



**Anjuman-I-Islam's
Institute of Hospitality Management**
(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.
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**Criteria - 6.5.2 Quality Assurance
Initiatives of the Institution**

IQAC Meeting Details

1st Meeting - 6th May 2022

Notice

Internal Quality Assurance Cell (IQAC)

Date: 22 April 2022

Venue: Savour Restaurant

Time: 4.00 pm

Agenda of Meeting:

1. Constitution of IQAC (New Members)
2. Discussion on academic calendar
3. Improve the attendance of students in the class.
4. To explain the rules and regulation of the attendance and discipline
5. Discussion on Teaching, Learning and Evaluation Process.
6. Improvement of Administrative Performance.
7. Any other matter permission with the chair.



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Minutes of the IQAC meeting held on 6th May 2022:

IQAC Chairman, Principal Dr. Rukshana Billimoria welcomed all the IQAC members for the meeting.

- In this meeting IQAC Chairman, Principal Dr. Rukshana Billimoria briefly informed about IQAC Committee and accordingly the committee has been established. Further resolve that the committee shall meet at least four times in an academic year.
- It was resolved to approve the academic calendar prepared in faculty meeting for the first semester of academic year 2022-23.
- The rules and regulation of the college as regards attendance policy, dress code, use of mobile etc. The students and parents would specially informed about the attendance policy of college.
- In this meeting discussed on improvement of student attendance with the help of conducting interesting activities for students.
- In this meeting IQAC Chairman, Principal Dr. Rukshana Billimoria discussed about teaching and learning and evaluation process of the college for academic year 2022-23.
- It was resolved to take monthly review for improvement of administrative department and gave proper facilities to them.
- As no other business was transacted the meeting conducted with vote of thanks



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Criteria – 6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

Notice

2nd Meeting – 05 July 2022

Internal Quality Assurance Cell (IQAC)

Date: 21 June 2022

Venue: Savour Restaurant

Time: 4.00 pm

Agenda of Meeting:

1. Confirmation of the minutes of the meeting held on 6th May 2022
2. Discussion Regarding upcoming Internal Examination
3. To discuss maintenance of college premises
4. Allotment of counsellorships for all Students groups
5. Any other matter permission with the chair



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Minutes of the IQAC meeting held on 05 July 2022:

IQAC Chairman, Principal Dr. Rukshana Billimoria welcomed all the IQAC members for the meeting.

- Co-Ordinator of IQAC Prof. Manojkumar Barbhai, read out the minutes of the previous meeting of IQAC held on 6th May 2022 and sought for confirmation of the minutes. All the member confirmed the minutes.
- In this meeting discussed regarding upcoming Internal Examination
- IQAC member review the overall maintenance of the office premises and gave some guideline for additional safety
- In this meeting chairman Principal mam Dr. Rukshana Billimoria allocated Counsellors for all years students group.

As no other business was transacted

The meeting ended with the Vote of Thanks to all those present for the meeting.



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**Criteria – 6.5.2 Quality Assurance
Initiatives of the Institution**

IQAC Meeting Details

Notice

3rd Meeting – 12 September 2022

Internal Quality Assurance Cell (IQAC)

Date: 29 August 2022

Venue: Savour Restaurant

Time: 4.00 pm

Agenda of Meeting:

1. Confirmation of the minutes of the meeting held on 5 July 2022
2. Discussion regarding planning on of semester Exam 2022 (Oct 2022).
3. To discuss regarding planning for next semester II, IV & VI.
4. Discuss regarding extra curriculum activities for student.
5. Any other matter permission with the chair.



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Minutes of the IQAC meeting held on 12 September 2022:

IQAC Chairman, Principal Dr. Rukshana Billimoria welcomed all the IQAC members for the meeting.

