



**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
COLLEGE OF HOTEL MANAGEMENT AND  
CATERING TECHNOLOGY**

**Savitribai Phule Pune University,  
Pune**

**ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
2017 – 2018**

**Submitted to**

**NATIONAL ASSESSMENT  
AND  
ACCREDITATION COUNCIL**

**Bangalore**

**JULY 2018**

# INDEX

<i>Sr. No.</i>	<i>Particular</i>	<i>Page No.</i>
1	<b>Part A</b>	
	Details of Institution	01
	IQAC Composition and Activities	04
2	<b>Part B</b>	
	Criterion I : Curricular Aspects	10
	Criterion II : Teaching – Learning and Evaluation	12
	Criterion III : Research, Consultancy and Extension	16
	Criterion IV : Infrastructure and Learning Resources	22
	Criterion V : Student Support and Progression	24
	Criterion VI : Governance, Leadership and Management	30
	Criterion VII : Innovations and Best Practices	40
	Criterion VIII : Plans of the Institution for Next Year	48
3	<b>Annexure</b>	
	<i>i.</i> Abbreviations	49
	<i>ii.</i> Academic Calendar 2017 – 2018	50
	<i>iii.</i> Analysis of feedback from stakeholders	54
	<i>iv.</i> BHMCT Syllabus – First & Second Year	56

# The Annual Quality Assurance Report of the IQAC (AQAR)

The IQAC of AISSMS College of Hotel Management & Catering Technology, Pune presents the annual self-reviewed report for academic year 2017 – 2018.

## Part – A

### I. Details of the Institution

1.1 Name of the Institution: **All India Shri Shivaji Memorial Society's  
College of Hotel management and Catering Technology**

1.2 Institute Address & Contact:

Address Line 1	55-56, Shivajinagar,
Address Line 2	Pune
City/Town	Pune
State	Maharashtra
Pin Code	411 005
Institution e-mail address	info@aissmschmct.in
Contact Nos.	+91-20-25520488
Name of the Head of the Institution:	Dr. Sonali Jadhav
Tel. No. with STD Code:	+91-20-25520488
Mobile:	+91-9881401482
Name of the IQAC Co-ordinator:	Dr. Arun Sherkar
Mobile:	+91 9890744435
IQAC e-mail address:	iqac@aissmschmct.in

1.3 NAAC Track ID (For ex. MHCOGN 18879): **MHCOGN 19596**

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

**EC (SC)/06/A&A/001  
Dated: 01-05-2015**

---

AISSMS College of Hotel Management & Catering Technology AQAR 2017 - 2018

1.5 Website address: [www.aissmschmct.in](http://www.aissmschmct.in)

Web-link of the AQAR: <http://aissmschmct.in/aqar/>

## 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	3.15	2015	5 Years
2	2 <sup>nd</sup> Cycle	----	----	----	----
3	3 <sup>rd</sup> Cycle	----	----	----	----
4	4 <sup>th</sup> Cycle	----	----	----	----

1.7 Date of Establishment of IQAC: 24 / 07 / 2014

1.8 AQAR for the year (for example 2010-11) **2017 – 2018**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2015 – 2016 submitted to NAAC on 14 – 07 – 2016
- ii. AQAR 2016 – 2017 submitted to NAAC on 31 – 07 – 2017
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

## 1.10 Institutional Status

**University: Not Applicable**

Sr. No	Particulars	Details
1	State	
2	Central	
3	Deemed	
4	Private	

Sr. No	Particulars	Yes	No
1	Affiliated College	√	
2	Constituent College		√
3	Autonomous college of UGC		√
4	Regulatory Agency approved Institution (E.g. AICTE, BCI, MCI, PCI, NCI)	√	

### Type of Institution

Sr. No	Particulars	Details
1	Co-education	√
2	Men	
3	Women	
4	Urban	√
5	Rural	
6	Tribal	

### Financial Status

Sr. No	Particulars	Details
1	Grant-in-aid	
2	GC 2(f)	
3	UGC 12B	
4	Grant-in-aid + Self Financing	
5	Totally Self-financing	√

### Type of Faculty/Programme

Sr. No	Particulars	Details
1	Arts	
2	Science	
3	Commerce	
4	Law	
5	PEI (Physical Education)	
6	TEI (Edu)	
7	Engineering	
8	Health Science	
9	Management	√
10	Others (Specify)	

#### 1.12 Name of the Affiliating University (*for the Colleges*):

- **Savitribai Phule Pune University, Pune**
  - Permanent affiliation for Bachelor in Hotel Management and Catering Technology (four years), vide letter from Savitribai Phule Pune University bearing number CA/2570 dated 05/07/2011 of Pune University.
  - Permanent affiliation for Bachelor of Science in Hospitality Studies (3 years course for 60 intake), vide letter from Savitribai Phule Pune University bearing number CA/7216 dated 01/07/2014

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.:  
**Nil**

Sr. No	Particulars	Yes	No
1	Autonomy by State/Central Govt. / University		
2	University with Potential for Excellence		
3	UGC-CPE		
4	DST Star Scheme		
5	UGC-CE		
6	UGC-Special Assistance Programme		
7	DST-FIST		
8	UGC-Innovative PG programmes		
9	UGC-COP Programmes		
10	Any other (Specify)		

## **2. IQAC Composition and Activities**

Sr. No	Particulars	Nos.
2.1	No. of Teachers	08
2.2	No. of Administrative/Technical staff	01
2.3	No. of students	01
2.4	No. of Management representatives	01
2.5	No. of Alumni	01
2.6	No. of any other stakeholder and community representatives	00
2.7	No. of Employers/ Industrialists	01
2.8	No. of other External Experts	01
2.9	Total No. of members	14
2.10	No. of IQAC meetings held	03

2.11 No. of meetings with various stakeholders:

Sr. No	Particulars	Numbers
1	Faculty	12
2	Non-Teaching Staff	02
3	Students	07
4	Alumni	01
5	Others	04
<b>Total</b>		<b>26</b>

2.12 Has IQAC received any funding from UGC during the year? **No**

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Sr. No	Particulars	Nos.
1	International	00
2	National	00
3	State	01
4	Institution Level	04
<b>Total</b>		<b>05</b>

(ii) Themes

Sr. No	Particulars	Details
1	<b>Seminar (State level)</b>	Evolving Travel & Tourism Industry – Boundless Opportunities. 1. Mr. Rakesh Shetty, Vice President – World of Wonders Travels Pvt. Ltd. 2. Ms. Sujata Patil, Proprietor – The Grape Wine Consultancy. 3. Mr. Anand Chordia, Director Technical - Suhana
2	<b>Faculty Development Programme</b>	Effective ways in use of PowerPoint Presentations and Public Speaking. 1. Mr. Prashant Joshi, Proprietor – Mindbloom Technologies, Nagpur
3	<b>Faculty Development Programme</b>	1. Students profile based need management and engagement Mr. Suhas Pawar, Asst. Professor, MKSSS' Cummins College of Engineering for women. 2. Promotion of Health and Fitness Mr. Prasad Patil, Lead Member, Pune Road Runners.
4	<b>Seminar (College level)</b>	1. Yugandhara, Self Defence Techniques, by Mr. Hari Govind – Technical Director - Shito Ryu Karate Do Kensho Bugei Kai. 2. Enhancing personal grooming by artists from Lakme Salon 3. Motivational speech on women entrepreneurship by Dr. Sonali Jadhav, Principal AISSMS CHMCT
5	<b>Workshop</b>	Entrepreneurship Development – Glass Etching, resource person Ms Shweta Chandra, Asst. Professor, AISSMS CHMCT

## 2.14 Significant Activities and contributions made by IQAC

- **Curriculum Development:** The faculty members of the college were actively involved in the formulation of a new syllabus for the BSc Hospitality Studies (Third Year) course under Savitibai Phule Pune University.
- **Academic Audits:** Two internal and one external audit of Academic procedure is conducted to ensure continual improvement. The external surveillance audit for ISO 9001:2008 was successfully conducted by an independent certifying body, Vincotte International India Assessment Services Pvt. Ltd., on 18<sup>th</sup> July 2017
- **Research & publication:** 14 research papers have been published in the year 2017 – 2018 by faculty members of the college. The college journal “ATITHYA - A Journal of Hospitality” with ISSN: 2394 – 6644 was published in May 2017 and December 2017.
- **Procuring grants from SPPU under various schemes (Quality Improvement Program – Seminar, Workshops and Students Welfare)**
- **Implementation and follow-up on activities as per academic calendar.**
- **The college organized the following:**
  - **Soft skill development:** important for the service industry and global competence.
  - **Overseas Internship:** provides international exposure & better opportunities.
  - **Guest lectures, workshops, field visits, demonstrations & seminars:** to update the knowledge of the students to cope with the needs of the hospitality industry.
  - **Atithya:** This academic year celebrated the 10<sup>th</sup> edition of our national event comprising of various core & ancillary departmental competitions and exploring various international cuisine during annual food festival (Awards Night).
  - **Food & Mocktail Fiesta:** to inculcate entrepreneurship development amongst the students.
- **Faculty Development Programmes (FDP):** FDP’s were organized for faculty member to upgrade their knowledge and also to learn, enhance and implement new methods and techniques in the teaching learning process.
- **Student’s Counselling:** Counselling of students was carried at a preliminary stage by counsellor (faculty members / mentors). Professional counsellors were appointed for critical cases identified during the preliminary session.
- **Purchases:** Annual purchases were done to upgrade the infrastructure & equipment to ensure optimum quality of infrastructure and resources thereby enabling customer satisfaction.



