



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/2020-21/02

16th October 2020

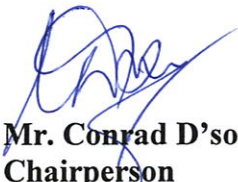
NOTICE

SUB: Internal Quality Assurance Cell (IQAC) Meeting

The second meeting of the Internal Quality Assurance Cell (IQAC) of the college for the Academic Year 2020- 21 will be held Online on Tuesday, 3rd November 2020 at 4:30 to conduct the following business.

AGENDA

1. To read and confirm the Minutes of the last College Internal Quality Assurance Cell (IQAC) meeting held online on Tuesday, 11th August 2020.
2. To introduce the IQAC members for the Academic Year 2020 - 21.
3. To apprise the Members regarding the Online Academic Review Meeting.
4. To apprise the Members regarding Admission Process, status and update of B.Sc. (Hospitality Studies) and B.A. (Culinary Art) respectively.
5. To apprise the members about the necessary compliances for the Academic Year 2020-21.
6. To apprise the Members of the procurement of the new software "My Candidature" for conduct of online examination.
7. To apprise the Members regarding the Online Examinations of the two programmes of B.Sc. (Hospitality Studies) and B.A. (Culinary Art) respectively.
8. To apprise the Members regarding Mission, Begin Again guidelines of the State of Maharashtra.
9. To apprise the Members about the Student Council elections for the Academic Year 2020-21.
10. 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 second meeting of the Internal Quality Assurance Cell (IQAC) of the college for the Academic Year 2020-21 was held Online on Tuesday, 3rd November 2020 at 4:30.

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. Khushi Mulam
13. Mr. Joshua Leny Thomas
14. 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 the Minutes of the last College Internal Quality Assurance Cell (IQAC) meeting held online on Tuesday, 11th August 2020.

The IQAC Coordinator read the minutes of the last IQAC meeting held online on Tuesday, 11th August 2020. 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 Tuesday, 11th August 2020 are confirmed and approved unanimously by all members."





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Agenda Point No. 2

To introduce the IQAC members for the Academic Year 2020 - 21.

The IQAC coordinator introduced the members of the IQAC for the Academic Year 2020 - 21

| Internal Quality Assurance Committee 2020-21 | | |
|---|---------------------------|--|
| 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. Khushi Mulam | Student Nominee |
| 13 | Mr. Joshua Leny Thomas | Student Nominee |
| 14 | Ms. Aakarsha Samuel | Alumni |

The elected President of the Student Council for the Academic Year 2020-2021 was Ms. Khushi Mulam of TYB.Sc Hospitality Studies & the General Secretary was Mr. Joshua Leny of TYBSc. Hospitality Studies were added to the Internal Quality Assurance Committee.

The Members made a note of the same.





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Agenda Point No. 3

To apprise the Members regarding the Online Academic Review Meeting.

The Chairperson Mr. Conrad D'souza, apprised the Members that the Academic Review meeting will be held online on 16th, 17th and 18 December 2020. Members were informed that most of the academic activities for this year had been conducted online. The maintenance of records and academic communication was also being done digitally.

The Members made a note of the same.

Agenda Point No. 4

To apprise the Members regarding Admission process, status and update of B.Sc. (Hospitality Studies) and B.A. (Culinary Art) respectively.

The Chairperson Mr. Conrad D'Souza apprised the members that the Online Admission process was a success as admissions to both the programs were duly completed. Students and their parents were counselled and oriented to the programs online through the Zoom platform. The admission team were available at all times to answer queries of students and parents, A preliminary aptitude test was conducted followed by a video call interview with the Principal and Chef V K Iyer. Provisional admission lists were made and intimated to the students via mail. The students were confirmed after completing the due process of admission as per Mumbai University guidelines. 300 students applied for the B.Sc. Hospitality Studies and 150 students applied for the B.A. in Culinary Arts. 137 students took admission in the B.Sc. – Hospitality Studies program and 62 students were admitted to the B.A. in Culinary Art.

The Members appreciated the efforts and initiative of the admission team.

