All India Shri Shivaji Memorial Society's
COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
55-56, Shivajinagar, Pune - 411 005

VINCOTTE
ISO 9001:2008 Certified

Tel. No.: **(020) 6500 2959, 25521365, Tele-Fax: (020) 2552 0488**
E-mail: info@aissmschmct.in Web Site: www.aissmschmct.in

(Approved by All India Council for Technical Education, New Delhi, Recognized by Govt. of Maharashtra & Affiliated to Univerdsity of Pune)
NAAC Accredited Grade 'A'

Attendance for the meeting held on Wednesday, 12th July 2017

NO.1 /2017 - 18

Sr. No.	Members	Designation	Signature
1	Prof. Sonali Jadhav (Principal)	Chairman	Sonali
2		Member of Management	—
3	Mr. Sunder Srinivasan (Asst. Professor)	Director of IQAC	
4	Mr. Bandish Mehta (General Manager, Novotel)	Industry Employer	AB
5	Mr. Ambar Rode (Proprietor, Le Petit Amour)	Hospitality Entrepreneur	Ambar.
6	Ms. Priya Ranade (Executive Housekeeper, Magarpatta Clubs & Resorts)	Alumni	AB
7	Mr. Ajay Dangat (Senior Clerk)	Senior Administrative Officer	
8	Mr. Milind Peshave (Asst. Professor)	Teacher	AB
9	Ms. Rasika Gumaste (Asst. Professor)	Teacher	Rasika
10	Ms. Rajeshree Pol (Asst. Professor)	Teacher	
11	Mr. Arun Sherkar (Asst. Professor)	Teacher	Arun
12	Ms. Arati Prabhu (Asst. Professor)	Teacher	Arabhu
13	Ms. Meyola Fernandes	Teacher	Meyola
14	Mr. Anirudha Kakirde	Student Representative	Aniruddha K

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I D no. MGT/PU-31

Minutes of the IQAC Committee
MEETING NO 1/2017-2018, HELD ON 12th July 2017

A meeting of the IQAC committee was held at 2.30 pm in the Principal's cabin, to review and take necessary decisions on the Agenda. The meeting was conducted under the chairmanship of Dr. Sonali Jadhav as per the Agenda, when the following were present:-

1.	Dr. Sonali Jadhav	---	Chairman (IQAC)
2.	Mr. Sunder Srinivasan	---	Director (IQAC)
3.	Ms. Rasika Gumaste	---	Teacher
4.	Ms. Rajeshree Pol	---	Teacher
5.	Dr. Arun Sherkar	---	Teacher
6.	Ms. Meyola Fernandes	---	Teacher
7.	Ms. Arati Prabhu	---	Teacher
8.	Mr. Ajay Dangat	---	Senior Administrative Officer
9.	Mr. Ambar Rode	---	Hospitality Entrepreneur
10.	Mr. Anirudha Kakirde	---	Student Representative

Since the information was received from Mr. Bandish Mehta, Ms. Priya Ranade (Alumni), Dr. Milind Peshave (Teacher), that they would not be able to attend the meeting, their leave was sanctioned.

The following decisions were taken in the meeting:-

Minutes of Meeting held on 12th July 2017

Agenda 1: To read out the minutes of the previous meeting
Resolution 1: The minutes of the previous meeting held on 03rd April 2017 were read out by Director, IQAC.

Follow-up actions of the following issues were discussed:

a) The training & placement department has initiated additional support for competency and proficiency in English speaking skills for students. They have also prepared a comprehensive module for students who register for placements through college.

Director
IQAC

Chairman
IQAC

b) The parent and student who take a decision to undergo international training will have to jointly sign an undertaking taking responsibility for their decision and consequences thereof.
c) Examination department has initiated counselling the classes regarding the importance of examinations.
d) The NBA audit will be conducted in the month of September 2017. The Principal has informed the AISSM Society about the schedule.
e) Short courses were conducted in the months of April to June 2017. Three batches of cookery and bakery (2 weeks each) and one batch of advanced bakery (1 week) were done.

