

(Affiliated to the University of Mumbai)

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# Criteria 6.1.2 Institutional Leadership



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6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management.

### **Decentralization practices by Governance**

The Management meets regularly, to review the functioning of the institution.

The Decentralisation of Governance has following setup, as-

- A) Chairman B) Vice Chairman C) Secretary D) Treasurer
- a) IHM Principal b) Faculties c) Supporting staff d) Admin
- I) IHM admin II) Sr. Clerk III) Jr. Clerk IV) House keepings V) Securities
  Internal Decentralisation- Principal, Faculties, Committees for academics, administration, Extension etc.

It shows Decentralisation of Governance in Anjuman I Islam's Institute of Hospitality Management.

# **Participative Practices by Governance**

Managing committee meets monthly. It review the functioning of the institution. It suggests corrective measures. It comprises of members of various committee of Higher Education of college management. It also consists of President, Vice President, Treasurer and secretary of Anjuman I Islam meets once in month as participative practices.

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Principal meets, calls meetings of Academic staff for Academic -Administrative difficulties. Faculty of AII IHM had minimum 25 committees like Exam committee, Anti ragging committee, Redressal committee and so on. In many committees students are also active members.

It all indicates participative practices by Governance at every tier for better governance.

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#### Leadership of Governance is in accordance of mission

Our Faculty members are eclectic blend with both Academic qualifications and industry experience and are inspired to pursue further education and also delve into research methodology.

At Anjuman-I-Islam's IHM our authorities ensure that the faculty members are always motivated and thence with full vigour and force impart innovative and quality education to our students so that they become dynamic and courteous hospitality personnel and entrepreneurs for the industry.

We collaborate closely with the industry to provide our students with maximum real-life exposure through internships, industrial visits, and study tours.

We also train our Students and Faculty members in various Life skills & soft skills such as Health & Wellness, Computing Skills, Communication Skills and Critical Thinking & Problem Solving

# Short Term and Long Term Institutional perspective plan

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college has taken initiatives to obtain Inputs from all stakeholders viz the management, Principal, the faculty, the administrative staff, students of the college the Alumni Association of the college, the parents and the peer colleagues. Stakeholder's expectations, management policies, goals and objectives and the vision and the mission statement of our college and quality policy of the college are also considered as a base for formulation of the perspective plan.



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A proactive role by the IQAC of an institution is crucial in maintaining the momentum of quality consciousness, NAAC and UGC assign the responsibility on the IQAC for planning guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution. With this background the College IQAC has undertaken the task of designing a perspective Plan for the period of five years commencing from academic 2023-24 for a balanced growth. The quality indicators of different criteria determined by NAAC have been taken into consideration as the base to create Quality Radars and to make out milestones for the future. The draft of Perspective Plan has to be discussed, reviewed and approved in the meeting of College Development Committee (CDC) of the college, before implementation.

# **Short Term Institutional Perspective Plan**

- To keep faculty members abreast with the latest trends and developments in research, Technology and Teaching methodologies.
- To motivate the faculty to remain exposed to the Industrial processes
   & activities.
- Majority of the students should graduate with Distinction/Honors in all branches.
- To continue the special classes for non-English medium students to improve their Communication/\$kills.
- All information concerning students/staff to be made available online.

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- To make the Campus green and chemical free.
- To go for the energy auditing of the whole campus.
- Conducting faculty and student development programs for cutting edge trends and technologies.

### **Long Term Institutional Perspective Plan**

- To build & promote teams of experts in the upcoming trends and technologies in education sector.
- To promote quality research and undertake research projects keeping in view their relevance to needs and requirements of technology in local industry
- To sustained quality system embedded with a conscious, consistent and programmed action.
- To create an enabling academic environment for students embedded with sincerity, discipline and commitment
- To mould students to be good citizens of the nation.
- To establish globally the brand image of the college;
- To emerge a model college for hospitality education.





