



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

Date: 15 Feb, 2023

NOTICE

All the members of IQAC and faculties are hereby informed that a meeting has been scheduled on **20 Feb 2023**.

Venue: Crystal Banquet, Phase II, AGI Campus

Time: 3 PM

All are requested to kindly attend the meeting and give their inputs.

The agenda is as follows:

1. Discuss the Code of Conduct for students, teachers
2. Signing up of MoUs
3. Discussions on NAAC Criteria
4. Regular maintenance and up-keep of ICT
5. Research related work
6. Add-On Courses
7. National seminar every year
8. Discussion on Programme structure, Curriculum designing
9. Library to be digitalised
10. Sustainability, increase awareness about courses
11. Registration of Alumni
12. Increase Criteria members
13. Student Satisfaction Survey

Thanking you,



[Handwritten signature]

[Handwritten signature]
Principal

Date: 20 Feb 2023.

Minutes of the Meeting

Members

1. Dr Sagar Mohite
2. Mr Joseph Furtado
3. Mr Saurabh Deshpande
4. Ms Geeta Nair
5. Mr Subodh Korgaonkar
6. Ms Shilpi Dey
7. Mr Vinod Yadav
8. Ms Rashi Desai
9. Ms Anjana Sen
10. Ms Ulka Shah
11. Mr Bacchan Rawat
12. Mr Nitin Barbose
13. Ms Dimpal Parmar
14. Ms Aditi Surve

The minutes are as follows -

1. Confirmation of the minutes of meeting of IQAC held on 6 Dec, 2022
2. Further additions to be made to the Code of Conduct for students, teachers and other staff members.
3. Discussion on Programme structure, Curriculum designing and changes to be made to align the same with NEP-2020
4. Changes suggested in the Examination rules and regulations, the same to be implemented accordingly.
5. MoUs to be signed, Industry interaction and collaborations to be initiated
6. Extension activities – lecturers, seminars to be organised related to social issues
To sensitise students about social issues a Literacy programme to be organised for under privileged students.
7. Discussions on various Criteria were held and the committee decided to start with Add-On Courses with minimal fee and Language courses for students – these can bring in additional credits
8. It was suggested that regular maintenance and up-keep of projectors is important for effective ICT enabled teaching-learning.
9. The committee focused on Research related work that faculties need to take up as priority

10. Each department to conduct atleast one national seminar every year.
11. With focus on sustainability and to increase awareness, publicity measures of our courses to be initiated well in advance for students' benefit
12. Library to be digitalised at the earliest in the interest of students and faculty
13. Considering our capabilities and taking into account our vision, need to apply to Mumbai University for permission to start degree courses in Sports and Fashion
14. Registration of Alumni to be done soon
15. Need of the hour to increase Criteria members
16. Student Satisfaction Survey report to be ready soon



[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]
Principal

Attendance



Meeting Attendance

Sr. No	Member	Signature
1	Dr Sagar Mohite	
2	Mr Joseph Furtado	<i>[Signature]</i>
3	Mr Saurabh Deshpande	<i>[Signature]</i>
4	Ms Geeta Nair	<i>[Signature]</i>
5	Mr Subodh Korgaonkar	<i>[Signature]</i>
6	Mr Vinod Yadav	<i>[Signature]</i>
7	Ms Rashi Desai	<i>[Signature]</i>
8	Ms Anjana Sen	<i>[Signature]</i>
9	Ms Ulka Shah	<i>Ulka C Shah</i>
10	Mr Bacchan Rawat	<i>[Signature]</i>
11	Mr Nitin Barbose	<i>[Signature]</i>
12	Ms Dimpal Parmar	<i>[Signature]</i>
13	Ms Aditi Surve	<i>[Signature]</i>
14	XXXXXXXXXX	
15	Ms Shilpi Dey	<i>[Signature]</i>



[Signature]

[Signature]
Principal

Action Taken Report

Given below is the Action Taken Report

1. The minutes of the meeting of IQAC held on 6 Dec, 2022 were approved.
2. Additions were made to the Code of Conduct.
3. Discussions took place on Programme structure, Curriculum designing and changes were made to align it with NEP-2020
4. Changes have been made to ease Examination process.
5. MoUs related to Environment have been signed, Industry interaction and collaborations done
6. Lecturers, seminars on social issues particularly on Literacy were done for under privileged students.
7. Discussions on various Criteria took place.
8. Add-On Courses with minimal fee have been started. Language courses have also begun
9. Regular maintenance measures done for projectors and digital devices.
10. Research related FDP organised in Jan 2023 on Let's Talk Research to increase awareness about How to Write a Research paper.
11. Discussions on preparation for National seminar carried out.
12. Digitalisation of Library underway
13. Application made to Mumbai University for permission to start degree courses in Sports and Fashion
14. Work on Registration of Alumni is in process
15. Student Satisfaction Survey report is ready