Agenda 2: To discuss the probable members to be a part of College Development Committee.
Resolution 2: As per the new Maharashtra Public Universities Act, the College is in the process of formation of College Development Committee consisting of members from the Management, Faculty, Non-Teaching Staff and local members from education, industry, research, social sector and an alumni. The following names have been recommended to be a part of this committee:

Designation of the Nominee	Name of the person recommended
Head of the Department	Dr. Milind Peshave
3 teachers of the college	1. Prof Rasika Gumaste 2. Prof Sunder Srinivasan 3. Prof Prachi Wani
1 Non-Teaching employee	Mr. Ajay Dangat
4 local members from the field of education, industry, research, social sector of which 1 is an alumni	1. Dr. Praful Pawar (Dean, Faculty of Mgt.) 2. Dr. Seema Zagade (Research Guide SPPU) 3. Mr. Ambar Roday (Propreitor L'Amour & Alumni) 4. Mrs. Vineeta Date (Trustee – Environment Conservation Association)
Co-ordinator IQAC	Dr. Arun Sherkar
President & Secretary of the College Student Council	Name to be recommended after the student council elections
Principal of the College – member Secretary	Dr. Sonali Jadhav

The Management of AISSM Society has been informed to nominate 2 representative for the designation of:
1. Chairman of Management or his nominee ex-officio chairman
2. Secretary of the Management of his Nominee

Director
IQAC

Chairman
IQAC

Agenda 3: To identify areas / processes to be documented.
Resolution 3: The IQAC has identified the following processes for which documented procedures need to be prepared:

Identified Process	Process Head
Admissions	Mr. Ajay Dangat
Academic department	Dr. Arun Sherkar
Examination department	Ms. Meyola Fernandes
Operations (consisting of core areas - Food Production, Accommodation, Food & Beverage Service)	Dr. Milind Peshave Ms. Rasika Gumaste Ms. Rajeshree Pol
Training & Placement department	Ms. Arati Prabhu
Research	Dr. Milind Peshave
Library	Ms. Bindu Singh
Student welfare (consisting of areas – SWO, Sports, NSS)	Ms. Gauri Shah Mr. Suraj Mhashilkar Mr. Manoj Suryawanshi

The documented procedures to be prepared and finalized by respective process heads and placed for approval in the next IQAC meeting.

Agenda 4: To discuss alignment of examinations and academics with the curriculum prescribed by Savitribai Phule Pune University.
Resolution 4:
In the academic year 2017 – 2018 the BHMCT and BSc HS courses will follow two patterns:-

Course	Year / Semester	Syllabus pattern
BHMCT	1st & 2nd Year (Sem 1 - 4)	Management, Credit System (2016)
BHMCT	3rd & 4th Year (Sem 5 – 8)	Management, Old Pattern (2008)
BSc HS	1st Year	Science, (Annual Pattern 2015)
BSc HS	2nd Year (Sem 2 – 3)	Science, (2015)
BSc HS	3rd Year (Sem 5 – 6)	Management, Old Pattern (2008)

The Exam Department will prepare a schedule which will enable the staff and students to understand at a glance about the conduct of examinations for the above mentioned course patterns

Director
IQAC

Chairman
IQAC

Agenda 5: To discuss the academic calendar for the academic year 2017 - 2018
Resolution 5: The academic calendar for the academic year 2017 – 2018 was reviewed. The IQAC has approved the same and recommended to upload the same on the college website. The event coordinator to monitor, update and report any non-compliance on regular basis.

Agenda 6: To discuss the flowchart and timeline to be followed by students for Second Year BSc HS 402 - project report
Resolution 6: The Research Cell has prepared and initiated the implementation of the flowchart and timeline to be followed for Second Year BSc HS 402 - project report.

