



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
Name of the head of the Institution	Dr. Sonali Jadhav
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02025520488
Mobile no.	9881401482
Registered Email	sonalijadhav@aissmschmct.in
Alternate Email	iqac@aissmschmct.in
Address	55 - 56, Shivajinagar
City/Town	Pune
State/UT	Maharashtra
Pincode	411005

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. MILIND PESHAVE
Phone no/Alternate Phone no.	02025521365
Mobile no.	9823576300
Registered Email	peshave.m@gmail.com
Alternate Email	iqac@aissmschmct.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://aissmschmct.in/wp-content/uploads/2018/07/2017-2018.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://aissmschmct.in/wp-content/uploads/2019/07/Academic-Calendar.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.15	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC	03-Jun-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Academic & Administrative Audit through an external	11-Apr-2019 1	21

agency		
Internal Audit	08-Jan-2019 2	25
Faculty Development Programm	27-Aug-2018 1	22
Faculty Refreshers Training	15-Apr-2019 4	7
International Seminar on Emerging careers in niche hospitality	06-Feb-2019 3	30
Faculty Appreciation for excellence in academics	15-Jun-2018 1	20
Appreciation for students achievements	15-Jun-2018 1	50
Funding for attending Development programmes	15-Jun-2018 5	6
Applying for inclusion of the college journal in UGC list of Approved journals	12-Sep-2018 1	31
Course work on Research Methodology	09-Aug-2018 2	104
Applying to the content selection and advisory board (CSAB) for inclusion of our college journal in Scopus	20-Jul-2018 1	31

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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
AISSMS CHMCT	QIP Equipment grant	Savitribai Phule Pune University	2019 1	100000
AISSMS CHMCT	Seminar	Savitribai Phule Pune University	2019 3	71582
AISSMS CHMCT	Event	Savitribai Phule Pune University	2019 3	40000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1 Curriculum Development 2 Academic Audits 3 Research publication 4 Procuring grants from University under various schemes 5 Faculty Development Programmes (FDP) 6 Management of Research Journal 7 Student's Counselling 8 Energy Environmental Audit 9 Consultancy	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
Smooth implementation of BHMCT revised curriculum for the subsequent years	The BHMCT curriculum was successfully implemented for the fourth year of the programme.
To facilate and motivate faculty and staff for self development.	The faculty members are pursuing PhD and masters programme in Hospitality. Faculty members upgraded their technical skills through refresher courses in the Industry and the college granted on duty leave for such assignments. The non teaching staff upgraded their education qualifications and training sessions were conducted to enhance their technical skills.
Planning and implementation of academic calander	The academic calendar was planned well in advance and ensures a lot of enrichment through Co curricular & Extra curricular activities. The IQAC monitored the progress of the academic sessions through various mechanisms like Course monitoring committee, peer evaluation, students' feedback etc. The activities planned in the academic

	calendar were successfully implemented.
Creating research atmosphere among faculty and the students	The IQAC through the research cell empowers faculty and students to participate in active research. A total of 25 research papers were published in reputed journals in the year 2018-19 The IQAC conducts course work to facilitate students research projects to guide them on the research methodology. The faculty members are funded to attend seminars pertaining to research and are empowered to publish research papers in reputed journals. The college publishes a bi-annual research journal and publications are free of cost. In the year 2018 - 19 the college published two issues of the journal.
To bridge the gap between industry and academia	The IQAC is in continuous touch with the industry to tap the current trends and requirements for graduating students, thereby identifying the gaps. These gaps are bridged through delivery of contents beyond syllabus by way of organizing simulation exercises, seminars, lectures by industry professionals, field visits, demonstrations, innovative assignments etc. The gaps in the syllabus are identified and are bridged in the revised syllabus. The senior faculty members were involved as chairman and members in the syllabus revision committee giving us an opportunity to effectively bridge the gaps in the curriculum.
To enhance the employability of the students	The college has adopted a students centric approach and has adopted various employability enhancement mechanisms like career counselling, academic counselling, imparting value added education, exploring newer career options for the students.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Development Committee	17-Jul-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	02-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has an Enterprise Resource Planning (ERP) system in place which enables better planning and monitoring of teaching - learning sessions. This system has enabled our college faculty members to prepare their session plan with projected dates and could be monitored by the academic department. Continual upgradation is carried out to include within this system to enable fields suitable to our college. The faculty is able to upload notes, PowerPoint presentations and assignments into the system which could be accessed by the respective class students. Various reports like daily attendance, monthly attendance, customized attendance in percentage view, session plan status are some of the reports that could be generated. The students could also view their attendance status along with assigned assignments, notes and presentations. Parents of students also had access to the ERP system wherein they could monitor their ward's attendance. Other reports like student strength reports, classwise / overall strength of the College, student attendance reports classwise / studentwise / teacherwise, The use of ERP has enabled: 1. Complete automation for operation of attendance and monitoring of the same. 2. It has also eliminated dependency of faculty managing data at their end. 3. College is able to manage information of classes and generate analytical reports. 4. It is user friendly and require minimal IT skills. 5. It has also enabled effective communication between parents, teachers and students. This information proves essential for the academics department in the way to identify the students who's attendance is not up to the mark and also if the</p>

compliance for theory and practical sessions have been completed. New modules were added to the system to streamline various operations like feedback on faculty, feedback on infrastructure, planning of sessions, mobile application provided by vendor for faculty etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• A procedure is in place for the revision / up-dation of syllabi by SPPU. • Choice based credit system was introduced for BHMCT in the year 2016 – 2017 for the first year and subsequently for the second and third year in 2017 – 18 and 2018 – 19 respectively. The principal and the faculty being actively involved in the curriculum development, underwent training for this curriculum delivery.

• The college planned the delivery of this new curriculum through the following measures:

- o Participation of faculty in curriculum development
- o Faculty training through FDPs - 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 and refreshers training in the industry.
- o Development of teaching material like lesson plan, scheme of work, PPTs, notes, SOPs for practicals, self-learning assignments to suit the curriculum.
- o Purchase of relevant books for the library as per the new syllabus.
- o Equipment and Infrastructure upgradation to support the new curriculum and allocation of resources for the same.
- o Counselling students to choose the right electives based on their interests.
- o Subject allocation as per the faculty knowledge and expertise.
- o Conducting value added courses like communication skills, interview techniques, development of entrepreneurial skills etc.
- o Planning for content beyond syllabus through simulation exercises, guest lectures, field visits, workshops and on the job training for students in the industry.
- o Preparing an Academic Calendar to incorporate all the planned activities for curriculum delivery like guest lecture series, workshops, seminars, field visits and other co-curricular activities.
- o Planning of Time Table to accommodate the additional elective subjects.
- o Ensuring that the course monitoring committee reviews and gives feedback on the curriculum delivery and to address any discrepancies through action plan.
- o Make the necessary changes in the ERP to suit the new requirement.
- o Conducting Internal Academic Audit (cross department) to ensure conformity to the regulations.
- o Implementation and follow-up on activities as per academic calendar.