- Enterprise Resource Planning (ERP) system: Continual up-gradation is carried out with the ERP system to include certain customized options required for better planning and monitoring of classes / attendance for all the theory and practical subjects, reports of which are generated online.
- Library Information and Management (SLIM): The college library utilizes SLIM21 automation software which covers functionality required for day to day library management.
- Messaging system (SMS): An online messaging system (SMS) is being utilized to send various information to parents and students.
- Social and Environmental awareness:
  - The college has adopted a village named Khubavali in Pune District through National Service Scheme Programme (NSS). A week long programme was carried out by the students to emphasise on the importance of cleanliness, children and women education, anti-superstition awareness and women empowerment.
  - Garbage segregation is practised within the laboratories and further wet garbage is taken over by Pune Municipal Corporation and dry garbage by SWACH a private NGO
  - Blood donation: A blood donation drive has been carried out.
  - Traffic awareness day: Students carried out a road safety rally, reaching out to general public and spreading awareness of wearing helmets and following safety rules.
  - Swach Bharat Abhiyan: Student visited the slum areas to spread awareness on hygiene and sanitation.
  - Yugandhara a special programme for women empowerment was conducted under Vidyarthini Vyaktimatva Vikas a programme sponsored by SPPU for the development of girl student.
  - The college has completely stopped the procurement of polystyrene (Thermacol) disposable material and plastic carry bags.

- Additional revenue has been generated through:
  - Short courses in cookery and bakery were conducted for housewives and other aspirants. (3 batches of each cookery & bakery short courses and 1 batch of advanced bakery conducted in the last year).
  - Provision of consultancy to the industry:
    - MoU with M/s Vivacity Foods Pvt. Ltd., Pune for consultancy to develop their business model
    - MoU with Divine Hospitality for Kitchen Planning & Training & Development of their employees
    - Consultancy provided to Farmfresh Agro, Suhana Masale, Agarwal Foods & Sun Fruits for sensory evaluation, kitchen planning, employee training & development, product development and facility planning

#### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

<b>Plan of Action</b>	<b>Achievements</b>
Implementation of BSc HS course (Third Year) syllabus under SPPU	The BSc HS course (Third Year) syllabus was successfully reviewed and the new syllabus will be implemented from the academic year 2018 – 2019
Facilitating and motivating staff for Masters and PhD enrolment	In the academic year 2017 – 2018, 01 faculty has completed PhD, 01 of faculty have enrolled for PhD 01 faculty have enrolled for Masters.
Publication of two issues of Atithya – A Journal of Hospitality	The 1 <sup>st</sup> issue of Volume 3 in May 2017 and 2 <sup>nd</sup> issue of Volume 3 was published in December 2017
Increasing the database of faculty research publications	14 research papers have been published in the year 2017 – 2018 by faculty members of the college.
Planning of Academic Calendar	92% compliance of the Academic Calendar
Student's Counselling	In the academic year 2016 – 2017: a. A total of 44 students benefitted through counselling in the preliminary session. b. 40 students benefitted through professional counselling.

Academic audits plans	The academic audit was successfully completed by an external agency and the ISO 9001:2008 certification was extended.
Infrastructure development	A total of Rs. 16,29,040/- was spent towards development of infrastructure
Identifying avenues for additional revenue generation Receiving Grants from SPPU	A total additional revenue of Rs. 1,89,850 was generated through consultancy & short courses A total of Rs. 87,092 was received in form of grants from SPPU under various schemes
Participation in survey for Hotel Management institutions across India	India Today Magazine Survey – The Best Colleges of India: The college was ranked 3 <sup>rd</sup> position in Maharashtra State and 1 <sup>st</sup> position in Pune city. Hansa Research Survey- 2018 by The Week Magazine: The college ranked 2 <sup>nd</sup> position Maharashtra State and 1 <sup>st</sup> position in Pune city for Top Private Hotel Management Colleges (West Zone)

\* Attach the Academic Calendar of the year as Annexure.

#### 2.15 Whether the AQAR was placed in statutory body

Sr. No	Particulars	Yes	No
1	Management	√	
2	Syndicate		
3	Any other body		

Provide the details of the action taken

The AQAR has been approved in the College Development Committee, No. 1/2018-2019, dated: 17/07/2018, Resolution No. 8

## Part – B

### Criterion – I Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01			
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	03			
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	
Annual	01(Only First Year BSc HS)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision / update of regulation or syllabi, if yes, mention their salient aspects. **Yes**

1. The BHMCT course has been updated to a Choice Based Credit System and is implemented from the academic year 2016-2017
2. An Annual pattern is implemented for First Year BSc course from the Academic Year 2016-17
3. Second year BSc Syllabus was revised and implemented for the Academic year 2017 – 18
4. TYBSc HS syllabus is restructured and will be implemented from the academic year 2018- 2019

1.5 Any new Department/Centre introduced during the year. If yes, give details: **No**

## Criterion – II

### Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	15	Nil	01	01(Librarian)

2.2 No. of permanent faculty with Ph.D.: **04**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
09	---	02	06	00	03	---	---	11	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

- Visiting faculty – 05 +2
- Temporary faculty – 09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars / Workshops	5	3	11
Presented papers	2		
Resource Persons		3	4

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Implementation of the Electronic Resource Planning (ERP) assists the college with:

Customization on ERP has enabled our college to:

- Planning of theory lectures
- Monitoring of classes /
- Attendance for all the Theory and Practical subjects.
- Online Reports are available for attendance. Budgeted v/s Actual lectures conducted,.
- The parents and students can also access this system which enables them to monitor attendance.
- Students have access to notes and presentations that have been uploaded by the subject faculty.

- Faculty can also upload student's assignments.

2. Use of ICT during lectures, emphasizing on visual impact and learning.
3. Encouraging students to actively participate during class room teaching through peer interaction.
4. In order to upgrade the knowledge of the students and faculty, notable alumni and Industry experts are invited to conduct workshops, demonstrations and seminars to bring about the latest in the industry.
5. Cross evaluation is carried out for prelim practical examination.
6. A course monitoring committee has been formulated headed by The Principal, Academic Head along with the class representatives who monitor the progress of the teaching learning process every month.
7. The faculty have prepared a Question bank for operational subjects which is used by the students to update their technical knowledge and help prepare them for the campus interviews.
8. Conduct of Mocktail festival as a part of entrepreneurship development assignments for students, as well as conduct of Theme Dinners and Formal lunches.

2.7 Total No. of actual teaching days during this academic year: **161**

2.8 Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and Online Multiple Choice Questions)

1. In an attempt to reduce student's dissatisfaction, double evaluation system is followed for internal examinations.
2. Operational subjects have a question bank in the form of MCQ, which are solved by students as online assignments. This online assignment also enhances their technical knowledge base and helps prepare them for the exams and Campus interviews.
3. The practical and internal marks are entered onto the SPPU portal by respective subject teachers. A buddy system is in place wherein these entries are cross checked by an exam buddy, so as to ensure that there are no errors in feeding of student's marks.
4. The Examination cell carries out Counselling for students for all courses. This helps to students encourage them for examinations and also to clarify rules of promotion to the next semester or Academic year accordingly.
5. Subject wise result analysis is prepared at the end of every semester. This enables the academic department to identify the subjects which need to be concentrated upon in the further semesters to follow. A class wise Result Analysis is also prepared so as to understand the progression of the students.

2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Syllabus Restructuring	No. of faculty
------------------------	----------------

Third Year BSc HS	03
-------------------	----

2.10 Average percentage of attendance of students: **83%**

2.11 Course / Programme wise Distribution of pass percentage:

**ODD Semester 2017 - 2018**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BHMCT	221	26.25	26.76	13.75	3	92.7
BSc HS	194	13.5	24.0	11.25	2.75	72.5
MHMCT	2		100			100

Grade system is followed for MHMCT

**EVEN Semester 2017 – 2018**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BHMCT	204	29.5	38.25	18.5	2.75	92.63
BSc HS	220	38.0	21.0	11.0	1.0	89.5
MHMCT	2	50	50			100

Grade system is followed for MHMCT

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Effective contribution and monitoring by IQAC aids in improving the quality of Teaching Learning Processes. Following processes are monitored by IQAC –

1. An Academic calendar is prepared in coordination with the Principal, the Core Department H.O.D's and IQAC at the commencement of every Academic year. Compliance of the same is monitored
2. IQAC organises for External departmental audits and periodic internal audits (Interdepartmental cross audits) are conducted by the faculty who are trained by IQAC to conduct audits.
3. Various workshops, seminars, demonstrations, seminars are organised under the Faculty Development Programme to upgrade the faculty skill and knowledge.
4. A feedback mechanism helps monitor the teaching learning process by means of Students Feedback, Course monitoring committee feedback and Peer evaluation. An action plan and effectiveness is monitored for faculty with a score of less than 75%.
5. Compliance of syllabus and lectures is monitored as per the prescribed syllabus of the Savitribai Phule Pune University by the IQAC



6. Student progression is monitored on the basis of Result Analysis to bring about an improvement on the overall pass percentage.
7. Content beyond syllabus is encouraged by the IQAC enhance student's knowledge.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	
Research papers	14 papers
Further Studies	<ul style="list-style-type: none"> <li>• 10 Pursuing PhD.</li> <li>• 01 Pursuing Masters in HMCT</li> </ul>
Others	<ul style="list-style-type: none"> <li>• 2 (Poona Hoteliers Association)</li> <li>• 20 (FDP in college)</li> <li>• 1 British Business Group- Pune Chapter</li> </ul>

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	09	Nil	02	02
Technical Staff	29	Nil	Nil	01

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC in association with the Research Cell of the college have initiated the following activities to promote research climate in the college.

