

Date: 4 Dec, 2020

**NOTICE**

All the members of IQAC and faculties are hereby informed that an online meeting has been scheduled on 11 Dec, 2020 through Google Meet

**Members**

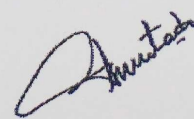
1. Ms Anjana Sen
2. Ms Ulka Shah
3. Ms Varsha Boricha
4. Mr Kunal Patel
5. Mr Mohit Kakkad
6. Ms. Nitin
7. Ms. Dhanashree
8. Mr Kaustubh Kulkarni

Request all members to kindly attend.

The agenda is as follows:

- To take a review of the performance of academic, administrative, research and extension activities
- To discuss industry Collaboration, MoUs
- To discuss student associations and enable them to participate in Events
- To discuss extension activities under NSS
- To discuss about documentation work for AQAR submission.

Thanking you,



Vice Principal

Date: 14 Dec, 2020

**Minutes of the Meeting**

The minutes of meeting held on 11 Dec, 2020 were readout with a formal discussion with all IQAC members and approved.

- The Chairperson welcomed all members to the IQAC meet and took a review of the performance of academic, administrative, research and extension activities. It was observed that further improvement is needed on the academic front with more activities, assessments for students
- Industry collaborations play a major role. Need to initiate industry tie-ups for industry exposure
- Need to have student associations, alumni engagement among others.
- Discussions were held on events conducted from time to time. More events are needed that help students further their skills
- Discussed about extension activities under NSS
- It was collectively decided to conduct webinars and online competitions.
- All the criteria heads were informed to update the related documentation.
- The meeting was adjourned after the vote of thanks



