



All India Shri Shivaji Memorial Society's
**COLLEGE OF HOTEL MANAGEMENT &
CATERING TECHNOLOGY**

55-56, Shivajinagar, Pune - 411 005



ISO 9001:2008 Certified

Tel. No.: (020) 6500 2959, 25521365, Tele-Fax: (020) 2552 0488

E-mail: info@aissmschmct.in Web Site: www.aissmschmct.in

(Approved by All India Council for Technical Education, New Delhi,
Recognized by Govt. of Maharashtra & Affiliated to University of Pune)

ID no. MGT/PU-31

Notice

The members of the Internal Quality Assurance Cell are hereby informed to attend the meeting scheduled on **24th July 2014 at 2 pm.**

Venue – Principal's Office

Agenda :

1. To introduce of panel members by the chairman
2. To review of goals, objectives, and quality policy of the college
3. To discuss the schedule of the IQAC meetings
4. To review the annual report of the college for the academic year 2013 – 2014
5. To review the academic calendar of the college for the academic year 2014 – 2015
6. Any other issues with the permission of the chair

Prof. Sonali Jadhav
Chairman IQAC

Date: 17th July 2014



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Attendance for the meeting held on 24th July 2014

Sr. No.	Members	Designation	Signature
	Prof. Sonali Jadhav (Principal)	Chairman	
	Mr. Ajay Dangat (Senior Clerk)	Senior Administrative Officer	
	Ms. Anuradha Karmarkar	Teacher	
	Mr. Milind Peshave	Teacher	
	Ms. Rasika Gumaste	Teacher	
	Ms. Rajeshree Pol	Teacher	
	Mr. Arun Sherkar	Teacher	
	Mr. Ratnakar Jitkar	Member of Management	- AB -
	Mr. Sushant Rege (Asst. Manager J.W Marriott, Pune)	Alumni	- AB -
	Ms. Priya Ranade (Executive Housekeeper, Magarpatta Clubs & Resorts)	Alumni	
	Mr. Siva Kumar M (Director HR, Oakwood Premier, Pune)	Industry Employer	- AB
	Mr. Sunder Srinivasan (Asst. Professor)	Director of IQAC	



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Minutes of Meeting held on 24th July 2014

Agenda 1: To introduce of panel members by the chairman

The Chairman welcomed and introduced all the members for the formulation of Internal Quality Assurance Cell (IQAC)

Agenda 2: To review of goals, objectives, and quality policy of the college

The goals, objectives, and quality policy of the college were reviewed and no changes were suggested.

Agenda 3: To discuss the schedule of the IQAC meetings

The IQAC members decided to conduct meetings every three months.

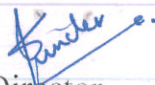
Agenda 4: To review the annual report of the college for the academic year 2013 – 2014

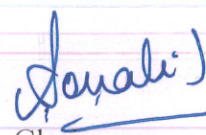
The annual report of the college was reviewed and was found satisfactory by the IQAC.

Agenda 5: To review the academic calendar of the college for the academic year 2014 – 2015

The IQAC members reviewed the academic calendar for the academic year 2014 – 2015 and appreciated the principal and the faculty members for their efforts in preparing the same. The members also mentioned of continuous follow-up of the same needs to be done for compliance.

The chairman mentioned to all the members that they will be informed of the next meetings through email and that there should be a minimum of 2/3rd members present to conduct the meetings successfully


Director
IQAC


Chairman
IQAC