students and faculty would be printed in the college itself.

After discussions and deliberations Members recommended that the procurement of Identity Cards printing machine to be discussed in the College Development Committee meeting.





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Agenda Point No.7

To apprise the Members regarding lateral entry of students of Associate Degree Hospitality Studies and Associate Degree Culinary Arts to the Final Year of B.Sc. (Hospitality Studies) and B.A. (Culinary Art) respectively.

The Chairperson Mr. Conrad Dsouza apprised the Members that 2 students of Associate Degree in Hospitality Studies and 11 students of Associate Degree in Culinary Art have taken lateral entry to the Final Year of B.Sc. (Hospitality Studies) and B.A. (Culinary Art) respectively, during the Academic Year 2019-20. He further apprised the Members that as recommended by the University of Mumbai, students were given Provisional Admission based on the Undertaking given by student and parent and subject to the student successfully completing his/her Associate Degree in Hospitality Studies and Associate Degree in Culinary Art. The Chairperson informed the Members that the students have successfully completed their respective Programmes and enrolment has been granted by the Enrolment Section of University of Mumbai to the students to the Final Year of B.Sc. Hospitality Studies and B.A. Culinary Art respectively.

The Members made a note of the same.

Agenda Point No. 8

To apprise the members regarding the proposal for closure of M.Sc. (Hotel & Hospitality Administration), Associate Degree in Culinary Arts and Associate Degree in Hospitality Studies submitted to the Affiliation Section of the University of Mumbai on 19th July 2019.

The Chairperson Mr. Conrad D'Souza apprised the Members that the proposal for closure of the above-named programs has been submitted to the affiliation department of the University of Mumbai on 19th July 2019.

The members made a note of the same.

Agenda Point No. 9

Any other matter with the permission of the Chair.

The Chairperson Mr. Conrad Dsouza apprised the Members about the following events: -

On the auspicious occasion of 'Guru Purnima' the students of Sheila Raheja Hotel and Catering School bestowed love and respect towards their faculty members by giving them a rose and taking a selfie with them on 16th July 2019.

Sheila Raheja Hotel and Catering School celebrated 'Karamchari Divas' on 20. July 2019 with joy and festivity.





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'Cochella' Freshers Party for students of First year B.Sc. (H.S) & B.A.C.A. was organised on 26. July 2019.

An educational tour for the Third-Year students of Sheila Raheja Hotel & Catering School was conducted to Padgha, 'Vita Farms' in pursuit of learning the production process at a Milk Farm 3rd August 2019.

The students celebrated the Library Day on 13th August 2019 by conducting various activities like Book Review Competition, Book Mark designing competition etc.

The Second Year students of B.A. Culinary Art and B.Sc. (Hospitality Studies) of Sheila Raheja Hotel & Catering School were taken for an educational field trip to Sula Vineyard on 31st August 2019.

The First Year students of B.A. Culinary Art were taken for a Product knowledge field trip to Crawford Market in the month of 31st August 2019.

The students of the college along with Sheila Raheja Business School and L. S. Raheja School of Architecture organised a 'Tree Plantation Drive' on 31st August 2019 at Shelampada, Palghar District.

A 'Yuva Mahiti Doot' seminar was conducted by Mr. Bhaskar Deshmukh and Mr. Vijay Paddanna from ANULOM (NGO) on the Mahitidoot App. to help students gain information about the various welfare schemes of the Maharashtra State Government through the use of this app. The Seminar was conducted in August 2019.

Ganpati Theme Lunch was organised on 11th September 2019 by the Second Year B.Sc. (H.S) students and was a grand success.

A workshop on Self Defence for Women was conducted on 18th September 2019.

LOI, a theme Lunch based on the Theme 'Lohri' was organised by the Second Year B.Sc. Hospitality Studies students on 20th September 2019.

A Floral Art workshop was conducted by Ms. Priyanka Khandekar – 'A Floral Design Teacher' for our Second Year B.Sc. (H.S) Housekeeping Specialisation Students on 26th September 2019.

A seminar on 'Gender Spectrum' was organised for our students at Lala Lajpatrai College of Commerce and Economics conducted by the University of Mumbai, DLLE Unit in the month of September 2019 and was conducted by Mr. Balachandran Ramiah (Market Strategist and Entrepreneur).





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Ms. Harinakshi Nair, consultant for HVS Sustainability, an Auditor and Trainer for ECOTEL certification and a pioneer in setting up eco- initiatives at The Orchid, Mumbai was invited as a guest lecturer on Green Housekeeping Practices in the month of September, 2019.

The students of Second Year B.A. (Culinary Arts) hosted Durga Pooja theme lunch on Friday, 27th September 2019

A Food & Wine Harmony workshop was held for the students of Second Year B.Sc. (Hospitality Studies) and Second Year B.A. Culinary Arts on 28th September 2019.


'PORTENTIS' - 'Wonders on your Plate' was organised by our Third Year Culinary Arts students and was attended by well-known Celebrity Chefs from the industry on 4th October 2019. The Event received grand appreciation from one and all.

Chef Vikas Khanna interacted with the students on 7th October 2019.

As part of Diwali outreach, our college students in association with Abhiyaan an NGO took part in food distribution to underprivileged kids in areas of Belapur and Mulund dumping ground in the month of October 2019.

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