

# **Criteria 6.5.2**

## **Internal Quality Assurance System (IQAC)**

**6.5.2 D Minutes of the 4<sup>th</sup> Meeting of IQAC in 23-24 on 1<sup>st</sup> May 2024**

**Supporting Document – Minutes of the Meeting held on 1<sup>st</sup> May 2024**



*Shashi Manmohan Shetty*  
Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
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### Notice /Invitation for IQAC Meeting

Date- 20/4/2024.

There is IQAC meeting on 1st May 2024, at 11:00 am, the venue is Board Room on the 3<sup>rd</sup> floor of Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies. You are requested to attend the meeting for ensuring enhancement and coordination among curriculum, co-curriculum and extra curriculum of college.

#### The agenda of the meeting

1. The salutation and reception of member dignitaries.
2. To read the minutes of meeting held on 16<sup>th</sup> January 2024 and finalizing with discussion and suggestion, if any.
3. Feedback of students, alumni, employers and staff is to plan.
4. Discussion on second half progression of IQAC functioning.
5. Discussion on overall IQAC output in academic year 2023-24.
6. Status of compliances suggestions by NAAC peer team.
7. Any relevant issues for college development with prior permission of 'chair' of the IQAC.

Let's be responsible for quality culture in the college by dint of IQAC.

Name-

IQAC coordinator

Stamp.



Yogesh Utekar

Member Secretary



Kirti Suripaga

IQAC Coordinator

Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070



Meeting held on – 1<sup>st</sup> May 2024

Timing- 11:00 am onwards

Venue- Board Room on the 3<sup>rd</sup> floor

Members present for meeting -

Sr. No.	Name of the Committee Member	Position in the IQAC	Qualification / Eligibility
1	Mr. Yogesh Utekar	Principal	Head Of Institution
2	Mr. Ajay Kadam	Chief Co-ordinator	Teacher Representative
3	Mr. Gladvin Rego	Senior Teaching Faculty	Teaching Faculty
4	Mrs. Chitralkha Sawant	Student Council	Teaching Faculty
5	Mr. Zaid Shaikh	Cultural Committee Chairperson	Teaching Faculty
6	Mr. Adarsh B. Shetty	Chairman	Management Representative
7	Mrs. Vinaya Gade	Office Superintendent	Administrative Staff
8	Ms. Vrushali Patil	Clerk	Administrative Staff
9	Mr. Pravin Shetty	Discipline	Local Society Representative
10	Ms. Rugveda Sawant	Asst. General Secretary, Student Council	Student Representative
11	Mr. Amit Shetty	Alumnus	Alumni Representative
12	Mr. Vishal Desai		Employer Representative
13	Mr. Ranjit Shetty	Industrialist	Industrialist Representative
14	Mr. Sanjay Jadhav	Student's Parent	Parent Representative
15	Mrs. Kirti A. Suripaga	Coordinator	Senior Teaching Faculty
16	CA. Vishwanath Shetty	Vice Chairman, Managing Committee	Special Invitees
17	CA. Pradeep Shetty	Vice Chairman, Managing Committee	Special Invitees
18	Mr. Sagar D. Shetty	Secretary Managing Committee	Special Invitees
19	CA Rohit Shetty	Treasurer, Managing Committee	Special Invitees
20	Mr. Prakash More	Chief Administrative Officer, HEI	Special Invitees

*Utekar*





### Minutes of the meeting -

1. The salutation and reception of member dignitaries. With warm salutation and warm reception of member dignitaries the meeting started by 10 am in the decided venue. Almost every member dignitaries were present for meeting and that to on time. IQAC Chairperson wished the salutation as Good Morning and asked the IQAC Coordinator to start the meeting.
2. To read the minutes of meeting held on 16<sup>th</sup> January 2024 and finalizing with discussion and suggestion, if any. As per order of IQAC Chairperson (Principal) IQAC Coordinator start to read the minutes of the meeting which were held on 16<sup>th</sup> January 2024. Those minutes were sanctioned, Accepted by almost every member.
3. Feedback of students, alumni, employers and staff is to plan. IQAC members suggested to go for analysis of feedback of stakeholders as per guidelines of NAAC, Which includes students, Alumni, Employers and Staff members.  
The members suggested to Analysis of feedback is to brought in notice of Chairperson, He is the being Principal he has to take note of suggestion, the aspect as well as negative aspects. The report of Action Taken (ATR) and analysis can be suggestive to the Higher authority such as CDC, governance and University of Mumbai especially BOS will develop the Curriculum mostly.
4. Discussion on second half progression of IQAC functioning. The committee member, shown satisfaction on process of annual quality enhancement they suggested to accelerate it. the points like research, grants, publication are very least, that to compensate in second half of the year.
5. Discussion on overall IQAC output in academic year 2023-24. The IQAC Co-ordinator narrated that all of those 7 criterion with Qualitative and Quantitative metrics is having considerable output.  
The intake of students, Scholarships, Research & research grant as well publications has limited progress, For intake of students it is considered that the student has least focus on Conventional Graduation Programme students inclined for AI, Machine learn MI, CS, IT like courses. Every college has to face this problem.
6. Status of compliances suggestions by NAAC peer team. In first cycle of Assessment and Accreditation, While NAAC peer team visit, All they have provided certain suggestion to improve the Quality Education by Institute.  
In the year 2023-24 IQAC is made note of those suggestions since from first IQAC meeting. IQAC coordinator presented the point of companies in progressive form, The meeting members nod in yes head for compliances.

*[Signature]*



7. Any relevant issues for college development with prior permission of 'chair' of the IQAC.  
No any member Has raise his finger for relevant issue, Therefore, There is no any such matter for discussion.

By casting the vote of thanks and pride standing presentation of National Anthem, meeting called concluded by Chairperson.

Any relevant matter for college development with prior permission of chairperson of the iqac-

There was no any matter for discussion meeting ends with vote of thanks and national anthem.

  
Chef Yogesh Utekar

Principal I/C

Bunts Sangha's

Ramanath Payyade College of Hospitality Studies

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