



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/2019-20/03

30th March 2020

NOTICE

SUB: Internal Quality Assurance Cell (IQAC) Meeting

The third meeting of the Internal Quality Assurance Cell (IQAC) of the college for the Academic Year 2019-20 will be held Online on Wednesday 15th April 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 on Wednesday, 13th November 2019.
2. To apprise the members regarding the library software proposals.
3. To apprise the members regarding the exam software proposal.
4. To apprise the members regarding the proposal for procurement of Laptops for the college.
5. To apprise the members about Covid-19 guidelines and Safety protocol followed at the College for Teaching and Non-Teaching Staff.
6. To apprise the members about the achievements and recognitions achieved by staff.
7. To apprise the members about the change of name of the college.
8. 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 third meeting of the Internal Quality Assurance Cell (IQAC) of the college for the Academic Year 2019-20 was held Online on Wednesday 15th April 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. Zahra Mirjalili
13. Ms. Shagufta Manjiyani
14. Ms. Aakarsha Samuel

The quorum for the meeting was present. The Chairperson welcomed & informed the Members, 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 on Wednesday, 13th November 2019.

The IQAC Coordinator read the minutes of the last IQAC meeting held on Wednesday, 13th November 2019 and apprised 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 on Wednesday, 13th November 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 apprise the members regarding the library software proposals.

The Chairperson Mr. Conrad Dsouza apprised the members about the Integrated Library Management Software (ILMS), available for procurement. KOHA, E-granthalaya, J Gate Database and K-Hub were the four ILMS proposed for purchase.

KOHA and J-Gate Database were selected for procurement.

After discussions & deliberations Members recommended that the library software proposals be discussed in the College Development Committee Meeting.

Agenda Point No. 3

To apprise the members regarding the exam software proposal.

The Chairperson Mr. Conrad Dsouza apprised the members of the examination software "On Fees" that we will be required for the smooth conduct of online examinations.

After discussions & deliberations Members recommended that exam software proposals be discussed in the College Development Committee Meeting.

Agenda Point No. 4

To apprise the members regarding the proposal for procurement of Laptops for the college.

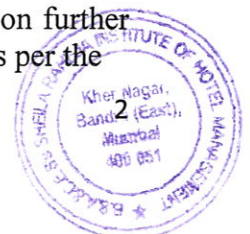
The Chairperson Mr. Conrad Dsouza apprised the members regarding the need to procure new laptops to enable the Teaching staff to conduct their online lectures. It was proposed to procure 7 new Dell laptops for the college to enable teaching staff to conduct online lectures and practical classes as per the directives of the University of Mumbai.

After discussions & deliberations Members recommended that procurement of Laptops for the college be discussed in the College Development Committee Meeting.

Agenda Point No. 5

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 will be 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





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guidelines of UGC and University of Mumbai and also the second-year student Internship is converted into research project till further notice.

The Members made a note of the same.

Agenda Point No.6

To apprise the members about the achievements and recognitions achieved by staff.

The IQAC coordinator apprised the members that the Chairperson Mr. Conrad Dsouza has cleared his UGC Net Exam on December 2019. And also informed that other Teaching staff are being encouraged to clear NET, SET and enrol into PhD.

The Members congratulated Mr. Conrad Dsouza.

Agenda Point No. 7

To apprise the members about the change of name of the college.

The Chairperson Mr. Conrad D'souza apprised the Members about the change of name of the college from Sheila Raheja Hotel & Catering School to Sheila Raheja Institute of Hotel Management with effect from 8th November 2019.

The Members made a note of the same.

Agenda Point No. 8

Any other matter with permission of the Chair,

There being no other matter to be discussed 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