• The necessary documentation to capture the system is as follows:

- o Academic Calendar
- o Time Table
- o Lesson Plan
- o Course Files
- o Students' attendance
- o Course monitoring reports
- o Academic compliance reports (Compliance of syllabus, lectures, calendar events)
- o Students' feedback on faculty, curriculum delivery and infrastructure.
- o Peer evaluation system
- o Senior faculty mentoring the junior faculty
- o Academic counselling of students
- o Exam and evaluation related documents

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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No Data Entered/Not Applicable !!!

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BHMCT	UG	15/06/2018
BSc	UG (Hospitality Studies)	15/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	35	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Advanced Bakery	04/06/2018	7
Cookery	23/04/2018	11
English Classes	04/06/2018	34
Vedic Cuisine	14/12/2018	4
Authentic Indian Meal	22/10/2018	2
Confectionery Modern Cuisine	09/10/2018	3
Research Methodology	09/08/2018	104
Bridge Course	15/06/2018	79
Basic Yoga	21/06/2018	25
Bartending	06/03/2019	30
Interview Techniques	03/08/2018	58
Basic Bakery	23/04/2018	18
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Hospitality Studies	119
BHMCT	Hotel Operations	92
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Students Feedback: on faculty members is obtained once in each semester, preferably towards the end of the semester. The scores are calculated by the class coordinators and entered in a prescribed format to obtain the percentage scored. An action plan for faculty members who have scored a percentage less than 75 and also shall identify the prominent dissatisfaction parameters. The effectiveness of the action plan has to be monitored by the ACD and recommendation for further improvements, if any is conveyed to the faculty being evaluated and their respective HOD. Feedback is not obtained from students who are undergoing their industrial training programme. To ensure objectivity and validity of the data the feedback will be obtained from more than or at least 50 of the student intake from each class. Infrastructure Feedback : Students Feedback on college infrastructure is obtained once in each academic year. The students fill out the feedback form on given set of parameters .The scores are calculated by the class coordinators and entered in a prescribed format to obtain the percentage. The academic head along with the principal shall prepare an action plan for a score less than 75 and also shall identify the prominent dissatisfaction parameters. The effectiveness of the action plan has to be monitored by the ACD this Feedback is not obtained from students who are undergoing their industrial training programme To ensure objectivity and validity of the data the feedback will be obtained from more than or at least 50 of the student intake from each class. Peer Evaluation: HOD evaluates other faculty performance of conducting a class. This evaluation shall be carried out once in each semester. The evaluation is carried out on a set of parameters with an assigned score for each. The HOD also has to discuss these scores that are calculated with the faculty .HOD to counsel the faculty on weak areas. The obtained score is then compiled and presented to the principal. The academic head along with the principal shall prepare an action plan for a score less than 75 and also shall identify the prominent dissatisfaction parameters. Parents Feedback : Parents Feedback is obtained once in each academic year. The parents provide a feedback about the college facilities. The parents fill out the feedback form on given set of parameters and provide a score for each of the given parameter. The scores are calculated by the class coordinators and entered in a prescribed format to obtain the percentage score. The academic head along with the principal shall prepare an action plan and also shall identify the prominent dissatisfaction parameters .The action plan shall be monitored by the responsible faculty / department as identified in the action plan. Employers Feedback: Feedback is taken from well established employers on students' performance during their industrial training. The feedback is analysed and conveyed to the principal for the further action. Alumni Feedback: These are taken during alumni get together or online on the alumni portal.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Hospitality Studies	120	491	121
BHMCT		60	1793	65
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	596	0	27	0	27

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
27	27	9	9	1	2

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Examination counselling The examination cell carries out counselling for the students for all the courses at the start of the academic year. This is done to encourage them for appearing for examinations and score good marks. It also clarifies the rules for promotion. The exam cell formulates the student's exam committee to encourage the students to prepare for the exams and secure good grades. Course monitoring A course monitoring committee headed by the Principal, Academic HOD and Class representatives meets every month and discusses issues pertaining to teaching methodology, syllabus compliance, understanding of the topic, punctuality of the faculty etc. An action plan is discussed with the academics, in case of any noncompliance and a target date is set and monitored to rectify the problem. Student counselling is carried out in two parts: 1. The students are counselled by the coordinators in a ratio of 1:30. 2. Any special cases referred by the coordinator are recommended to a professional counsellor. 3. Two professional Counselors are available in the College once every week. 4. Career Counselling is done by the Training and Placement Cell, extensively before students go for Internships and Placement interviews. Training and Placement: The Training and Placement coordinator conducts career counselling sessions with the Final year BHMCT and Third year BSc HS Course. The students are updated on how to write a resume, how to face an interview, points to be considered during a group discussion and technical rounds. Soft Skills: English language is the need of the hospitality industry. The Training and Placement cell identifies students who are weak in English and conducts extra sessions. They also recommend students to enrol for certificate courses in English speaking.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
596	27	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

30	27	3	0	10
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mr.Shailendra Darekar	Assistant Professor	Bestpaper award in International Seminar on "Emerging Careers in Niche Hospitalit y",AISSMSCHMCT,Pune .
2019	Dr.Milind Peshave	Professor	Bestpaper award in International Seminar on "Emerging Careers in Niche Hospitalit y",AISSMSCHMCT,Pune .

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Not Applicable	Semester	04/04/2018	31/05/2018
BHMCT	Not Applicable	Semester	17/05/2019	04/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As prescribed by the syllabus of SPPU, the institute conducts various examinations in order to evaluate the students. The main written examination is conducted at the end of each semester. The institute has to ensure that the students are ready for these examinations. In order to do so, Unit tests are planned each semester which the students have to undertake. Also, to promote student's learning and aptitude, practical based subjects include a Continuous evaluation system, wherein students are rated for their tasks during the practical. The institute has a defined set of internal assessment scheme.

University evaluation reforms:

- The CEO and Examination Committee schedules and executes the evaluation process with strict monitoring on regular basis.
- The Principal also reviews the progress in weekly HOD meetings.
- Internal squad comprising of senior faculty members oversees the smooth conduction of university theory examination. The paper corrections of each Unit test are declared within ten days of the conclusion of the test. The students can see their respective answer sheets and discuss their queries with respected subject faculty. The internal marks evaluation is done by respective subject teachers at the end of semester. The students are notified about their performance evaluation (internal marks) which is displayed on notice board. Student can

discuss about any queries with the concerned teacher. Continuous Assessment: The institute believes firmly in continuous evaluation of the students for their sustained performance. Hence a structured evaluation process has been designed and implemented. The Unit tests are prepared and conducted as per the University examination pattern. To prepare students for practical and oral examinations, institute conducts Prelim Practical exams. The institute conducts unit tests, Prelim Exam, Mock Online MCQ Tests appropriately as per the requirement of the concerned syllabi of different classes. Apart from this the students are also evaluated on assignments and solving question papers of previous years.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and also shared with the head of the departments so as to ensure proper execution. Only head of the institution can incorporate minor changes in academic calendar which she may deem fit considering the unforeseen circumstances. The Schedule of all Examinations is given in academic calendar which is also planned keeping in mind the various factors such as • Date of Beginning of the academic sessions. • Last teaching day of the semester. • Completion status of syllabus in order to conduct Internal exams • Date of commencement of SPPU examinations

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://aissmschmct.in/agar/course-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Not Applicable	BSc	Hospitality Studies	107	90	84.1
Not Applicable	BHMCT		50	44	88

