

Date: 05 Dec, 2019

**NOTICE**

All members of IQAC are hereby informed that a meeting has been scheduled on 10 Dec 2019 at the Cellar to discuss the following.

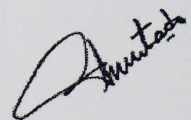
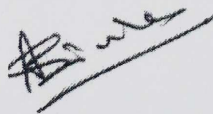
**Members**

Mr Joseph Furtado  
Ms Anjana Sen  
Ms Varsha Boricha  
Mr. Kaustubh Kulkarni  
Mr. Ashish Nevgi  
Mr. Mohit Kakkad  
Ms. Ulka Shah  
Mr. Wesley Fernandes  
Ms Sonal Pereira

Request all members to kindly attend.

**The agenda is as follows:**

- Discussion on Soft skill training sessions
- Website revamp to be discussed
- Conducting remedial lectures as required for the benefit of slow learners.
- Orientation programme on 'Recent changes in NAAC'



Vice Principal

Date: 13 Dec, 2019

**Minutes of the Meeting**

The minutes of the meeting held on 10 Dec 2019 are as follows -



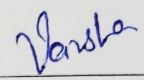
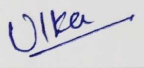
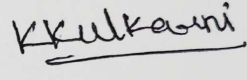

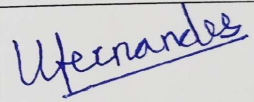

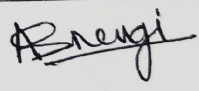
The Vice Principal welcomed all and began discussions on the various points mentioned in the agenda.

- It was decided that a Session on Communication skills is to be conducted by faculties
- Latest updates to be added on our websites at the earliest
- It was discussed that as per the Student feedback on infrastructure and facilities some changes need to be carried out
- Remedial lectures to be scheduled for slow learners
- Faculties have agreed to schedule and participate in FDPs for knowledge enhancement
- The meeting ended with thanks to the chair



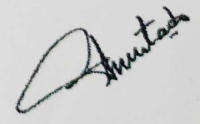
Vice Principal

**Attendance at IQAC Meet**

Sr. No	Name	Designation	Signature
1	Mr Joseph Furtado	Vice Principal	
2	Ms Anjana Sen	NAAC Co-ordinator	
3	Ms Varsha Boricha	IQAC Co-ordinator	
4	Ms. Ulka Shah	Member	
5	Mr. Kaustubh Kulkarni	Member	
6	Mr. Mohit Kakkad	Member	
7	Mr. Wesley Fernandes	Member	
8	Ms Sonal Pereira	Member	
9	Mr. Ashish Nevgi	Member	







Vice Principal

Date: 27 Dec, 2019



**ATHARVA**  
COLLEGE OF  
HOTEL MANAGEMENT AND  
CATERING TECHNOLOGY

**ATHARVA EDUCATIONAL TRUST'S  
ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING  
TECHNOLOGY**

(Recognized by Government of Maharashtra & Affiliated to University of Mumbai)  
Malad Marve Road, Charkop Naka, Malad West, Mumbai, Maharashtra 400095  
Estd. 2007-2008

ISO 9001:2015 ISO 22000:2018

NAAC Accredited

Given below is the Action Taken Report for the meeting held on 10 Dec 2019

**Action Taken Report**

- Two sessions on English Communication skills were conducted for students of Hotel Management
- Website work is ongoing
- Training programme on administrative procedures and processes was conducted at the 5<sup>th</sup> floor, Classroom No. 1 on 16 Dec, 2019
- Student feedback on infrastructure and facilities were taken. Need to work on measures for further improvement



Vice Principal

Date: 02 August, 2019

**NOTICE**

All members of IQAC are hereby informed that a meeting has been scheduled on 07 August, 2019 at Crystal Banquet to discuss the following.