- Co-Ordinator of IQAC Prof. Manojkumar Barbhai, read out the minutes of the previous meeting of IQAC held on 5 July 2022 and sought for confirmation of the minutes. All the member confirmed the minutes.
- In this meeting committee discussed on planning and timetables of semester Examination of first half.
- IQAC chairman Principal Ma'am discussed about planning for next semester
- Co-Ordinator of IQAC Prof. Manojkumar Barbhai, discussed on activities for the student such as tree plantation, cultural fest, traffic awareness program, voter awareness program, etc. with the help of different departments of the college.
- As no other business was transacted the meeting ended with the Vote of Thanks to all those present for the meeting.



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**Criteria – 6.5.2 Quality Assurance
Initiatives of the Institution**

IQAC Meeting Details

Notice

4th Meeting – 15th November 2022

Internal Quality Assurance Cell (IQAC)

Date: 01 November 2022

Venue: Savour Restaurant

Time: 4.00 pm

Agenda of Meeting:

1. Confirmation of the minutes of the meeting held on 12 Sept 2022
2. To discuss on website updation.
3. To discuss regarding semester Examination.
4. Any other matter permission with the chair



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Minutes of the IQAC meeting held on 15th November 2022:

IQAC Chairman, Principal Dr. Rukshana Billimoria welcomed all the IQAC members for the meeting.

- The minutes of the previous meeting held on 12 Sept 2022 were read out by co-ordinator of IQAC Prof. Manojkumar Barbhai. All the members approved the minutes.
- In this meeting Principal ma'am discussed regarding college website updation. It was resolved unanimously decided that college website layout is to be redesigned & regular updates are needed.
- Co-ordinator of IQAC Prof. Manojkumar Barbhai discussed Results of semester examination.
- As no other business was transacted the meeting ended with the Vote of Thanks to all those present for the meeting.



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**Criteria - 6.5.2 Quality Assurance
Initiatives of the Institution**

IQAC Meeting Details

5th Meeting - 24th January 2023

Notice

Internal Quality Assurance Cell (IQAC)

Dated: 9 January 2023

This is to inform all the IQAC Members that the meeting of the IQAC is scheduled on 24th January at 3.00 pm in the Savour Restaurant.

Agenda of Meeting:

1. Confirmation of the minutes of the meeting held on 15th Nov 2022
2. To Organise Internal Quality Assurance Cell (IQAC).
3. To Discuss on Teaching, Learning and Evaluation Process.
4. To Finalise the Purchasing of New Computers.
5. To Discuss on purchase of Library Management Software.
6. Any other matter permission with the chair.



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Minutes of the IQAC meeting held on 24th January 2023

- The minutes of the previous meeting held on 15 Nov 2022 were read out by co-ordinator of IQAC Prof. Manojkumar Barbhai. All the members approved the minutes
- To Organise Internal Quality Assurance Cell the IQAC Chairman, Principal Dr. Rukshana Billimoria informed that this year the Management has decided to proceed for accreditation of the Institution through National Assessment and Accreditation Council (NAAC). In view of this, the institution has constituted the Internal Quality Assurance Cell (IQAC). She has disclosed the names of the IQAC members constituted for assurance of quality in the institution.

- **To Discuss on Teaching, Learning and Evaluation Process**

The college puts a lot of emphasis on active and interactive learning. Teaching-learning is made student-centric by giving our students every opportunity for independent as well as collaborative learning. College teachers follow methodologies such as discussions, debates, laboratory experiments, learning mini-projects and case studies

- **To Finalise the Purchasing of New Computers.**

After the discussion it was decided that new computers purchased immediately from the regular vender.

- **To discuss on purchase of Library Management Software.**

The members had a detailed discussion about purchasing of Library Management Software to make the liberty towards the automation. After the




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discussion it was resolved that Management Software will be purchase as soon as and quotation will be collect from various venders of the LMS.

- **Any other matter permission with the chair.**

No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Mr. Manojkumar Barbhai and followed by tea and snacks.



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Criteria - 6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

Notice

6th Meeting - 14th March 2023

Internal Quality Assurance Cell (IQAC)

This is to inform all the IQAC Members that the meeting of the IQAC is scheduled on 14th March 2023 at 4.00 pm in the Savour Restaurant.