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### The effective leadership is visible in various institutional practices

### Several Committees of Anjuman I Islam's IHM:

# Anti-ragging committee:Academic calendar and time table committee :-

Faculty names – Mr. Rahul Parchure, Dr. Stephan Almeida, Mrs. Kranti Bhangre, Mrs. Kainaz Dastoor.

The Academic Calendar and Time Table Committee Faculty names- Mrs. Vinita raghuram, Dr. Stephan Almeida

The Anti-Ragging Committee is tasked with maintaining vigilance and addressing any reported or observed incidents of ragging in areas where students commonly gather, such as classrooms, canteens, hostels, and playgrounds. It works to prevent ragging by creating awareness through educational campaigns and initiatives. The committee also ensures a safe and respectful environment by responding promptly to complaints and adhering to anti-ragging policies and guidelines.

It is responsible for designing and managing the institution's academic schedule. This includes preparing the academic calendar with key dates like exams and semester end, creating department-specific time tables, and ensuring compliance with institutional and university guidelines. The committee communicates schedules to students and staff, resolves conflicts or adjustments as needed, and coordinates with departments for efficient classroom and resource allocation.

### **College Development Committee (CDC):-**

CDC Composition	Name of the member	About the member
<b>Chairperson</b> of the management	Mr. Mushtaq Antulay	
Secretary of the management	Mr. Aqeel Yusuf Hafiz	
One head of department	Dr. Stephan Almedia	PhD Head of the Department FO, Coordinator of PG Course
Three teachers in the college	Mrs. Kainaz Dastoor	Assistant Professor



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	Mrs Vinita Raghuram	Head of the Department of House Keeping
	Dr. Dilip Jadhav	Librarian
One non-teaching employee	Mr. Javed Mulani	Sr. Admin Associate
Four local members	From the Industry: Mr. Amir Ali	
	From Social Service:- Dr. Shaikh Abdullah G.M.	
	From Education:- Dr. Zahir Kazi	
	From Research:- Dr. Lukman Patel	
Co-ordinator-	Mr. Manojkumar	IQAC- coordinator
Internal Quality Assurance Committee	Barbhai	
Students Representative of the College Students' Council	Mr. Chinmay Khot	TYBSc-HS
Principal of the college	Dr.Rukshana Billimoria	Principal

A College Development Committee (CDC) is a statutory body that plays a pivotal role in planning and implementing developmental activities within a college. It ensures the alignment of academic, infrastructural, and administrative goals with institutional growth. The committee fosters collaboration between stakeholders, including faculty, students, and management, to enhance the college's overall functioning and quality of education. Additionally, it oversees resource allocation and policy execution to drive continuous improvement.

#### **Exam Committee:-**

Faculty names: - Dr. Stephan Almeida, Mr. Rahul Parchure

An Exam Committee is a key body responsible for planning, organizing, and conducting examinations within an educational institution. It ensures the smooth execution of all exam-related activities, including scheduling, question paper preparation, and maintaining confidentiality. The committee oversees the fair evaluation of answer scripts and the timely declaration of results. It plays a vital role in upholding the integrity and transparency of the examination process.



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

IQAC Committee		
(Internal Quality		
Assurance Cell)		
Chairperson	Dr. Rukshana Billimoria	Head of the Institution
Teachers to Represent	Mrs. Aditi Desai	Food Production
	Mrs.Pooja Pednekar	Sr. Lecturer
	Mr.Rahul Parchure	Lecturer
	Mrs. Kranti Bhangre	Computer Instructor
One Member from		Hon. Vice President
Management	Mr. Mushtaq Antulay	Anjuman I Islam Trust
Few Senior		
Adminitrative Officer	Mr. Javed Mualni	Sr. Admin Associate
	Mrs. Aastha Belekar	Account Assistant
	Mr. Dipak Mahapadi	Jr. Accountant
		7
One Nominee from each local Society		
Students	Mr. Chinmay Khot	General Secretary 2023-24
Alumni		2014 Alumni
	Mr. Birya Mohamed Mohamed	Director
	Siraj	(Silvertree Hospitality Pvt Ltd )
One Nominee each from		Executive Director
Employers/	Mr. Tarak Bhattacharya	( Mad Over Donuts)
Industrialists/		Personnel Manager
Stakeholders	Mr. Amirali Gadhia	(Comfort Inn Heritage)
	Ms. Mariam Naeem Kagalwala	From Parents Association
IQAC Coordinator	Manojkumar Barbhai	Sr. Lecturer





