



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

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SRIHM/IQAC/2020-21/03

7th January 2021

**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 2020- 21 will be held on Online on Thursday 21<sup>st</sup> January 2021 at 4:30pm 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, 3rd November 2020.
2. To apprise the Members regarding the Online Examination of the Even Semester.
3. To apprise the members about the 'Virtual Master Classes', being conducted in collaboration with industry experts to engage our students.
4. To apprise the Members about the commencement of preparations for the admission process of the Academic Year 2021-2022.
5. To apprise the Members about the Covid -19 unlock guidelines and compliance by the college.
6. 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 2020-21 was held on Online Thursday 21<sup>st</sup> January 2021 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. 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 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, 3rd November 2020.**

The IQAC Coordinator read the minutes of the last IQAC meeting held online on Tuesday, 3rd November 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, 3rd November 2020 are confirmed and approved unanimously by all members."





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### **Agenda Point No. 2**

#### **To apprise the Members regarding the Online Examination of the Even Semester.**

The Chairperson Mr. Conrad D'souza, apprised the Members that the Internal and the Semester-end Practical Online Examinations of the even semester have been successfully conducted. The theory examinations will commence for First and Second year from 23<sup>rd</sup> April to 30<sup>th</sup> April, and for the Third year from 6<sup>th</sup> May to 12<sup>th</sup> May 2021. Subsequent to the results being announced, the examination department will analyse the results.

The Members made a note of the same.

### **Agenda Point No. 3**

#### **To apprise the members about the 'Virtual Master Classes', being conducted in collaboration with industry experts to engage our students.**

The Chairperson Mr. Conrad D'souza, apprised the Members that Several "Virtual Master Classes" that were conducted are as follows: -

Our Virtual College magazine "Bouquet Garni- The inception of Flavour" was launched online in November 2020.

Online Wine Masterclass "Learn to taste and talk about Wine like a pro" our Alumni and WSET Level 3 Ms. Mallika Nayak conducted a class for the students in November 2020

Third Year B.Sc. (Hospitality Studies) students conducted a virtual Food and Beverage equipment exhibition titled "The Equipage chronicles", "The Liquipedia" and "La Verriere" in the month of November 2020 for the First Year and Second Year students. During the exhibition, the students exhibited and explained in detail the functioning of each different equipment used in restaurants.

First ever Virtual "Mumbai Darshan" was organized by the Third year Students of Hospitality studies for the First-Year students. The students were enlightened about everything right from the history of the city to the unique facts about the city of dreams, Mumbai in November 2020.

Food production club organized an online quiz "Catechize your dusk with kitchen beasts" on November 2020.

The students of Third year Front office Specialization batch hosted the Front office virtual exhibition "Fronyclopedia" for the First-year students of Hospitality Studies which spanned for 2 days and covered the various aspects of the Front office department in the month of December 2020.

Mr. Joshua Thomas stood in 2<sup>nd</sup> place at D.Y. Patil University "House Maitre D'" competition in D.Y. Patil University, amongst the 20 best colleges in Mumbai.

One day FDP was conducted by Mr. Gladvin Rego on Blooms Taxonomy for the faculty of Sheila Raheja Institute of Hotel Management in the month of January 2021.





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Ms. Neha Vora, a Life Coach conducted a online workshop for DLLE students on 20<sup>th</sup> January 2021.

The Members praised the efforts of the students and staff.

**Agenda Point No. 4**

**To apprise the Members about the commencement of preparations for the admission process of the Academic Year 2021-2022.**

The Chairperson Mr. Conrad D'souza, apprised the Members about the admission process which has already been planned and would be implemented from 15<sup>th</sup> April 2021 onwards. Leads developed from telephonic enquiries and those on the websites will be followed up and invited to an online webinar via Zoom. After the informative webinar, an online aptitude test would be conducted. Shortlisted candidates will be called for a personal interview via WhatsApp video call with the Principal and HOD's. Successful candidates will be intimated and asked to take provisional admission as per the University of Mumbai guidelines.

The Members made a note of the same.

**Agenda Point No. 5**

**To apprise the Members about the Covid -19 unlock guidelines and compliance by the college.**

The Chairperson Mr. Conrad D'souza apprised the Members about the unlock guidelines and also about the Covid-19 prevention and safety guidelines being followed by the Staff whilst coming to work and also on the premises. 50% of the staff were permitted as per the Government notifications to come to work. The classes for students including practical sessions were still being conducted online and further guidelines are being awaited before the college may permit students to attend offline classes.

The Members made a note of the same.


**Agenda Point No. 6**

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

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