Date: 1st March 2023

Agenda of Meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 24th January 2023
2. To Finalise the Purchasing of Library Management Software.
3. To Discuss about Infrastructure and learning Resources.
4. Any other matter permission with the chair.



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**Minutes of the College Development Committee Meeting held on 14th
March 2023:**

IQAC Chairman, Principal Dr. Rukshana Billimoria welcomed all the IQAC members for the meeting. The following were discussed in the meeting:

**1. To Read and Confirm the Minutes of the last Meeting held on 24th
January 2023**

Coordinator of IQAC Prof. Prof. Manojkumar Barbhai, read out the minutes of the previous meeting of IQAC held on **24th January 2023** and sought for confirmation of the minutes. All the member confirmed the minutes.

2. To Finalise the Purchasing of Library Management Software

All the members were discussed regarding purchase of Library Management Software (LMS) and also analysed the Pros and Cons of various LMS. It was decided to purchase Soul Library Management Software Version 3.00 from INFLIBNET Centre for college library.

3. To Discuss about Infrastructure and learning Resources.

All the Members were discussed about Infrastructure and learning Resources and it was decided that the available Infrastructure and learning resources including classrooms, Library, Computer Lab and other resources maintenance must be done.

4. Any other matter permission with the chair.

No other Matter were discussed. Meeting ended with vote of thanks by IQAC Coordinator Mr. Manojkumar Barbhai and followed by tea and snacks.




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Criteria - 6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

7th Meeting - 15th May 2023

Internal Quality Assurance Cell (IQAC)

Notice

Dated: 2 May 2023

This is to inform all the IQAC Members that the meeting of the IQAC is scheduled on 15th May 2023 at 4.00 pm in the Savour Restaurant.

Agenda of Meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 14th March 2023
2. To Discuss the NAAC Accreditation Process.
3. To Discuss on Improvement of Administrative Performance.
4. To discuss the preparation of Academic Calendar year 2023-24.
5. Any other matter permission with the chair.



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Internal Quality Assurance Cell (IQAC)

Date: 15th May 2023

Venue: Savour Restaurant

Time: 4.00 pm

**Minutes of the College Development Committee Meeting held on 15th
May 2023**

IQAC Chairman, Principal Dr. Rukshana Billimoria welcomed all the IQAC members for the meeting. The following were discussed in the meeting:

**1. To Read and Confirm the Minutes of the last Meeting held on 14th
March 2022.**

Coordinator of IQAC Prof. Prof. Manojkumar Barbhai, read out the minutes of the previous meeting of IQAC held on **14th March 2022** and sought for confirmation of the minutes. All the member confirmed the minutes.

2. To Discuss the NAAC Accreditation Process. All the members were discussed regarding NAAC Accreditation Process step by step. After the discussion it was resolved that NAAC Accreditation Process should be initiated starting with gathering all the data required by NAAC Accreditation.

3. To Discuss on Improvement of Administrative Performance.

IQAC Members were discussed regarding the measures to be taken to improve the College administrative performance. In this regard after the discussion it was decided to hold separate Non-Teaching Staff meeting and also arrange training programme for Non-teaching Staff.



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4. Any other matter permission with the chair.

No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Mr. Manojkumar Barbhai and followed by tea and snacks.



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Criteria – 6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

8th Meeting – 19th June 2023

Internal Quality Assurance Cell (IQAC)

Notice

Dated: 5th June 2023

This is to inform all the IQAC Members that the meeting of the IQAC is scheduled on 19th June 2023 at 4.00 pm in the Savour Restaurant.

Agenda of Meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 15th May 2023.
2. To Plan for conducting various Events and Programmes.
3. To discuss on Strengthening Alumni Association.
4. To discuss on Improving College Website
5. To discuss about preparation of self-study report.
6. Any other matter Permission with the chair,



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting Internal Quality Assurance Cell 2022-23

**Minutes of the College Development Committee Meeting Held on 19th
June 2023**

IQAC Chairman, Principal Dr. Rukshana Billimoria welcomed all the IQAC members for the meeting. The following were discussed in the meeting:

- 1. To Read and Confirm the Minutes of the last Meeting held on 15th May 2023.**
2. Coordinator of IQAC Prof. Prof. Manojkumar Barbhai, read out the minutes of the previous meeting of IQAC held on **15th May 2023.** and sought for confirmation of the minutes. All the member confirmed the minutes.

