



ARUN MUCHHALA GROUP

SAI SHIVA EDUCATIONAL TRUST'S

ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL MANAGEMENT

AFFILIATED TO UNIVERSITY OF MUMBAI

13/06/2023

NOTICE

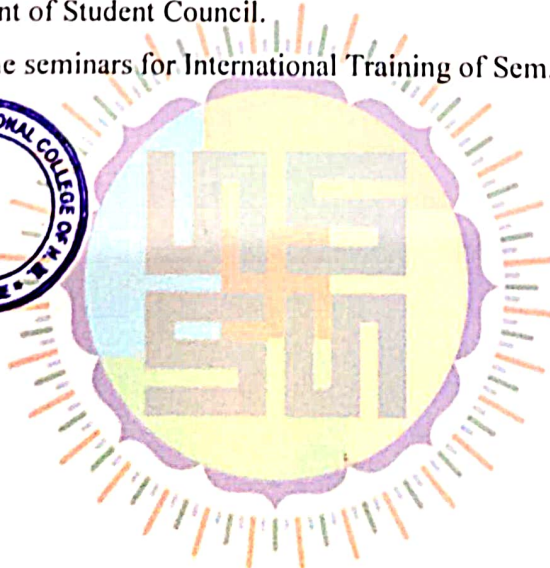
For Conducting First
Internal Quality Assurance Cell Meeting 2023

With the consent of the Head of the Institution and as directed by him, I would like to inform the IQAC members that meeting of Internal Quality Assurance Cell of Arun Muchhala International College of Hotel Management shall be held as below.

Date of meeting : 15/06/2023
Time of meeting : 03:00 pm
Venue : Arun Muchhala International college of Hotel Management, Thane.

Following will be agenda of the meeting:

- Agenda (1): Discussion and approval of Academic Calendar.
- Agenda (2): To Finalize "Live activity" in form of Event for Third year Students.
- Agenda (3): Discussion and approval for Online and Offline teaching.
- Agenda (4): Setting of classrooms in college for conducting online theory.
And finalizing classrooms for Offline theory and Practical classes.
- Agenda (5): Regarding Power Point Presentation (PPTs) use as teaching medium by subject teachers.
- Agenda (6): Regarding Front office practicals, to be conducted in hybrid mode ie. Computer lab and Mobile phones.
- Agenda (7): Attendance to be maintained & letters to be sent to Parents.
- Agenda (8): To Discuss the Feedback Procedure.
- Agenda (9): Appointment of Student Council.
- Agenda (10): Organize the seminars for International Training of Sem. 3 students



P. Dhuri
Mrs. Prajakta Dhuri
IQAC Coordinator

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Internal Quality Assurance Cell Members

S.N.	Name	Designation	Sign.
1	Mr. Aarav Muchhala	Management Member (Managing Trustee)	
2	Mr. Bipin Jadhav	Chairperson (IQAC)	
3	Mrs. Prajakta Dhuri	Coordinator (IQAC)	
4	Mrs. Preeti Sharma	Teacher representative	
5	Mr. Arun Pillai	Teacher representative	
6	Mr. Ajay Pandhare	Teacher representative	
7	Mrs. Swati Patil	Senior Administrative officer	
8	Mr. D.D. Verma	Local Society Member	
9	Ms. Saachi Rathod	Student Member	
10	Mr. Mayank Fatnani	Alumni Member	
11	Mr. Nikhil Prabhu	Industrialist/Employer Member	



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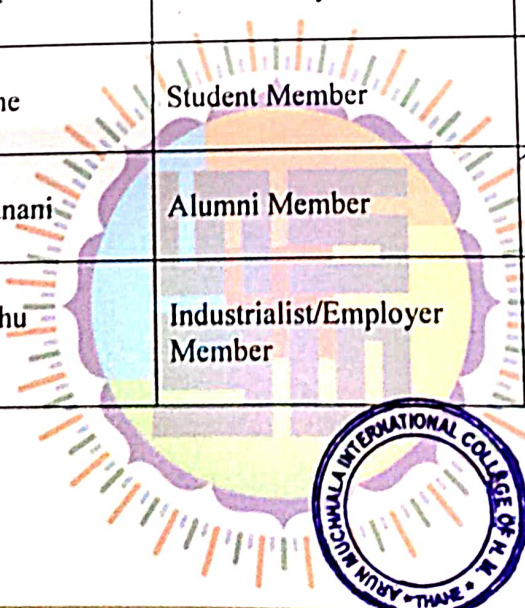
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AFFILIATED TO UNIVERSITY OF MUMBAI

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting Held on 15/06/2023 at 03:00 pm.			
S.N.	Name	Designation	Signature
1	Mr. Aarav Muchhala	Management Member (Managing Trustee)	
2	Mr. Bipin Jadhav	Chairperson (IQAC)	
3	Mrs. Prajakta Dhuri	Coordinator (IQAC)	
4	Mrs. Preeti Sharma	Teacher representative	
5	Mr. Arun Pillai	Teacher representative	
6	Mr. Kaustubh Kulkarni	Teacher representative	
7	Mrs. Swati Patil	Senior Administrative officer	
8	Mr. D.D. Verma	Local Society Member	
9	Mr. Chaitali Rane	Student Member	
10	Mr. Mayank Fatnani	Alumni Member	
11	Mr. Nikhil Prabhu	Industrialist/Employer Member	



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Following points were discussed in the meeting:-

Agenda (1): Discussion and approval of Academic Calendar

The draft of Academic Calendar was prepared after discussion with Principal and IQAC committee members and the copy of it was handed to all the above listed members for further discussion and approval. The points included in the draft was as follows:

- a) Commencement and duration of the term for 3rd Sem would be from 19th June 2023 to 30th September 2023 with 14 weeks of teaching and 5th Sem. from 19th June 2023 to 30th September 2023 with 14 weeks of teaching.
- b) Freshers Party- 3rd week of August
- c) Ganesh puja- 4th week of September
- d) Organizing Guest lectures/workshops of Food Production Department in month of July.
- e) Organizing Guest lectures/workshops of Food and Beverage department in month of August.
- f) Organizing Guest lectures and Industrial/Property visits of Rooms Division Management Department in month of September.
- g) Finalizing various committees for the year:
Cultural committee,
Grievance Cell Committee,
Women's Grievance Committee,
Examination Committee.
- h) Class test of 3rd Sem in 1st week of October & 5th Sem in 1st week of October
- i) Practical exam of 3rd Sem in 2nd week of October and 5th Sem in 1st week of October.
- j) Sem end exam of 3rd Sem in 2nd and 3rd week of October

Agenda (2): To Finalize an Live activity in form of Event for Third year Students.

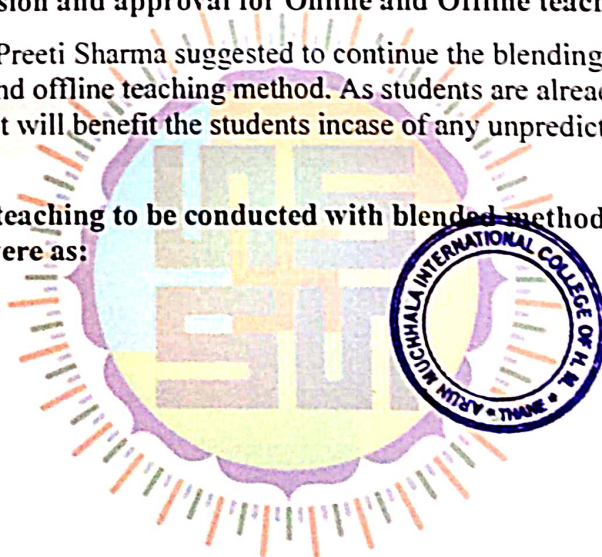
To Finalize a Live activity in form of Event for Third year students as this batch was a COVID 19 pandemic batch which had miss out crucial learning in first year and Second Year.

It is resolved that an Event should be conducted in consultation with Third year students.

Agenda (3): Discussion and approval for Online and Offline teaching

Discussion:-Mrs. Preeti Sharma suggested to continue the blending of online teaching on Microsoft teams and offline teaching method. As students are already used to the hybrid teaching method, it will benefit the students incase of any unpredictable situations that may arise in future.

