



Sheila Raheja
Institute of
Hotel Management

Affiliated to the University of Mumbai

**ATTENDANCE SHEET OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING
HELD ON 12th MARCH 2024**

Sr. No.	Name	Capacity in which representing the committee	Signature
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. Ashish Mane	Teacher	
6	Mr. Selvyn Rodrigues	Teacher	
7	Mr. Nixon Dmello	Teacher	
8	Mr. Stany Lopes	Teacher	
9	Ms. Reshma Nagarkar	Teacher	
10	Ms. Deepali Darekar	Member (Non-Teaching Staff)	
11	Mr. Sameer Sud	Employer (Stakeholder)	
12	Chef Paul Naronha	Employer (Stakeholder)	
13	Ms. Tanushka Acharekar	Student Nominee	
14	Mr. Soham Nagwekar	Student Nominee	
15	Mr. Joshua Leny	Alumni	





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SRIHM/IQAC/2023-24/03

23rd February, 2024

NOTICE

SUB: INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC) MEETING

The Third Meeting of the Internal Quality Assurance Committee (IQAC) will be held on Tuesday, 12th March 2024 at 4.00 pm at the 5th floor Gulomohar Training Restaurant - Sheila Raheja Institute of Hotel Management-Raheja Education Complex, Bandra, (East) to conduct the following business.

AGENDA

1. To read and confirm the Minutes of the Internal Quality Assurance Committee (IQAC) meeting held on Monday, 4th December 2023.
2. To apprise the Members regarding Examination results of Semester I and III.
3. To apprise the Members about appointment by University of Mumbai of Mr. Conrad Dsouza as Member of the Adhoc Board of Studies for Hospitality Studies for a term of three years.
4. To apprise the Members about HOPE 2023 event held on 10th December, 2023.
5. To apprise the Members about the College Events and Master Classes conducted since the last College Development Committee (CDC) meeting, if any.
6. To apprise the Members about submission of SSR for NAAC and resolution of DVV queries.
7. To apprise the Member about the participation of students in Inter-College Competitions.
8. To apprise the Members about framing of NEP 2020 syllabus for B.Sc. (Hospitality Studies) and B. A. (Culinary Art) for Semester I and Semester II for the Academic Year 2024-25.
9. To apprise the Members about B. Sc. (Hospitality Studies) Semester VI Events Planning, Marketing & Management event to be held on 12th & 13th April, 2024.
10. To apprise the members about One day Faculty Development Programme organized by IQAC on Literature Review conducted on 5th March 2024.
11. Any other matter with permission of the Chair.


Conrad D'souza
Chairperson





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

The Third meeting of the Internal Quality Assurance Committee (IQAC) of the College for the Academic Year 2023-24 was held on Tuesday 12th March, 2024 at 4.00 pm at the 5th Floor 'Gulmohar Training Restaurant' – Sheila Raheja Institute of Hotel Management– Raheja Education Complex, Bandra East, to conduct the following business.

The following Members were present: -

1. Mr. Arvind Tiwari
2. Mr. Mandar Parab
3. Mr. Conrad D'souza
4. Ms. Suchismita Roy
5. Mr. Ashish Mane
6. Mr. Selvyn Rodrigues
7. Mr. Nixon Dmello
8. Mr. Stany Lopes
9. Ms. Reshma Nagarkar
10. Ms. Deepali Darekar
11. Mr. Sameer Sud
12. Chef Paul Naronha
13. Ms. Tanushka Acharekar
14. Mr. Soham Nagwekar
15. Mr. Joshua Leny

The quorum for the meeting was present.

Mr. S. N. Wadhvani was in the Chair.

After welcoming the Members present, with permission of the Chair, the Chairperson started the meeting.

Agenda Point No.1

To read and confirm the Minutes of the Internal Quality Assurance Committee (IQAC) meeting held on Monday 4th December 2023.

The Member Secretary read the Minutes of the previous Internal Quality Assurance Committee (IQAC) held on Monday 4th December, 2023 and after a brief discussion the following resolution was passed.