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Internal Quality Assurance Cell (IQAC) is a committee established in our educational institutions to ensure continuous improvement in academic and administrative performance. It focuses on enhancing quality standards by developing systematic practices and promoting a culture of excellence. The IQAC plans and monitors initiatives like feedback collection, curriculum development, and innovative teaching methods. Its efforts contribute to maintaining accreditation and fostering a learner-centric environment.

### Marathi Vangmay Mandal:-

Faculty names:- Dr. Dilip jadhav, Mr. Manojkumar Barbhai

The Marathi Vangmay Mandal Committee is dedicated to promoting Marathi literature, language, and culture within an educational institution. It organizes events like literary discussions, poetry recitations, and cultural programs to foster appreciation for Marathi heritage. The committee encourages students to participate in creative writing, storytelling, and other activities that enhance their linguistic and literary skills. It serves as a platform to celebrate and preserve the richness of Marathi tradition.

# Department of Lifelong Learning and Extention:-

Faculty names:- dr. dilip jadhav, mr. Rahul parchure, mrs. Aditi desai.

The Department of Lifelong Learning and Extension focuses on promoting education and skill development across all age groups. It aims to provide opportunities for personal growth, professional development, and community engagement through diverse programs and workshops. The department emphasizes inclusive learning and outreach, addressing the needs of underprivileged and marginalized sections of society. Its initiatives contribute to fostering lifelong education and social empowerment.

2) The Department of Lifelong Learning and Extension (DLLE) committee aims to promote skill development and community engagement among students. It organizes programs and activities that integrate academics with real-world applications, fostering social responsibility and lifelong learning. Through workshops, outreach initiatives, and extension projects, the committee empowers students to contribute meaningfully to society while enhancing their personal and professional growth.





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#### **Parents Teacher Committee:-**

Faculty names:- ms. Kainaz dastoor, mr. Rahul parchure.

The Department of Lifelong Parents-Teacher Learning focuses on fostering continuous collaboration and growth between parents and teachers. It emphasizes the importance of shared responsibility in shaping children's education and development. Through workshops, training sessions, and resources, the department equips both parents and educators with the skills to address evolving educational challenges. This initiative promotes a supportive learning environment and strengthens the parent-teacher partnership.

#### Women's Development Committee:-

Faculty name:- Mrs. Sneha bhadare, Mrs. Prachi Morwale, Mr. Rahul Parchure, Mrs. Anjali Chatterton, dr. Stephan Almeida.

The Parents-Teacher Committee serves as a vital platform for fostering collaboration between parents and teachers. It aims to enhance communication, address concerns, and work collectively towards the holistic development of students. The committee organizes regular meetings to discuss academic progress, extracurricular activities, and other school-related matters. This partnership strengthens the school community and ensures a supportive environment for students' growth.

#### Academic Calender and Time Table Committee:-

Faculty names:- Mr. Rahul Parchure, dr. Stephan Almeida, Mrs. Kranti Bhangre, Ms. Kainaz Dastoor.

The Academic Time Table and Calendar Committee is responsible for planning and organizing the institution's academic schedule. It ensures a well-structured timetable that balances teaching hours, extracurricular activities, and examinations. The committee also prepares the academic calendar, outlining important dates such as holidays, events, and deadlines. Its role is crucial in maintaining smooth academic operations and effective time management.

# **Internal Complaints Committee:-**

Faculty names: - Dr. Stephan Almeida, Mrs. Sneha Bhandare, Mr. Rahul Parchure.