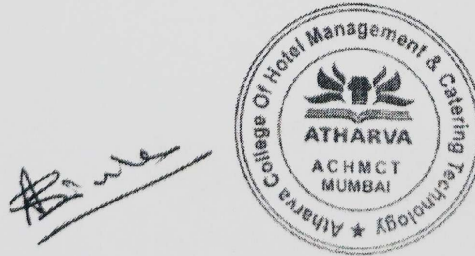
**Members**

Mr Joseph Furtado  
Ms Anjana Sen  
Ms Varsha Boricha  
Mr Ashish Nevgi  
Mr Mohit Kakkad  
Ms Sonal Pereira  
Ms Ulka Shah  
Mr Wesley Fernandes  
Mr Kaustubh Kulkarni

Request all members to kindly attend.

**The agenda is as follows:**

- To discuss admission related work and allocation of related duties
- Discussion on Academics, timetable, subject allocation, workload
- Plan IQAC activities for the semester
- Preparing Academic calendar
- Discussion on workshops on anchoring, screenwriting among others for students.
- Motivate staff to publish papers
- Remedial lectures
- To discuss introduction of short-term courses
- Working on academic audit



Vice Principal

Date: 22 June, 2019

**Minutes of the Meeting**

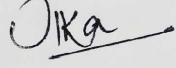
The minutes of the meeting held on 07 August,2019 are as follows: -

- Emphasis on skill development courses is important. Computer literacy training sessions to be scheduled
- One parent representative required for IQAC and the same to be decided soon
- Faculties will be working on the academic calendar for the current year and submitting the same
- Subject allocation was discussed and the workload too. Additionally, students to submit assignments on time
- Remedial lectures to be scheduled well in advance in order that students are up to speed for the exams later
- Faculties to put effort in research and publish papers
- List of short-term courses that are in demand were discussed
- Faculties have been informed about holding sessions on anchoring, screenwriting among others and also roping in industry experts for guest sessions
- The meeting ended with thanks to the chair

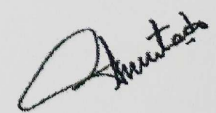


Vice Principal

**Attendance at IQAC Meet**

Sr. No	Name	Designation	Signature
1	Mr Joseph Furtado	Vice Principal	
2	Ms Anjana Sen	NAAC Co-ordinator	
3	Ms Varsha Boricha	IQAC Co-ordinator	
4	Ms. Ulka Shah	Member	
5	Mr. Kaustubh Kulkarni	Member	
6	Mr. Mohit Kakkad	Member	
7	Mr. Wesley Fernandes	Member	
8	Ms Sonal Pereira	Member	
9	Mr. Ashish Nevgi	Member	






Vice Principal

**Action Taken Report**

Date: 9 Aug, 2020

**Given below is the Action Taken Report for the meeting held on 07 August, 2019**

- It was decided that computer literacy training is to be organised for faculty
- Parent representative required for IQAC and the same to be finalised soon
- Faculties have submitted the details on the academic calendar
- Subject allocation has been done satisfactorily,
- Expert sessions have been scheduled and students have benefitted from the same
- It was decided by the members to take feedback from all the stakeholders.
- It was discussed that all teachers will conduct student engagement sessions.
- The meeting ended with thanks to the chair



Vice Principal

**IQAC Meeting**

**Notice**

Date: 21 June 2019

All the faculties were called for discussion on commencement of new academic year 2019-2020 on 28 June 2019

Venue – Cellar

Time: 3 pm

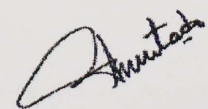
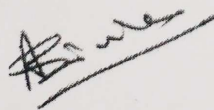
Location: Phase II

**Present members:**

- Varsha Boricha
- Anjana Sen
- Kaustubh Kulkarni
- Joseph Furtado
- Ashish Nevgi
- Mohit Kakkad
- Sonal Pereira
- Ulka Shah
- Wesley Fernandes

**Agenda for the meeting:**

- Discussion of plan of action for new academic year
- All faculties were allotted respected counselling batch
- Discussion on Time table and teaching plan
- Academic calendar was discussed