Resolution No. 1

“Be it and it is hereby resolved that the Minutes of the last Internal Quality Assurance Committee (IQAC) held on Monday 4th December, 2023 be confirmed and approved”.

The Chairperson and IQAC coordinator signed the minutes.





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Agenda Point No.2

To apprise the Members about the status of the Semester V Examination of the University of Mumbai for the Academic Year 2023-24.

The Members were apprised that the University of Mumbai Semester V B. A (Culinary Art) theory examinations would be conducted from 18th December, 2023 to 1st January, 2024. Dates were awaited for the Semester V practical examination.

The Chairperson further apprised the Members that dates were awaited for Semester V B. Sc. (Hospitality Studies) theory and practical examinations from the University of Mumbai.

The Members made a note of the same.

Agenda Point No.3

To apprise the Members regarding Examination results of Semester I and III.

The Members were apprised about the examination results for Semester I and Semester III for Academic Year 2023-24 for B.Sc. (Hospitality Studies) and B.A. (Culinary Art).

The Chairperson shared the results analysis with the Members. (Annexure 1)

There was discussion on the results and Members suggested greater emphasis on remedial classes for the Courses in which students have not fared well.

Agenda Point No.4

To apprise the Members about appointment by University of Mumbai of Mr. Conrad Dsouza as Member of the Adhoc Board of studies for Hospitality Studies for a term of three years.

The IQAC Coordinator apprised the Members about his appointment by University of Mumbai as Member Adhoc Board of Studies for Hospitality Studies from 2024 to 2027.

The Members congratulated him for the same.

Agenda Point No.5

To apprise the Members about HOPE 2023 event to be held on 10th December, 2023.

The Chairperson apprised the Member regarding the resounding success of HOPE 2023 event held on 10th December, 2023 which is the annual event of the Tata Memorial Hospital. 104 students and 11 faculty members from the College volunteered for the event.

The Members appreciate the team for their efforts.





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Agenda Point No.6

To apprise the Members about the College Events and Master Classes conducted since the last College Development Committee (CDC) meeting, if any.

The Chairperson presented a detailed report of the Events and Master Classes conducted and briefed the Members about the same. (Annexure 2)

The Member appreciated the efforts made by the team to ensure greater industry students' interaction.

Agenda Point No.7

To apprise the Members about submission of SSR for NAAC and resolution of DVV queries.

The Chairperson apprised the member the IIQA application was approved on 7th December, 2023 and accordingly the College has filled the Self Study Report (SSR) on 18th January, 2024. The member was further apprised that DVV queries were resolved & uploaded on the NAAC portal on 6th March, 2024.

The Members made a note of the same.

Agenda Point No.8

To apprise the Member about the participation of students in Inter-College Competitions.

The Chairperson apprised the Member about participation of students in Inter-collegiate competitions. He presented a detailed report on Laurels won by the students in various competitions.

The Members applauded the efforts of the students and the faculty Members. (Annexure – 3)

Agenda Point No. 9

To apprise the Members about framing of NEP 2020 syllabus for B.Sc. (Hospitality Studies) and B. A. (Culinary Art) for Semester I and Semester II for the Academic Year 2024-25.

The Members were apprised that NEP 2020 syllabus is being implemented for the First-Year students from the Academic Year 2024-25 and accordingly the teaching faculty are actively involved with other college faculty in framing the syllabus for the various courses.

The member made note of the same and appreciated the efforts of the team.

Agenda Point No. 10

To apprise the Members about B. Sc. (Hospitality Studies) Semester VI Events Planning, Marketing & Management event to be held on 12th & 13th April ,2024.





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The Chairperson apprised the Members that after detailed study and discussion with stakeholders / students with effect from this Academic Year, Epicuria – Eat, Drink, and be Merry for tomorrow we live shall be the Annual Event for Semester VI of B. Sc. (Hospitality Studies).