- IQAC monitors the publication of a bi annual research journal named Atithya – A Reflection of Hospitality (ISSN Number: 2394-6644). In order to facilitate research culture in the college and motivate faculty & students for active participation in research, there is no cost involved for publication in the journal. IQAC ensures that the journal has an eminent editorial board from all spheres of the industry to ensure quality of research.
- IQAC under its initiative to empower faculty for active research, encourages faculty to publish at least one research paper per semester and the cell empowers them by providing the required training and guidance.
  - *Papers published by faculty during the academic year 2017-18 – 14 papers*
- The College has networked with the local industry for getting sponsored research projects and consultancy opportunities.
  - *We have signed an MOU worth of Rs. 10, 00,000/- (Ten Lakhs) over a period of 5 years with “Vivacity Foods Pvt. Ltd.”, Pune for provision of consultancy and undertaking research projects for them. Dated: 11/04/2016*
  - *MOU with Divine Hospitality for Kitchen planning & Training & Development of their employees. Dated: 27/10/2017*
  - *Consultancy provided to Suhana Masale, Sun Fruits & Agarwal Foods in various avenues like product development, Employee training & development & Facility planning.*
- College has also appointed an Academic Research Coordinator who interacts with the University of Pune for the liaising of research activity and getting information on various research schemes and funds made available by the University.
- The management of the college has accepted the recommendation of the IQAC to give funding for the faculty to attend Seminars and conferences and to pursue Ph.D. The college has approved a funding up to Rs. 3000/- per faculty per year for attending Seminars and conferences and Leave / financial assistance worth Rs.1 lakh per faculty involved in up- gradation of qualification like Ph.D. and Post-Graduation. In addition it grants on duty leave for faculty attending seminars / workshops / conferences / examinations or research projects etc.
  - *In the academic year 2017-18, a total of Rs. 79,498/- was sanctioned by the college to the faculty for attending seminars / workshops / training programmes and a total of 11 faculty members have availed the benefit of the same*

- A special provision is made in the annual budget of the college for research. In case of applied research (practical based activities), the research budget is planned and utilized in a way so as to maximize the research output, funds are allotted in a fair manner in consultation with department and college head. Faculty and students make a proposal to the Principal, the management carefully scrutinizes the proposal and grants funds for the various research related activities in the college.
  - *Budget for research for the year 2017-18 was Rs. 3 Lakhs*
- The final year students work on assignments based on research in various operational departments of the industry. These assignments are critically monitored and evaluated by the faculty and the marks awarded for the same are considered in the internal marks for that subject.
- Students are empowered to conduct product research by way of creating innovative and fusion recipes which are further validated during culinary competition and various college events when meals using these recipes are served to the guests. These recipes were implemented during events like Formal Lunches, Culinary competitions, Mocktail Festivals etc.
- Guest lectures and demonstrations are organized for the students to understand the latest trends in the industry and to carry out further research on the same.
  - *15 Guest Lectures, Workshops & Demonstrations were organized in the year 2017-18*
- Faculty and students are guided on the principles of research methodology based on suitability and application for their research in order to enhance the quality of their research projects. A component of “Course Work” has been introduced in the curriculum of students’ Research projects to guide the students on the methodology of research.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	03	
Non-Peer Review Journals			

e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

**Nil**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

**Not Applicable**

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE

Any Other (specify)

***Funding under schemes of Savitribai Phule Pune University***

**• *Quality Improvement Programme***

• *Students' Welfare Scheme*

3.10 Revenue generated through consultancy: Rs. 39,500/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	1		1
Sponsoring agencies			Savitribai Phule Pune University		Savitribai Phule Pune University

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year2

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year -

Total	International	National	State	University	Dist	College
	01	02				

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) - Nil

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events: Not Applicable

University level  State level   
National level  International level

3.23 No. of Awards won in NSS: Nil

University level  State level   
National level  International level

3.24 No. of Awards won in NCC: Not Applicable

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Adoption of Khubavali Village
- Activities organized during 7 days residential camp at “Khubavli” village.
  - Cleaning of temples in the village.
  - Cleaning of village roads under the concept “Clean India, Green India”
  - Cleaning of primary school in the village.
  - Cleaning of community hall in the village.
  - Lecture on youth empowerment.
  - Lecture on women empowerment.
  - Lecture on principles and implementation of HACCP.
  - Awareness drive on “Andhshraddha Nirmlan”
- Swachata Pakhwada
- Cleaning of Shaniwar Wada (City Monument)
- Slum Area Rally to create awareness on waste management & hygiene & sanitation practices
- Cyclothon Bicycle Rally
- No Smoking Campaign
- Workshop on Swatch Bharat Abhiyan
- Hand Wash Rally
- Toilet Awareness Rally
- Workshop on World Mental Health & Safety
- National Foundation for Communal Harmony
- Celebration of Indian Constitution Day
- Celebration of Marathi Bhasha Din
- Blood Donation Camp
- Medical check-up camp for students.

## Criterion – IV

### Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus area	5984.11 sq. m	-	-	5984.11 sq. m
Class rooms	9	-	-	9
Laboratories	18	-	-	18
Seminar Halls	01	-	-	01
No. of important equipment's purchased ( $\geq$ 01lakh) during the current year.	-	01	self	01
Value of the equipment purchased during the year (Rs. in Lakhs)				4.45
Others				

#### 4.2 Computerization of administration and library

Computerization of Administration = **8Nos**

Computerization of Library = **12Nos**

#### 4.3 Library services:

	Existing (All)		Newly added (2016 -2017)		Total	
	No.	Value	No.	Value	No.	Value
Text & Reference Books	10238	4,184,282.00	149	---	10387	4,184,282.00
e-Books	62	---	---	---	62	---
Journals	6	24,047.00	6	22,104.00	6	22,104.00
e-Journals	6		6		6	
Digital Database*	1	332,245.00	---	---	---	---
DELNET	---	---	1	19,470.00	1	19,470.00
CD & Video	383	325,384.00	---	---	383	325,384.00

- Digital Database feature does not exists



#### 4.4 Technology up gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Depts.</b>	<b>Others</b>
<b>Existing</b>	93	41	16Mbps + 1Mbps Backup	12		09	24	07
<b>Added</b>	1	-		-		-	-	-
<b>Total</b>	93	41	16Mbps + 1Mbps Backup	12		08 Comp 01 Laptops	20 comp 04 laptops	03Old 04New

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

The college has an ERP system that is being customized to our requirement.

#### 4.6 Amount spent on Maintenance in lakhs-(2017-18)

<b>Sr. No</b>	<b>Particulars</b>	<b>Amount in lacs</b>
1.	ICT	Rs.22.11
2.	Campus Infrastructure and facilities	Rs.6.87
3.	Equipment's	Rs.0.77
4.	Others	Rs.2.17
<b>Total</b>		<b>Rs.31.92</b>

## **Criterion – V**

### **5. Student Support and Progression**

#### **5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

**IQAC has a prime objective of enhancing quality in imparting education. All the student support services are routed through IQAC who coordinates with administrative and Academic bodies to not only enhance awareness amongst the students about Student Support Services but also ensure its utilisation.**

1. **ADMINISTRATIVE-** Financial assistance is provided by Administrative department for availing free ship and scholarship to the eligible students

2. **ACADEMIC-** The interactive college website helps students know about the college related and academic information

- Periodic assembly is conducted to update students on various academic issues, events and administrative information etc.
- Important notices regarding exams, academics are put up on the notice board for reference.
- Students can access information through ERP regarding attendance, subject notes and assignments.
- A course monitoring committee comprising of the Principal, Faculty and students class representatives conduct monthly meetings, to review any academic issues, compliance of the syllabus and understanding the subject.
- The library has OPAC which helps students to view the list of books available in the Library, online.
- Students are made aware of various extracurricular and co-curricular activities such as field trips relevant to the subjects, cultural and sports events by the respective in charge faculty and official social media.
- IQAC has designed a Feedback mechanism for obtaining feedback from the students on infrastructure and teaching learning process.

### 3. TECHNICAL SUPPORT –

Training and Placement office conduct meetings with the students to inform about the placement opportunities.

- Training and Placement cell also support students for securing part time jobs
- To improve the technical knowledge of the students provision of online questions (MCQ) are available for core subjects.
- Communication Skills classes are conducted by the faculty for the students to enhance their communication and language skills.
- Mock interviews are conducted for the students to prepare them to face actual placement/ internship interviews.

#### 5.2 Efforts made by the institution for tracking the progression:

Student's progression is tracked through following means-

**1. Result analysis** – The exam department prepares result analysis for each semester examination. It helps in tracking students progression from one year to the next and also subject wise analysis is done to monitor the students' performance.

**2. Students Progression** - Batch wise progression of the students from first to the final year is also carried out to understand the gap between admitted and pass out students

**3. Placement-** Training and Placement Department tracks the progression of the final year students by keeping record of students opted for placements, higher studies or self-employment.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
546	02		

#### (b) No. of students outside the state

24
----

#### (c) No. of international students

00
----

No	%
411	75

Men

No	%
137	25

Women

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
406	53	3	67	3	532	376	60	4	108	00	548

Demand ratio : 1:3 (183 admitted/ 514 Applied)

Dropout % : .005 %( 1 out of 183 admitted)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Not Applicable

No. of students beneficiaries

5.5 No. of students qualified in these examinations: Not Applicable

NET  SET/SLET  GATE  CAT   
IAS/IPS etc.  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance:

- Class coordinators are appointed for each batch of 30 students. They, apart from coordinating the academic activities, counsel their batch students regarding attendance, grooming, behaviour /mannerism etc.
- Students requiring additional counselling are recommended by the coordinators for professional counselling it is done in house, once in a week by the professional counsellors appointed by the college. Critical cases are discussed with the Principal for further course of action.
- Career Counselling is undertaken by Training and Placement Officer on one on one basis or in group for the entire class.