Vice Principal



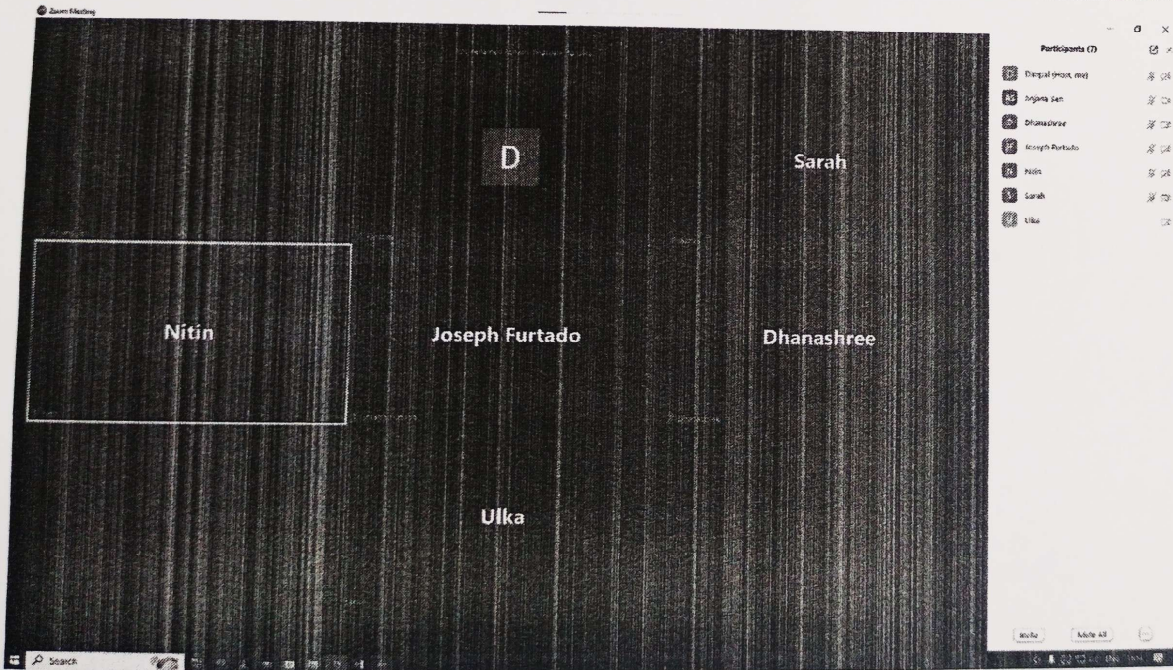
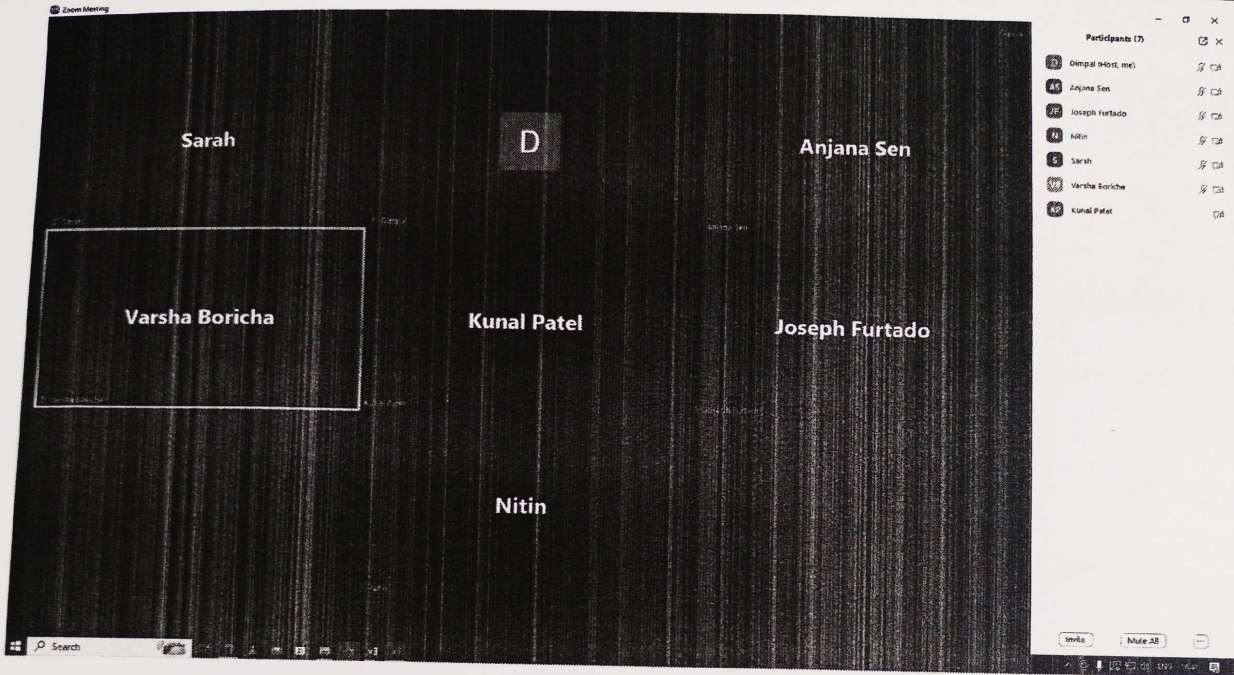
**ATHARVA**  
COLLEGE OF  
HOTEL MANAGEMENT AND  
CATERING TECHNOLOGY

**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

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NAAC Accredited



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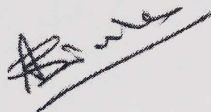
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Vice Principal