It was Resolved, teaching to be conducted with blended method of Online and Offline mode. Subjects were as:





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For Semester 5 –

- a) Environmental and Sustainable Tourism
- b) Food and Beverage operations management

For Semester 3 –

- a) Hospitality Law and Human Resources management
- b) Management information System

Agenda (4).: Setting of classrooms in college for conducting online theory and finalizing of classrooms for Offline theory

Discussion:-Mr. Arun Pillai suggested that CL2 (room 506) should be used to conduct the online classes as it is set with whiteboard in the background , along with PC , webcam, wireless headphone and internet connection.

For better teaching standards and proper understanding for the student CL2 (room 506) should be used.

Mr. Arun Pillai also suggested that Classrooms 503 and 510 should be used for Sem 5 and Sem 3 respectively for Offline lectures as the bench strength in these classes is as per the student count.

It was Resolved, that CL2 will be used to conduct the online classes from the college and Classrooms 503 and 510 will be used for Sem 5 and Sem 3 respectively for Offline lectures.

Agenda (5).: Regarding Power Point Presentation (PPTs) Used as teaching medium by subject teachers.

Discussion: It was notice that PPTs are having too much content material. There is a need to reduce the content material to minimum so that informative knowledge content can be delivered by respective subject teacher.

It is resolved that only pointers should be included in PPTs

Agenda (6).: Regarding Front office practicals, to be conducted in hybrid mode ie. Computer lab and Mobile phones.

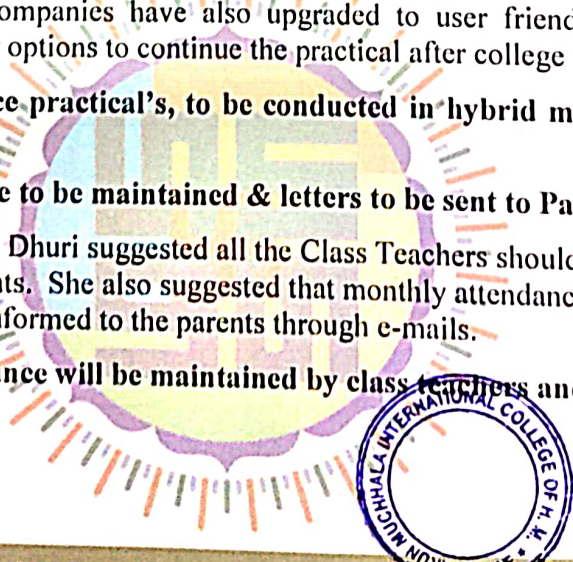
Discussion: Since students are used to nowadays, perform better on mobile phone post covid 19 pandemic and software companies have also upgraded to user friendly techniques, mobile phones have become better options to continue the practical after college working hours.

It is Resolved Front office practical's, to be conducted in hybrid mode ie. Computer lab and Mobile phones.

Agenda (7).: Attendance to be maintained & letters to be sent to Parents.

Discussion:- Mrs. Prajakta Dhuri suggested all the Class Teachers should maintain the attendance of all the students. She also suggested that monthly attendance of each student should be calculated and informed to the parents through e-mails.

It is resolved that attendance will be maintained by class teachers and letters will be sent to parents.





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Agenda (8): To Discuss the Feedback Procedure

Discussion:- Mr. Arun Pillai suggested that the Feedback from the students, parents, teachers, alumni should be taken so that quality of teaching can be maintained and if any suggestion from the students can be implemented .

It is resolved the Students, Parents, Teachers and Alumni feedback procedure should be conducted.

Agenda (9): Appointment of Student Council.

Discussion:- Mrs. Prajakta Dhuri suggested that CR (Class Representative) has to be appointed by the Class Teacher and GS (General Secretary) and Asst GS(Assistant General Secretary) to be elected by TY students from the nominated students.

It was resolved GS (General Secretary) should be appointed by the students via voting and CR (Class Representative) by class teacher.

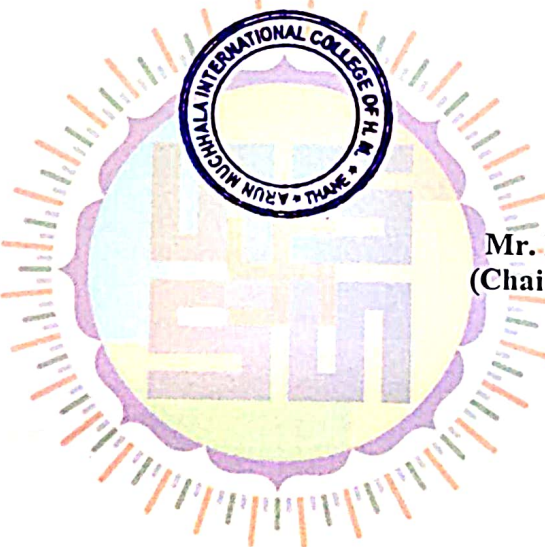
Agenda (10): Organize the Seminars for International Training of Sem 3 students.

Discussion :- Mr. Arun Pillai suggested that seminars of Overseas agents should be organized for the students of Sem 3 who are interested for the International training .

It is resolved that seminars of Overseas agents would be conducted for Second Year students.

It was resolved that as per the discussions held during the meeting Mr. Arun Pillai , Academic Co-Ordinator , can finalize the Academic Calendar .

**Mrs. Prajakta Dhuri
(Coordinator IQAC)**



**Mr. Bipin Jadhav
(Chairperson IQAC)**



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24/11/2023

NOTICE
For Conducting Second
Internal Quality Assurance Cell Meeting 2023

With the consent of the Honorable Chairman and as directed by him, I would like to inform the IQAC members that meeting of Internal Quality Assurance Cell of Arun Muchhala International College of Hotel Management shall be held as below.

Date of meeting : 28/11/2023
Time of meeting : 03:00 pm
Venue : Arun Muchhala International college of Hotel Management, Thane.

Following will be agenda of the meeting:

Review of IQAC meeting 1:

Agenda (1): Review of Academic Calendar for Odd Semester (5,3,1).

Agenda (2): Review of Power Point Presentation (PPTs) Used as teaching medium by subject teachers.

Agenda (3): Review of Front office practicals, to be conducted in hybrid mode ie. Computer lab and Mobile phones.


Agenda(4): Appointments of various committees.

Agenda (5): About Cultural Events and Extension activities organized.

Agenda (6): Appointment of Student Council.

Agenda (7): About seminars organized for International Training for Sem. 3 students.




Mrs. Prajakta Dhuri
(IQAC Coordinator)

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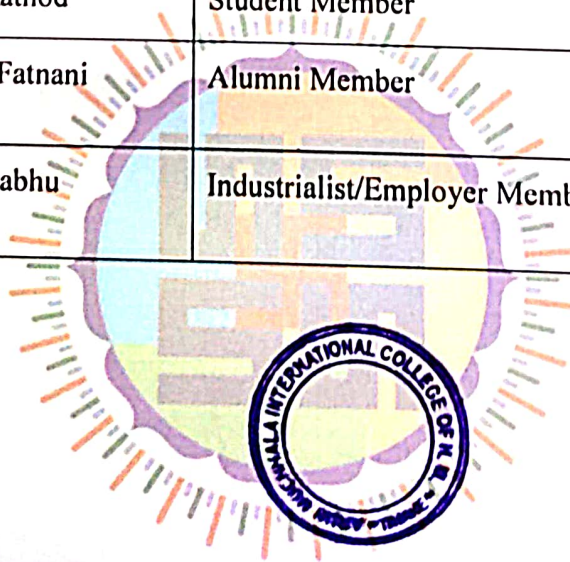
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Internal Quality Assurance Cell Members

S.N.	Name	Designation	
1	Mr. Aarav Muchhala	Management Member (Managing Trustee)	
2	Mr. Bipin Jadhav	Chairperson (IQAC)	
3	Mrs. Prajakta Dhuri	Coordinator (IQAC)	
4	Mrs. Preeti Sharma	Teacher representative	
5	Mr. Arun Pillai	Teacher representative	
6	Mr. Ajay Pandhare	Teacher representative	
7	Mr. Surjeet Singh	Senior Administrative officer	
8	Mr. D.D. Verma	Local Society Member	
9	Ms. Saachi Rathod	Student Member	
10	Mr. Mayank Fatnani	Alumni Member	
11	Mr. Nikhil Prabhu	Industrialist/Employer Member	



