

**BHARATI VIDYAPEETH DEEMED UNIVERSITY
INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
KATRAJ – DHANKAWADI, PUNE – 411043.**

Minutes of the IQAC Meeting

Venue: NAAC Office Meeting Room

Date: 23rd July 2019

Time : 11.00 am

Academic Year: 2019 - 20

The following members were present:-

Sr.No	Name of Member	Designation
1	Dr. S.S. Vernerkar	Dean (FMS) and Director BV(DU)IMED Management Representative
2	Chef Balaji Shrinivasan	Executive Chef Double Tree by Hilton, Pune Industry and Alumni Representative
3	Dr.L.S.Chirmulay	IQAC Chairman and I/C Principal
4	Dr. S.A.Sangle	IQAC Coordinator
5	Dr.J.M.Peshave	Member, Faculty Representative
6	Ms.A.S.Hodlur	Member, Faculty Representative
7	Mr.A.G.Shinde	Member, Faculty Representative
8	Mr.R.C.Londhe	Member, Faculty Representative
9	Dr.A.N.Kolapkar	Member, Faculty Representative
10	Dr.S.H.Mohite	Member, Faculty Representative

Vanita Saindane Member, Non teaching Representative

Prathamesh Shelar, Member , Student Representative

Yash Gaikwad , Member, Student Representative

The following points were discussed-

- The Principal welcomed the members of the IQAC.
- Chef Balaji expressed his willingness to extend all possible support from the industry towards visits, guest lectures, demonstrations for the student development of his almamater.
- Dr. S.A. Sangle observed that the entries are made towards the end of the year, members were requested to discuss the problems encountered by them in data collection and submission.
Accordingly it was suggested that the criterion heads update the criteria preferably once a week or at least twice in a month in the AQAR.
It was also stressed that entries should not be made unless documented proof was received.
It was requested that non submission of proof be communicated on a monthly basis to IQAC Coordinator.
Ms.Saindane was requested to offer support.

- It was suggested to create a Central Data Center- a separate computer in the NAAC Office for the purpose of AQAR was to be assigned.
- IQAC responsibilities for Academic Year 2019-2020 were finalised as under:

1)	Dr.L.S.Chirmulay	IQAC Chairman
2)	Dr.S.A.Sangle	IQAC Co-ordinator
3)	Dr.J.M.Peshave	Criterion IV
4)	Ms.A.S.Hodlur	Criterion I
5)	Mr.A.G.Shinde	Criterion VI
6)	Mr.R.C.Londhe	Criterion VII
7)	Dr. S.Mohite	Criterion III
8)	Ms.A.N.Kolapkar	Criterion V
9)	Ms.Shatakshi Shirolkar	Criterion II

- Dr. S. A.Sangle suggested creating a criterion wise email.
- Dr. S.S.Vernekar suggested that while maintaining data of the institute, following points should be given attention, the information should be updated on a regular basis, follow restriction of words, be brief, concise, and precise and focus on facts.
- Dr. S.S.Vernkar also suggested that the website, web links should be updated on a regular basis, achievements, Academic Calendar, events; post event photographs should be uploaded on the website.
- The IQAC plan of action for Academic year 2019-20 was presented and responsibilities assigned.

Dr. S.A Sangle requested support from all members towards IQAC work and the meeting ended at 12.45pm

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Minutes of the IQAC Meeting

Venue: NAAC Office Meeting Room

Date: 7th November 2019

Time : 10.00 am

Academic Year: 2019 - 20

The meeting was attended by the following members:

Sr.No	Name of Member	Designation
1	Dr.L.S.Chirmulay	Prof and Principal
2	Dr. S.A.Sangle	Asso.Prof
3	Dr.J.M.Peshave	Asso.Prof
4	Ms.A.S.Hodlur	Asso.Prof
5	Mr.A.G.Shinde	Asso.Prof
6	Mr.R.C.Londhe	Asso.Prof
7	Dr.A.N.Kolapkar	Asst.Prof
8	Dr.S.H.Mohite	Asso.Prof

VSaindane

Yeah Gaikwad

The minutes of meeting are as follows:

The Principal welcomed the members of the IQAC.

- Dr. S.A Sangle requested criterion heads to create critrion wise email id for submission of information along with documentation in a timely manner.
- Progress of the Plan of Action for 2019-20 was reviewed.
It was noted that various visits, demonstrations and events were being carried out as per the Academic calendar.
- A Course file was put in practice where all faculty members maintained the teaching plan, class attendance, record of remedial classes conducted etc.
- A food and beverage department store has been established for better control in maintaining food and beverage equipments and items.
- Purchase of hotel software - done
- ERP work is in progress.
- Quotation for purchase of computers ,equipments has been forwarded to the Head office.