Agenda Point No. 5

To apprise the members about the necessary compliances for the Academic Year 2020-21.

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 should maintain the Lesson Log & Lesson Plan shared via Google Drive.

The Members made a note of the same

Agenda Point No. 6

To apprise the Members of the procurement of the new software "My Candidature" for conduct of the online examination.

The Chairperson apprised the members that the new software "My Candidature" for conduct of the online examination.





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The Members made a note of the same.

Agenda Point No. 7

To apprise the Members regarding the Online Examinations of the two programmes of B.Sc. (Hospitality Studies) and B.A. (Culinary Arts) respectively.

The Chairperson Mr. Conrad D'Souza apprised the Members that the third-year examination of Semester VI for the Academic Year 2019-20, was conducted between 5th and 10 October 2020. The results will be declared within 30 days of the conduct of the exam and the results were put up on our website. A copy would also be sent through WhatsApp groups and displayed on our staff notice board.

The Members made a note of the same.

Agenda Point No. 8

To apprise the Members regarding Mission, Begin Again guidelines of the State of Maharashtra.

The Chairperson Mr. Conrad D'Souza apprised the members that as per the State Government, d colleges shall continue to remain closed till 30th September 2020 and online classes only shall be permitted to be conducted. He further apprised the Members that private offices have been permitted to operate with 30% capacity and by following stringent Covid-19 prevention and safety protocol viz. 6 feet distance between employees, wearing of face mask at all times, and sanitisation of the entire premises. The Covid – 19 safety and prevention manual was circulated online to all staff and it was implemented with due diligence when staff needed to attend the college.

The Members made a note of the same.

Agenda Point No. 9

To appraise the Members about the Student Council elections for the Academic Year 2020-21.

The Chairperson Mr. Conrad D'Souza apprised the members that the Student Council for the year 2020-2021 was formed with the Student Council Core Committee assisting the process of election through Zoom platform.

The elected President of the Student Council for the academic year 2020-2021 was Ms. Khushi Mulam of TYBSc, the Secretary was Mr. Joshua Leny of TYBSc and the Treasurer was Bhaven Dahanuwala. The newly elected CR's and ACR's were also inducted into the Student's Council.

The Members made a note of the same.





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Agenda Point No. 10

Any other matter with permission of the Chair.

The Chairperson Mr. Conrad D'Souza apprised the members about the online activities conducted to engage the students:

Happy Cooks by our alumni Ms. Shruti Baviskar who spoke about her entrepreneurial business Happy Cooks on 11th August 2020 on Insta Live.

A Youtube channel "Barstud" by our alumni and National level amateur Cocktail competition winner Mr. Kevin Fernandes did a Cocktail workshop on 14th August 2020 Insta Live.

Biggest Virtual Cooking competition conducted WGSMA Manipal was held on 15th August 2020. Our Faculty Chef Manoj Kamble was a part of the team for the competition.

Our first ever Virtual Independence Day celebration on 15th August 2020 organized by the DLLE and Student council team. Our chief guest Colonel Sampath shared his words of wisdom followed by a virtual flag hoisting.

Virtual Orientation for the batch of 2021-23 was conducted on 9th September 2020.

Online Culinary Workshops by our students and Alumni of the college in collaboration with Veruschka Foundation Culinary Institution for especially abled Individuals was conducted every Wednesday on Zoom platform from October 2020.

A virtual Freshers Party was organised for the students of First Year B.Sc (H.S) and B.A.C.A on 31st October 2020.

"Feed India Initiative" Sheila Raheja Institute of Hotel management in collaboration with Chef Vikas Khanna Group joined hands with the students and faculty to fight malnutrition and hunger in India during these trying times.

The Chairperson also informed the members that the students were counselled by Teaching Staff on a daily basis and also took day to day health updates of students and their family. Faculty Insta Live conducted every week by one Faculty.

The Members praised the efforts of the students and staff.

There being no other matter to be discussed and business to be conducted, the meeting ended by thanking the Members for their presence.


Mr. Conrad D'souza
Chairperson




Ms. Suchismita Roy
IQAC Coordinator