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**Minutes of the Internal Quality Assurance Cell Meeting
Held on 14/12/2023 at 03:00 pm.**

S.N.	Name	Designation	Signature
1	Mr. Aarav Muchhala	Management Member (Managing Trustee)	
2	Mr. Bipin Jadhav	Chairperson (IQAC)	
3	Mrs. Prajakta Dhuri	Coordinator (IQAC)	
4	Mrs. Preeti Sharma	Teacher representative	
5	Mr. Arun Pillai	Teacher representative	
6	Mr. Ajay Pandhre	Teacher representative	
7	Mr. Surjeet Singh	Senior Administrative officer	
8	Mr. D.D. Verma	Local Society Member	
9	Mr. Chaitali Rane	Student Member	
10	Mr. Mayank Fatnani	Alumni Member	
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Following points were discussed in the meeting:-

Agenda (1): Review of Academic Calendar

About the classes conducted for Sem. 5, Sem. 3 and Sem. 1 as per the Academic Calendar.

a) About classes conducted for Sem. 5

As decided and planned in academic calendar, Sem. 5 classes started from 19th June 2023 in offline mode with all subject's theory and practicals, except Food and Beverage operation management theory and Environmental and sustainable tourism theory lectures, which were conducted online on Microsoft teams. Faculties conducted their classes from the online classrooms set in the college. For online classes, Staffroom 2 (CL 2-room 506) PC was used, with whiteboard in the background, web cam & wireless head phone and internet connection. For offline classes Classroom 503 was set up and used.

1) Guest lectures for Food Production was arranged for the topics

a) Workshop on Carving was conducted by Chef Saleem (Hotels Orchid, Vits) on 12 July 2023.

2) Guest Lectures for Food and Beverage was arranged for the topics

a) Demonstration on Latest Trending Cocktails by Mr. Mohit Gadgil, Restaurant and Bar Manager (J W Marriott, Sahar) on 1 September 2023

3) Italian Event as live activity was performed by third year students on 23rd August 2023 in which 6 course authentic, exotic Italian Menu accompanied with Italian wine served through American Service by Third year students.

Industry Experts were invited as Guests to evaluate as well as guide students from industry point of view.

Following is the Guests List:

Mr. Anant Leekha- Cluster General Manager (Hotel Ibis Mumbai)

Ms. Chnadani Chhabra- L & D Manager (Hotel Ibis Mumbai)

Chef Anubhav Mathur- Chef at Botticino Restaurant (Hotel Trident BKC Mumbai)

Chef Lallit Rai- Executive Chef (Hotel Ira Mumbai)

Mr. Shailesh Pillai- Senior General Manager (CBRE Mumbai)

Mr. Akshay Chemburkar- Assistant Director Food & Beverage (Hotel J W Marriott Sahar Mumbai)

Mrs. Shabana Raj - L & D manager (Hotel Ira Mumbai)

Mr. Nikhil Prabhu- L & D Manager (Hotel Novotel Mumbai)

Students extensively researched about authentic Italian Dishes recipes as well about best Italian Wines. They have gained handful of experience right from how to open the wine bottle till service and How to interact with the Guest independently.



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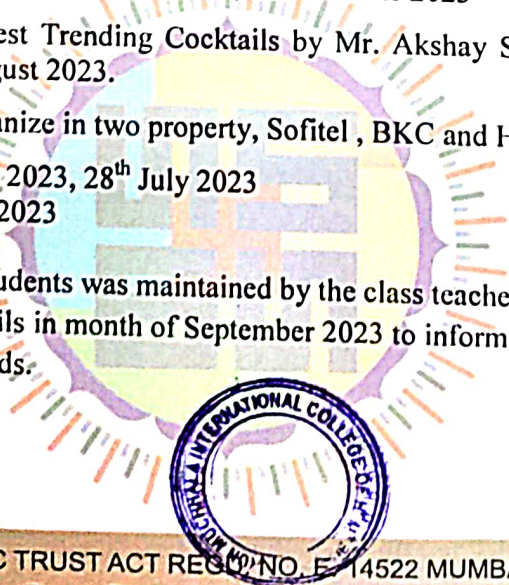
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- 4) Attendance of Sem5 students was maintained by the class teacher and letters were sent to the parents through mails in month of August 2023 to inform them about the attendance percentage of their wards.
- 5) The feedback on the faculties teaching and guest lectures arranged for the students during the semester was taken from every student on specifically designed feedback form and video recording of the procedure was done.
- 6) Practical examination was Postponed by University of Mumbai through Circular Dated 29th September 2023 As per circular Praticals will be conducted after theory exams
Classtest was conducted from 05th October – 6th October 2023
Practical examination was conducted from 18th January – 20th January 2024
University Semester Exam was conducted from 10th January 2024 – 17th January 2024
- b) **About classes conducted for Sem. 3**
As decided and planned in academic calendar, Sem 3 classes started from 19th June 2023 with Hospitality Law and Human Resources Management and Managing Information System theory classes were conducted in online mode via Microsoft teams on Friday and all other subjects theory and practical lectures in offline mode. For online classes, Staffroom 2 (CL 2-room 506) PC was used, with whiteboard in the background, web cam & wireless head phone and internet connection. For offline classes Classroom 510 was used.
- 1) Industrial visit and guest lecture for Food Production, Food and Beverage and Rooms Division Management were arranged as below :
 - a) Individual Events were conducted for SY students based on Indian Regional cuisine. The learning Outcome was Teamwork, Coordination, Knowledge.
Two opportunities per batch was given, as Under
A1 Batch theme Rajasthan- 21st August 2023, 5th October 2023
A2 Batch theme Maharashtra- 23rd August 2023, 11th October 2023
A3 Batch theme Kerala- 24th August 2023, 12th October 2023
 - b) Demonstration on Latest Trending Cocktails by Mr. Akshay Sharma restaurant Manager. The Beatle on 14th August 2023.
 - c) Laundry Visit was organize in two property, Sofitel , BKC and Hotel Trident BKC,
Trident BKC- 14th July 2023, 28th July 2023
Sofitel BKC- 21st July 2023
- 2) Attendance of Sem3 students was maintained by the class teacher and letters were sent to the parents through mails in month of September 2023 to inform them about the attendance percentage of their wards.



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- 3) The feedback on the faculties teaching and guest lectures arranged for the students during the semester was taken from every student on specifically designed feedback form with video recording of the procedure.
- 4) Practical examination was conducted from 5th October – 12th October 2023. Classtest was conducted from 03th October – 4th October 2023. Semester Exam was conducted from 20th October – 30th October 2023

c) About classes conducted for Sem 1

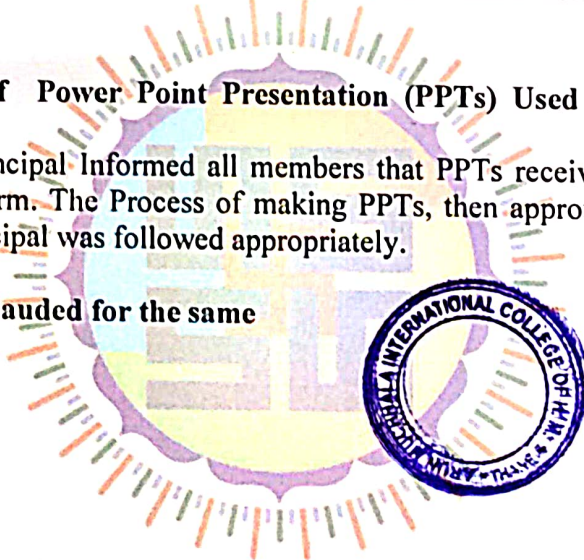
Sem. 1 classes started from 7th August 2023, in offline mode and Classroom 514 was set up and used.