Date: 21 Dec 2020

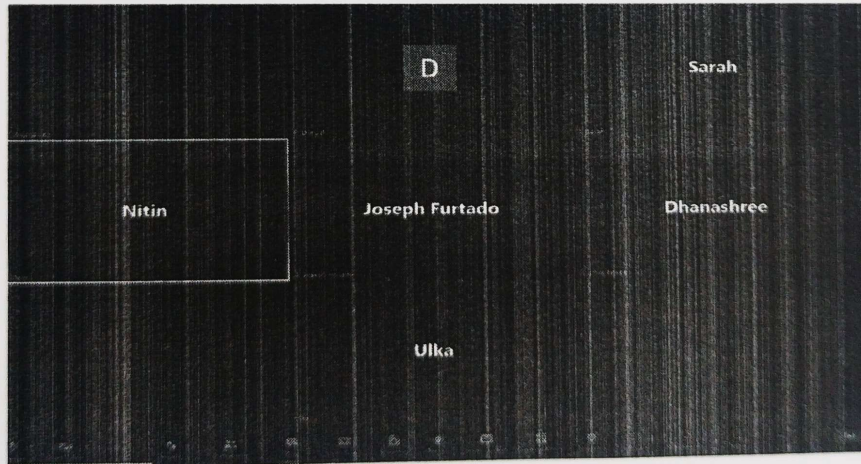
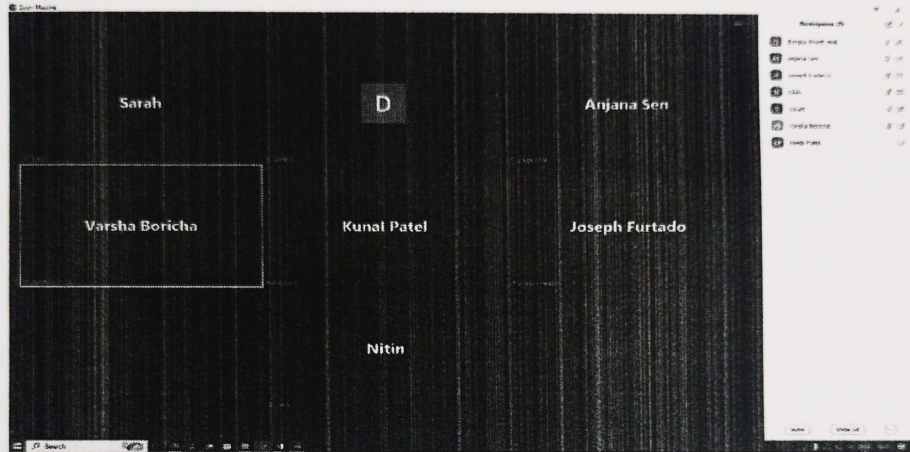
**Action Taken Report of meeting held on 11 Dec, 2020**

- The performance of academic, administrative, research and extension activities was reviewed and discussions were carried out to take it further.
- Improvement on the academic front is needed and faculties have chalked out list of events and activities to be organised
- Students to be given more assessments to enhance their skills
- Faculties have been interacting with industry for collaborations and to increase industry exposure
- Student association work is on. Alumni engagement to be taken up soon.
- List of NSS activities has been made and the same is expected to be initiated soon.



Vice Principal

**Attendance at IQAC Meeting**



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Vice Principal

IQAC Meeting

Date: 25 Aug, 2020

Notice

Members are hereby informed that an online IQAC meeting has been scheduled as follows on  
30 Aug, 2020 on Online Meet.

Agenda of meeting.

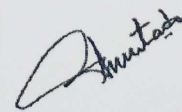
- 1) Discussion of online lecture feedback
- 2) All study material to be provided over google classroom for Subject.
- 3) Maintaining the attendance records.

Members Present: -

- Anjana Sen
- Varsha Boricha
- Mohit Kakkad
- Kunal Patel
- Nitin
- Wesley
- Sarah
- Dimple
- Dhandhree

**Minutes**

- 1) Online meeting over google meet was conducted with all the faculties regarding the feedback of ongoing online classes.
- 2) All the faculties were informed to maintained the attendance.
- 3) Discussion on Providing the study material google classroom and also conducting the online test and assignment to be given on regular basis to keep the Student occupied.
- 4) Discussion on undertaking certain measures to reduce depression and anxiety level amongst students. It was also suggested by members to conduct online yoga session. The meeting was adjourned with vote of thanks.



Vice Principal

Date: 20 July, 2020

**NOTICE**

All the members of IQAC and faculties are hereby informed that an online meeting has been scheduled on 24 July 2020 on Online meet platform.

**Members**

1. Ms Anjana Sen
2. Mr Kaustubh Kulkarni
3. Mr Kunal Patel
4. Ms Ulka Shah
5. Mr Mohit Kakkad
6. Ms Sonal Periera
7. Mr Ashish Nevgi

Request all members to kindly attend.