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://aissmschmct.in/agar/infrastructure-feedback-2018-19/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	2	Vivacity Foods and Hospitality Pvt. Ltd	0.08	0.08

Industry sponsored Projects	3	Seychelles Tourism Academy	0.03	0.03
Industry sponsored Projects	1	SBEE Sinhagad Business School	0.1	0.1
Industry sponsored Projects	1	WIPRO (Training and Development)	0.05	0.05
Projects sponsored by the University	1	Savitribai Phule Pune University (Seminar)	1	0.71
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Emerging Careers in Niche Hospitality	HMCT	06/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Accommodation Operations	2	5.75
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

Department	Number of Publication
Accommodation Operations	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	25	0	5	30
Presented papers	3	4	0	7
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachhata Pakhawada Abhiyaan	AISSMS CHMCT	1	300
Tree Plantation	AISSMS CHMCT	1	15
World Tobacco Day	AISSMS CHMCT	1	17
Guest Lecture on Disaster Management	AISSMS CHMCT	1	96
Voters Pledge	AISSMS CHMCT	1	39
Guest Lecture on Womens Day (Financial Investment)	AISSMS CHMCT	1	51
Fund Raising for Pulwama Soldiers	AISSMS CHMCT	1	300

Hutatma Diwas	AISSMS CHMCT	1	58
Celebration of 150th Mahatma Gandhi	AISSMS CHMCT	1	24
AIDS Awareness Rally	AISSMS CHMCT	1	27
Celebration of Indian Constitution Day	AISSMS CHMCT	1	47
Reading Day (A.P.J Kalam Jyanti)	AISSMS CHMCT	1	31
NSS Day celebrationn (swachatta is Seva)	AISSMS CHMCT	1	13
Kerala Relief Fund	AISSMS CHMCT	1	4
Visit @ Sasson Hospital (orphanage)	AISSMS CHMCT	1	24
Mahatma Gandhi Jyanti	AISSMS CHMCT	1	6
Zoom2 Photography Competition 18	AISSMS CHMCT	1	9
Swachhata Abhiyaan At Aga Khan Palace	AISSMS CHMCT	1	17
Medical Check Up Camp	AISSMS CHMCT	1	156
Blood Donation Camp	AISSMS CHMCT	1	64
No Horn Campaign	AISSMS CHMCT	1	14
Kargill Vijay Diwas	AISSMS CHMCT	1	300
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Special Winter NSS CAMP	Savitribai Phule Pune University	Special Winter NSS CAMP	1	22
Recycling and Waste Expo 2018	Pimpri Chinchwad Municipal	Recycling and Waste Expo 2018	1	18

	Corporation			
State level workshop NSS	Savitribai Phule Pune University	State level workshop NSS	1	1
Hum Fit Toh India Fit Campaign	Savitribai Phule Pune University	Hum Fit Toh India Fit Campaign	1	14
Tree Plantation at SPPU	Savitribai Phule Pune University	Tree Plantation at SPPU	1	5
Mahitidoot APP	Savitribai Phule Pune University	Mahitidoot APP	1	0
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	Athlone Institute of Technology, Ireland	AISSMS CHMCT AIT	1
Faculty Exchange	Athlone Institute of Technology, Ireland	AISSMS CHMCT AIT	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship abroad	Kareer Krafters Mr. Vipul Mehta Contact Number: 9820226230	07/01/2018	30/06/2019	10
Internship	Internship abroad	Global Education Management Mr. John Fredrick Contact Number: 447738400135	07/01/2018	30/06/2019	7
Internship	Internship abroad	Eduvator Overseas Ltd, Mr. Gaurav R	07/01/2018	30/06/2019	59

		Contact Number: 8668849142			
Internship	Internship abroad	Global career Adviser, Mr. Parag Modi Contact Number:93270 24738	07/01/2018	30/06/2019	2
Internship Domestic	Internship	Conrad, Pune ,Ms. Priyanka Shirke Contact Number:77700 17231	07/01/2018	30/06/2019	8
Internship Domestic	Internship	Crowne Plaza Pune City Center, Ms. Purnima Mali Contact Number: 9545453006	07/01/2018	30/06/2019	8
Internship Domestic	Internship	Hyatt, Pune, Mr. Nikhil Raje Contact Number:91588 96496	07/01/2018	30/06/2019	2
Internship Domestic	Internship	J M Four , Pune contact: 020 4141 4444	07/01/2018	30/06/2019	1
Internship Domestic	Internship	J W Marriott, Pune, Ms. Rabia Bajaj Contact Number: 8146400951	07/01/2018	30/06/2019	9
Internship Domestic	Internship	Oakwood residences, Pune, Ms. Snehal Angre Contact Number: 9923600708	07/01/2018	30/06/2019	1
Internship Domestic	Internship	Ramee Grand Pune,Mr. Rishi Mulani Contact Numb er:860000714 6	07/01/2018	30/06/2019	1
Internship	Internship	Sheraton	07/01/2018	30/06/2019	11

Domestic		Grand, Pune, Mr. Viral Jasani Contact Number: 993041320 4			
Internship Domestic	Internship	Tamanna Inn, Pune Contact Number: 020 6675 1900	07/01/2018	30/06/2019	1
Internship Domestic	Internship	Vivanta By Taj, Blue Diamond, Pune, Mr. Aviral Shukla, Contact Number: 9890462289	07/01/2018	30/06/2019	4
Internship Domestic	Internship	Double Tree by Hilton, Pune, Hamesh Shetty Contact Number: 91 20 6731 3333	07/01/2018	30/06/2019	2
Internship Domestic	Internship	Della resorts, Lonavala, Mr. Rohit Contact Number: 7030900459	07/01/2018	30/06/2019	7
Internship Domestic	Internship	Marriott Executive Apartments, Hyderabad Contact: 040 6790 0000	07/01/2018	30/06/2019	1
Internship Domestic	Internship	Ritz Carlton, Ban glore, Drissy a N Mohan, Contact Number: 7593835102	07/01/2018	30/06/2019	1
Internship Domestic	Internship	Sheraton Banglore Ms. Radhika singh Contact Number: 95139 82002	07/01/2018	30/06/2019	2
Internship Domestic	Internship	Hyatt Regency Pune	07/01/2018	30/06/2019	2

		Ms. Aarti Naik Contact Number: 91588 93008			
Internship Domestic	Internship	Grand Exotica, Pune Contact: 020 4690 0500	07/01/2018	30/06/2019	1
Internship Domestic	Internship	Hotel Spree Shivai, Contact: 020 3061 4900	07/01/2018	30/06/2019	1
Internship Domestic	Internship	ITC Maratha, Mumbai, Ms. Tanvi Contact Number: 9699399952	07/01/2018	30/06/2019	4
Internship Domestic	Internship	J W Marriott, Mumbai Sahar, Mr. Harita Wadke Contact Number: 9833028558	07/01/2018	30/06/2019	3
Internship Domestic	Internship	Trident Hotel Bandra Kurla, Ms. Khatija Daudi Contact Number: (22) 6632 6066	07/01/2018	30/06/2019	2
Internship Domestic	Internship	Aloft, Bangalore, Ms. Sanisha Rashmi Contact Number: 88844 62676	07/01/2018	30/06/2019	1
Placement	Placement	The Oberoi, Mr. Kanchan Chitnis Contact Number: 022 6632 5757	07/01/2018	30/06/2019	6
Placement	Placement	IHGS, Ms. Purnima Kumari Contact Number: 9545453006	07/01/2018	30/06/2019	3

