

Criteria 6.5.2

Internal Quality Assurance System (IQAC)

6.5.2 B Minutes of the 2nd Meeting of IQAC in 23-24 on 15th August 23

Supporting Document of MOM – 15th August 2023

Notice /Invitation for IQAC Meeting

Date- 19/7/2023.

There is IQAC meeting on 15th August 2023, at 11:00 am, the venue is Board Room on the 3rd floor or Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies.

You are requested to attend the meeting for ensuring enhancement and coordinator among curriculum, co-curriculum and extra curriculum of college.

Agenda of meeting

1. Salutation and reception of member of delegate
2. Discussion on present status of assessment and accreditation by naac for first cycle
3. Discussion on academic calendar preparation for 2023-24
4. Discussion on role at IQAC in second cycle
5. Discussion on continuation of quality education indices, 7 criterion for 2nd cycle, IQAC of 23-24
6. Discussion of schedule at IQAC for each criterion in 23-24
7. Any relevant matter for college development with prior permission of chairperson of IQAC.

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



Yogesh Utekar

Member Secretary

Principal (I/C)

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



Kirti Suripaga

IQAC Coordinator



Minutes of IQAC meeting-

Meeting held on – 15 August 2023

Timing- 11:00 am onwards

Venue- Board Room on the 3rd floor

Members Present in 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-coordinator	Teacher Representative
3	Mr. Gladvin Rego	Senior Teaching Faculty	Teaching Faculty
4	Mrs. Chitrlekha 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

Signature



Minutes of meeting

1. salutation and reception of member dignitaries

On 15th August 2023, at , almost every IQAC member dignitary was present for IIQA – that is internal quality assurance of college.

1. salutation and reception of member's dignitaries – to start with new academic year, with bit of confidence, member was present. They all are welcomed by the secondary – coordinator of IQAC.

2. Discussion on present status of assessment & accreditation by NAAC for first cycle

IQAC coordinator with kind permission of chairperson (principal), given the details of present status of assessment & accreditation by NAAC for first cycle.

IQAC coordinator made aware to meeting that on 27th march 2023, college applied & get accepted the IIQA. On 18th may 2023, college submitted the SSR to NAAC on online. At present, college is looking of clarification, queries of DVV, later there will be SSR acceptance & NAAC will prequalify the college for process thereafter, the NAAC peer team visit will be expected.

it is learned from IQAC coordinator that the SSR contains the “7th” criterion for AQAR of 2023-24.

members of IQAC learned that SSR is of “5” years while in 23 – 24, college has to continue & submit the annual report called as AQAR – yearly format of SSR with same 7th criterion.

present status of first cycle was underlined by meeting that SSR submission was done by waiting for DVV clarification in aa.

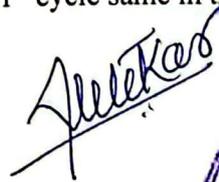
3. Discussion on academic calendar preparation for 2023-24.

IQAC meeting discussed about perspective plan of annual quality activity through academic calendar.

the academic calendar was decided to start in 15th june 2023 to 31st may 2024. It was also discussed about, curriculum & co-curriculum activities with consideration of ganesh festival vacation , dipavali vacation and christmas break.

4. Discussion on role of IQAC in second cycle AQAR preparation

coordinator, being secretary of IQAC informed to IQAC that, the role is as crucial, important, vital as it was in 1st cycle same in the 2nd cycle.



coordinator narrated to meeting that IQAC'S catalytic action to improve the academic and administrative performance of the institution.

coordinator said to gathering that as in 1st cycle we develop the SSR, submitted to NAAC similarly IQAC has to go through same quality indicates, criterion more than hundreds of metrics along with supporting documents.

the role of IQAC is more crucial and important in second cycle than first cycle because the IQAC has to set grade, bar by first cycle, IQAC has to raise the quality education beyond that grade-bar.

5. Discussion on continuation of quality education indices, 7 criteria for 2nd cycle, AQAR of 23-24 -

IQAC discussed the means for quickly education and leads to conclusion, IQAC of 23-24

Criterion	Metrics	Description	Proposed activates in 2023-24	
I	1.1.1	Effective curricular delivery	In sem i & sem ii	
	1.1.2	Academic calendar and CIE	"	
	1.1.3	Role & teacher in evaluation	"	
	1.2.1	Cbcs/elective course	"	
	1.2.2	Add m courses	In second term	
	1.2.3	"	"	
	1.3.1	Cross cutting issues	Sem i & ii	
	1.3.2	Project work/field work	"	
	1.3.3	"	"	
	1.4	Feedback system	April, may of 2024	
	ii	2.1.1	Enrollment of student	June, July 2023
		2.1.2	Reservation seats	"
		2.2.1	Students diversity start and advance leavness	I & ii term
		2.2.2	Student ; teacher ratio	June, July 2023
2.3.1		Student centric methods	Sem i & ii	
2.3.2		ICT enabled classrooms	June 2023	
2.3.3		Mentors	June, July 2023	