### No. of students benefitted

S	Particulars	No. of students
1	College counselling	174
2	Professional Counselling	40
3	Career Counselling	48

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
28	48	42	0

### 5.8 Details of gender sensitization programmes:

- The students Welfare Cell organises Gender Championship Activities as prescribed by Savitri Bai Phule Pune University.
- Special programme YUGANDHARA is organised for Girl students, which includes workshops, lectures etc. benefiting the girl students.
- The college has Women grievance cell comprising of faculty and girls students who takes care of the issues related to girl students of the college.

### 5.9 Students Activities:

5.9.1 No. of students participated in Sports, Games and other events -

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	NIL
Financial support from government	NIL	NIL
Samaj Kalyan Department Scholarship	75	Rs 6781252.00 ( proposed)
Tribal Department Scholarship(ST)	03	Rs 193164.00(Not received as yet)
Economically Backward Class	08	Rs 483228.00 ( Rs 180453.00 yet to be received)
TOTAL	86	Rs 7457644.00
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

*Our annual flagship event Atithya 2018 - National Level Hospitality competition was organized by the students and faculty. Close to 28 Hotel Management schools participated in the competitions.*

**5.12 No. of social initiatives undertaken by the students:**

1. National Service scheme Camp was organised at Khubavali, District Pune
2. Tree plantation is carried out in College campus
3. Swachata Abhiyan – Students visited slum areas to create awareness amongst local citizens about Clean and Hygienic Surroundings.
4. Blood Donation Camp
5. Road safety rally was organised by NSS Students.
6. Students also helped the Pune Municipal Corporation in their initiatives of cleaning of heritage sites.

**5.13 Major grievances of students (if any) redressed: Nil**

## **Criterion – VI**

### **Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

##### **VISION:**

“To achieve excellence in the field of Hospitality Education and Research and be the most preferred recruitment destination”

##### **MISSION:**

“AISSMS College of Hotel Management and Catering Technology is committed to Excel in the field of Hospitality Education by empowering the students to meet the challenges of the dynamic business environment and create opportunities in their chosen careers.” The college has a dynamic quality policy, which is reviewed twice a year for any changes if required. Changes in the policy may occur in accordance with changes in the norms of AICTE /DTE / University of Pune and market conditions.

#### **6.2 Does the Institution has a management Information System**

Yes, Management information system is being used in –

- Continual improvement in ERP system is being carried out to customize it as per our requirements for better planning and monitoring of classes and practical's.
- The new module added in ERP system are – Students Feedback.

#### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

##### **6.3.1 Curriculum Development**

- Principal Dr. Sonali Jadhav was appointed as member of BOS under Savitibai Phule Pune University.
- Faculty members of the college were involved in the formulation of a new syllabus for TY BSc HS course under Savitibai Phule Pune University. Most of the faculty members were deputed as subject chairman and / or members for various subjects in this formulation process.



### 6.3.2 Teaching and Learning

- Two Internal and One External audit of Academic procedure is conducted to ensure continual improvement Teaching Processes.
- FDP, Various workshops and seminars are conducted to enhance the teaching learning process.
- An Enterprise Resource Planning (ERP) is available for the faculty to monitor their teaching plan and student's attendance for their respective subjects
- Well-equipped class and laboratories and overhead projectors to conduct presentations.
- Evaluation system for students is well defined and transparent
- Additional support and inputs for weaker students
- English speaking and communication skill development classes are conducted for students for one semester.
- E-learning data base is available in library
- PPTs. CDs are lib CD's & Videos are available for practical exposure.
- The notes are emailed to the students also it is uploaded in ERP.
- Students possessing passion towards specialized areas are given additional inputs to enhance their knowledge further.
- Specialized training is given to the students for the participating in various hospitality competitions held at State/ National levels.
- College also, organizes special training programmes for the students possessing special interest & skills in a particular operational department.
- The students with good managerial attributes are given responsibilities as heads of various core departments for the events or functions organized by the college. This helps in not only boosting their morale but also giving them hands on experience.
- Field visits are organized to ensure that students are exposed to actual operations and get hands on experience is gained by them.
- Orientation visits are conducted for students to acquaint them with the hotel industry.
- The students learn through group discussions, extempore, and presentations as a part of their curriculum in practical subjects like personality development & business communication.
- Guest lectures are conducted by the industry experts, Alumni.
- Various workshops, Theme Lunches are organized to encourage students to work as a team.
- The college conducts co-curricular and extracurricular activities for skills development like theme dinners, competitions etc.

### 6.3.3 Examination and Evaluation

Class	Particular	Theory marks	Practical marks	Internal marks	Total
<b>FY BSc HS</b>	Theory Subject	80		20	100
	Practical subject		80	20	100
<b>SY BSc HS</b>	Theory Subject	40		10	50
	Practical Subject		40	10	50
<b>TY BSc HS</b>	Theory Subject	40		10	50
	Practical subject		40	10	50
<b>FYBHMCT Revised 2018</b>	Theory Subject	Choice Based Credit System & Grading System (Scanned copy attached)			
	Practical Subject				
<b>SYBHMCT Revised 2018</b>	Theory Subject	Choice Based Credit System & Grading System (Scanned copy attached)			
	Practical Subject				
<b>TYBHMCT</b>	<u>Industrial Training</u>		140(panel)	60(internal)	200(Total)
	Project report.				
<b>Final BHMCT</b>	Theory Subject	70		30	100
	Practical Subject	40	30	30	100

For the internal assessment is as follows:

1. A set of three question papers are prepared by faculty appointed by the examination department.
2. Any one of the question paper is selected by the Chief Examination Officer for printing.
3. The paper is assessed by the concerned faculty.
4. A re-test is conducted for students failing in the internal examinations.
5. Cross evaluation is done for the internal practical examination.

6. Internal marks are divided into unit tests, practical marks (continuous evaluation), assignments and attendance as per university guidelines
7. Students can approach the exam cell regarding doubts and queries
8. Two Internal and One External audit of Examination procedure is conducted to ensure continual improvement. The external audit was conducted by an independent certifying body, Vincotte International India Assessment Services Pvt. Ltd., on 18<sup>th</sup> July 2017.

#### **6.3.4 Research and Development**

- Kindly Refer to Criterion 3.

#### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

- Annual budgets is provided by the college for purchase of new volumes, titles, National and International journals
- Purchase of books is done as per the recommendations of the subject experts to ensure availability of all required teaching resources.
- The library operates from 8am till 8pm. This is extended library hours especially for students.
- The faculty teaching the Subject also sends notes to the students through email / ERP by subject faculty.
- Student assignments bank are available in library with model answers.
- Most of the classroom sessions are conducted with the use of LCD Projectors.
- Library has a Bank of power point presentation for core subjects.
- Annual purchases done to upgrade the infrastructure and equipment.
- Annual maintenance contracts are carried out for infrastructure and critical equipment.
- Cleaning and maintaining of common / public areas is outsourced and monitored by in-house housekeeping Personnel.
- Utmost care is taken of critical equipment's and their maintenance with the help of Log books, history cards and Breakdown registers.
- Breakdown procedures are followed to ensure repairs are carried out on time to avoid inconvenience.

### **6.3.6 Human Resource Management**

- Faculty developmental programs, bonding sessions, training program and workshops/seminars are organized for motivating and enhancing the skills of faculties.
- Faculties attend refresher training program to upgrade their subject skills, technical skills and to update the current trends of the hospitality industry.
- Non-teaching staff is conducted by respective faculty.
- Institution supports Faculty members with financial grants & study leave for pursuing higher studies and research, attending various seminars, workshops etc.
- The management also provides the financial assistance of Rs One lakh for faculty who are pursuing Doctoral Research and Post-Graduation.
- Academic Performance Indicator (API) is followed to assess the performance of faculties. On the basis of these appraisals; decisions regarding their annual increment, promotions and confirmation for permanent employment are taken and conveyed accordingly.

### **6.3.7 Faculty and Staff recruitment**

- The college follows the service conditions as per the statute framed under the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017). The college also follows the pay scale rules and regulations as per “Revision of pay Scales of teachers and equivalent cadres in higher Education as per UGC Scheme (6th Pay commission)” for Universities, Affiliated Colleges, Government Colleges/Institutes of Science etc., by Government of Maharashtra, Higher & Technical Education Department, Resolution No. NGC 009/ (243/09) - UNI-1, Mantralaya Annex, Mumbai – 400 032.Dt. 12th August 2009.