[Handwritten signature]

[Handwritten signature]

[Handwritten signature]
Principal

1 Dec, 2022

NOTICE

All the members of IQAC and faculties are hereby informed that a meeting has been scheduled on 6 Dec, 2022

Venue: AIFT Library, 5th Floor, Phase-3, AGI Campus; Time: 2 PM

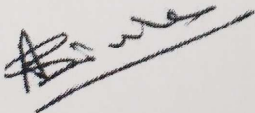
All are requested to kindly attend the meeting and give their inputs.

Members:

1. Dr Sagar Mohite, Principal, AHMCT
2. Mr Joseph Furtado
3. Mr Saurabh Deshpande
4. Ms Anjana Sen
5. Mr Nitin Barbose
6. Ms Ulka Shah
7. Ms Geeta Nair
8. Mr Subodh Korgaonkar
9. Ms Shilpi Dey
10. Ms Aditi Surve
11. Mr Vinod Yadav
12. Ms Rashi Desai
13. Ms Dimpal Parmar

The agenda is as follows:

1. Upcoming exams & their timetable to be discussed for BAFTNMT, BAMMC, BSCDS
2. Discussion on infrastructure facilities
3. Mentoring of students
4. Workshops to be conducted
5. Training and Placement




Principal

Minutes

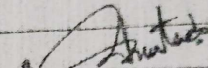
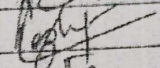
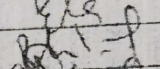
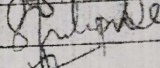
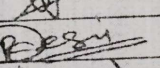
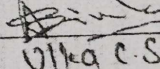
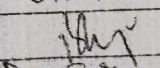
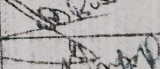
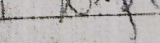
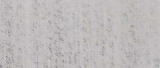
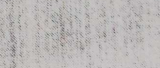
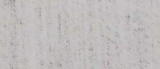
Given below are the Minutes of the Meeting held on 6 Dec 2022 of the Department of Film and Television

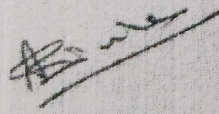
1. The team discussed the Timetable and Invigilator schedule for exams of BAFTNMT, BAMMC, BSCDS.
2. Select computers needed changes in softwares installed. The same was communicated to the IT executive.
3. It was discussed that mentoring of students need to be done at the earliest. Considering that a few students are weak additional classes need to be taken and appropriate work to be handed out to them to bring them up to speed
4. It was discussed that in order to provide industry insight, Media related workshops need to be conducted for students of Film and Television and Mass communication.
5. Training of students of second year and third year have been done. Placement related work has been initiated.




Principal

Attendance

Sr. No	Member	Signature
1	Dr Sagar Mohite	
2	Mr Joseph Furtado	
3	Mr Saurabh Deshpande	
4	Ms Geeta Nair	
5	Mr Subodh Korgaonkar	
6	Ms Shilpi Dey	
7	Mr Vinod Yadav	
8	Ms Rashi Desai	
9	Anjana Sen	
10	Ulka Shah	Ulka C. Shah
11	Bacchan Rawat	
12	Nitin Barbose	
13	Dimpal Parmar	




Principal



Action Taken Report

Given below is the Action Taken Report further to the Meeting held on 6 Dec 2022 of the Department of Film and Television

1. Exam related invigilation document has been shared by the HOD
2. Industry related Workshops on Cinematography, script writing as also field visits were conducted.
3. A parent teacher meeting was called to discuss student related matters and apprise parents of attendance shortfall as also the academic progress
4. Necessary Softwares have been installed by IT



[Handwritten signature]

[Handwritten signature]
Principal

Date: 12 October, 2022

NOTICE

All the members of IQAC and faculties are hereby informed that a meeting has been scheduled on 27 October, 2022

Venue: AIFT Library, 5th Floor, Phase-3, AGI Campus


Time: 1 PM

All are requested to kindly attend the meeting and give their inputs.