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	2.4.1	Full time teachers post	June, July 2023
	2.4.2	Teacher with ph.d/net/set	_____ " _____
	2.4.3	Teachers-teaching experience	_____ " _____
	2.5.1	Internal assessment	Aug/sept 2023; jan-feb 2024
	2.5.2	Cos, POS	June 2023 & nov 2023
	2.6.2	Attainment of cos & pos	Dec 23/jan 24, may/june 24
	2.6.3	Pass percentage	_____ " _____
	2.7.1	Student satisfaction survey	April/may 2024
III	3.1.1	Research grants for NGO'S	June, July, aug 2023
	3.1.2	Research projects	_____ " _____
	3.2.1	Proper published in UGC recognized journals	Oct/nov 23 to feb 24
	3.2.2	Books/conferenced/proceedings	_____ " _____
	3.3.1	Extension activates in the neighborhood community	July'23 to feb'24
	3.3.2	Recognition for research awards for research	_____ " _____
	3.3.3	Extension activities by nss	_____ " _____
	3.3.4	Functional MOU	June'23 to may'24
IV	4.1.1	Adequate infrastructure, 50% classroom with ICT	June '23: July '24
	4.1.2	Adequate facilities for cultural , sports, yoga etc	_____ " _____
	4.1.3	ICT classrooms (minimum 50 %)	_____ " _____
	4.1.4	Infrastructure augmentation expenses. Extract & audited statement	May/june'24 (audited statement)
	4.2.1	Library automation	June, July 23
	4.2.2	E-library: e-subscription	_____ " _____
	4.2.3	Book expenses	May/june' 24 (audited statement)
	4.2.4	Usage of books/library	June'23 to may '24

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	4.3.1	It facilities updates	June'23, july'23
	4.3.2	Computers; students	_____”_____
	4.3.3	Internet connection	_____”_____
	4.4.1 4.4.2	Maintenance of physical & academic support	May, june '24 Audited statement extract
V	5.1.1	Scholarship/free ship for students	June to sept 2023
	5.1.2	_____”_____	_____”_____
	5.1.3	Capacity building & skill enhancement	June '23 to april'24
	5.1.4	Guidance to student for competitive examination and career counselling	Jan'24 to may'24
	5.1.5	Re- dressal of students grievances prevention of sexual harassmet and antiaging	June '23 to may'24
	5.2.1	Placement	March-may 24
	5.2.3	Competitive exam qualifications by students	May 24
	5.3.1	Awards for students for sports/cultural	June 24
	5.3.2	Students' representation in committees, activities	June 23 to may 24
	5.3.3	Sports/ cultural events/ competitions	June 23 to may 24
	5.4.1	Register alumni association	June 23 to may 24
	5.4.2	Alumni contribution	June 23 to may 24
Vi	6.1.1	Governance of the institution – vision; mission	June '23 to may'24
	6.1.2	Decentralization and participative management	_____”_____
	6.2.2	Institutional strategic plan	_____”_____
	6.2.3	E-governance in administration finance, accounts, admission, examination	_____”_____

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	6.3.1	Effective welfare measures for teaching and non-teaching staff	_____” _____
	6.3.2	Financial support to attend conferences/workshops to teachers	_____” _____
	6.3.3	Teachers professional development	Dec’23 to may’24
	6.3.4	Fdps	_____” _____
	6.3.5	Appraisal system	March, april 24
	6.4.1	Audits- invest Financial audits	May, june 24
	6.4.2	Funds/grants received from gov/ngo/philanthropies	June’ 23 to may’ 24
	6.4.3	Mobilization of funds and the optimal utilization of resource	_____” _____
	6.5.1	IQAC contribution	June’ 23 to may’ 24
	6.5.2	IQAC – incremental improvement	_____” _____
	6.5.3	IQAC – regular meetings, ga, aaa, , feedback collected, mirf; iso certification	_____” _____
Vii	7.1.1	Gender equity/ gender audit	Aug’ 23
	7.1.2	Alternate sources of energy	April’ 23
	7.1.3	Waste management	April’23
	7.1.4	Water conservation	April,24
	7.1.5	Green campus initiatives	_____” _____
	7.1.6	Environment audit/energy	_____” _____
	7.1.7	Disabled friendly campus	_____” _____
	7.1.8	Efforts for inclusive environment	June’ 23 to Aprila’ 24
	7.1.9	Sensitization of students to constitutional delegations	_____” _____
	7.1.10	Institutional code of conduct for teachers, students, administration (displayed on website)	_____” _____

Autakas



	7.1.11	National and international commemorative days, events, festivals	_____”_____
	7.2.1	Best practices	_____”_____
	7.3.1	distinctiveness of HEI	_____”_____

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.


Chet Yogesh Utekar
Principal I/C

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