Agenda 7: To review the status of AQAR for academic year 2016-2017.
Resolution 7: The AQAR for academic year 2016-2017 is on the final stage of preparation and shall be sent to NAAC by the end of July 2017.

Agenda 8: To review the performance of placement cell for academic year 2016-2017.
Resolution 8: Details of placement are as given:-

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
24	BHMCT – 15 BSc HS – 19	BHMCT – 15 BSc HS – 19	Nil

Agenda 9: To review the result analysis and student progression of even semester 2016-2017 and First Year BSc HS.
Resolution 9:
Result analysis for ODD and EVEN semester 2016 – 2017

ODD Semester 2016 - 2017

Title of the Programme	**Total no. of students appeared**	**Division**				
		Distinction %	**I %**	**II %**	**III %**	**Pass %**
BHMCT	202	42.07%	34.65%	20.70%	2.47%	78.25%
BSc HS	205	15.31%	35.90%	6.40%	1.00%	61.50%
MHMCT	2	-	100%	-	-	-

Grade system is followed for MHMCT

Director
IQAC

Chairman
IQAC

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EVEN Semester 2016 – 2017

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BHMCT	187	34.22%	60.42%	20.32%	5.34%	82.50%
BSc HS	292	29.20%	17.40%	17.70%	---	61.25%
MHMCT	2	-	100%	-	-	-

Grade system is followed for MHMCT

Student progression has been initiated by the examination department and a comparative data shall be available for the next IQAC meeting.

Agenda 10: To review the status of journal publication and faculty publication for academic year 2016-2017.
Resolution 10: The committee reviewed the journal publication 'Atithya: A Journal of Hospitality' and faculty publication for academic year 2016-2017. The following details were observed:-
The college journal:

- 2nd issue of Volume 2 was published in December 2016
- 1st issue of Volume 3 in May 2017
- 19 research papers have been published in the year 2016 – 2017 by faculty members of the college.

Agenda 11: To discuss encouragement of staff to expand their knowledge base.
Resolution 11: The HOD of respective department will conduct sessions within their own team wherein one member will study and present a relative topic at the end of the semester. The HOD to maintain record of the same.

Agenda 12: Any other issues with the permission of the chair.
Resolution 12:

a) The IQAC Director henceforth will be noted as IQAC Coordinator.

b) Dr. Arun Sherkar is nominated as the IQAC Coordinator.

c) Mr. Sunder Srinivasan is nominated as a member (Teacher) IQAC

d) Vote of thanks was given by the Director of IQAC.

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Director
IQAC

Chairman
IQAC

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INTERNAL QUALITY ASSURANCE CELL MEMBERS

Name of Member	Designation
Dr. Sonali Jadhav Principal	Chairman
Shri Ajay Uttamrao Patil Treasurer, AISSM Society, Pune -5	Management Representative
Dr. Arun Sherkar Associate Professor	Coordinator
Mr. Bandish Mehta General Manager, Novotel, Pune	Member – Hospitality Industry
Mr. Ambar Rode Proprietor, Le Petit Amour, Pune	Member – Hospitality Entrepreneur
Ms. Priya Ranade Freelance, Housekeeping Services and Solutions	Member – Alumni
Dr. Milind Peshave Associate Professor	Teaching Member
Ms. Rasika Gumaste Assistant Professor	Teaching Member
Ms. Rajeshree Pol Assistant Professor	Teaching Member
Ms. Meyola Fernandes Assistant Professor	Teaching Member
Ms. Arati Prabhu Assistant Professor	Teaching Member
Mr. Sunder Srinivasan Assistant Professor	Teaching Member
Mr. Ajay Dangat Senior Administrative Officer	Non-Teaching Member
Mr. Anirudha Kakirde	Student Representative

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AGENDA FOR THE INTERNAL QUALITY ASSURANCE CELL MEETING NO. 1/2017-2018

A meeting of the Internal Quality Assurance Cell of All India Shri Shivaji Memorial Society's College of Hotel Management & Catering Technology, 55-56, Shivajinagar, Pune – 411005 will be held at 02.30 pm on Wednesday, 12th July 2017 in the Principal's cabin to review and take necessary decision on the undermentioned subjects. The Internal Quality Assurance Cell members are requested to attend the said meeting.