The agenda is as follows:

1. Discussing NSS
2. Student council members:
3. Signing up MoUs
4. Remedial lectures:
5. Mentoring
6. PTM
7. FDP
8. Participation in college fests
9. Training and Placement:
10. Upcoming Midterm exams, timetable

Thanking You



Principal

Date: 27 Oct, 2022

Minutes of the Meeting

The following are the Minutes of the Meeting held on 27 October, 2022.

Members:

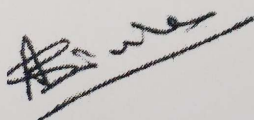
14. Dr Sagar Mohite, Principal, AHMCT
15. Mr Joseph Furtado
16. Mr Saurabh Deshpande
17. Ms Anjana Sen
18. Mr Nitin Barbose
19. Ms Ulka Shah
20. Ms Geeta Nair
21. Mr Subodh Korgaonkar
22. Ms Aditi Surve
23. Mr Vinod Yadav
24. Ms Rashi Desai
25. Mr Bacchan Rawat
26. Ms Dimpal Parmar

Minutes:

11. NSS – Social service initiatives to be taken up – to start with Prof Vinod spoke of Beach clean-up activity. Also, several social/community activities as discussed to be initiated.
12. **Student council:** The student council meetings to happen regularly and enthusiastic students to be given a chance to be a part of the same. Prof Shilpi to discuss the same with Dr Mohite Sir

13. **MoU:** It was discussed that work on MoUs to be done for enhancing learning and industry insight for students.
14. **Remedial lectures:** It was discussed that Remedial lectures need to be scheduled soon and extra sessions to be taken if need be.
15. **Mentoring:** It was discussed that the respective team leads and class teachers will take on mentoring activity as per groups decided
16. **PTM:** A Parent Teacher meeting to be called soon to discuss attendance and progress of students. The respective class teacher and team members to make note of the same
17. **FDP:** It was discussed that Faculty members will focus on FDPs - more FDPs to be organised and shared among the team in order to enhance knowledge
18. **Participation in college fests:** Students to be encouraged to participate in the upcoming college festivals.
19. **Training and Placement:** Updating of status of students who'll be interning after semester exam completion

The meeting ended with Vote of thanks



Principal



**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

Meeting Attendance

Sr. No	Member	Signature
1	Dr Sagar Mohite	
2	Mr Joseph Furtado	<i>J Furtado</i>
3	Mr Saurabh Deshpande	<i>S Deshpande</i>
4	Ms Geeta Nair	<i>Geeta Nair</i>
5	Mr Subodh Korgaonkar	<i>S Korgaonkar</i>
6	Mr Vinod Yadav	<i>V Yadav</i>
7	Ms Rashi Desai	<i>R Desai</i>
8	Ms Anjana Sen	<i>A Sen</i>
9	Ms Ulka Shah	<i>Ulka C Shah</i>
10	Mr Bacchan Rawat	<i>B Rawat</i>
11	Mr Nitin Barbose	<i>N Barbose</i>
12	Ms Dimpal Parmar	<i>D Parmar</i>
13	Ms Aditi Surve	<i>A Surve</i>




[Handwritten Signature]

[Handwritten Signature]
Principal

Action Taken Report

Given below is the Action Taken Report

- The IQAC team in its meeting on 27 Oct, 2022 decided on the importance of conducting a Social service activities and with regard to the same a Beach Clean-up activity was initiated.
- Remedial lectures were conducted by each of the Faculty members for their respective subjects.
- Several college fests as also Industry visits were conducted in order to provide students with insight into the actual working of the industry
- Parent Teacher meeting was organised and parents were apprised of the performance of their wards and disciplinary issues were also discussed.
- In order to enhance development of Faculties, several FDPs were conducted
- Training and placement of students of 2nd year Hotel Management – interning after exams taken care of smoothly



Principal

Date: 11 July, 2022

NOTICE

All the members of IQAC and faculties are hereby informed that a meeting has been scheduled on 27th July, 2022.

Venue: IQAC Room, 5th Floor, Phase-3, AGI Campus

Time: 3:00 p.m.

All are requested to kindly attend the meeting and give their inputs.