Placement	Placement	Hilton, Ms. Asmita Deshpande Contact Number: 7030102255	01/01/2019	30/06/2019	0
Placement	Placement	Hyatt Regency, Ms. Arti Naik Contact Number: 9158893008	01/01/2019	30/06/2019	3
Placement	Placement	Fortune ITC, Mr. Percy Sabawalla Contact Number: 9096084775	01/01/2019	30/06/2019	0
Placement	Placement	Mc Donalds, Ms. Ritu Yadav Contact Number: 7066254318	01/01/2019	30/06/2019	8
Placement	Placement	Vivanta By Taj Blue Diamond, Mr. Aviral Shukla Contact Number: 9511839706	01/01/2019	30/06/2019	2
Placement	Placement	Hindustan Times, Mr. Abhishek Contact Number: 9930440116	01/01/2019	30/06/2019	0
Placement	Placement	Dominos (Jubilent Food Works), Mr. Kunal Vaidya Contact Number: 02242611572	01/01/2019	30/06/2019	0
Placement	Placement	Pavillion mall, Ms. Tusharika Contact Number: 020 66473100	01/01/2019	30/06/2019	1
Placement	Placement	J W Marriott,	01/01/2019	30/06/2019	3

		Pune, Ms. Rabia Bajaj Contact Number: 8146400951			
Placement	Placement	Malaka spice, Ms. Shweta Singh Contact Number: 7507638666	01/01/2019	30/06/2019	3
Placement	Placement	Ritz Carlton, Ms. Payal Kulkarni Contact Number: 9979863676	01/01/2019	30/06/2019	2
Placement	Placement	Costa cruise Contact Number: 02261679292	01/01/2019	30/06/2019	4
Placement	Placement	IBIS, Pune, Ms. Swati Dhalaria Contact Number: 20 3995 6200 (ext: 203)	01/01/2019	30/06/2019	0
Placement	Placement	Conrad, Ms. Asmita Deshpande Contact Number: 7030102255	01/01/2019	30/06/2019	1
Placement	Placement	Double Tree By Hilton, Pune, Mr. Hamesh Shetty Contact Number: 20 6731 3333	01/01/2019	30/06/2019	0
Placement	Placement	Holiday Inn, Pune Contact Number: 020 6686 2200	01/01/2019	30/06/2019	2
Placement	Placement	Gateway , Hinjewadi, Pune, Ms. Varsha Contact Number: 7767016664	01/01/2019	30/06/2019	0

Placement	Placement	Neeyemo, Mr. Advait Samant Contact Number: 020 6793 4000	01/01/2019	30/06/2019	1
Placement	Placement	Oberoi (Cor porate),Mr. Kanchan Chitnis Contact Number: 022 6632 5757	01/01/2019	30/06/2019	0
Placement	Placement	Sheraton, Pune,Mr. Sameer Noronha Contact Number: 9822909031	01/01/2019	30/06/2019	0
Placement	Placement	Hyatt Pune,Nikhil Raje Contact Number: 20 6606 8870	01/01/2019	30/06/2019	3
Placement	Placement	Ramee Grand, Pune Mr.Hrishi Mulani Contact Number:	01/01/2019	30/06/2019	0
Placement	Placement	Lemon Tree Pune, Rajesh Kumar Contact :020 6768 4343	01/01/2019	30/06/2019	1
Placement	Placement	Oblique Kitchen, Pune Mr. Rahul Kirtikar Contact Number: 8407997469	01/01/2019	30/06/2019	2
Placement	Placement	Marigold Banquests, Mr. Rakesh Shetty Contact Number: 8805262393	01/01/2019	30/06/2019	0
Placement	Placement	Le Flamington, Mr. Taha	01/01/2019	30/06/2019	0

		Khan Contact Number: 8007503355			
Placement	Placement	Le Plaisir, Mr. Siddharth Mahadik Contact Number: 9168397318	01/01/2019	30/06/2019	2
Placement	Placement	Sayaji Hotels Limited Contact Number: 020 4212 1212	01/01/2019	30/06/2019	0
Placement	Placement	Krustys Bistro Contact Number: 020 2543 4033	01/01/2019	30/06/2019	0
Placement	Placement	Delta Corp Limited, Akarsh Mathur, General Manager Contact Number: 70433 18050	01/01/2019	30/06/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Athlone Institute of Technology, Ireland	26/02/2019	Student and Faculty exchange	3
Vivacity Foods and Hospitality Pvt. Ltd	28/06/2018	Menu Engineering, Staff training, Kitchen designing	5
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
43.5	54.02

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM 21	Fully	3.5.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12000	48880095	288	99135	12288	48979230
e-Books	62	0	10955	13570	11017	13570
Journals	7	21200	0	0	7	21200
e-Journals	5	13600	0	0	5	13600
Digital Database	1	13570	0	0	1	13570
CD & Video	369	203534	0	0	369	203534
Library Automation	1	130200	0	0	1	130200
Others (specify)	15	48206	0	0	15	48206
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	94	40	82	2	1	9	24	50	0
Added	2	0	2	0	10	0	2	0	0
Total	96	40	84	2	11	9	26	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Connect	https://www.youtube.com/user/aissmschmt

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
132.97	168.29	185.66	200.13

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College works on the primary objective of imparting quality education which is made possible by providing suitable physical, academic and support facilities. The college has well maintained infrastructure in the form of spacious and well ventilated ICT enabled classrooms, laboratories with latest equipment, Air conditioned seminar halls with ICT etc., to match with the academic requirements. A substantial yearly budget is provided for the maintenance of equipment used in laboratories, sports equipment and also to upgrade the laboratories and augment departmental areas. The financial plan also has budget for procuring books for the library and subscription of e journals/ periodicals. Annual maintenance contract is signed for maintaining crucial equipment of various departments such as water coolers, air conditioners, computers and kitchen equipment. Whereas general upkeep and maintenance of other equipment is carried out by concerned vendors after obtaining approval and sanction from the management, for the same, general upkeep and maintenance of the premises is carried out by the support staff and also outsourced contractor. Academic facilities include classrooms, laboratories and library. Maintenance of classrooms and laboratories Classrooms and public areas are cleaned and maintained regularly by outsourced agency. General repairs of electrical and other fixtures is monitored by the Housekeeping department of the college. The central maintenance department carry out the repairs by inhouse maintenance staff as and when required. AMC is signed for the repairs and maintenance of the ICT equipment used in the classrooms or library, whereas day to day maintenance or repairs are taken care by the inhouse staff. Utilization of the classrooms and laboratories At the

beginning of the semester classrooms are assigned to each year/ batch. The academic timetable is planned to ensure effective utilization of the classroom and laboratories. Each department prepares a density chart for utilization of laboratories by various classes as per the time table. Library Library is maintained by in house nonteaching staff (Librarian Assistant Librarian). It is airy and well ventilated to ensure proper storage conditions of the books. Library facility is available to students from 8am to 8pm on all working days. New arrivals are displayed for the students. Library is fully automated for providing services to the users. Sports ground is available for outdoor sports activities which includes basketball, volley ball, cricket ground etc. It is maintained by the Central body of the society. Indoor games facilities such as Table tennis, Carom, chess etc are also available for the students during their free time. The same is maintained by the inhouse sports in charge.