- 1) Guest lectures and visits were arranged for the students were:
 - a) Introduction to Hospitality by Mr. Subhash S (Hotel Novotel) on 28th September 2022.
 - b) Industrial visit-Property Show Round was arranged in 2 groups to Hotel Novotel, Hotel Vivanta by Taj President.
 - c) Demonstration on Latest Trending Cocktails by Mr. Akshay Sharma restaurant Manager. The Beatle on 14th August 2023. form Roll No. 1 to 25
 - d) Demonstration on Latest Trending Cocktails by Mr. Mohit Gadgil , Restaurant and Bar Manager (J W Marriott , Sahar) from roll no. 26 to 51.
- 2) Attendance of Sem I students were maintained by the class teacher and letters were sent to the parents through mails to inform them about the attendance percentage of their wards.
- 3) Practical was conducted from 29th November 2023- 1st December 2023
Classtest was conducted from 27th November 2023 2022 – 28th November 2023
Sem. end Exam was from 2nd December 2023 – 9th December 2023

Agenda (2): Review of Power Point Presentation (PPTs) Used as teaching medium by subject teachers.

The In charge Principal Informed all members that PPTs received from subjects teachers were in Pointer form. The Process of making PPTs, then approval from respective HODs and in charge Principal was followed appropriately.

All Members applauded for the same





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Agenda (3): Review of regarding Front office practicals, to be conducted in hybrid mode i.e. Computer lab and Mobile phones.

Mrs. Prajakta Dhuri subject teacher for front office Practical's informed that decision about hybrid mode of conduction of front office practical has served the purpose appropriately and students were satisfied as option to perform the task anytime – anywhere made them happy.

It Was Resolved to continue the front office practical in same manner henceforth.

Agenda (4): Appointments of various committees

The following committees were appointed for the year:

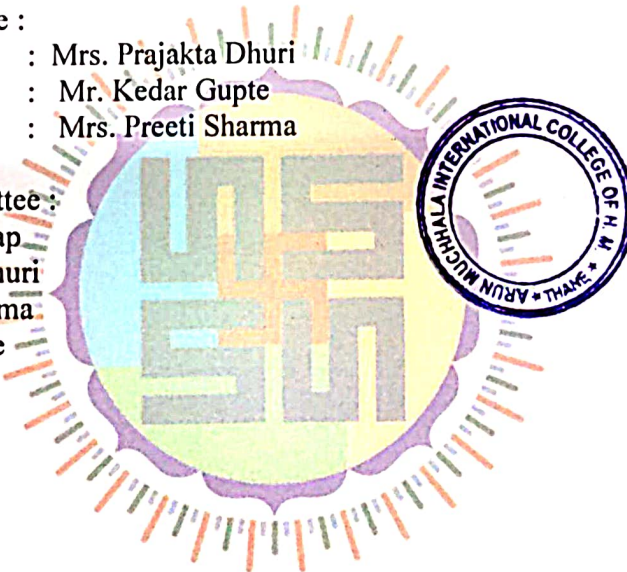
- a) General Grievance committee:
Mr. Arunkumar Pillai
Mr. Ajay Kumar Pandhre
Mr. Kedar Gupte
Mr. Biswajeet Das

- b) Women's Grievance committee :
Mrs. Deepa Uplap
Mrs. Prajakta Dhuri
Mrs. Preeti Sharma

- c) Examination committee:
Incharge : Mrs. Prajakta Dhuri
Asst. Incharge : Mrs. Preeti Sharma
Member : Mr. Ajay Pandhre

- d) IQAC committee :
Incharge : Mrs. Prajakta Dhuri
Member : Mr. Kedar Gupte
Member : Mrs. Preeti Sharma

- e) Cultural Committee :
Mrs. Deepa Uplap
Mrs. Prajakta Dhuri
Mrs. Preeti Sharma
Mr. Kedar Gupte



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- f) Training Placement Incharges :
Incharge : Mrs. Deepa Uplap
Asst. Incharge : Mrs. Prajakta Dhuri
- g) Boys Locker Incharge
Mr. Arun Pillai
Mr. Ajay Pandare
Mr. Kedar Gupte
Mr. Biswajeet Das
- H) Girls Locker Incharge
Mrs. Deepa Uplap
Mrs. Prajakta Dhuri
Mrs. Preeti Sharma

Agenda (5): About Cultural Events and Extension activities organized
The cultural and extension activities were carried out

- a) Fresher's Party on 15th September 2023.
b) Ganesh Pooja was organized on 26th September 2023.
c) Dandiya was organized on 20th October 2023.
d) Yoga activity was organized on 21st June 2023.
e) Independence day celebration and Flag hosting conducted on 15th August 2023.

Agenda (6): Appointment of Student Council

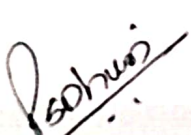
The student council was appointed from Third Year. The Third Year students voted from the nominees who had registered their names.
The council consisted of :


- a) General Secretary : Mr. Priyanshu Mishra
b) Asst. General Secretary : Mr. Nisha Jaiswal

Agenda (7): About seminars organized for International Training for Sem 3 students

The seminars were conducted by

- a) Mr. Abhay Das from Ashiraj Overseas Consultancy on 11th July 2023
b) Mr. Sachin Shendge from Wisdom Career Educator on 13th July 2023


Mrs. Prajakta Dhuri
(Coordinator IQAC)


Mr. Bipin Jadhav
(Chairperson IQAC)

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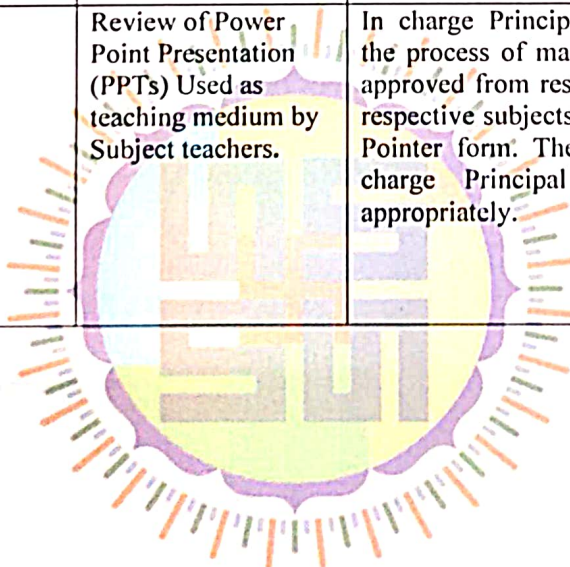
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Action Taken report IQAC Meetings 2023-24

Date of IQAC Meeting: November 28 2023

Sr. No	Agenda item	Resolution	Action Taken
1	Discussion and approval of Academic Calendar.	Review of Academic Calendar for Odd Semester (5,3,1).	A class for all semester conducted as per scheduled Academic Calendar.. Guest lecture, Carving Workshop , Cocktail demonstration conducted as well
2.	To Finalize "Live activity" in form of Event for Third year Students.	Review of Live Activity conducted for Third Year Students.	Italian Event Bellissimo was organized by TY students. Hoteliers & Corporate dignitaries were called from Renowned properties such as Ibis, Trident BKC, J w Marriott Sahar , Hotel IRA,CBRE Facility management. Italian Menu was prepared & served.
3.	Discussion and approval for Online and Offline teaching	Review of Discussion and approval for Online and Offline teaching	Semester 3 & Semester 5, two subjects classes were conducted online, Microsoft Office platform was used for conducting classes. Semester 1 classes for all subjects were offline. Semester 3 Individual events were conducted by SY students
4.	Regarding Power Point Presentation (PPTs) use as teaching medium by subject teachers	Review of Power Point Presentation (PPTs) Used as teaching medium by Subject teachers.	In charge Principal Informed that the process of making PPTs, to be approved from respective HODs of respective subjects teachers were in Pointer form. The Process and in charge Principal was followed appropriately.