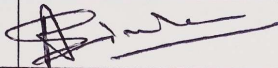
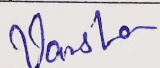
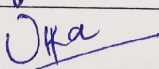
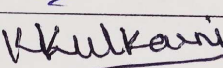
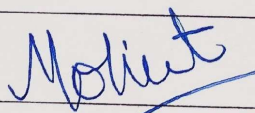
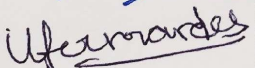
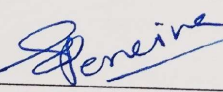
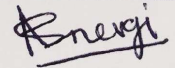


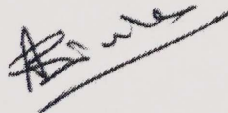
Vice Principal

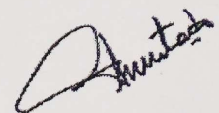
**The following points were discussed in a meeting:**

- As the new academic year starts on 2<sup>nd</sup> July 2019 for 3<sup>rd</sup> year, the faculties were called to discuss the plan of action
- All faculties were allotted a respected batch of counselling which they would be responsible for
- Time table for new academic year was discussed and faculties were informed to follow it strictly
- Academic calendar was discussed in terms of planning of events, workshops, seminar and festivals
- The meeting was adjourned with vote of thanks

**Attendance at IQAC Meeting**

Sr. No	Name	Designation	Signature
1	Mr Joseph Furtado	Vice Principal	
2	Ms Anjana Sen	NAAC Co-ordinator	
3	Ms Varsha Boricha	IQAC Co-ordinator	
4	Ms. Ulka Shah	Member	
5	Mr. Kaustubh Kulkarni	Member	
6	Mr. Mohit Kakkad	Member	
7	Mr. Wesley Fernandes	Member	
8	Ms Sonal Pereira	Member	
9	Mr. Ashish Nevgi	Member	





Vice Principal

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**Notice**

**Date: 20 April 2019**

Members are hereby informed that an IQAC meeting has been scheduled as follows:

Venue: Cellar                      Time: 4.30 pm

Location: Phase II                Date: 25 April, 2019

All faculty members were called for discussion and work distribution for social media and digital media upgradation

**Present members:**

- Varsha Boricha
- Anjana Sen
- Kaustubh Kulkarni
- Joseph Furtado
- Ashish Nevgi
- Mohit Kakkad
- Sonal Pereira
- Ulka Shah
- Wesley Fernandes

**Agenda for the meeting**

- Content development for social media and website
- Work distribution
- Sending daily report on updates done on social media
- Discussion on admission process
- Allotment of admission duties
- Discussion on eligibility criteria and documents required for admission process

### Minutes

Proceedings of the meeting are as follows:

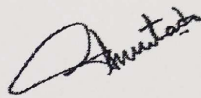


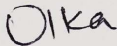
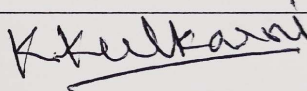
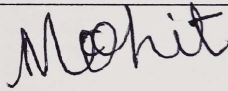
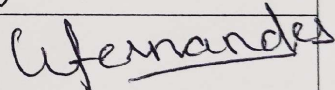
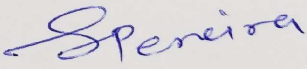
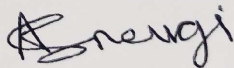
- All members of admission committee were briefed about the admission process which includes telephonic enquiries, walk-ins, forms for admission and documents to be collected
- All members were briefed about 360-degree process to follow for promotion of the courses.
- Discussion was held on filing the reports in a standard format of all the seminars and workshops held.
- The members were informed about the successful submission of the AQAR
- Daily updates report would be made so that students and parents are kept in the loop about happenings in the college

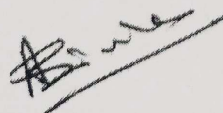
The meeting was adjourned with vote of thanks.



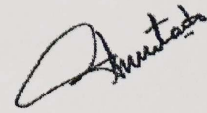
Vice Principal

**Attendance at IQAC Meeting**

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Vice Principal