(Dr. Sonali Jadhav)
Chairman
IQAC & Principal
AISSMS College HMCT, Pune

AGENDA

SUBJECT NO.: 1
To discuss the probable members to be a part of College Development Committee.

SUBJECT NO.: 2
To identify areas / processes to be documented.

SUBJECT NO.: 3
To discuss alignment of examinations and academics with the curriculum prescribed by Savitribai Phule Pune University.

SUBJECT NO.: 4
To discuss the academic calendar for the academic year 2017 - 2018

SUBJECT NO.: 5
To discuss the flowchart and timeline to be followed by students for Second Year BSc HS 402 - project report

SUBJECT NO.: 6
To review the status of AQAR for academic year 2016-2017.

SUBJECT NO.: 7
To review the performance of placement cell for academic year 2016-2017.

SUBJECT NO.: 8
To review the result analysis and student progression of even semester 2016-2017 and First Year BSc HS.

SUBJECT NO.: 9
To review the status of journal publication and faculty publication for academic year 2016-2017.

SUBJECT NO.: 10
To discuss encouragement of staff to expand their knowledge base.

REVIEW ANY OTHER SUBJECT WITH THE PERMISSION OF THE CHAIR.

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I D no. MGT/PU-31

Minutes of the IQAC Committee
MEETING NO 3/2016-2017, HELD ON 03rd April, 2017

A meeting of the IQAC committee was held at 03.00 pm on 03rd April, 2017 in the Principal's cabin, to review and take necessary decisions on the Agenda. The meeting was conducted under the chairmanship of Dr. Sonali Jadhav as per the Agenda, when the following were present:-

1.	Dr. Sonali Jadhav	---	Chairman (IQAC)
2.	Dr. Milind Peshave	---	Teacher
3.	Ms. Anuradha Karmarkar	---	Teacher
4.	Ms. Rasika Gumaste	---	Teacher
5.	Ms. Rajeshree Pol	---	Teacher
6.	Mr. Arun Sherkar	---	Teacher
7.	Ms. Meyola Fernandes	---	Teacher
8.	Ms. Arati Prabhu	---	Teacher
9.	Mr. Ajay Dangat	---	Senior Administrative Officer
10.	Mr. Sunder Srinivasan	---	Director (IQAC)

Since the information was received from Ms. Priya Ranade (Alumni), Ms. Arati Prabhu (Teacher), that they would not be able to attend the meeting, their leave was sanctioned.

The following decisions were taken in the meeting:-

Minutes of Meeting held on 03rd April 2017

Agenda 1: To read out the minutes of the previous meeting
Resolution 1: The minutes of the previous meeting held on 22nd December 2016 were read out by Director, IQAC.

Follow-up action of the following issues were discussed:

a) The college has applied to Savitribai Phule Pune University, Pune for a new college AISSMS College of Science & Hospitality Studies.

Director
IQAC

Chairman
IQAC

b) The grants received from Savitribai Phule Pune University under Quality Improvement Program (QIP) was as follows:

Category	Amount Received
Laboratory Equipment	67,055/-
Sports Equipment / Material	35,250/-
Seminar	53,545/-
Vidyarthi Kalyan	65,750/-
Total	2,21,600/-

c) The academics department has to regularly follow-up of compliance of subjects which are taught by visiting faculty

d) A total of 12 research papers were published during the period June 2016 to December 2016.

e) The status of students placed for industrial training is as follows:.

Total No. of Students	Domestic training	International training	Self-placed
105	**74**	**30**	**1**

Agenda 2: To discuss how employability and campus recruitment of students can be enhanced for better results.