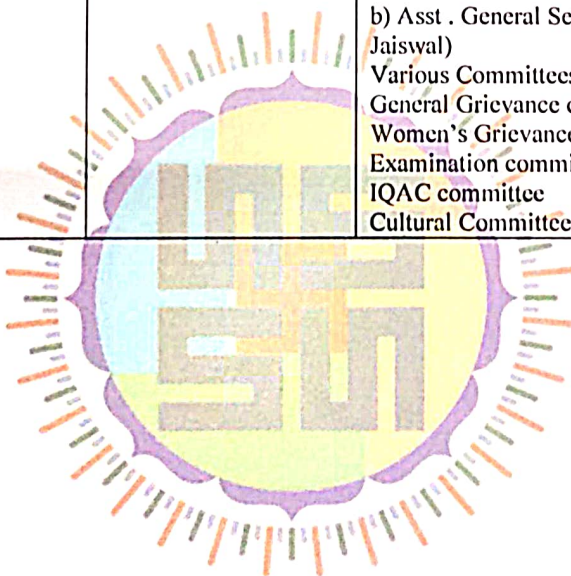
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5.	Regarding Front office practical, to be conducted in hybrid mode ie. Computer lab and Mobile phones	Review of regarding Front office practical, to be conducted in Hybrid mode i.e. Computer lab and Mobile phones	Conduction of front office practical by using Ezee software served the purpose appropriately and students were satisfied as option to perform the task anytime – anywhere made them happy
6.	Attendance to be maintained & letters to be sent to Parents.	Review of Attendance to be maintained & letters to be sent to Parents.	Attendance of Semester 5, 3 & 1 students was maintained by the class teacher and letters were sent to the parents through mails in month to inform them about the attendance percentage of their wards.
7.	To Discuss the Feedback Procedure.	Review of Feedback Procedure	The feedback on the faculties teaching and guest lectures arranged for the students during the semester was taken from every student on specifically designed feedback form as per NAAC guidelines with video recording of the procedure. Action Taken Report Prepared as well.
8.	Appointment of Student Council.	Review of Appointments of various committees	The student council was appointed from Third Year . The Third Year students voted from the nominees who had registered their names. The council consisted of : a) General Secretary :Mr. Priyanshu Mishra b) Asst . General Secretary :Ms. Nisha Jaiswal) Various Committees were formed: General Grievance committee Women's Grievance committee Examination committee IQAC committee Cultural Committee





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9.	Organize the seminars for International Training of Sem. 3 students	About seminars organized for International Training for Sem 3 students	The seminars were conducted by a) Mr. Abhay Das from Ashiraj Overseas Consultancy on 11 th July 2023 b) Mr. Sachin Shendge from Wisdom Career Educator on 13 th July 2023
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Principal
Arun Muchhala International College of H.M.
THANE



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Date: 02/12/2023

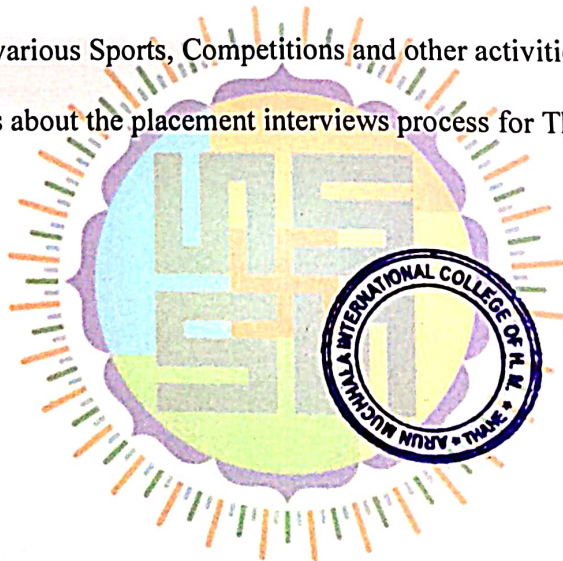
NOTICE
For Conducting Third
Internal Quality Assurance Cell Meeting 2023-24

With the consent of the Honourable Chairman and as directed by him, I would like to inform the IQAC members that meeting of Internal Quality Assurance Cell of Arun Muchhala International College of Hotel Management shall be held as below.

Date of meeting : 05.12.2023
Time of meeting : 03:00 pm
Venue : Staffroom Arun Muchhala International
College of Hotel Management

Following will be agenda of the meeting:

- Agenda (1): Discussion and approval of Academic Calendar for Sem 2 and Sem 6.
- Agenda (2): Discussion on Extended curricular activities as per the NAAC criteria 3 for the benefit of community.
- Agenda (3): To Finalize the Industrial training/ Internship period for the 2nd year student'.
- Agenda (4): To Discuss the Student Feedback Procedure.
- Agenda (5): To discuss about the Event Planning theme for third year students.
- Agenda (6): Attendance to be maintained & letters to be sent to Parents.
- Agenda (7): Organize various Sports, Competitions and other activities for the students.
- Agenda (8): To discuss about the placement interviews process for Third Year students.




Prajakta Dhuri
(IQAC Coordinator)



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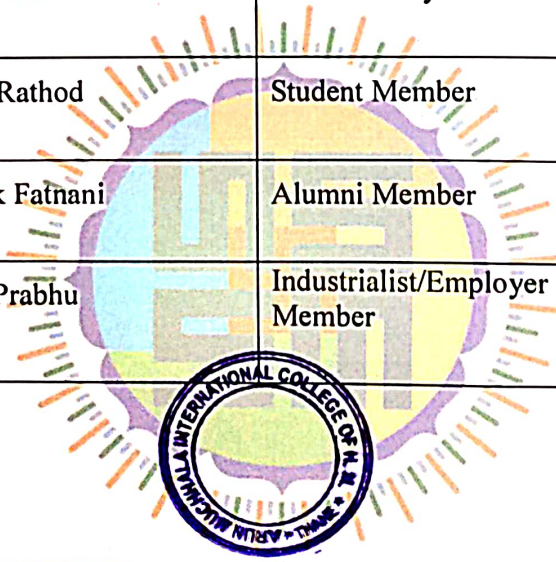
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Internal Quality Assurance Cell Members

SN	Name	Designation	Signature
1	Mr. Aarav Muchhala	Management Member (Managing Trustee)	
2	Mr. Bipin Jadhav	Chairperson (IQAC)	
3	Mrs. Prajakta Dhuri	Coordinator (IQAC)	
4	Mrs. Preeti Sharma	Teacher representative	
5	Mr. Arun Pillai	Teacher representative	
6	Mr. Ajay Pandhre	Teacher representative	
7	Mr. Surjeet Singh	Senior Administrative officer	
8	Mr. D. D. Verma	Local Society Member	
9	Ms. Saachi Rathod	Student Member	
10	Mr. Mayank Fatnani	Alumni Member	
11	Mr. Nikhil Prabhu	Industrialist/Employer Member	





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AFFILIATED TO UNIVERSITY OF MUMBAI

**Minutes of the Internal Quality Assurance Cell
Meeting held on 05/12/2023 at 03:00pm.**

SN	Name	Designation	Signature
1	Mr. Aarav Muchhala	Management Member (Managing Trustee)	
2	Mr. Bipin Jadhav	Chairperson (IQAC)	
3	Mrs. Prajakta Dhuri	Coordinator (IQAC)	
4	Mrs. Preeti Sharma	Teacher representative	
5	Mr. Arun Pillai	Teacher representative	
6	Mr. Ajay Pandhre	Teacher representative	
7	Mr. Surjeet Singh	Senior Administrative officer	
8	Mr. D. D. Verma	Local Society Member	
9	Ms. Saachi Rathod	Student Member	
10	Mr. Mayank Fatnani	Alumni Member	
11	Mr. Nikhil Prasad	Industrialist/Employer Member	



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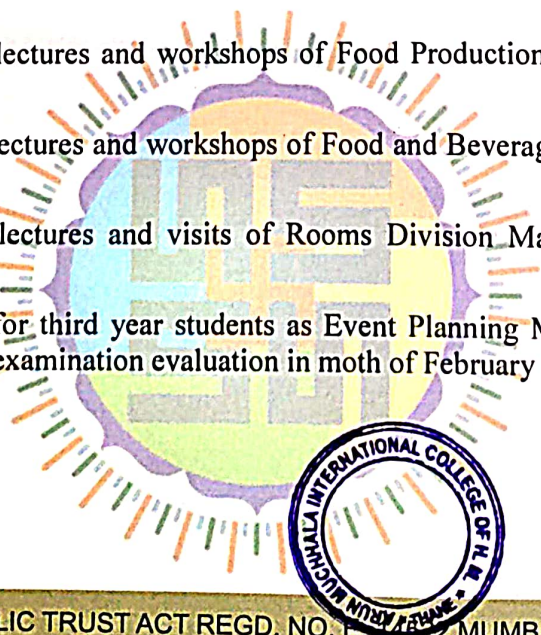
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Following points were discussed in the meeting:-