### **6.3.8 Industry Interaction / Collaboration**

- The Principal and the Training and Placement officer have a close liaison with the hotel industry which helps in for better job placements opportunities and training of students and academic requirements.
- The college organizes FAM trips for students from first to final years to various organization to increase their knowledge.
- The college invites professionals from the hotel industry on various occasions to judge the interclass and intercollegiate competitions.
- Industry experts are also called upon to be a part of sensory evaluation team during major activities conducted by the college and also during national level competitions.
- The college organizes various guest lecture series / workshops for staff and students to hone their skills and to develop additional skills that would be helpful from the point of view of the hotel industry.
- The college invites professionals from the hotel industry to evaluate the students during the University examinations.
- Leading brands from hospitality industry support and Sponsor College for various events.
- Provision of consultancy to

1. M/s Vivacity Foods Pvt. Ltd., Pune
2. Divine Hospitality
3. Suhana Masale
4. Sun fruits.
5. Agarwal foods.

### 6.3.9 Admission of Students

- Admission to Bachelor in Hotel Management & Catering Technology (BHMCT) and Master of Hotel Management & Catering Technology (MHMCT) programs are processed by the Directorate of Technical Education, Govt. of Maharashtra through a Common Entrance Test.
- Admission for Bachelor of Science-Hospitality Studies (BSc HS) is based on the 12<sup>th</sup> standard Merits and is at the college level. The eligibility criteria are regulated by Savitribai Phule Pune University.
- The College attends various educational fairs and exhibition to promote hospitality education also college information hoardings are put across the strategic locations of the city.
- College Advertisements are placed in newspapers.
- The college website gives detailed information about admission procedure for various programs.
- Admission counselling cell is actively involved in counselling the students and parents who approach the College for admission.
- Admission information is circulated in education fair held in various cities of Maharashtra.
- B.Sc.HS admissions are done online w.e.f 2018.

### 6.4 Welfare schemes for:

<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Group Insurance under LIC of India</li> <li>• Maternity and Medical leaves</li> <li>• Employee Provident Fund</li> <li>• Gratuity Scheme</li> <li>• Loans from the AISSM credit society</li> <li>• Funds for doctoral research and to Attend seminars.</li> <li>• Provision for on-duty lunch</li> <li>• Birthday cake cutting ceremony organized</li> <li>• Appreciation Letters.</li> </ul>
<b>Non-teaching</b>	<ul style="list-style-type: none"> <li>• Group Insurance under LIC of India</li> <li>• Maternity and Medical leaves</li> <li>• Employee Provident Fund</li> <li>• Fixed cash advance facility</li> <li>• Gratuity Scheme</li> </ul>

	<ul style="list-style-type: none"> <li>• Loans from the AISSM credit society</li> <li>• Encouragement for higher education</li> <li>• Provision for on-duty lunch</li> <li>• Birthday cake cutting ceremony organized.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Student insurance</li> <li>• Free yearly medical check-up</li> <li>• Financial assistance through scholarships</li> <li>• Free vehicle parking</li> <li>• Subsidized canteen facility</li> <li>• Funding for various competitions</li> <li>• Medical / Sick room with first aid facility</li> <li>• Extended library hours</li> </ul>

### 6.5 Total corpus fund generated

Details of Reserve Funds:

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>TERM</b>	<b>BANK</b>
BHMCT(FIXED)	2,75,411.00	2017-2020	Bank of Maharashtra
BSc HS (FIXED)	5,70,636.00	2014-2019	Bank of Maharashtra
MHMCT	3,00,000.00	2013-2023	Bank of Maharashtra
LIBRARY	2,07,211.00	2017-2020	Bank of Maharashtra
DEFICIT	1,37,862.00	2017-2020	Bank of Maharashtra

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Vincotte International All India Assessment Services Pvt. Ltd.	Yes	Internal Auditors (ISO)
Administrative	Yes	Vincotte International All India Assessment Services Pvt. Ltd.	Yes	Internal Auditors(ISO)

6.8 Does the University/ Autonomous College declares results within 30 days?

Sr. No	Particulars	Yes	No
1	For UG Programmes	√	
2	For PG Programmes	√	

6.9 What efforts are made by the University / Autonomous College for Examination Reforms?

- Double evaluation system for internal examinations so as to give students a fair chance.
- Core subjects have a pool of MCQs, which are solved by students as assignments.
- A system in place wherein entry of practical and internal marks is done on the SPPU portal by respective subject teachers with, and cross checked by an exam buddy, in an attempt to minimize errors.
- Students can access the Library assignments Bank for all subjects.

6.10 What efforts are made by the University to promote autonomy in the affiliated / constituent colleges?

- Appointment of Controller of Examination and Exam Cell at college level recognized by Savitibai Phule Pune University
- Decentralization of examination process at college and University level
- The examination cell is headed by a Chief Examination Officer (CEO) who is appointed by the principal and liaises with the University for All Examination related procedures
- The college acts as an examination center for the university examinations and the examinations are conducted by the CEO in accordance with the norms laid down by the university.

**The examination cell is bifurcated into internal and external examination section.**

The internal exam section oversees the following:

1. Conducting of unit tests
2. Conducting internal practical examination
3. E-filling of final internal / practical marks into University database

The external exam section handles the following:

1. Print and issue of hall tickets
2. Planning and conducting of practical examinations
3. Planning and conducting of theory examinations as per the time table provided by the University, Scheduling.
4. Deputing junior supervisors for theory examinations
5. Issue of mark-sheets to the students

6.11 Activities and support from the Alumni Association

- Alumni who went to Le Cordon Bleu, Australia to pursue an advanced course in culinary techniques gave a demonstration of a grand eight course menu for the students and faculty of the college on 13<sup>th</sup> March 2016.
- Assistance is provided by the alumni for the current students by coordinating for industrial visits.
- Regular guest lectures are conducted by the alumni sharing their views and experiences with the students.
- The Alumni working in the industry make arrangements for their HR to interact with our college training and placement cell for our student recruitment.
- They are involved in activities like conducting training programs, demonstrations and workshops to know of the current trends of the industry.
- They also provide sponsorship for college events.
- Alumni also helped for placement of two students in Dubai.
- Alma shine portal is available on college website. Alumni activities are recorded.

6.12 Activities and support from the Parent – Teacher Association

- Parents are also a part of college committees, for e.g. anti-ragging committee
- Parent meetings are called on different occasions like Parent Student Orientation, Student Industrial Training in India and Abroad, Placement Information Feedback from parents is taken every year and any dissatisfaction identified is addressed too.
- Parents are informed through sms about wards monthly attendance.
- Coordinators actively interact with the parents regarding their wards progress.

6.13 Development programmes for support staff

- Bonding sessions are conducted in form of games and competitions.
- Departmental training sessions are conducted on various subjects by the department in charge.
- Grooming sessions are held to enumerate the importance of personal grooming.
- The management and principal encourage the support staff to pursue higher education.
- Special programs conducted to promote fitness and holistic well-being of the staff members. Yoga, meditation, zumba are a few of the activities organized and gathered a good response.



#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Green audit and energy conservation audit is conducted every year. Though the audit is annual, it has reinforced awareness and responsibility amongst the college team members. Use of solar energy for water heating system.
- Garbage segregation is done on premises with appointed body named SWACH (NGO)
- The College has completely stopped the procurement of polystyrene (Thermacol) disposable Material. Use of eco-friendly bio-degradable disposables instead.
- The College has also initiated the awareness of reducing the usage of plastic utility bags.
- The infrastructure of the college ensures natural illumination in the common areas through “Sky Lights”. This helps in natural ventilation and light.
- The College also encourages students and faculty to use public transport / car pool to save fuel.
- E waste that is generated in the college is centrally disposed by the AISSMS College of Engineering, Pune.
- Use of compact fluorescent lamp (CFL) in common passages. Also installation on LED in under-way.
- The college is also working with Savitribai Phule Pune University to install a solar plant on campus. This will not only reduce the operating costs, but also save electricity at large.
- As part of NSS, increasing number of students are actively participating in societal environment upkeep projects like river cleaning, tree plantation, garbage reduction and disposal drives.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

#### Sub learning –

1. **Library Assignments-** A list of assignments is given by every faculty to the librarian with the model answer. These assignments are then given to students to finish in a stipulated time if they fail to attend any of the class, which in return helps them to gain knowledge and attendance without sitting in the class.
2. **Mocktail Festival** – students organized mocktail festival as a part of their Food and Beverage and Marketing Management assignment. They make 3 to 4 mocktails and sell it in college .This activity helps to do pre- event and during the event marketing in the college. Preparing products also helps them to understand the beverage costing.

#### Enhancing research quality

1. **Course Work** – A week long course work is designed to help students understand the process of selecting topic till writing the final project report.
2. **Selection of Guide** –A student selects a project guide of their choice according to the topic they have selected.
3. **Structured process identified for quality research** – students are expected to submit the synopsis to the guide along with the signature of the research head. Regular update is taken by the guide on the student work in the form of 02 Progress Reports. Final research report with the consultant of the guide is made and submitted on a given date.

#### Effective use of Social Media

1. Blogs on various topic related to hospitality and tourism are uploaded on blogspot .com
2. Small educational clips are uploaded on You Tube on Hotel Operations.
3. Creating platform for students to share their internship experiences through videos.
4. Creating awareness of various college events on various social media sites
5. Enhancing the institute presence on social media platform ( Facebook, Twitter, Instagram, Blogs)
6. Creation of media platform for alumni to interact with each other and current students. A college has Almashine website which connects all the alumni to the college which helps in building a strong relationship in between the college, passed out students ,and current students

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Sr. No	Plan	Action Taken
1	Industry participation in teaching learning process	03 guest lectures were conducted by the industry experts.
2	Encouraging research amongst faculties	<ul style="list-style-type: none"> <li>• The total number of research published by the faculties are 14</li> <li>• 01 faculty has completed PhD in last one year.</li> <li>• 01 faculty has enrolled for the PhD in last one year</li> </ul>
3	Infrastructure development	College has spent Rs. 6.87 Lacs in the last year.
4	The college had applied for NBA	Accredited for 5 years.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**Title of the practice:** Incubation Centre

• **Goal:**

With an aim to excel in the field of hospitality education by molding and enhancing the skills of the students and to make them capable to meet the challenges of the dynamic business environment, the college has adopted student's centric approach wherein students are the center point of college operations.