As per suggestion and discussion from this year onward students shall make a group of 9-12 student members who shall manage one stall where the students shall display and sell various food items sourced and prepared by them to visiting guests consisting of trustees, parents, students from other colleges and guests from industry and academia. This year the students have chosen 12th and 13th April 2024 to conduct the event in the college premise. Mr. Ashish Mane briefed the Members in detail about the modalities of the Event. (Annexure – 5)

The Members made a note of the concept changes and appreciated the new concept as it would give greater entrepreneurial exposure to the students.

Agenda Point No. 11

To apprise the members about One day Faculty Development Programme organized by IQAC on Literature Review conducted on 5th March 2024.

The Chairperson Mr. Conrad Dsouza apprised the members about One day Faculty Development Programme on Literature Review for Teaching Staff conducted on 5th March 2024 by Assistant Professor Ms. Suchismita Roy Indra.

The Members made the note of the same.

Agenda Point No. 12

Any other matter with permission of the Chair.

The Chairperson brief the Members regarding the Circulars received from the University of Mumbai and other Statutory Bodies. (Viz. University Grants Commission, D.T.E., etc.)

The Members made a note of the same.

There being no other matter to be discussed and business to be conducted.

The meeting ended with vote of thanks to the Chair.


Conrad Dsouza
Chairperson


Suchismita Roy Indra
Assistant Professor





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Encl:

1. Exam Timetable of T.Y.B.A.C.A
2. Exam Results Analysis
3. Report of College Event and Master Classes.
4. Report of participated in Inter- Collegiate competition.
5. Concept note for college event.
6. Report of the One Day Faculty Development Programme on Literature Review for Writing Research Papers.
7. Xerox copies of Circulars received from the University of Mumbai and other statutory Bodies.





Event Calendar 2023 -24

Program Bachelors of Arts in Culinary Art (Batch 2021 – 2024)

Welcome to the new Academic Year 2023-24

With reference to the T.Y.B.A. (Culinary Art) Semester V you are requested to refer to the Event Calendar and kindly follow the guidelines provided in order to conduct semester wise activities smoothly throughout the semester.

Event Calendar T.Y.B.A. (Culinary Art) (Semester V) June 2023 to November 2023

Description of Activity	Time Period
International Yoga Day (21st June)	On 21 st June 2023
T.Y.B.A.C.A. Academic Orientation	30 TH June 2023
Masterclass on Cuts of Meat by Chef Visvanathan Iyer	On 18 th July 2023
Masterclass on Food Photography by Ms. Hridagandha Mistry	On 20 th July 2023
Equipedia (Food & Beverage Exhibition)	On 11 th August 2023
Theme Lunch	On 02 nd September 2023
Ganesh Festival Celebration	On 16th September 2023

Note:

The above schedule of the Event Calendar is tentative. It may be revised **subject** to change under unavoidable circumstances. If revised it shall be communicated in due course of time.


Conrad D'souza
Principal





Event Calendar 2023 -24

Program Bachelors of Arts in Culinary Art (Batch 2022 – 2025)

Welcome to the new Academic Year 2023-24

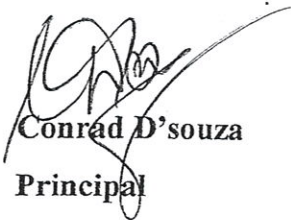
With reference to the S.Y.B.A. (Culinary Art) Semester III you are requested to refer to the Event Calendar and kindly follow the guidelines provided in order to conduct semester wise activities smoothly throughout the semester.

Event Calendar S.Y.B.A. (Culinary Art) (Semester III) June 2023 to November 2023

Description of Activity	Time Period
International Yoga Day (21st June)	On 21 st June 2023
S.Y.B.A.C.A. Academic Orientation	On 04 th July 2023
Masala Exhibition by Chef Chetan Raut	On 21 st July 2023
Wine Masterclass by Ms. Sonal Holland	On 27 th July 2023
Equipedia (Food & Beverage Exhibition)	On 11 th August 2023
Ganesh Festival Celebration	On 16th September 2023

Note:

The above schedule of the Event Calendar is tentative. It may be revised **subject** to change under unavoidable circumstances. If revised it shall be communicated in due course of time.