<http://aissmschmct.in/aqar/procedures-and-policies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Government of Maharashtra Scholarship/Freeship, EBC, Minority Schemes	102	7437887
b) International	Nil	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Course	18/06/2018	81	AISSMS CHMCT
Mentoring and Counselling	12/06/2018	54	Holistic Healing
Mentoring and Counselling	12/06/2018	91	AISSMS CHMCT
Yoga and Meditation	13/07/2018	25	AISSMS CHMCT
Soft Skill Development (English Speaking)	18/07/2018	34	AISSMS CHMCT
Soft Skill Development (Interview, Group discussion and Extempore)	03/08/2018	33	AISSMS CHMCT
Soft Skill Development (Interview, Group	27/02/2019	25	AISSMS CHMCT

discussion and
Extempore)

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Counselling	0	72	0	53

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Major Hotels	44	19	Major Hotels	67	63

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	BHMCT	Hotel Operations	Fanshawe college Boulevard	Hospitality and Tourism Operations Management
2019	1	BHMCT	Hotel Operations	Alogonquin College	Baking and Pastry Arts Management
2019	1	BHMCT	Hotel Operations	Australia	Masters IN INTERNATIONAL TOURISM & HOSPITALITY MGMT
2019	1	BHMCT	Hotel Operations	Australia	Masters
2019	1	BHMCT	Hotel Operations	Canada	Masters

2019	1	BHMCT	Hotel Operations	India	MBA
2019	1	BSc HS	Hotel Operations	Coleman College, Singapore	Advanced diploma in Tourism and Hospitality
2019	1	BSc HS	Hotel Operations	Coleman College, Singapore	Advanced diploma in Tourism and Hospitality
2019	1	BSc HS	Hotel Operations	Coleman College, Singapore	Advanced diploma in Tourism and Hospitality
2019	1	BSc HS	Hotel Operations	New Zealand Management Academy	Diploma in Professional Cookery
2019	1	BSc HS	Hotel Operations	India	Masters in Sports Management,
2019	1	BSc HS	Hotel Operations	Ireland	Masters
2019	1	BSc HS	Hotel Operations	India	MBA
2019	1	BSc HS	Hotel Operations	Canada	Masters
2019	1	BSc HS	Hotel Operations	Canada	Masters
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Fresher Party	Institute Level	240
International Tourism day	Institute Level	11
International Womens day	Institute Level	48
Annual Sports	Institute Level	343
Farewell Party	Institute Level	169
Nukkad Natak	Institute Level	120
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold Medal	National	1	0	16043	Arhant Rajendra Joshi
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There are various Bodies/committees under Academic and Administrative sections having various students in those Bodies/committees performing activities for the students as well as the institute's welfare. The Bodies/Committees are given below with their category. The committees that are under the Academic section are Course Monitoring committee (includes 19 students), Examinations committee (includes 03 students) and Training and placement committee (includes 07 students). Course Monitoring is a committee appointed for the academic updates from the students which gives feedback on classroom teaching and learning, compliance done by the subject teacher and grievance if any. Examinations committee is appointed to become a link between the exams department of the college and the students and encourages them to take exams seriously. Training and placements committee is a learning experience for students who are passing out. They interact with the industry as well. The committees that are under the Administrative section are Women's Grievance (includes 02 students), IQAC Committee (includes 01 student), College Development Committee (includes 01 student), Discipline Committee (includes 25 Students), Media Committee (includes 08 students), National Service Scheme Committee (includes 07 students), Library Committee and Research Committee. Women's Grievance is a committee specifically appointed to address any sensitive issues with regards to women in the college. IQAC committee ensures that the Internal Quality is taken care of and every work is carried according to the same criteria. College Development Committee also known as the CDC is a committee where students contribute their point of view in development of the college. Discipline committee is a committee of students appointed to have a control over the Discipline and decorum standards maintained by the students in and around the college premises. Grooming, which is an integral part of the hospitality industry, is also checked by this committee. Media committee is appointed to make sure the college is active on the various social media Websites like Instagram, Facebook, etc. The committee helps in creating videos and publishing various college events on social media. National Service Scheme is a committee that organizes various social service activities such as Cleanliness drives, Blood donation camps, Tree Plantation, etc. Library committee is organized to make the students aware of the various books available in the college and develop the awareness and importance of reading books. This committee organizes events and awareness drives related to books and reading in general.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

REGISTRATION NO Maharashtra / 834/2004/Pune The Institute has strong Alumni presence across the globe and stay connected through our dedicated alumni portal. Our Alumni organization is registered with charity commissioner, registration no - F36530CP since 2002. The Alumni is very active with the current batch of students and give back to the institute in the following ways, 1) Help in placement and industrial training 2) Guest lectures

3) Participation in CDC 4) Participation in IQAC 5) Participation in Entrepreneur cell 6) Act as mentors to students travelling abroad 7) Resource person for workshops, industrial visit etc. 8) Recommending candidates for admissions. We have separate portal link on our website, where regular updates are posted to keep our alumni in align with institute events. A link on portal called feed gives updates on upcoming events of college and campus .Students can post any query which is addressed immediately. Our Alumni are present globally across 15 countries and can be seen on the world map on alumni portal .The AISSMS CHMCT College Alumni are an active body with regular meetups and get together of classmates and college friends. Alumni meets an initiative taken by AISSMSCHMCT to stay in touch with our alumni and to ensure that our alumni feel connected irrespective of the physical boundaries. These meets have been providing a platform for all alumni to know the progress AISSMS CHMCT has made in the years from when they left the college. The meets are not only an occasion for the alumni to get nostalgic and relive their college memories but also they help us to maintain the strong connect with our alumni and gain from their knowledge and expertise of the industry. Every year we conduct meeting where we felicitate our alumni for their success.