The agenda is as follows:

1. Conducting interdisciplinary lectures for BAMMC, BAFT students
2. To discuss about new vocational skill development courses
3. Hold workshops and guest sessions for enhancement of learning for students
4. Encourage students to participate in extra-curricular activities

Thanking you,



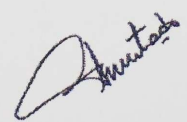
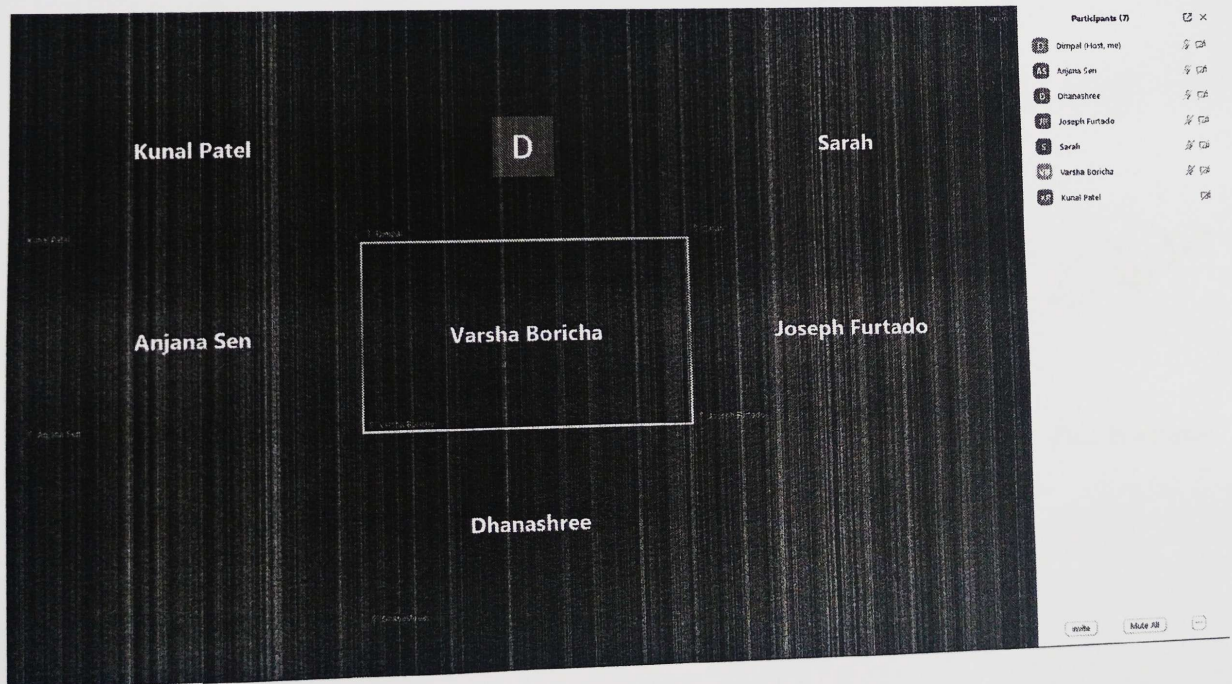
Vice Principal

Date: 30 July, 2020

**Minutes of the Meeting**

The minutes of the meeting held on 24 July 2020 are as follows -

- The Co-ordinator read out the minutes of the previous meeting. The same was reviewed and passed.
- The Chairperson appreciated the efforts put in by the team towards admission related work and counselling.
- It has been decided that vocational courses - Computers course, Graphic Designing course and Tally need to be started for students at the earliest.
- Members discussed about conducting guest sessions on writing skills, editing, film making by industry experts.