The agenda is as follows:

1. Discussion of IQAC policies with reference to NAAC & NEP.
2. Discussion on visiting faculty for subjects
3. Curricular and co-curricular activity
4. Syllabus completion
5. Exam related work
6. Discipline
7. Syllabus completion
8. To review the infrastructure available.
9. Any other matter with the permission of the Chair.

Thanking You



[Handwritten signature]

[Handwritten signature]
Principal

Date: 15 July, 2022

Minutes of the Meeting

Following staff members were present -

27. Dr Sagar Mohite, Principal, AHMCT
28. Mr Joseph Furtado
29. Mr Saurabh Deshpande
30. Ms Ulka Shah
31. Ms Geeta Nair
32. Ms Rashi Desai
33. Ms Anjana Sen
34. Mr Bachhan Rawat
35. Mr Nitin Barbose
36. Ms Dimpal Parmar
37. Mr Subodh Korgaonkar
38. Ms Shilpi Dey
39. Mr Vinod Yadav

The minutes are as follows:

1. NAAC review – It was noted that NAAC paperwork and processes are to be undertaken on a war footing and same was communicated to the staff.
2. Visiting faculty: Discussion regarding subjects of visiting faculty, paper work and hours were discussed.
3. Review of Documentation: The documentation required by the semester was reviewed academically and inputs taken.

Date: 15 July, 2022

Minutes of the Meeting


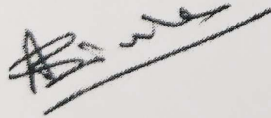
Following staff members were present -

27. Dr Sagar Mohite, Principal, AHMCT
28. Mr Joseph Furtado
29. Mr Saurabh Deshpande
30. Ms Ulka Shah
31. Ms Geeta Nair
32. Ms Rashi Desai
33. Ms Anjana Sen
34. Mr Bachhan Rawat
35. Mr Nitin Barbose
36. Ms Dimpal Parmar
37. Mr Subodh Korgaonkar
38. Ms Shilpi Dey
39. Mr Vinod Yadav

The minutes are as follows:

1. NAAC review – It was noted that NAAC paperwork and processes are to be undertaken on a war footing and same was communicated to the staff.
2. Visiting faculty: Discussion regarding subjects of visiting faculty, paper work and hours were discussed.
3. Review of Documentation: The documentation required by the semester was reviewed academically and inputs taken.

4. Curriculum and co-curricular activities: It was decided that apart from conducting lectures as per the curriculum additional information to be shared with students to enhance their knowledge base
5. Planning & executing exams – Blueprint for Internal and external examinations for all programmes was created and shared by stakeholders. The Exam SOP was revised, further points were added
6. Continuous Assessment: It was decided that focus on Continuous Assessment is important to identify learning gaps and up skills particularly of weak students.
7. Discipline: It was discussed that matters related to discipline issues will be taken up strictly. Students to be warned to maintain discipline at all times
8. Infrastructural Readiness – The readiness of the infrastructure was reviewed and all was found to be in good shape. Minor technical requirements were communicated to Mr Croydon, IT Incharge, AIFT.
9. Syllabus completion: It was decided that all faculties will complete the syllabus for the respective assessment/exam within the prescribed time period



Principal



Meeting Attendance

Sr. No	Member	Signature
1	Dr Segar Mohite	
2	Mr Joseph Furtado	
3	Mr Saurabh Deshpande	
4	Ms Geeta Nair	
5	Mr Subodh Korgaonkar	
6	Mr Vinod Yadav	
7	Ms Rashmi Desai	
8	Ms Anjana Sen	
9	Ms Ulka Shah	
10	Mr Bacchan Rawat	
11	Mr Nitin Barbose	
12	Ms Dimpal Parmar	
13	Ms Shilpi Dey	



Principal

Date: 27 July, 2022

Action Taken Report of Meeting held on 15 July 2022

Given below is the Action Taken Report

1. All faculty members are on course to completing their syllabus as per the Time table laid down and additional sessions have been conducted for students to enhance their knowledge base
2. Blue print and Exam SOP has been shared with faculty members.
3. The Committee has discussed about starting courses in Fashion & Sports.
4. Continuous Assessment: Regular class tests are being conducted by faculty members of various subjects
5. Discipline: Two teams – have been given the responsibility of managing Discipline
6. Faculty has been apprised of NAAC related on-going work
7. Infrastructure: More computers have been installed in the interest of students
8. Syllabus completion: The syllabus completion work is on course and is expected to be done within the timeframe suggested.