5.4.2 – No. of enrolled Alumni:

779

5.4.3 – Alumni contribution during the year (in Rupees) :

122735

5.4.4 – Meetings/activities organized by Alumni Association :

Guest lectures Judge for Athitya competition Job placement External examiner Mentoring

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Teaching learning The academic department is responsible for allocation of subjects. This is done in consultation with the HOD of each department and is based on the faculty areas of expertise. The faculty also decide on co curricular activities to be conducted during the year and the same is incorporated in the academic calendar. The department head is responsible for the day to day functioning of the department which is also the link between the top management and the faculty members. The department head also allocates departmental work. The faculty evaluate themselves through the API, before being evaluated by the HODs and finally by the Principal. Examination department The College Examination Officer and the examination committee is appointed from amongst the faculty and is entirely responsible to carry out examination duties. The internal concurrent evaluation parameters are decided by this committee and is based on the recommendations of the faculties. Annual purchase The annual purchase requirements are given by the concerned department heads, it is further consolidated, checked by the Principal and further sent to the top management for approval. Once the purchase has been sanctioned the purchases are carried out by the individual departments.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • Principal Dr. Sonali Jadhav and Dr. Rasika Gumaste have been appointed as members of BOS under Savitibai Phule Pune University. • Dr. Sonali Jadhav was appointed as the Chairman of the syllabus revision committee. • Faculty members of the college were involved in the formulation of a new syllabus for FYBHMCT and FYBSc HS course under Savitibai Phule Pune University. <p>Faculty members were deputed as subject chairman and / or members for various subjects in this formulation process.</p>
Human Resource Management	<ul style="list-style-type: none"> • AICTE / Govt Norms are followed for faculty qualification and recruitment. • Faculty recruitment procedure of the university is followed and faculty is selected by the selection panel of the university. Service conditions are as per the govt norms / AICTE / UGC norms • 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. • Training the Nonteaching staff is conducted by respective faculty. • The 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 PostGraduation. • 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.
Teaching and Learning	<ul style="list-style-type: none"> • Two Internal and One External audit of Academic procedure is conducted to ensure continual improvement Teaching Processes. • FDP, workshops and seminars training for industrial updation 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. • Classes and Laboratories are well equipped with 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. • Elearning data base is available in library • PPT's. 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 programs 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 and Alumni of the institution. • Various workshops, Theme Lunches are organized to encourage students to work as a team. • The college conducts cocurricular and extracurricular activities for skills development like theme dinners, competitions etc.

Examination and Evaluation

The examinations for the programmes offered is conducted by the University and hence, the college has no control

over the evaluation. However, for the internal evaluation, the college has developed the strategies for quality improvement: 1. Question papers are prepared by faculty appointed by the examination department. 2. The question papers are printed by the examination department. 3. The unit test is conducted as per the procedure. 4. The paper is assessed by the concerned faculty. 5. Assignments are given to the students failing in the internal examinations. 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. Internal audits of Examination procedure is conducted to ensure continual improvement.

Research and Development

- The college publishes a research journal named Atithya A journal of Hospitality and to motivate the faculty and students to publish papers, we do not charge any publication fee, a total of 21 research papers have been published in academic year 2018 19.
- The college has formulated a research committee to enhance the quality of research publications. In an effort to do so, the committee has published the Faculty Publication policy to monitor the quality of research publications.
- The committee conducts workshops for students to sensitize them on research ethics and to guide them with the research methodology for their research projects.
- Faculty members are allotted as guides to students to monitor the quality of their projects.
- 03 Faculty members received their PhD degree in the academic year.
- The research scholars can avail a funding of Rs. one lakh as required for their doctoral research.

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 also maintains a Bank of power point presentation for core subjects. • Annual purchases carried out to upgrade the infrastructure and equipment. • Annual maintenance contracts (AMC's) are done for infrastructure and critical equipment. • Cleaning and maintaining of common / public areas is outsourced and monitored by inhouse 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. • Sufficient budgets are allocated for repairs and maintenance and for upgradation of equipment technology in the laboratories.

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. • The placement status .

Admission of Students

• Admission to Bachelor in Hotel

Management Catering Technology (BHMCT) program is 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 12th standard Merits and is at the college level. The eligibility criteria are regulated by Savitribai Phule Pune University. • The College participates in various educational fairs and exhibition to promote hospitality education also college information hoardings are put across the strategic locations in various cities of the state. • College Advertisements are placed in newspapers and Bill boards. • 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 May 2018.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • A perspective plan is made by the college which acts as a blue print for the next five years. The same is uploaded on the college website for reference. • Academic Event Calendar displays the events planned for the entire academic year on the website • Academic Plan states the faculty subject allotment and administrative duties for the academic year • Budgets Core and the Ancillary Department HODs submit a budget stating requirement for the academic year • Purchase Requirements are planned and monitored using ICT.
<p>Administration</p>	<ul style="list-style-type: none"> • The college has adopted an Enterprise Resources Planning (ERP) for e-governance of academic and administrative processes. • Agenda for meetings and notices are mailed to faculties. • Liaison with statutory bodies like AICTE, SPPU and UGC happens through the web portal. • The college has adopted an online web portal for students grievance and same is monitored by the college authorities.

Finance and Accounts	<ul style="list-style-type: none"> The administration and accounts department uses Tally software for their regular updates and audits
Student Admission and Support	<ul style="list-style-type: none"> BSc HS Course The college website provides online information regarding admission of the BSc HS course - documents required, the last date for submission of forms, display of merit list. BHMCT course Maharashtra CET cell Mumbai and Admission regulatory authority display the admission process stating the registration process, schedule of exam. After the display of result, documents are upload and verification is done by facility centre which is approved by the Maharashtra CET cell Mumbai and Admission regulatory authority, the further on filling up of option forms, allotment of colleges are done. After which the CAP rounds are conducted at the college level.
Examination	<ul style="list-style-type: none"> The college website displays the academic calendar stating the exam dates for unit test, Internal ATKT, University practical exams

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Ms. Rajeshree Pol	Innovative Practices in Teaching	Pune Hoteliers Association	200
2018	Dr. Milind Peshave	Innovative Practices in Teaching	Pune Hoteliers Association	200
2018	Dr. Anuradha Karmarkar	Innovative Practices in Teaching	Pune Hoteliers Association	200
2018	Dr. Gauri Shah	Innovative Practices in Teaching	Pune Hoteliers Association	200
2018	Mr. Suraj Mhashilkar	Bartending (Conveyance)	Mixology	3000
2018	Dr. Sonali Jadhav	Educon International education conference in Moscow Russia	Sakal	300000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Motivational tools to be positive in life.	Nil	27/08/2018	27/08/2018	22	0
2018	Food Safety Training and Certification.	Nil	13/06/2018	13/06/2018	22	0
2018	Six Thinking Hats. (Faculty Development Programme)	Nil	23/11/2018	23/11/2018	25	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Motivational tools to be positive in life.	22	27/08/2018	27/08/2018	1
Food Safety Training and Certification.	22	13/06/2018	13/06/2018	1
Six Thinking Hats. (Faculty Development Programme)	25	23/11/2018	23/11/2018	1
J. W. Marriott (Refresher Training programme)	5	15/05/2019	18/05/2019	4
Bombay Canteen (Refresher Training programme)	2	05/12/2018	06/12/2018	2

IHM Aurangabad (Refresher Training programme)	1	31/10/2018	02/11/2018	3
Short Term Course	7	23/04/2018	08/06/2018	35
Best practices followed in FO HK In Conrad Pune (Refresher Training programme)	2	17/10/2018	22/10/2018	4
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
24	7	40	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Funding for professional development PhD., attending seminar, workshops, demonstrations, insurance scheme, credit society, provident fund, on duty meals, faculty appreciation	Insurance scheme, credit society, provident fund, on duty meals, faculty appreciation	Pro rata for sports Gymkhana fee Corpus Fund Medical examination - first year NSS Swaya nirvaha ekak shulka vidyarthi kalyan nidhi Vidyarthi surakha vima nidhi Apatkalion nidhi Vikas nidhi Sanganak shulka