Conrad D'souza
Principal





Event Calendar 2023 -24

Program Bachelors of Arts in Culinary Art (Batch 2023 – 2026)

Welcome to the new Academic Year 2023-24


With reference to the F.Y.B.A. (Culinary Art) Semester I you are requested to refer to the Event Calendar and kindly follow the guidelines provided in order to conduct semester wise activities smoothly throughout the semester.

Event Calendar F.Y.B.A. (Culinary Art) (Semester I) July 2023 to November 2023

Description of Activity	Time Period
F.Y.B.A. C.A. Academic Orientation	On 07 th July 2023
Equipedia (Food & Beverage Exhibition)	On 10 th August 2023
Know your Council Day	On 07 th August 2023
Fresher's Day	On 14 th August 2023
Ganesh Festival Celebration	On 16 th September 2023

Note:

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Conrad D'souza
Principal





Event Calendar 2023 -24

Program Bachelors of Science in Hospitality Studies (Batch 2021 – 2024)

Welcome to the new Academic Year 2023-24

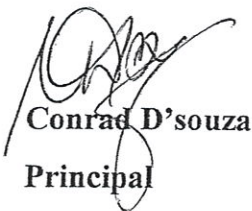
With reference to the T.Y.B.Sc. (Hospitality Studies) Semester V you are requested to refer to the Event Calendar and kindly follow the guidelines provided in order to conduct semester wise activities smoothly throughout the semester.

Event Calendar T.Y.B.Sc. (Hospitality Studies) (Semester V) June 2023 to November 2023

Description of Activity	Time Period
International Yoga Day (21st June)	On 21 st June 2023
T.Y.B.Sc. H.S. Academic Orientation	On 27 th June & 28 th June 2023
Masterclass on Cuts of Meat by Chef Visvanathan Iyer	On 18 th July 2023
Equipedia (Food & Beverage Exhibition)	On 10 th August 2023
Ganesh Festival Celebration	On 16th September 2023

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Principal





Event Calendar 2023 -24

Program Bachelors of Science in Hospitality Studies (Batch 2022 – 2025)

Welcome to the new Academic Year 2023-24

With reference to the S.Y.B.Sc. (Hospitality Studies) batch E & F Semester III you are requested to refer to the Event Calendar and kindly follow the guidelines provided in order to conduct semester wise activities smoothly throughout the semester.

Event Calendar S.Y.B.Sc. (Hospitality Studies) (Semester III) June 2023 to November 2023

Description of Activity	Time Period
International Yoga Day (21st June)	On 21 st June 2023
S.Y.B.Sc. H.S. Academic Orientation	On 03 rd July 2023
Wine Masterclass by Ms. Sonal Holland	On 27 th July 2023
Equipedia (Food & Beverage Exhibition)	On 11 th August 2023
Laundry Visit	During Second week of August 2023
Flower Arrangement Workshop	During First week of September 2023
Ganesh Festival Celebration	On 16 th September 2023

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Event Calendar 2023 -24

Program Bachelors of Science in Hospitality Studies (Batch 2023 – 2026)

Welcome to the new Academic Year 2023-24


With reference to the F.Y.B.Sc. (Hospitality Studies) Semester I you are requested to refer to the Event Calendar and kindly follow the guidelines provided in order to conduct semester wise activities smoothly throughout the semester.

Event Calendar F.Y.B.Sc. (Hospitality Studies) (Semester I) July 2023 to November 2023

Description of Activity	Time Period
F.Y.B.Sc. H.S. Academic Orientation	On 05 th & 06 th July 2023
Equipedia (Food & Beverage Exhibition)	On 10 th August 2023
Know your Council Day	On 07 th August 2023
Fresher's Day	On 14 th August 2023
Ganesh Festival Celebration	On 16th September 2023

Note:

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