[Handwritten signature]

[Handwritten signature]
Principal

Date: 15 June, 2022

NOTICE

All the members of IQAC and faculties are hereby informed that a meeting has been scheduled on 27 June 2022. All are requested to kindly attend the meeting and give their inputs.

Venue: IQAC Room, 5th Floor, Phase-3, AGI Campus

Time: 1:00 pm

The agenda is as follows:

1. Role of quality assurance cell in academic year 2021-22
2. Reorganisation of the IQAC committee.
3. To seek suggestions and improvement of quality of various programs of the institute.
4. To plan for innovative teaching learning methodologies.
5. To create a road map for conference workshop seminars and industrial visits for students.
6. IQAC Audit
7. Any other matter with the permission of the Chair.

Thanking you,



Date: 27 June 2022

Minutes of the Meeting

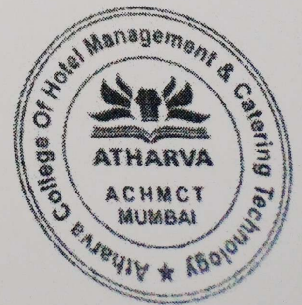
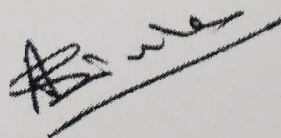
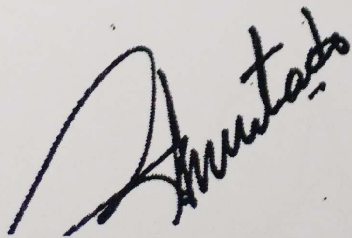
Members

15. Dr Sagar Mohite
16. Mr Joseph Furtado
17. Mr Saurabh Deshpande
18. Ms Geeta Nair
19. Mr Subodh Korgaonkar
20. Ms Shilpi Dey
21. Mr Vinod Yadav
22. Ms Rashmi Desai
23. Ms Anjana Sen
24. Ms Ulka Shah
25. Mr Bacchan Rawat
26. Mr Nitin Barbose
27. Ms Dimpal Parmar

The minutes are as follows -

1. The role of the quality cell in academic year 21-22 was reviewed and inputs given. The IQAC Coordinator highlighted the objectives of the IQAC and discussed the processes.
2. Discussions on Criteria 3 for research related work were initiated.
3. Suggestions and quality improvement inputs were given by various attendees.
4. The innovative teaching learning methodologies – using technology that has been discussed would be incorporated.
5. It was resolved to plan a series of workshops, seminars, conferences and industrial visits for the enrichment of the staff and students.

The meeting ended with a vote of thanks

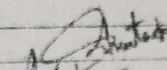
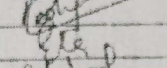
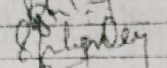
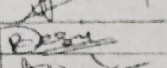
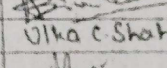
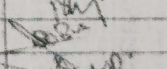



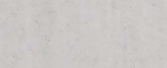



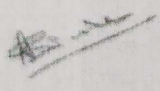
Attendance – 27 June 2022


**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

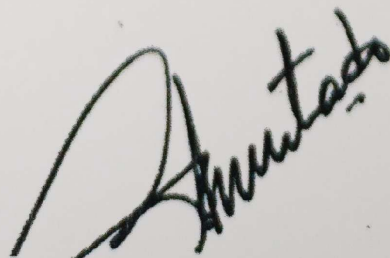
Attendance

Sr. No	Member	Signature
1	Dr Sagar Mohite	
2	Mr Joseph Furtado	
3	Mr Saurabh Deshpande	
4	Ms Geeta Nair	
5	Mr Subodh Korgaonkar	
6	Ms Shilpi Dey	
7	Mr Vinod Yadav	
8	Ms Rashi Desai	
9	Anjana Sen	
10	Ulka Shah	Ulka C. Shah
11	Bacchan Rawat	
12	Nitin Barbose	
13	Dimpal Parmar	


Principal










Action Taken Report

Given below is the Action Taken Report

1. The innovative teaching learning methodologies – using technology that has been discussed has been incorporated. New softwares have been installed
2. Workshops and industrial visits have been conducted as discussed in the meeting
3. Seminars, conferences, industrial visits for the enrichment of staff and students have been conducted.
4. The academic audit has been done as discussed in the meeting.



Principal