Agenda (1) Discussion and approval of Academic Calendar

The draft of Academic Calendar was prepared after discussion with Principal and IQAC committee members and the copy of it was handed to all the above listed members for further discussion and approval. The points included in the draft was as follows:

- a) As Semester V Examinations were supposed to be held from 1st November 2023 onwards but were postponed by University to 10th January 2024, also the practical Examination to be conducted post theory Examination dates declared as per circular dated 3rd November 2023. Since the Sem V Practical Examinations were completed on 20th January 2024, academic year for VI sem decided to start from 22nd January 2024.
- b) Commencement and duration of the term for 6th Sem 22nd January 2024 to 29th March 2024 with 9 weeks of teaching schedule and 2nd Sem from 11th December 2023 to 29th March 2024 with 14 weeks of teaching schedule.
- c) Winter Break- 25th December 2023 to 1st January 2024
- d) Sports & Competition –31st January to 8th February 2024
- e) Event Week – 3rd week of February 2024
- f) Class test of 2nd Semester in 1st week of April & 6th Semester in 1st week of April
- g) Practical exam of 2nd Semester in 2nd week April and 6th Sem as per University timetable.
- h) Sem end exam of 2nd Semester in 3rd and 4th week of April and 6th Sem as per University timetable.
- i) Organizing Guest lectures and workshops of Food Production Department in month of February
- j) Organizing Guest lectures and workshops of Food and Beverage department in month of February.
- k) Organizing Guest lectures and visits of Rooms Division Management Department in month of March.
- l) Organizing Event for third year students as Event Planning Marketing & Management subject semester 6 examination evaluation in month of February



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Agenda (2): Discussion on Extended curricular activities as per the NAAC criteria 3 for the benefit of community.

Discussion- Principal suggested that all HODs should be organizing and involving first year students for the extended curricular activities on the basis of community benefit.

It is resolved that It is resolved that an Extend curricular activity should be organised in consultation with any government or NGO association.

Agenda (3): To Finalize the Industrial training/ Internship period for the 2nd year student'

Discussion:-Principal suggested that for Second year students Industrial Training could be planned from November post Diwali vacation till the month of April for 20 weeks, as per the University. All the members agreed to it.

It is resolved the Industrial training can start in month of November post Diwali vacation.

Agenda (4):-To Discuss the Student Feedback Procedure.

Discussion: Mrs.Prajakta Dhuri suggested that the Feedback from the students should be taken so that quality of teaching could be understood & if any suggestion from the students can be implemented.

It is resolved that the Student Feedback Procedure should be conducted

Agenda (5):- To discuss about the Event Planning theme for third year students

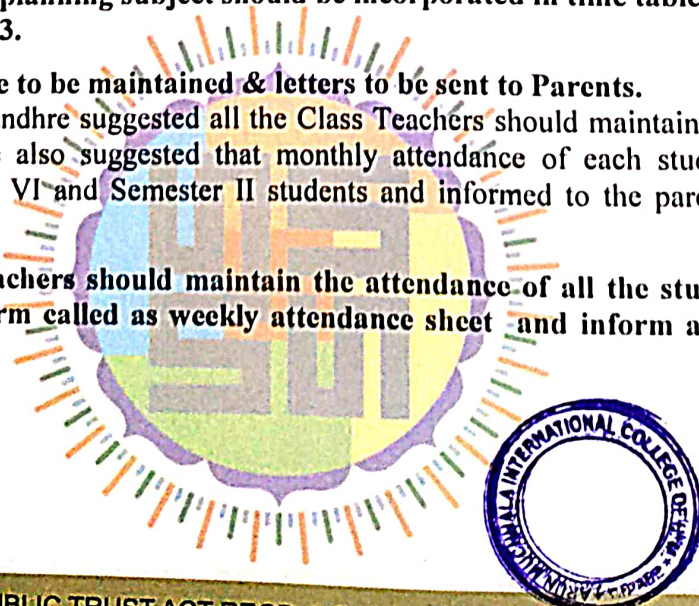
Discussion: Mr. Arun Pillai suggested that Event Planning to be done on a small scale event basis for Semester 6 as it is the subject for Third year students. Theoretical teaching of event planning subject should be incorporated in time table to conduct the event as per the academic calendar as semester VI exams can began in first week of April 2024 itself.

It is resolved that event planning subject should be incorporated in time table for the month of December 2023.

Agenda (6):- Attendance to be maintained & letters to be sent to Parents.

Discussion: Mr. Ajay Pandhre suggested all the Class Teachers should maintain the attendance of all the students. He also suggested that monthly attendance of each student should be maintained for Semester VI and Semester II students and informed to the parents through e-mails.

It is resolved Class Teachers should maintain the attendance of all the students on excel sheets or in manual form called as weekly attendance sheet and inform about the same through e-mail



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Agenda (7):- Organize various Sports, Competitions and other activities for the students

Discussion: Mr. Arun Pillai suggested that Sports, Departmental Competitions and other activities should be organized for the students by every HOD with the discussion of Principal Sir for better understanding of rules and regulations.

It is resolved that Sports, Departmental Competitions and other activities should be organized for the students after university examinations are over.

Agenda (8):-To discuss about the placement interviews process for Third Year students.

Discussion: Principal suggested that resume making as well as mock interviews sessions should be planned as well as conducted by HODs of the respective departments and training and placement department for preparing students placements interviews and grooming them.

It is resolved that students would be sent for placement interviews and mock interviews for Placement would be conducted by respective department HOD's.

**Coordinator (IQAC)
Mrs. Prajakta Dhuri**



**Chairperson (IQAC)
Mr. Bipin Jadhav**



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Date: 24/05/2024

NOTICE
For Conducting Third
Internal Quality Assurance Cell Meeting 2023-24

With the consent of the Honourable Chairman and as directed by him, I would like to inform the IQAC members that meeting of Internal Quality Assurance Cell of Arun Muchhala International College of Hotel Management shall be held as below.

Date of meeting : 28.05.2024
Time of meeting : 03:00 pm
Venue : Staffroom Arun Muchhala International
College of Hotel Management

Following will be agenda of the meeting:

- Agenda (1): Review of Academic Calendar for Sem 2 and Sem 6.
- Agenda (2): Review on Extended curricular activities as per the NAAC criteria 3 for the benefit of community.
- Agenda (3): Review of Industrial training/ Internship period for the 2nd year student'.
- Agenda (4): Review of the Feedback Mechanism.
- Agenda (5): Review of Event Planning theme for third year students.
- Agenda (6): Review of Attendance maintained & letters sent to Parents.
- Agenda (7): Review of Sports, Competitions and other activities for the students.
- Agenda (8): Review of placement interviews process for Third Year students.
And any other issues raised by the members.