2. To Plan for conducting various Events and Programmes.

After the discussion It was resolved to organise various Seminars, workshop and cultural and sports events for all round developments of the students.

3. To Discuss on Strengthening Alumni Association.

In order to strengthening the Alumni Association all the members of the IQAC decided to conduct Alumni Meet in March 2023 to provide scope for interaction between students and alumni for various activities. Also initiate the Registration Process of Alumni Association

- 4. To Discuss on Improving College Website.** Members of the IQAC were discussed about improving College Website and it was resolved that Website should be modified in accordance with the NACC requirements.





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5. To Discuss about Preparation of Self Study Report.

After the discussion IQAC members resolved that Self Study Report (SSR) preparation will be initiated as per the latest modification of NAAC.

6. Any other matter permission with the chair.

No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Mr. Manojkumar Barbhai and followed by tea and snacks.



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**Criteria – 6.5.2 Quality Assurance
Initiatives of the Institution**

IQAC Meeting Details
9th Meeting – 14th August 2023

Internal Quality Assurance Cell (IQAC)

Dated: 01 August 2023

This is to inform all the IQAC Members that the meeting of the IQAC is scheduled on 14th August 2023 at 2.00 pm in the Savour Restaurant.

Agenda of Meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 19th June 2023
2. To Review the Academic Activities of the Academic Year 2022-23.
3. To Discuss on Conducting Student Satisfaction Survey for the Academic Year 2022-23.
4. To Discuss on Collecting Feedback from Employer, Alumni and Parents.
5. To Discuss on Repairs and Maintenance of College Infrastructure.
6. To Discuss the Conduct of Green, Energy and Environmental Audit.
7. To Discuss Regarding Submission IIQA Submission.
8. Any other matter permission with the chair.



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**Minutes of the College Development Committee Meeting held on 14th
August 2023**

IQAC Chairman, Principal Dr. Rukshana Billimoria welcomed all the IQAC members for the meeting. The following were discussed in the meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 19th June 2023

Coordinator of IQAC Prof. Prof. Manojkumar Barbhai, read out the minutes of the previous meeting of IQAC held on **19th June 2023** and sought for confirmation of the minutes. All the member confirmed the minutes.

2. To Review the Academic Activities of the Academic Year 2023-24.

IQAC members reviewed the reports of various Academic activities including curricular, Co-curricular and extracurricular activities conducted during the Academic year 2023-24 and principal appreciated all the stakeholders for organising such activities.

3. To Discuss on conducting Student Satisfaction Survey for the Academic Year 2023-24.

It was resolved that IQAC Coordinator Mr. Manoj Kumar Barbhai will conduct Student Satisfaction Survey for the Academic Year 2023-24.

4. To Discuss on Collecting Feedback from Employer, Alumni and Parents.

It was resolved that IQAC Coordinator Mr. Manoj Kumar Barbhai will collect Feedback from Employer, Alumni, and Parents.




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5. To Discuss on Repairs and Maintenance of College Infrastructure.

The IQAC members resolved to undertake repair and maintenance work of building, Computers, other electronic machines, Plumbing, etc. for the better performance.

6. To Discuss the Conduct of Green, Energy and Environmental Audit.

The IQAC members discussed regarding conduct of Green, Energy and Environmental Audit for the Academic Year 2022-23 and it was resolved that Green, Energy and Environmental Audit will be conducted by external agency NGO.

7. To Discuss Regarding Submission IIQA Submission.

After the discussion IQAC members resolved that Institutional Information for Quality Assessment (IIQA) submission will be done in the 2nd week of September 2023 and accordingly necessary arrangement should be carried out.

8. Any other matter permission with the chair.

No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Mr. Manoj Kumar Barbhai and followed by tea and snacks.



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