The Internal Complaints Committee (ICC) is established to address issues related to harassment and ensure a safe and respectful environment within an organization or institution. It investigates complaints, provides a fair hearing, and recommends appropriate actions in accordance with established policies. The committee also

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conducts awareness programs to educate individuals about their rights and responsibilities. Its primary goal is to foster a culture of safety, equality, and dignity for all.

### Research and Development Committee:-

Faculty names:- Dr. Ruksana Billimoriia, dr. Stephan Almeida, Dr.Dilip Jadhav, Mr. Rahul Parchure.

A Research and Development (R&D) Committee is responsible for fostering innovation and driving advancements within an organization or institution. It oversees the planning, implementation, and evaluation of research projects, ensuring alignment with strategic goals. The committee facilitates collaboration among stakeholders, manages resources, and encourages knowledge sharing. Its primary aim is to support groundbreaking ideas and improve processes or products through systematic investigation and development.

#### **IQAC** events committee:-

Faculty names:- Mr. Manojkumar Barbhai, Mr. Rahul Parchure.

The IQAC (Internal Quality Assurance Cell) Events Committee plays a key role in organizing programs and activities that promote quality enhancement in an institution. It plans and coordinates workshops, seminars, and awareness drives to engage stakeholders and foster a culture of continuous improvement. The committee ensures that events align with the goals of quality assurance and institutional growth. Through its initiatives, it helps strengthen collaboration, innovation, and overall academic excellence.

#### **Alumni Association Committee:-**

Faculty names:- mrs. Kranti bhangre, ms. Kainaz dastoor, mrs. Aditi desai, dr. dilip jadhav.

The Alumni Association Committee works to strengthen the bond between an institution and its former students. It organizes events, networking opportunities, and initiatives to keep alumni connected and engaged. The committee also facilitates mentorship programs, career guidance, and fundraising efforts to support institutional development. By fostering lasting relationships, it helps build a supportive and thriving alumni network.

Fresher's and Farewell Party committee:-

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Faculty names:- mr. manojkumar barbhai, mrs. Sneha bhandare, mrs. Aditi desai.

The Fresher's and Farewell Committee is responsible for organizing events that welcome new students and bid farewell to graduating ones. It plans engaging activities to help fresher's integrate into the institution and feel at ease in their new environment. Similarly, farewell events are designed to celebrate the achievements and contributions of outgoing students, creating memorable experiences. The committee ensures these events promote camaraderie and leave a lasting impression on all participants.

### Dining Area Overall In charge committee:-

Faculty names:- dr. dilip jadhav, mrs. Sneha bhandare.

The Dining Area Overall In-Charge Committee oversees the management and smooth functioning of the dining facilities. It ensures cleanliness, hygiene, and proper food quality standards are maintained at all times. The committee coordinates with staff to manage meal schedules, address concerns, and improve services. Its goal is to create a comfortable and efficient dining experience for all users.

### Gardening Incharge:-

Faculty names:- dr. Stephan almeida, ms. Kainaz dastoor.

The Gardening In-Charge is responsible for maintaining and enhancing the green spaces within an institution or facility. This role involves planning and supervising gardening activities, ensuring the proper care of plants, and promoting environmental sustainability. They coordinate with staff to maintain cleanliness, landscaping aesthetics, and seasonal planting. Their efforts contribute to creating a refreshing and eco-friendly environment.

# College presentation committee:-

Faculty names:- dr. dilip jadhav, mr. sneha bhandare.

The College Presentation Committee is tasked with designing and delivering impactful presentations that represent the institution. It ensures the effective communication of achievements, initiatives, and key messages during events, seminars, and official programs. The committee focuses on creating engaging content and visuals that align with the college's vision and goals. By showcasing the institution's strengths, it enhances its reputation and fosters positive impressions.

March past committee:-

Faculty names:- ms. Kainaz dastoor,





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The March Past Committee is responsible for organizing and coordinating march past activities during ceremonial events. It ensures proper training, discipline, and synchronization of participants to uphold the spirit of teamwork and pride. The committee manages practice sessions, uniforms, and event-day arrangements to deliver a flawless performance. Its efforts contribute to the grandeur and success of institutional events.