• **Principles and Concept:**

1. To create a simulation of the industry provide real time learning of the students.
2. To create a platform for the students to get industry exposure.
3. To make the learning experience of students more enriching and to Increase students' satisfaction
4. To bridge the gap between academia and industry.
5. To train and motivate the faculty for effective achievement of the organizational goals

• **The Context**

To bridge the gap in between the industry and the institute, the college has started taking initiative to fill this gap. With a view to achieve this, we at AISSMS College of HMCT have incubation activities for students to overcome the education gap challenge.

• **The Practice**

The curriculum, through theory and practical has attempted to address this issue, it happens in a controlled atmosphere of the college and the students fail to get the real feel of the hotel industry.

It was so decided to design the practice where the students are exposed to simulative atmosphere to get practical knowledge of industry operations and better understanding of the complexities. Under this practice, the college has designed innovative cocurricular events and activities which are organized professionally with a view to create a real life industry atmosphere for the students within the college premises along with a healthy learning atmosphere for the students.

The following are the components of the student centric approach.

- **Choice based curriculum with credit system.**

The implementation of credit based course is in action and students are taking benefit of taking various subjects of their liking.

- **Involvement of parents as stakeholders**

The parents are welcome anytime to meet the faculties and the principal to discuss the issues. They are also invited twice in the entire duration of the course to interact as a part of the orientation sessions. Once for first year induction and second time they visit for industrial training induction.

- **Enhanced teaching learning process**

Teaching learning process is the backbone of any college operations which helps to strengthen the process by implementing innovative practices.

- **Students counselling**

Efforts are taken to counsel indigent student on the basis of academic, personal, career & other related matters. The sessions is first conducted by the faculty in charge and in case of serious issues it is then advised to meet the professional counselor. The college is associated with professional counselling institute, who sends their counselor on every Wednesday and Thursday.

- **Simulation of the industry**

1. **Entrepreneurial Activity** – students organized food and mocktail festival as a part of their Food and beverage and marketing management assignment. This events helped them to study the various aspects of planning the budget, marketing the event and selling the product.

2. **Atithya (National level Hospitality Competition)**

Annual three-day national level inter-collegiate hospitality competitions organized to create a platform for students to display their competitive hospitality skills. This year Atithya Celebrated its 10<sup>th</sup> year. The event gives the students from various colleges the opportunity to take part in various competitions to explore the new avenues by applying their technical knowledge with the practical skills.

Gala Dinner - An annual event is organized by the college on an international theme. All the meals from breakfast to dinner are catered by the students. The students work in various areas of planning, budgeting, organizing, staffing, directing and controlling of the several activities during the event thereby ensuring their holistic development

3. **Student ODCs**

The college encourages the students to be a part of the Out Door Caterings in hotels within the city to enhance their skills and to get first-hand experience of the industry.

• **Evidence of Success**

Sr. No.	Programmes organized	Evidence of success
1	Choice based curriculum with credit system.	The BHMCT course curriculum on the basis of Choice Based Credit System is implemented from the academic year 2016-2017 and has benefited students by getting in depth knowledge of chosen subject.
3	Students and parents counselling	<ul style="list-style-type: none"> <li>• Counselling has helped the students to understand their strengths and weaknesses &amp; work on the same.</li> <li>• Career counselling helped them in designing their career path by analyzing their aptitude and future opportunities available to them.</li> <li>• Personal counselling gives them the emotional support and empathy thereby assisting them to deal with the challenges.</li> <li>• Counselling of parents has helped them to understand the challenges faced by their wards and to take an empathetic position towards them.</li> </ul>
4	Simulation of the industry <ul style="list-style-type: none"> <li>• Atithya</li> <li>• Food Festival</li> <li>• Entrepreneurship development -</li> <li>• Theme Dinners / Theme Lunches</li> <li>• Out Door Caterings</li> </ul>	<ul style="list-style-type: none"> <li>• Helps in enhancing their competitive hospitality skills.</li> <li>• catering to a mass of 500 pax daily</li> <li>• Enhancing managerial skills like planning, budgeting, organizing, staffing, directing and controlling.</li> <li>• Enhances team work and leadership quality</li> <li>• To enrich students' learning experience in entrepreneurship through their involvement in conceptualizing, budgeting, and operating the event by themselves.</li> <li>• Opportunity for students to interact with the industry.</li> <li>• On the job training.</li> <li>• Students get a feel of the industry atmosphere</li> <li>• Provision of earning facilities for students to reduce the burden of the cost of education</li> </ul>

• **Problems Encountered and Resources Required**

1. College students are not very open to share their problems with the respective problems many a times which restricts the students availing the facility of counselling.
2. The syllabus is governed by the university and affiliated colleges, which cannot be modified.
3. Teaching learning is a vast process and every student has varied requirement and therefore it is a challenge to design the process to suit everybody. Moreover the constantly changing rules and norms of the university demands for a lot of dynamism in the system.
4. Less turnover during the parent teacher meeting are conducted during the weekdays.
5. Human Resources: The industry experts sometime are unable to keep their appointment as resource person as they are busy in hotel or restaurant operations which finds it difficult to find a replacement.
6. Simulation of complex industry environment is a challenge.

**Title of the practice:** Decentralized Processes

**Goal**

The institute has planned the exercise of decentralization of process by creating a strong organization structure with well-defined roles and responsibilities at each level to increase the productivity.

**Principles and concepts**

- The organization structure should not only place the employees at various levels of hierarchy to be able to establish clear roles and responsibilities of each one of them.
- This ensures clear operational guidelines for every employee and leads to decentralization of process that help in increasing operational efficiency and productivity.
- The college has identified 14 key processes and each of them is headed by a senior faculty.

**Context**

- The college has divided its activities into various process which in turn converts into departments. Each department is assigned to a group of employees who are led by the department head.
- Every department has its own autonomy and clearly defined responsibility. The department head is accountable for its operations and controls the process at a micro level to bring out the best possible output. The head of the department report to the top management who in turn analyses the performance at a macro level and channelize the efforts for attainment of the organizational goals.
- The academic plan of the college in the beginning of the semester is made in the form of an academic calendar which includes guest lectures, field visits, demonstrations, formal lunches, theme dinners and other co-curricular & extra-curricular activities.
- Monthly departmental meetings take an update on the compliance of the academic calendar and any deviation is addressed immediately.
- At the end of academic year a report on compliance of the academic calendar is prepared.

**The Practice**

- **Creation of department**

1. Management has to identify and coordinate numerous linked activities. An activity that asks for the inputs and outputs are given in various forms.
2. It is the systematic identification and management of these integrated activities and the interactions between various departments.
3. The efforts of every department are consolidated and channelize towards the organizational goals. The quality policy of the organization acts as a guiding force for the operations of the every department. It defines the top management's commitment to comply with requirements and to continually improve the effectiveness of every department and enhance the quality of the institution at a large.

- **Documented procedures**

- The college has identified various department or operational units for its effective functioning.
- The roles and responsibilities of every member of the department is clearly defined by creating a job description thereby creating transparency and clarity in the entire process.
- The documents and records maintained by every department indicates their performance and productivity.

- **Decentralized Processes**

1. Departmentation helps in decentralization of process thereby creating micro control mechanism within each department.
2. The head of the department is responsible for the departmental operations and is the bond between the members and top management.
3. Appraisal of departmental faculty & staff is done by the HODs. Evaluation of departmental members by HOD, identifying scope for improvement & training needs with follow up on the same.
4. Departmental meetings are conducted regularly by HODs for subject allocations, allocation of departmental work and other general topics.
5. Formulation of academic calendar with responsibilities deputed to faculty.

- **Evidence of success**

1. Percolation of organizational policies and goals to the faculty and staff in the department.
2. Smooth functioning of the departments.
3. Students have won awarded in hospitality competitions.
4. The college has been the most preferred recruitment destination by the industry and also preferred for seeking admission by the aspiring students.
5. The college organizes annual national inter collegiate hospitality competitions “Atithya-A reflection of hospitality” which is the most awaited event across the country.
6. The college faculty have a total of 88 research publications in reputed journals to their credit.
7. One of the faculty member recently has been awarded with a Ph.D.

• **Problems encountered**

1. HMCT is one department as per the University and AICTE. However, for the operational purposes the college has created three departments. Therefore even though there is no provision for the post of “Head of Department”, the college has deputed senior faculty members with an additional responsibility as HOD.
2. Although seniority is followed within every departmental hierarchy, all the faculty members are officially designated as “Assistant Professor” and fall in the same official hierarchy level.
3. Most of the faculty members are a part of multiple departments/ committees it becomes challenging for them to work with optimum efficiency in every department/ committee.

**Resources required**

1. Physical infrastructure for creation of departments
2. Skilled faculty to discharge departmental responsibilities
3. Dedicated and highly motivated faculty members.
4. Supportive management to implement the practice.
5. An efficient mechanism to measure and control the performance of every employee.