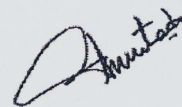


Vice Principal

Date: 3 Aug, 2020

**Action Taken Report of meeting held on 24 July 2020**

- Interdisciplinary lectures have been conducted for the benefit of students.
- A few of the BAMMC and BAFT students have been doing Photography for expert sessions conducted by Hotel Management thereby increasing hands-on learning approach
- Soft skill training sessions have been conducted as discussed
- Guest session on writing skills, editing has been conducted as discussed in the meeting
- Students have taken interest in vocational courses



Vice Principal

**IQAC Meeting**

**Notice**

**Date: 24-2-2020**

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

Venue: Cellar

Time: 3 pm

Location: Phase III

Date: 28 – 2 -2020

**Members Present**

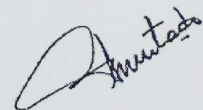
- Varsha Boricha
- Kaustubh Kulkarni
- Mohit Kakkad
- Anjana Sen
- Shailesh
- Kunal Patel
- Nitin

**Agenda of the meeting**

- Discussion on scheduling the PTM meeting for 2<sup>nd</sup> year regarding the Industrial visit to Jaipur
- Discussion on the safety measures to be taken for the pandemic.
- Discussion on the Internal Assignment.







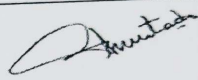

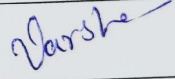
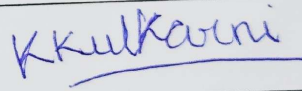
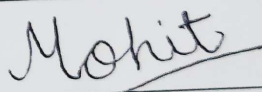

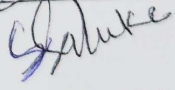
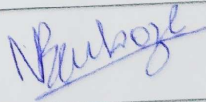
Vice Principal

The following points were discussed

- All faculties and IQAC members were called for meeting to discuss the necessary steps to be taken and safety measures in relation to the pandemic
- Discussion on PTM to be scheduled for the 2<sup>nd</sup> year students in regards to the Jaipur trip looking at the safety measures of the pandemic
- All third year faculties were informed about the internal assignment mark sheet to be made ready and submitted to the exam section

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	
5	Mr. Kaustubh Kulkarni	Member	
6	Mr. Mohit Kakkad	Member	
7	Mr.KunalPatel	Member	
8	Ms Shailesh	Member	
9	Mr.Nitin	Member	







Vice Principal

IQAC Meeting

Date: 2nd Jan 2020

Notice

Members are hereby informed that an IQAC meeting has been scheduled as follows on 7-1-2020:

Venue: Cellar

Time: 3.15 pm

Location: Phase II

**Members Present**

- Varsha Boricha
- Anjana Sen
- Kaustubh Kulkarni
- Kunal Patel
- Ulka Shah
- Mohit Kakkad
- Sonal Pereira
- Ashish Nevgi

**Agenda of the meeting**

- The members and the council committee were called to discuss about the upcoming food event
- Discussion on Industrial visit to Sula Vineyards for 3<sup>rd</sup> year students

*As per*



*Amruta*

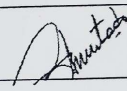
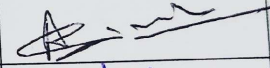
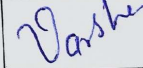
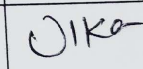
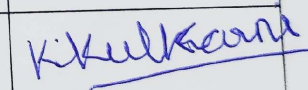
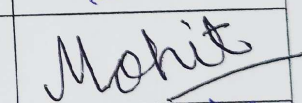
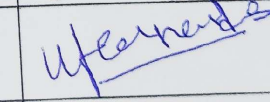
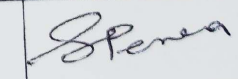
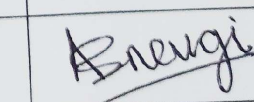
Vice Principal

**Minutes of the meeting:**

- The students council committee and faculties were called to discuss about the upcoming food event. The discussion was about the suggestion of name, plan of action, distribution of job responsibility, marketing etc
- All the faculties were given their job role for the event visit to Sula Vineyards for 3<sup>rd</sup> year students was discussed in context to date, reporting time, batch distribution and faculties accompanying the students

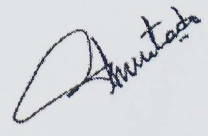
The meeting was adjourned with vote of thanks.

**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