### Intercollegiate participation commitee :-

Faculty names:- mrs. Sneha bhandare

Intercollegiate participation allows students to represent their institution in various competitions and events hosted by other colleges. It fosters healthy competition, enhances skills, and encourages networking with peers from different institutions. Such participation helps students gain exposure, build confidence, and showcase their talents on larger platforms. It also strengthens the institution's reputation through active engagement and achievements.

### Medical emergency committee:-

Faculty names:-dr. dilip jadhav, dr. Stephan almeida, ms. Kainaz dastoor, mrs. Sneha bhandare.

The Medical Emergency Committee is responsible for managing health crises and providing immediate medical assistance in case of emergencies. It ensures the availability of necessary medical supplies, equipment, and trained personnel on-site. The committee coordinates with healthcare professionals and emergency services to address critical situations swiftly. Its main goal is to ensure the safety and well-being of individuals during medical emergencies.

#### Students and staff uniform:-

Faculty names:- mrs. Kranti bhangare.

The Students and Staff Uniform Committee is responsible for overseeing the design, implementation, and maintenance of uniform policies for both students and staff. It ensures that uniforms are appropriate, comfortable, and align with the institution's standards of professionalism and discipline. The committee addresses any issues related to uniform compliance and promotes a sense of unity and equality within the institution. Its goal is to create a positive, cohesive environment through consistent dress codes for all.



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### Digital marketing committee:-

Faculty names:- mr. manojkumar barbhai, ms. Kainaz dastoor, mrs. Kranti bhangre.

The Digital Marketing Committee is responsible for developing and implementing strategies to promote the institution's presence online. It manages social media accounts, content creation, and digital campaigns to engage with a broader audience. The committee focuses on increasing brand visibility, driving traffic, and enhancing communication through digital platforms. Its efforts aim to effectively market the institution's activities, events, and achievements in the digital space.

#### Attendance committee:-

Faculty names:- dr. Stephan almeida, mrs. Vinitha raghuram.

The Attendance Committee is responsible for monitoring and maintaining accurate records of student attendance. It ensures that attendance policies are followed and addresses any discrepancies or issues related to attendance. The committee works closely with faculty and students to promote regular attendance and academic discipline. Its goal is to support student success by emphasizing the importance of consistent participation in classes.

# Training and placement committee:-

Faculty names:- mrs. Pooja pednekar

The Training and Placement Committee is responsible for facilitating career development opportunities for students. It organizes training sessions, workshops, and placement drives to enhance students' skills and prepare them for the job market. The committee works closely with industry partners and recruiters to connect students with potential employers. Its goal is to ensure students are well-prepared for internships and full-time employment opportunities.

#### Cultural committee:-

Faculty names:- mrs. Sneha bhandare.

The Cultural Committee is responsible for organizing and promoting cultural events and activities within the institution. It fosters creativity, diversity, and team spirit by arranging festivals, performances, and talent shows. The committee works to provide a platform for students to showcase their artistic and cultural talents. Through its initiatives, it enhances the cultural vibrancy of the institution and encourages student participation in extracurricular activities.



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### Grievance redressed cell and suggestion box committee:-

Faculty names:-mr. dilip jadhav, ms. Kainaz dastoor.

The Grievance Redressed Cell and Suggestion Box Committee addresses concerns and complaints raised by students, staff, or faculty, ensuring fair resolution and a positive environment. It provides a platform for individuals to voice grievances confidentially, promoting transparency and accountability. The committee also manages suggestion boxes to gather feedback and improve institutional policies. Its goal is to create a supportive atmosphere by resolving issues promptly and implementing constructive suggestions.

### Gymkhana and sports committee:-

Faculty name:- dr. Stephan almeida, dr. dilip jadhav.