**7.4 Contribution to environmental awareness / protection**

1. **Herb Garden** – Herb garden activity was initiated to supply the requirement of the basic herbs which are required during food product in practicals.
2. **Swach Bharat Abhiyan:** NSS organized Toilet use awareness program, and rally in slum was taken to create attentiveness about hygiene and cleanliness.
3. **Green Campus:** College do not use any plastic carry bags in the campus and promotes the same within the students also.
4. **Tree plantation:** college organizes tree plantation drive in adopted village & inside college campus
5. **Garbage Disposal:** wet and dry garbage is separated in college. Wet garbage is collected by PMC (Pune Municipal Corporation) & dry garbage is taken care by SWACH, a private NGO
6. **Rain Water Harvesting:** college has dug a pit where rain water is collected for percolation & even water from terrace/ roof of building is collected & utilized for gardening purpose
7. **No smoking Rally** – an awareness was created amongst the people of bad impact of smoking on the health.

Apart from the above following other initiative were undertaken too.

- Adoption of Khubavali Village
- Activities organized during 7 days residential camp at “Khubavli” village.
  - Cleaning of temples in the village.
  - Cleaning of village roads under the concept “Clean India, Green India”
  - Cleaning of primary school in the village.
  - Cleaning of community hall in the village.
  - Lecture on youth empowerment.
  - Lecture on women empowerment.
  - Lecture on principles and implementation of HACCP.
  - Awareness drive on “Andhshraddha Nirmulan”
- Cleaning of Shaniwar Wada (City Monument)



- Cyclothon Bicycle Rally
- Hand Wash Rally
- Workshop on World Mental Health & Safety
- National Foundation for Communal Harmony
- Celebration of Indian Constitution Day
- Celebration of Marathi Bhasha Din
- Blood Donation Camp
- Medical check-up camp for students.

7.5 Whether environmental audit was conducted? **Yes**

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

1. **NBA (National Board of Accreditation):** The College has got NBA Accreditation for five year starting from year 2017-18 to 2021-2022.
2. **India Today Magazine Survey – The Best Colleges of India:** The College was ranked 3<sup>rd</sup> position in Maharashtra State and 1<sup>st</sup> position in Pune city.
3. **Hansa Research Survey- 2018 by The Week Magazine:** The college ranked 2<sup>nd</sup> position in Maharashtra State and 1<sup>st</sup> position in Pune city for Top Private Hotel Management Colleges (West Zone)

## **Criterion – VIII**

### **Plans of the Institution for Next Year**

The institute has a perspective plan from 2016 – 2021. Every year, the Institute sets goals for improvement based on this perspective plan. Emphasis is laid on strengthening the teaching – learning process through innovative practices. Industry interaction is an integral part of this process. Industry visits, workshops, seminars and guest lectures are organized to ensure that the students are well versed with the latest trends in hospitality.

Faculty and students are encouraged to undertake research, faculty members have also been encouraged to author books in their core subjects that will be valuable to the students in the years to come. Faculty are also encouraged to guide students in their research projects with the aim of improving the quality of these research projects year after year in order to upgrade the infrastructure, there is an allocation in the budget based on the requirement of each department.

The IQAC department conducts internal audits to ensure the systems laid down are adhered to and the outcome is satisfactory. Any non-conformities are addressed and corrective action is taken to ensure prevention from reoccurrence.

<b>Sr. No</b>	<b>Abbreviations</b>	<b>Details</b>
1	AQAR	Annual Quality Assurance Report
2	IQAC	Internal Quality Assurance Cell
3	AISSMS	All India Shri Shivaji Memorial Society
4	CHMCT	College of Hotel Management and Catering Technology
5	UGC	University Grants Commission
6	AICTE	All India Council for Technical Education
7	DTE	Directorate of Technical Education
8	SPPU	Savitribai Phule Pune University
9	MHMCT	Master of Hotel Management and Catering Technology
10	BHMCT	Bachelor of Hotel Management and Catering Technology
11	BSc HS	Bachelor of Science – Hospitality Studies
12	FDP	Faculty Development Program
13	ERP	Enterprise Resource Planning
14	SLIM	Library Information and Management
15	NSS	National Service Scheme
16	MCQ	Multiple Choice Questions
17	ISO	International Organisation for Standardisation
18	QSR	Quick Service Restaurants
19	F & B	Food and Beverage
20	SMS	Short Messaging System
21	OPAC	On-line Public Access Catalogue
22	CEO	Chief Examination Officer
23	NBA	National Board of Accreditation
24	HOD	Head of Department
25	ISSN	International Standard Serial Number
26	CNG	Compressed Natural Gas
27	CFL	Compact Fluorescent Lamp
28	HR	Human Resource

## Academic Calendar 2017 – 2018

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
 COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
 (Approved by AICTE, New Delhi, Recognized by the Government of Maharashtra and Affiliated to University of Pune)

### ACADEMIC CALENDAR 2017-18

#### ODD SEMESTER


S.No	ACTIVITY	Resource Person	COURSE / YEAR	PROPOSED DATE / WEEK	INCHARGE
1	Course Monitoring Meeting		---		Academic Department
2	HOD meeting with Principal		---		Mr. Arun
3	Principal's meeting with staff & Class coordinators		---		Mr. Arun
4	Meeting with Disciplinary Committee		---		Ms. Rajeshree
5	College Reopens		BSc. HS	15th June 2017	
6	College Reopens		BHMCT	3rd July 2017	
7	FDP - Train the Trainer		Faculty	14th June 2017	
8	Academic Orientation for New Faculty			July 2017 - 2nd week	Academic Department
9	Commencement of College		SY MHMCT	July 3rd 2017	
	<u>Guest Lectures</u>				
10	Career opportunities in Bakery & Confectionery	Omkar Aaglave, Prop, Cracks & Bruns	Second Year (BHMCT)	July 2017 (2nd Week)	Chef Arun / Ms. Preeti
11	Guest Lecture-Attributes & Attitudes of Front line personnel		First Year (BHMCT & BSc. HS)	July 2017 - 2nd week	Ms. Rajeshree & Ms. Shweta Chandra
12	Introduction to Facilities Management		Final Yr CT, TY Bsc	July 2017- 4th week	Ms. Rasika Gumaste
13	Guest lecture-Food and beverage department control - Beverages.		Second Year (BHMCT & BSc. HS)	August 2017 - 1st Week	Ms. Mohini
14	Guest lecture-Restaurant planning & designing		TYBScHS . Final yr CT	August 2017 - 4th Week	Ms. Prachi & Mr. Suraj
15	Guest Lecture on Professional Attributes in Food Production Dept.	Chef Sachin Joshi	First Year (BHMCT & BSc. HS)	September 2017 - 1st week	Mr. Sunder / Ms. Rina
16	Professional Attributes in Food Prod De	Chef Sachin Joshi	First Year (BHMCT & BSc. HS)	Sept 2017 (1st Week)	Chef Sunder / Chef Rina
17	Career prospects for RDM students		First Year CT. Bsc	September 2017-3rd week	Ms. Honey, Rasika J
	<u>Demonstrations</u>				
18	Demo on cold Cuts	Chef Mark	Third Year (BSc HS), Final Year	Aug 2017 (3rd Week)	Milind / Hemraj / Shailendra
19	Demo on Flower Arrangement		Second Year (BHMCT & BSc. HS)	August 2017- 4th week	Ms. Meyola
	<u>Industrial Visits</u>				
20	Visit to Industrial Canteen		Second Year (BSc HS)	July 2017 (2nd Week)	Gauri
21	Brewery Visit		Second Year (BHMCT & BSc. HS)	August 2017- 4th week	Ms. Mohini
22	Visit to Food Markets (Veg / Meats)		First Year (BHMCT & BSc. HS)	Sept 2017 (2nd Week)	Chef Sunder / Chef Rina
23	Laundry Visit	Novotel	Second Year (BHMCT & BSc. HS)	September 2017-3rd Week	Ms. Pooja
24	Visit to Engineering department		SY BSc. HS	August 2017- 4th week	Ms. Anuradha Karmarkar

*(Signature)*

<u>Theme Dinner &amp; Formal Banquets</u>					
25	Theme Dinner	In House	Third Year (BSc HS), Final Year	Sept 2017 (4 th Week)	Ms Rasika G, Ms.Prachi & Mr. Suraj, Milind P.
<u>Exams</u>					
26	Unit Test		BHMCT	25th September to 4th October 2017	Ms. Meyola /Rasika J
27	Unit Test		BSc HS	21st to 25th August 2017	Ms. Meyola /Rasika J
28	Unit Test		MHMCT (SY MHMCT)	At the end of Coursework	
29	Preliminary Theory Exam		BHMCT	NA	
30	Terminal Exam		BSc HS (Applicable only)	24th to 27 October 2017	
31	Internal ATKT		BHMCT	9th to 12th October 2017	
32	Internal ATKT		BSc HS (Applicable only)	9th to 12th October 2017	
33	Retest		BHMCT	6th to 10th November 2017	
34	Prelim Practical		BHMCT	To be completed before 31st October	
35	Prelim Practical		BSc. HS	To be completed before 31st October	
36	Final SPPU Practicals		BHMCT	As per SPPU guidelines	
37	Final SPPU Practicals		BSc. HS	As per SPPU guidelines (Except for	
<u>Feedback</u>					
38	Students Feedback		BHMCT & BSc HS	September 2017- 2nd week	Academics
39	Peer Evaluation		BHMCT & BSc HS	September 2017- 2nd week	
40	Parents Feedback		BHMCT & BSc HS	September 2017- 2nd week	
41	Alumni Feedback		BHMCT & BSc HS	September 2017- 2nd week	

Date of Display: 15th June 2017

Date of Removal: 30th December 2017

  
Dr.Sonali Jadhav  
Principal

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
**COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**  
 (Approved by AICTE, New Delhi, Recognized by the Government of Maharashtra and Affiliated to University of Pune)