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audits for the accounts department are conducted biannually to ensure that the financial transactions are in order and well accounted for. Any nonconformity are addressed and the records are streamlined as per the norms of standard auditing system. The college has a tie up with R P Mutha Associates for the external audit of the financial records. They audit the records at the end of every financial year and issues the certified balance sheet for that financial year.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Savitribai Phule Pune University, Bundi Tecnology Pvt LTd, Nanda Parghi	249500	Atithya sponsorship, Renting of Kitchen, Renting of Canteen
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6.4.3 – Total corpus fund generated

1491120

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Symbiosis College of Arts and Commerce	Yes	AISSMS CHMCT
Administrative	Yes	Symbiosis College of Arts and Commerce, RP Mutha and Associates	Yes	AISSMS CHMCT

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Anti Ragging Committee Ms. Bidari mother of Ms. Alvina Bidari 4th year student is part of this committee • Parents are also a part of the First year induction programme, Industrial Training meeting for the second year students in India and Abroad, and Campus placements meetings • Coordinators are also interact with the parents regarding the wards attendance and academic progress

6.5.3 – Development programmes for support staff (at least three)

1. Cross departmental training 2. Skills enhancement • Making of Tea coffee • Towel Origami • Floor Cleaning • Identification of Glass ware 3. ERP training 4. TISS briefing through ICT on the Objective Course structure ERP

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. An External Audit was conducted as per the guidelines of the NAAC 2. An Incubation centre is introduced to promote entrepreneurial projects 3. Conduct of workshops and course work for faculty and students to enhance the quality of research. 4. Organise refreshers training programme for faculty to update their knowledge and skills. 5. Initiate the process to apply to UGC for Autonomy 6. Initiate a process for listing of college research journal in the CARE list 7. Mentoring other institutions for NAAC related activities through conduct of audits and workshops.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Academic and Administrative Audit	11/04/2019	11/04/2019	11/04/2019	21
2018	Refreshers Training Programme	17/10/2018	17/10/2018	18/05/2019	8

2018	International Seminar on Emerging Careers in Niche Hospitality	06/02/2019	06/02/2019	07/02/2019	2
2018	Faculty Development Programme	23/11/2018	23/11/2018	23/11/2018	25
2018	Applying for inclusion of the college journal in UGC list of Approved journals	12/09/2018	12/09/2018	12/09/2018	0
2018	Course work on Research Methodology	09/08/2018	09/08/2018	10/08/2018	104
2018	Applying to the content selection and advisory board (CSAB) for inclusion of our college journal in Scopus	20/07/2018	20/07/2018	20/07/2018	0
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Guest Lecture was organised on Gender sensitization conducted by Ms. Shahnaj Bhola, Counsellor, Freelancer	01/03/2019	01/03/2019	43	15

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Energy and green audit was conducted wherein recommendations of previous year was implemented such as replacement of all FTLs with 20 W Energy Efficient LEDs, proper disposal of ewaste etc. 2. Vermicompost pits are installed in

college campus for composting wet garbage 3. Tree plantation drive organized in premises by NSS students 4. MulaMutha Riverside cleaning initiative was taken by NSS students near Pune corporation area 5. Celebrated Swachata Pakhwada wherein students visited slum areas made awareness about importance of cleanliness 6. Use of LED lights in all classrooms and corridors 7. Guest lecture on Sustainability and Conservation of Environment conducted by Protectera Ecological Foundation 8. Solar panels in the campus for generating electricity in girls hostel

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	2
Ramp/Rails	Yes	0
Provision for lift	Yes	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	0	02/09/2018	1	Organised Marathon by JW Marriott in College Campus	Local Advantage	35
2018	1	0	20/09/2018	1	Blood donation camp	Local Advantage	64
2018	1	0	24/09/2018	1	Medical Check Up Camp	Local Advantage	156
2018	1	0	27/11/2018	10	Central Assessment Process (CAP) BSc HS BHMCT	Local Advantage	21
2018	1	0	06/06/2018	1	Facilitation centre for BHMCT	Local Advantage	131
2019	1	0	24/04/2019	3	Recruitment drive conducted in campus	Local Advantage	10

					by Swiggy Bangalore (Nanda Pargi)		
2019	0	1	11/01/2019	1	AIDS Awareness Rally	Engage with and contribute to local community	27
2018	0	1	12/08/2018	1	No Horn Campaign organised on busy signal near college campus	Engage with and contribute to local community	64
2018	0	1	28/08/2018	1	Nukkad Natak	Engage with and contribute to local community	226
2019	0	1	15/04/2019	10	Short course in bakery cookery	Engage with and contribute to local community	10

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Discipline rules regulation for students	03/07/2019	Students were informed about the same in the college assembly. A disciplinary committee is formed to monitor the execution of the rules by the students. The rules and regulations are available on the website.
Social media guidelines for Faculties Students	03/07/2019	The parent society has formulated guidelines for social media activities by faculty students. The same was put up on the notice board, addressed in the assembly and circulated amongst the faculty students through official media channel
Guidelines for students research project	03/07/2019	The research cell has formulated the guidelines to be followed for their

		respective research project and the same was communicated through official media channels and monitored by the faculty students guide.
Research guidelines for Faculty members	03/07/2019	The research cell has formulated the guidelines to be followed for faculty research project publications which was communicated through official media channels and monitored by the research cell.
Library Rules	03/07/2019	Students were informed about the same in the college assembly. A library team monitors the execution of the rules by the students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Mahatma Gandhi Birth Anniversary	02/10/2018	02/10/2018	6
Celebration of Indian Constitution day	26/11/2018	26/11/2018	56
International Yoga day	21/06/2018	21/06/2018	25
Kargil Vijay divas	26/07/2018	26/07/2018	342
World tourism day	27/09/2018	27/09/2018	10
Worlds AIDS Prevention day	11/01/2019	11/01/2019	30
Hutatma Divas	30/01/2019	30/01/2019	78
Fund Rising for Pulwama Soldiers	22/02/2019	22/02/2019	580
NSS Day celebrationn (swachatta is Seva)	12/10/2018	12/10/2018	16
Visit @ Sasson Hospital (orphanage)	05/10/2018	05/10/2018	26

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Vermicompost Wet garbage generated in kitchen are composted in campus
2. Usage of the plastic has been reduced to minimum.
3. Garbage segregation Dry and wet garbage is segregated. Dry garbage is collected and disposed by Swachha
4. Tree plantation NSS volunteers planted 201 trees at different location

5. LED lights Energy is conserved by using LEDs at various locations

6. Skylight College building has skylights for natural sunlight and saves energy

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Innovation and Startup Center: Goal: To encourage students to translate Ideas and Inventions into a product or Service that creates value. To encourage students to think out of the box through projectbased learning. Concept: This cell has organized various activities co - curricular and extracurricular for innovation and entrepreneurship development amongst the students. The students are given exposure to think out of the box and come up with ideas that can be converted into profitable ventures, through competitions, simulation exercises, and interactive sessions with entrepreneurs as also field visits and working with startup businesses. • Organize guest lectures by entrepreneurs: Entrepreneurs are invited to the College to share their experiences with the students. • Organize activities to encourage students to explore innovative ideas: Competitions are conducted thereby giving a platform for the students to come up with startup and innovative business ideas and showcase in the form of a project. • Simulation exercises through selffinanced commercial activities like operating a restaurant, organizing theme dinners and organizing selfsustaining large scale events like Atithya (International Inter Collegiate competitions). • Encouraging students to intern with the entrepreneurs thereby giving them a firsthand experience on entrepreneurship opportunities and challenges. • Research on entrepreneurship projects