The Gymkhana and Sports Committee is responsible for organizing and promoting sports and recreational activities within the institution. It oversees the management of sports facilities, arranges intercollegiate competitions, and encourages student participation in various sports events. The committee also focuses on fostering physical fitness and teamwork through regular activities and training sessions. Its efforts contribute to enhancing the overall well-being and athletic development of students.

#### Industrial visit committee:-

Faculty names:-dr. Stephan almeida ms. Kainaz dastoor.

The Industrial Visit Committee organizes visits to industries and companies to provide students with practical exposure to real-world operations. It coordinates with industries to arrange tours, workshops, and interactions with professionals, enhancing students' understanding of their academic fields. The committee ensures that the visits align with the curriculum and offer valuable learning experiences. Its aim is to bridge the gap between theoretical knowledge and practical application.

#### Admission committee:-

Faculty names:-mr. manoj kumar barbhal, mrs. Kainaz dastoor, mrs. Aditi desai, dr. Stephan almeida.

The Admission Committee is responsible for managing the entire admission process, ensuring it runs smoothly and efficiently It reviews applications, conducts interviews

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or assessments, and ensures eligibility criteria are met. The committee also provides guidance and support to prospective students, helping them navigate through the admission requirements. Its primary goal is to select candidates who align with the institution's academic standards and values.

### Social media and website development committee:-

Faculty names:-mrs. Kranti bhangre, ms. Kainaz dastoor.

The Social Media and Website Development Committee is responsible for managing the institution's online presence through social media platforms and its official website. It creates engaging content, updates information, and ensures a consistent brand image across digital channels. The committee works to enhance user experience by optimizing the website and promoting relevant events or initiatives. Its primary goal is to effectively communicate with the audience and boost the institution's visibility online.

#### **Energy conservation committee:-**

Faculty name:-dr. Stephan almeida.

The Energy Conservation Committee is responsible for promoting and implementing practices that reduce energy consumption within the institution. It conducts awareness campaigns, monitors energy usage, and suggests efficient solutions to minimize waste. The committee works to create a sustainable environment by encouraging the use of renewable energy sources and energy-saving technologies. Its efforts aim to reduce the institution's carbon footprint and contribute to environmental conservation.

### Magazine :-

Faculty names:-dr. dilip jadhav

The Magazine Committee is responsible for curating and publishing the institution's magazine, showcasing the achievements, creativity, and talents of students and staff. It oversees content creation, including articles, artwork, and photography, ensuring a diverse and engaging publication. The committee coordinates the design, printing, and distribution of the magazine, maintaining high editorial standards. Its primary goal is to highlight the institution's culture and foster a sense of community through creative expression.

Library committee:-





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Faculty names:-dr. dilip jadhav

The Library Committee is responsible for managing and maintaining the institution's library resources, ensuring students and staff have access to up-to-date and relevant materials. It oversees the acquisition of books, journals, and digital resources while promoting effective library usage. The committee also organizes events such as workshops or reading programs to encourage a culture of learning. Its aim is to create a conducive environment for research, study, and knowledge sharing.

#### Staff and students discipline committee:-

Faculty names:-mr. manoj barbhai, dr. Stephan almeida, mrs. Vinitha raghuram

The Staff and Students Discipline Committee is responsible for ensuring that both staff and students adhere to the institution's code of conduct. It monitors behavior, addresses violations, and takes appropriate actions to maintain a respectful and orderly environment. The committee works to promote a culture of discipline, accountability, and mutual respect. Its primary goal is to uphold institutional values and ensure a positive, professional atmosphere for all members of the community.

### Syllabus committee:-

Faculty names:- mrs. Vinitha raghuram, ms. Kainaz dastoor, , mr. Rahul parchure.

The Syllabus Committee is responsible for designing and updating the curriculum to ensure it aligns with current academic standards and industry trends. It works closely with faculty and experts to evaluate and incorporate relevant topics, improving the overall learning experience. The committee ensures that the syllabus meets the institution's goals and provides students with the necessary skills and knowledge. Its aim is to offer a comprehensive and balanced educational framework that supports academic excellence.

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