**ACADEMIC CALENDAR 2017-18**

**EVEN SEMESTER**

S.No	ACTIVITY	Resource Person	COURSE / YEAR	PROPOSED DATE / WEEK	INCHARGE
1	HOD meeting with Principal				Mr. Arun
2	Principal's meeting with faculty & Class coordinators				Mr. Arun
3	Meeting with Disciplinary Committee				Ms. Rajeshree
4	Commencement of college		BHMCT, BSC HS & MHMCT		
	<u>Guest Lectures</u>				
5	Essentials of Continental cuisine	Chef Ambar Rod	First Year (BHMCT & BSc.)	Feb 2018 (3 rd Week)	
6	Guest Lecture on Revenue Mgmt./Yield Mgmt. practices in Hotel/Budgeting		Final Yr. CT and TY BSc Hs	March 2018 - 1st week	Ms. Anuradha Karmarkar
7	Guest Lecture on Night Audit Process		SYCT, SY BSc. HS	March 2018-1st Week	Ms. Rasika J
	<u>Demonstrations/Workshops</u>				
8	Bar Tending Workshop		Faculty and Students	Feb 2018- 3rd Week	Ms. Mohini
9	Demo on Chocolate Work		Third Year (BSc HS)	March 2018 (2nd Week)	Milind / Hemraj / Shailendra
	<u>Industrial Visits</u>				
10	Coffee Bar Visit		FYCT, FY BSc HS	January 2018 - 4th week	Ms. Rajeshree & Ms. Shweta
11	Visit to Industrial Catering	Magarpatta	Second Year (BHMCT)	Second Year (BHMCT)	Kiran
12	Hotel Orientation		First Year (BHMCT & BSc.)	February 2018 - 2nd week	Ms. Rasika J/ Ms. Honey
13	Winery Visit		SYCT, FY BSc HS	February - April 2018 (As per winery confirmation)	Ms. Mohini & Ms. Rajeshree
14	Visit to Industrial Catering		Second Year (BHMCT)	March 2017 - 1st week	Ms. Rina
	<u>Formal Banquets</u>				
15	Formal Banquet Lunch		TYCT	Feb - March 2018 - 3rd Week	Respective Faculty, Arun
	<u>Exams</u>				
16	Unit Test		BHMCT	5th to 12th March 2018 (To be conducted by In charge faculty)	
17	Unit Test		BSc HS	5th to 12th March 2018 (To be conducted by In charge faculty during lectures)	

*(Signature)*

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
**COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**  
 (Approved by AICTE, New Delhi. Recognized by the Government of Maharashtra and Affiliated to University of Pune)

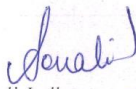
**ACADEMIC CALENDAR 2017-18**

**EVEN SEMESTER**

S.No	ACTIVITY	Resource Person	COURSE / YEAR	PROPOSED DATE / WEEK	INCHARGE
18	Unit Test		MHMCT (SY MHMCT)	At the end of coursework.	Exam Department
19	Internal ATKT		BHMCT	21st to 23rd March 2018	
20	Internal ATKT		BSc HS (Applicable only for SY & TY BSc. HS)	Instead of Internal ATKT, FYBSc will appear for <b>Prelim Theory Exam 22nd to 24th Jan</b>	
21	Retest		BHMCT	4th to 6th April 2018	
22	Prelim Practical		BHMCT	To be completed before 28th March 2018	
23	Prelim Practical		BSc. HS	To be completed before 28th March 2018 (Except FY -to be conducted during practical sessions)	Exam Department
24	Final SPPU Practicals		BHMCT	9th to 20th April 2018	
25	Final SPPU Practicals		BSc. HS	26th February to 2nd March 2018 for FY.BSc.HS (9th to 20th April 2018 for TY.BSc.HS)	

Date of Display: 15th June 2017

Date of Removal: 30th December 2017

  
 Dr. Sonali Jadhav  
 Principal

**Analysis of feedback from stakeholders: Student**

AISSMS COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY SHIVAJINAGAR , PUNE		STUDENTS DISSATISFACTION ACTION PLAN ODD- 2017-18		CONTROLLED COPY NO.	
INPUT	DISSATISFACTION/ EXPECTATIONS	ACTION PLAN	TARGET DATES	ACTION TAKEN	EFFECTIVNESS OF ACTION PLAN
Ms.Rekha Kumar	68% in TY BSc-I for Accounts. TY BSc II 72%.	Ms. Rekha Kumar was a visiting lecturer odd semester 2017. Hence no action plan was made.	NA	NA	NA
Mrs. Sarita	69% in TY BSc-I for Law, 47% in Final yr. CT for Law.	Mrs. Sarita was a visiting lecturer odd semester 2017. Her peer score was 71%. No action plan was made.	NA	NA	NA
Ms. Bindu Singh	Ms. Bindu score for students feedback is 66% in SY BSc – I.	Ms. Bindu was given new subject (Internal). Her feedback score is more than 50%, she has got less rating for assignments, class participation and making the subject interesting. She will be briefed by Academic HOD for next semester to work on these parameters.			
Rajishree D1		Principal <i>(Signature)</i>			



AISSMS COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY SHIVAJINAGAR , PUNE		STUDENTS DISSATISFACTION ACTION PLAN EVEN 2017-18			CONTROLLED COPY NO.
INPUT	DISSATISFACTION / EXPECTATIONS	ACTION PLAN	TARGET DATES	ACTION TAKEN	EFFECTIVNES S OF ACTION PLAN
Mrs.Preeti Singhal	Subject: Food science AE 204 .Her score is 70.71%, class FYBHMCT. Her peer evaluation score is 64%.	Some students have given her not satisfied rating for Punctuality, and effective teaching skills. Her scores are less in non-operational subject – Food science.	Even semester 2018	Mrs. Preeti Singhal is confident of her teaching in the class yet her scores are 5% below the expected scores. The academic Head will advise further.	
Ms. Shreya Sinha	Subject : Food and Beverage Service Class FYBHMCT 202 Her score for FYBHMCT is - 83.23% Whereas in SYBHMCT for F&B service the score is only 58.5%. Her peer evaluation score is 63%.	Students have given not satisfied rating for the following parameters: punctuality, explaining topic in detail, clearing doubts, class participation, effective teaching, not organized, not firm in discipline, notes not given.	April 2018	Ms. Shreya is being counseled for the same. She is advised to observe attend senior faculty member classes and improve her teaching skills in a year.	The latest peer evaluation score for Ms. Shreya is 81% for SYBHMCT.
Feedback Coordinator: <i>Rajesh B</i> Academic Head:		Principal <i>Janaki</i>			

Note: First time students' feedback on ERP system initiated. Approximately 52% students have filled the ERP feedback online. Performance index for each faculty is calculated. The college will also have action plan of getting the feedback from more number of students in coming year so that we get more accurate feedback analysis.

## Choice Based Credit System & Grading System – FYBHMCT & SYBHMCT

<b>COURSE CONTENT FOR BHMCT PROGRAMME</b>											
Semester	Subject Code	Subject Name	Choice	Teaching Load per week			Subject Credits	Semester Credits	Total Marks offered per subject	Total Marks offered per semester	
				Theory	Practicals	Total					
I	C 101	Food Production - I	Compulsory	3	8	11	35	7	29	150	750
	C 102	F & B Service - I	Compulsory	3	3	6		5		150	
	C 103	Basic Rooms Division - I	Compulsory	3	3	6		5		150	
	AE 104	Commodities	Any 2	4	-	8		4		200	
	AE 105	Basic Accounting		4	-			4			
	AE 106	Tourism Operations		4	-			4			
	SE 107	Communication Skills (English) - I	Any 1	2	2	4		4		100	
SE 108	French - I	2		2	4						
II	C 201	Food Production - II	Compulsory	3	8	11	35	7	29	150	750
	C 202	F & B Service - II	Compulsory	3	3	6		5		150	
	C 203	Basic Rooms Division - II	Compulsory	3	3	6		5		150	
	AE 204	Food Science	Any 1	4	-	4		4		100	
	AE 205	Hospitality Sales		4	-			4			
	SE 206	Communication Skills (English) - II	Any 2	2	2	8		4		200	
	SE 207	French - II		2	2			4			
SE 208	Computer Fundamental	2		2	4						
III	C 301	Bakery & Confectionary	Compulsory	3	8	11	35	7	29	150	750

C 302	F & B Service - III	Compulsory	3	3	6	5	150
C 303	Accommodation Operations - I	Compulsory	3	3	6	5	150
AE 304	Hotel Accounting	Any 2	4	-	8	4	200

COURSE CONTENT FOR BHMCT PROGRAMME										
Semester	Subject Code	Subject Name	Choice	Teaching Load per week			Subject Credits	Semester Credits	Total Marks offered per subject	Total Marks offered per semester
				Theory	Practicals	Total				
IV	C 401	Quantity Food Production	Compulsory	3	8	11	7	29	150	750
	C 402	F & B Service - IV	Compulsory	3	3	6	5		150	
	C 403	Accommodation Operations - II	Compulsory	3	3	6	5		150	
	AE 404	F & B Control	Any 1	4	-	4	4	100		
	AE 405	Principles of Mgmt.		4	-		4			
SE 406	Advanced Baking	Any 2	4		4	4	200			
SE 407	Bar Tending		2	2		4				
SE 408	Housekeeping in allied Sectors		4	-	4	4				
SE 409	Entrepreneurship Development		4	-		4				