Prajakta Dhuri
(IQAC Coordinator)



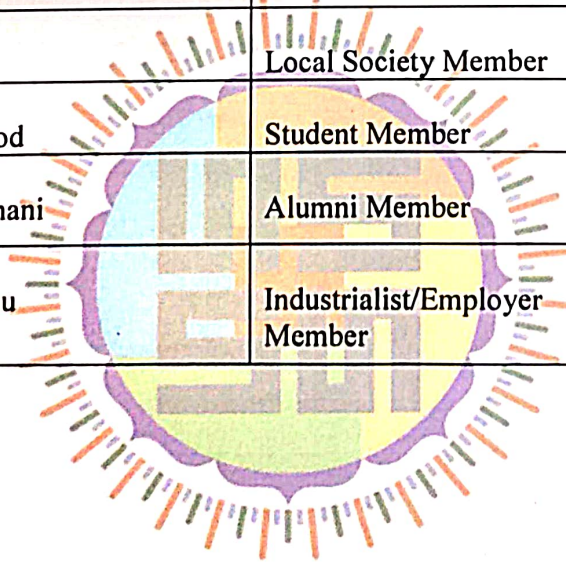
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Minutes of the Internal Quality Assurance Cell Meeting Held on 28/05/2024 at 03:00 pm.			
S.N.	Name	Designation	Signature
1	Mr. Aarav Muchhala	Management Member (Managing Trustee)	
2	Mr. Bipin Jadhav	Chairperson (IQAC)	
3	Mrs. Prajakta Dhuri	Coordinator (IQAC)	
4	Mrs. Preeti Sharma	Teacher representative	
5	Mr. Arun Pillai	Teacher representative	
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Internal Quality Assurance Cell Members

S.N.	Name	Designation	
1	Mr. Aarav Muchhala	Management Member (Managing Trustee)	
2	Mr. Bipin Jadhav	Chairperson (IQAC)	
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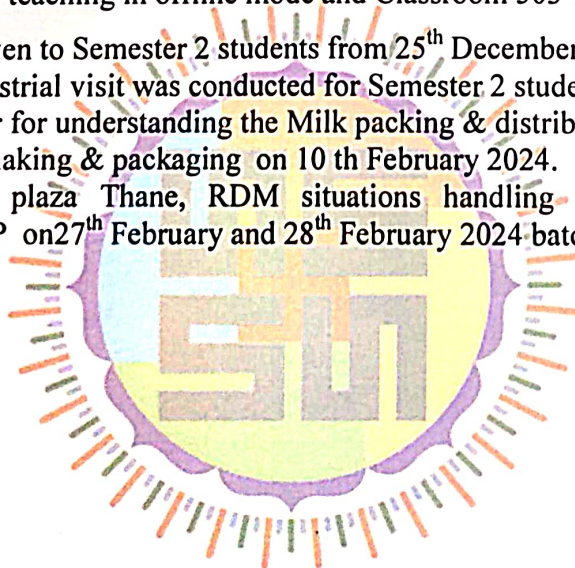
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Following points were discussed in the meeting:-

Agenda (1):Review of Academic Calendar.

About classes conducted for Sem. 6 and Sem. 2

- a) As decided and planned in academic calendar, Sem 6 Started from 22nd January 2024 to 26 April 2024. Commencement and duration of the term for 6thSem was from 22nd January 2024 to 26th April 2024 with 14 weeks of teaching schedule. All subjects theories & practical were conducted in offline maner.
- b) As per University syllabus all core /specialization subjects practical were conducted for 8 hours and all theory subjects were conducted for 3 hours in a week. Event management & planning subject practical was conducted 4 hours per week.
- c) Sports & Competition were conducted from 31st January to 8th February 2024.
Various sports like box cricket , football, badminton were played by all students.
Culinary skill competition was organized for all year students.
Days celebration such as Bollywood Day & Traditional day students showcased their talent.
- d) Third year students presented Brunch menu through Event "Hunch Of Brunch" as Event Planning & marketing subject practical on 21st February 2024 in presence of Mr. Kalpesh More (HR manager Hotel Suraj Byke Plaza) esteemed guest of honor & Externals examiners Ms. Elizabeth (Assistant Professor Kapol College Kandivali) Ms. Suparna Mukherjee (Assistant Professor ITM College Nerul) were arranged from two institutes as part of curriculum.
- e) Class test of Semester 6 was conducted from 29thApril to 1st May. Semester End semester 6 regular university exam was conducted from 28th may 2024 to 6th June 2024.Practical exam of Semester 6 was conducted from 13th June to 15th June as per University timetable post theory Examination.
- f) Sem. 2 classes started from 11th December 2023,The lectures continued till 26th April 2024, with 15 weeks of teaching in offline mode and Classroom 503 was set up and used.
- g) Winter Break given to Semester 2 students from 25th December 2023 to 1st January 2024.
- h) Educational Industrial visit was conducted for Semester 2 students
 1. Amul dairy Virar for understanding the Milk packing & distribution process as well as other Amul products making & packaging on 10 th February 2024.
 2. In Hotel Byke plaza Thane, RDM situations handling & Understanding of Floor management SOP on 27th February and 28th February 2024 batch wise.





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- i) Semester 2 Practical examinations were conducted from 12th April 2024 to 15th April 2024
Class test was conducted from 08th April 2024 to 09th April 2024. Semester end Exam was from 16th April to 22nd April.

Agenda (2): Review of Extended curricular activities as per the NAAC criteria 3 for the benefit of community.

As per the NAAC guideline Extended Curricular activities conducted in collaboration with NGO/Government association

- 1) National Pulse Polio Campaign in association with Anand Nagar health Center TMC organized on 10th December 2023 in participation with first year students.
- 2) Mammography Test for free of cost for all Women employees was organized by Anand Nagar Health Center TMC in college premises on 27th December 2023.
- 3) Constitution Day Celebrated on 30th November 2023 by calling the government official, Advocate Mr. Chinamy Jawle in college with speech and reading out the Preamble of the Indian Constitution.
- 4) Republic day celebrated on 26th January 2024 in college with student participation in flag hoisting ceremony.

Agenda (3): Review of finalizing the Industrial training/ Internship period for the 2nd year student.

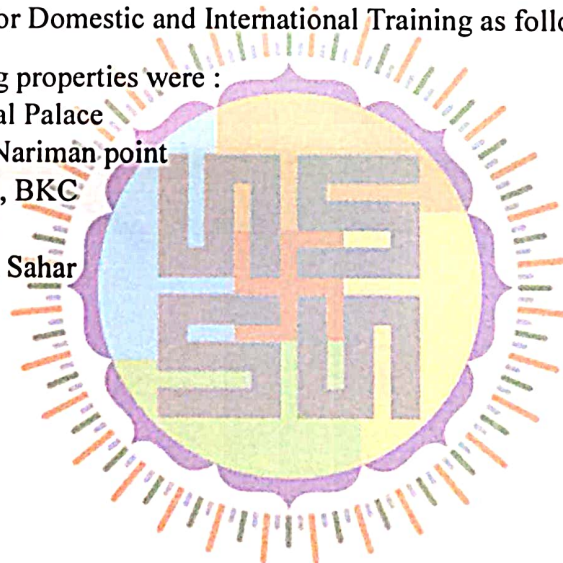
Semester 4 Industrial Training started from 16th November 2024 till 5th April 2024.

Semester 4 Training Examination completed in Month of May .

The students were sent for Domestic and International Training as follows:-

Domestic training properties were :

- 1) The Taj Mahal Palace
- 2) The Oberoi, Nariman point
- 3) Hotel Trident, BKC
- 4) Hotel Soffitel
- 5) J.W Marriott, Sahar



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International training properties were :-

- 1) J W Marriott, Mauritius
- 2) Western, Mauritius

Students Will complete their training by april 30th and semester 4 examination will be conducted 10th may onwards.

Agenda (4).: Review of the Feedback Mechanism.

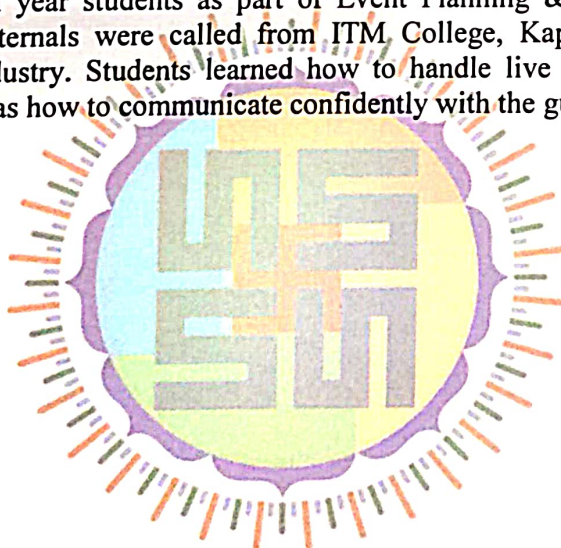
The feedback on the teaching learning during the semester 6 as well as 2 was taken from every student on specifically designed feedback form as per NAAC guidelines and with the video recording of the procedure. Feedback taken from

- A) Parents
- B) Alumni
- C) Staff

it was analyzed and Action Taken Report prepared as well for all.