- Suppliers for food production ingredient purchasing have been appointed (Meat, Dairy and Vegetables)
- Majority of the work assigned for Question Bank Development was completed.
- It was decided to undertake the following activities on priority basis-, MOU to be signed with hotels, and institutes, Faculty Development programme - FSSAI, conduct of workshop on Intellectual Property Rights, Entrepreneurship Development, Women Safety, FSSAI, etc.
- Problems faced in executing POA were discussed as below:
- It was observed that since local vendor is involved in repair and maintenance work Annual Maintenance Contract was not possible.
- International Beverage Competition on campus was not possible being an educational campus..also requires permits for use of alcohol.
- Renovation of Hospitality Training Center has been prioritized over renovation of entrance lobby and other areas
- A deliberation on the cost involved in online journal for student research was undertaken.
- It was decided to register the Alumni Association of the institute.
- A plan to organize a National Level Seminar was initiated -Tentative date last week of February 2020.
- It was decided to encourage students to participate in various competitions.
The need to identify team members and assign faculty mentors to start preparing well in advance to participate in International Hospitality Competition was discussed.
- The BVDU Exam department initiative for Remote Question Paper Setting aimed towards fixing accountability with the paper setter and improvement in quality of question papers was briefly discussed by Dr LS Chirmulay

As there was no other point for discussion the meeting ended at 11.35 am

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Minutes of the IQAC Meeting

Venue: NAAC Office Meeting Room

Date: 13th February 2020

Time : 10.30 am

Academic Year: 2019 - 20

The following members were present-

Sr.No	Name of member	Designation
1	Dr.L.S.Chirmulay	Prof and Principal
2	Dr. S.A.Sangle	Asso.Prof
3	Dr.J.M.Peshave	Asso.Prof
4	Ms.A.S.Hodlur	Asso.Prof
5	Mr.A.G.Shinde	Asso.Prof
6	Mr.R.C.Londhe	Asso.Prof
7	Dr.A.N.Kolapkar	Asst.Prof
8	Dr.S.H.Mohite	Asso.Prof

The following points were discussed-

- The Principal welcomed the members of the IQAC members and also congratulated and appreciated the efforts of the students and faculty for the success (3 rd position , bagging 7 trophies) at the “Atithya 2020” an International Hospitality competition.
- Details of the National Seminar was finalized. Title : Dr. Patangrao Kadam National Hospitality Seminar "Indian Food: At the Crossroads of Culture and Fusion" on 2nd March 2020.

Chief Guest Hon. Dr. Asmita Jagtap, Executive Director Bharati Hospital
Key note Speaker - Chef Manjit Singh Gill, President Indian Federation of Culinary Association and Ex Corporate Chef ITC hotels, other eminent speakers finalized were
Celebrity Chef Vishnu Manohar,
Chef Richa Johri , Executive Chef and GM,
Chef Sandeep Sreedharan, Founder of

Esca Brahma, Mahe Goa.

Department wise responsibilities were identified

Convenor - Speakers , Travel, Accommodation, Sponsorship for accommodation at 5 star hotel, Citations, Registration Form, Program Details Sheet, Compere guidance etc.

- AO - Coordination with Medical college for auditorium, audio visual, banner, Invitation Card, Managing Registration Counter, Certificate of Participation, Dias setup, Momento , HTC decor - lobby , restaurant etc.

- F& B
 - i) Production :
Authentic local breakfast service for VIP guests before the event.
Arrangements for Snack service during the break .
Traditional Maharashtrian Lunch for VIP guests as well as faculty.

 - ii) Service : Breakfast service for VIP
Distribution of snacks to all participants
Lunch service for VIP guests
Buffet setup and service for faculty delegates.
- It was also decided to release the college magazine during the seminar.
- A deliberation on the need to attract quality students was undertaken, it was suggested to prepare an institute highlights board, reach out to junior colleges to organize lectures for orientation to career opportunities in hospitality industry.
- All the pending items of the Plan of Action such as faculty refresher training, training consultancy to be undertaken after the end of academic (teaching) during April and May 2020.
- The meeting ended with a request to all criterion heads to regularly update information related to their criterion on the computer in NAAC office.