The Practice: Following activities were conducted in the academic year 2018 2019:

Sr. No	Activity Details	No. of students participated
1	Guest Lectures Chef Siddhartha Mahadik owner of Le Plaisir spoke on attributes required to become an entrepreneur.	46
2	Theme Dinner Entrepreneurial activity organized by TYBScHS students for two days. Students conducted entire activity including planning of budget, selling of passes and analyzing income and expenditure statement.	72
3	Competition Poster competition	34
4	CATEFETE	2019
5	8 Flower Arrangement Competition	4
6	AURO Competition NBCC	2019
7	Nestle Student Chef	5
8	Chandiwala Hospitality Ensemble	2018
9	4 Event Management Mocktails festival Organized by BHMCT students for one day wherein students prepared innovative Mocktails and sold it in the campus.	62
10	Atithya International Inter Collegiate	12
11	competitions were organized over three days which includes four food production competitions, three F B service competitions, three Room division management competitions, one Quiz competition and one common competitions for all departments.	170
12	5 Working with Entrepreneurs Students working at Le Plaisir, Brasserie cinq and Oblique Restaurant.	20
13	6 Project Reports • Setting up an outdoor Catering Company. • Franchising Process - Subway. • Feasibility of Setting up and Operating an Event catering Management Business in Ichalkaranji. • Feasibility of Setting up and Operating an Event Management Company in Pune. • Start Up and Operations of a Restaurant A Case Study.	05

Evidence of Success: Number of entrepreneurs' in last 5 years

Sr. No.	Name of students	Year	Organization
1	Aditya Nakate	2015	Kafeneio
2	Sunil Kale	2015	Kafeneio
3	Nikhil Unnikrishnan	2015	Bubble Bee and Highland Lounge
4	Sanket Gore	2016	Viram Enterprises
5	Aditya Mynepalli	2017	Aditya kishor photography
6	Aman Sharma	2017	Little Punjab
7	Jasraj Khebudkar	2018	Lucifers tavern
8	Admane Hardik	2018	Hotel Tiranga

Theme Dinner Income Expenditure Statement:

Income	Expenditure	Particular	No.	Rate	Amount	Rs.	Particulars
Overheads	Amount	Rs.	Guest Passes	279	600.00	167400.00	Accommodation
14276	Food Beverage Service	16700	Food Production	75600	Overheads (College)	15	25110
Total	167400.00	Total	131686	Expenditure	131686	Profit	35,714.00

Problems encountered and resources required notes: 1. Time is a major constraint to take on long term projects as academics has to be given priority. 2. The Industry is still

hesitant about taking on students on commercial projects and a confidence building activity between industry and students is the need of the hour. 2.

Title of the Practice: Decentralized Processes Goal: To exercise decentralization of process by creating a strong organization structure with welldefined roles and responsibilities at each level so as to increase the productivity. Concept: • The organization structure should place the employees at various levels of hierarchy 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. • Each department has its own autonomy and clearly defined responsibility. The department head is accountable for its operations and controls the process on 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 is made in the form of an academic calendar in the beginning of the semester which includes guest lectures, field visits, demonstrations, formal lunches, theme diners and other cocurricular extracurricular 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: • Management has to identify and coordinate numerous linked activities. An activity that asks for the inputs and outputs are given in various forms. • It is the systematic identification and management of these integrated activities and the interactions between various departments. • 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 managements 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 departments 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 HOD. 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://aissmschmct.in/aqar/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Provision of quality education in hospitality: • College has permanent affiliation to SPPU and is recognised under 2F12B of UGC. • Accredited by NAAC with "A" grade and NBA accredited for BHMCT from 201718 to 202122 • College is ranked number 3 in Maharashtra and number 1 in Pune by "Week Magazine" ranked 28th in best Hotel Management Colleges by "India Today Magazine" survey 2018 • It is the most preferred college in Pune for admission amongst the aspiring candidates which is proved by 100 admissions for the entire seats. • Savitribai Phule Pune University (SPPU) has stopped publishing the list of university toppers for last 3 years, however college has consistently given university toppers and good results. • Industry interaction and liaisoning is an ongoing process which happens year round in the form of student's industrial training, placements, Outdoor catering (ODC), Industrial visits, guest lectures, evaluation of competition etc. • Additional intake for both BscHS courses and BHMCT courses has been approved and started. • Colleges has signed a MoU with TISS (Tata Institute of Social Sciences) for starting skilled based courses keeping in view the rising need of youths and the hotel industry. • College has a research centric atmosphere which encourages the faculty and students to conduct the research, Further, college has its own research journal "Atithya Journal of Hospitality" which is a biannual journal and has been in circulation for last 4 years. • In the year 201819 a total of 25 research papers have been published by the faculty members in various national and International Journals. • Faculty members are appointed on reputed committees like "Board of Studies of SPPU", "Syllabus Revision", "Examination" and other professional bodies. • Ten faculty members are PhD holders and 10 faculty are at various stages of completion. • Consultancy services are provided in areas of "Product Development", "Training Development", "Other operational areas" and "conduct of Academic Audits" • Students are encouraged to participate in various local and national level competitions and have won many competitions in Culinary, Rooms Division and F B Service. Few prominent among them are Banarsidas Chandiwala - Delhi, Christ University - Bangalore, Auro University -Surat etc.

Provide the weblink of the institution

<http://aissmschmct.in/aqar/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

The college has chalked out the following plan for the next academic year

- NAAC reaccreditation: The College will apply for the 2nd cycle for NAAC accreditation by March 2020.
- UGC Autonomy: The college has applied for autonomy to the UGC and with regards the same, the following activities are planned.
 - o Administration Reforms: The College will have to restructure the programme administration in line with the statutory requirements. The college plans to create an Academic Council and Board of Studies for execution of autonomous programmes.
 - o Syllabus Enrichment: The syllabus would be reviewed for gaps between the IndustryAcademia and necessary action would be taken to bridge the gaps.
 - o Exam Reforms: The Examination and evaluation pattern would be reviewed and a uniform and more robust exam pattern would be adopted to capture the development of the students and to enhance employability.
 - o Introduction of value added courses: The College plans to explore the possibilities to introduce value added courses to enhance employability and cater to a wider crosssection of the society.
- Inclusion of College Journal in UGC CARE list: The research journal is in process of revise for inclusion in the UGC CARE list and will modify the administrative process to enhance the quality of publications.
- Capacity building programmes for Teaching NonTeaching Staff: The College plans to organize a series of guest lectures, workshops, Seminars to enhance the knowledge and skill of the staff.
- Faculty Recruitment: In the year 201920, the college has been granted an additional intake for the BHMCT programme, in view of the same, the college plans to recruit new faculty members for the said additional intake.
- Teaching Learning: To plan for the time table based on the revised curriculum and to implement the same as per the guidelines of the University.
- Academic Calendar: The academic calendar is planned in accordance with the curriculum requirements and the activities planned for the year.