Agenda (5).: Review of Event Planning theme for third year students.

The Brunch menu Event name called 'Hunch of Brunch' was organized on 21st February 2024 by Third year students as part of Event Planning & Marketing subject practical evaluation. Externals were called from ITM College, Kapol College as well as from Hospitality Industry. Students learned how to handle live food stations in front of the guest. As well as how to communicate confidently with the guest.





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Agenda (6).: Review of Attendance maintained & letters sent to Parents.

Attendance of Sem 2 students were maintained by the class teacher and letters were sent to the parents through mails to inform them about the attendance percentage of their ward. PTM was conducted by the Class teachers/mentors to discuss the student Overall performance. Blacklist was generated for student having less than 50% attendance. Blacklisted students Parents were warned and counseled. Written document in form of affidavit was taken from parents as an assurance for student's regular attendance and subsequently the students were allowed for examinations.

Agenda (7).: Review of Sports, Competitions and other activities for the students.

The Sports committee & cultural committee organized various sports & Competitions from 31st January to 8th February 2024.

Various sports like :-

Box cricket on 5th February & 6th February 2024

Football on 7th February 2024

Badminton on 6th February 2024

Kho – Kho 8th February 2024

Volleyball 8th February 2024

Culinary skill competition (Cook Off)- 2nd February 2024

Days celebration such as

Bollywood Day Celebrated on 2nd February 2024

Traditional Day Celebrated on 1st February 2024





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Kho – Kho 8th February 2024

Volleyball 8th February 2024

Culinary skill competition (Cook Off)- 2nd February 2024

Days celebration such as

Bollywood Day Celebrated on 2nd February 2024

Traditional Day Celebrated on 1st February 2024



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Agenda (8): Review of placement interview process for Third Year students.

The students were sent for placement interviews to the 5 star properties. The mock interviews were conducted by the respective HODs as per the students interest in their respective department.

The students were placed in following Properties:

- The Oberoi and Trident Nariman Point:-
- J.W. Marriott, Sahar
- St. Regis Lower parel
- Sahara Star
- Novotel Juhu
- Planet Hollywood

Agenda 9.:FDP programs attended by Faculties

Faculties were encouraged to attend the FDP program for development.

Following workshop/ FDP were participated by faculties

1. Understanding & Mapping PO& CO on 6th January 2024

Attended by:

- 1.Mrs.Preeti Kapoor
2. Mrs.Prajakta Dhuri

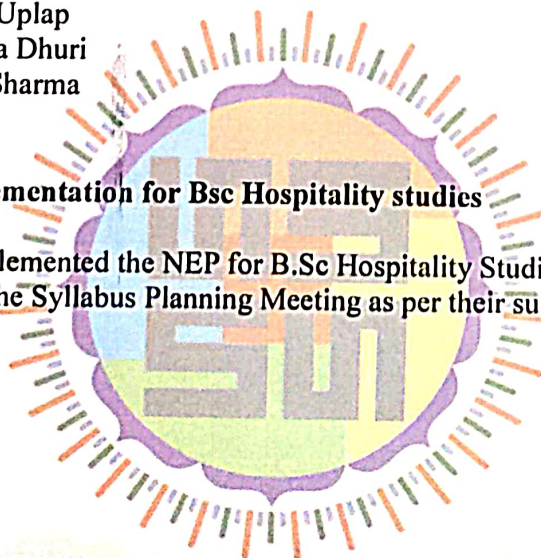
2. NEP sensitization "Train the Trainers" on 28th February & 29th February 2024

Attended by:

1. Mrs. Deepa Uplap
2. Mrs. Prajakta Dhuri
3. Mrs. Preeti Sharma

Agenda 10: NEP implementation for Bsc Hospitality studies

Mumbai University implemented the NEP for B.Sc Hospitality Studies course. Faculties attended as well as participated in the Syllabus Planning Meeting as per their subject specialization.





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Mr. Bipin Jadhav (Principal) - NEP Syllabus Planning Core Committee Member

Mrs. Deepa Uplap (HOD Food Production)- NEP Syllabus planning for Food Production , Bakery subjects

Mr. Arunkumar Pillai (HOD Food & Beverage Operations)- NEP syllabus planning for Food & Beverage Operations Subject.

Mrs. Prajakta Dhuri (HOD Rooms Division Management)-NEP syllabus planning for Front Office, Housekeeping, Personality Development Subject

Mrs. Preeti Sharma- NEP syllabus planning for Business English Subject

Mrs. Ashwini Sapat- NEP syllabus planning for Cultural heritage of India

Mrs. Prajakta Dhuri
(Coordinator IQAC)

Mr. Bipin Jadhav
(Chairperson IQAC)



BOMBAY - PUBLIC TRUST ACT REGD. NO. E. 14522 MUMBAI 22-12-1994

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ARUN MUCHHALA GROUP

SAI SHIVA EDUCATIONAL TRUST'S

ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL MANAGEMENT

AFFILIATED TO UNIVERSITY OF MUMBAI

Action Taken report IQAC Meetings 2023-24

Date of IQAC Meeting: May 28 2024

Sr. No	Agenda item	Resolution	Action Taken
1	Discussion and approval of Academic Calendar for Semester 2 and Semester 6.	Review of Academic Calendar for Semester 2 and Semester 6.	Classes for all semester conducted as per scheduled Academic Calendar. Industrial Visit Conducted to Amul Dairy & SurajByke Plaza Hotel
2.	Discussion on Extended curricular activities as per the NAAC criteria 3 for the benefit of Community.	Review of Extended curricular activities as per the NAAC criteria 3 for the benefit of Community.	National Pulse polio Campaign, Mammography, Constitution Day, Republic Day these Extension Activities were conducted with the association of TMC Anand Nagar Health Care Unit
3.	To Finalize the Industrial training/ Internship period for the 2 nd year student	Review of Industrial training/ Internship period for the 2 nd year student	Semester 4 Industrial Training Started from 16 th November 2023 to 5 th April 2024 Domestic Training Properties- Taj, The Oberoi, Trident, Soffitel, JW Marriott Sahar International Training- Properties- West In Mauritius, JW Marriott Mauritius
4.	To Discuss the Student Feedback Procedure	Review of the Student Feedback Procedure	Feedback mechanism followed as per NAAC Guidelines for Students, Parents, Alumni and Staff. Feedback is Analysed as well as Action Taken Report Prepared.
5.	To discuss about the Event Planning theme for third year students.	Review of Event Planning theme for third year students.	'Hunch Of Brunch' Event was organised on 21 st February 2024 by Third Year students. Externals from ITM & Kapol college as well as Industry experts were invited.



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5.	To discuss about the Event Planning theme for third year students.	Review of Event Planning theme for third year students.	'Hunch Of Brunch' Event was organised on 21 st February 2024 by Third Year students. Externals from ITM &Kapol college as well as Industry experts were invited.
6.	Attendance to be maintained & letters to be sent to Parents.	Review of Attendance to be maintained & letters to be sent to Parents.	PTM was conducted for Semester 2 by class teachers & Mentors to discuss with the parents Overall performance of students.
7.	Organize various Sports, Competitions and other activities for the students.	Review of Sports, Competitions and other activities for the students.	Sports & Cultural committee organized & celebrated the Days as well as Sports activities with the students participation of all years students.
8.	To discuss about the placement interviews process for Third Year students.	Review of placement interviews process for Third Year students.	Third year students attended the interviews in five star properties. Mock interviews were conducted by HOD as per the student's interest.
9.	To discuss about FDP programs to be attended by Faculties	Review of FDP programs attended by Faculties	Faculties were encouraged to attend the FDP program for development. Following 2 FDPs were attended by faculties. 1.Understanding & Mapping PO& CO on 6 th January 2024 2.NEP sensitization Train the Trainers on 28 th February & 29 th February 2024



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10.	To discuss about NEP implementation for BSc Hospitality studies	Review of NEP implementation for BSc Hospitality studies	Mumbai University implemented the NEP for BSc Hospitality Studies course from the Month of January 2024 Our Principal sir designated as core committee member in Syllabus Planning. HODs & Faculties were also involved in the subject syllabus planning meet as per their department.
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Principal
Arun Muchhala International College of H.M.
THANE



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