Resolution 2:

To increase employability of students, the Training & Placement Department will implement the following: -

a) Additional support to build their personality,
b) Technical competency and proficiency in English speaking skills.

At the start of the final year, a comprehensive module will be shared with all students registered for job placement through college. This module will have sub-modules on industry desirables like: -

a) Grooming and hygiene
b) Personality development
c) Interview and group discussion preparation
d) Current affairs update
e) Use of body language etc.

Director
IQAC

Chairman
IQAC

Students will also be identified for their English communication skills in the First year of their course. The training & placement department will address the issue by three methods. These will be:-

a) One-to one mentoring
b) Extra classes
c) Two week training program

Agenda 3: To discuss challenges faced by training & placement department in internship and placement.
Resolution 3: There are two broad issues being faced while students are on training:-
a) Those applying to go abroad for training, need to understand and consider their ATKT examinations that generally happen during their training tenure.
b) Their training start and end date should be as prescribed to ensure that they complete the training and are able to appear for their University examinations.

In order to communicate and address the above, students will be asked to meet along with their parents, wherein the process will be explained to them in detail. Based on which they are free to take a decision to undergo International training and in such a case the concerned student and parent will have to jointly sign an undertaking taking responsibility for their decision and consequences thereof.

Agenda 4: To discuss challenges faced by faculty members in lecture compliance and improvement in system to minimize the challenges.
Resolution 4: The Academics Department will:

a) Print a monthly compliance report for the lectures conducted.
b) Highlight subjects that need compliance and ensure additional sessions are conducted.
c) Mention budgeted lectures in the ERP to enable self-monitoring by faculty
d) Provide a format in the monthly attendance sheet for faculty to monitor their compliance on monthly basis

Agenda 5: To discuss motivation of students to take their examination seriously.
Resolution 5: The examination department will counsel each class regarding the importance of examinations. The faculty members should also speak about this during their classes.

Agenda 6: To discuss the progress in preparation for NBA audit.
Resolution 6: The dates for the NBA audit are not finalized. The committee decided that the college adheres to all the NBA norms and the same to be audited during the ISO audit.

Agenda 7: To discuss conducting of short courses in cookery and bakery.
Resolution 7: The AISSM Society has approved short courses in cookery and bakery to be conducted during the months of April to June 2017. Three batches of cookery and bakery (2

Director
IQAC

Chairman
IQAC

weeks each) and one batch of advanced bakery (1 week) is scheduled. Advertisement for the same to be published in the newspaper and through use of social media.

Agenda 8: Any other issues with the permission of the chair.
Resolution 8:

a) The departments need to plan their purchase requirements and to submit the same by 15th April 2017

b) College to optimize utilization of funds available under the Student Welfare of Savitribai Phule Pune University.

c) Letter of invitation to be sent for new the new members Mr. Bandish Mehta (General Manager, Novotel) and Mr. Ambar Rode (Proprietor, Le Petit Amour)

d) IQAC members to prepare and submit the AQAR to IQAC coordinator by end of June 2017.

e) Vote of thanks was given by the Director of IQAC.

----- x -----

Director
IQAC

Chairman
IQAC

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COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

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NAAC Accredited Grade "A"

VINCOTTE ISO 9001 : 2008

Dr. Sonali Jadhav
Ph. D (HR) MPM, BHTM.
B.A. DHMCT
Principal

Shri. Malojiraje Chhatrapati
Honorary Secretary
AISSM Society

Ref. No.: HMCT/NAAC/2016-2017/ 3378

Date: 12 JUN 2017

To,
Mr. Bandish Mehta
General Manager, Novotel
Viman Nagar Road, Ramwadi,
Pune – 411014

Sub: Invitation to be a part of the Internal Quality Assurance Cell (IQAC) of AISSMS' College of HMCT, Pune

Respected Sir,

Our college has been accredited with Grade 'A' by the National Assessment and Accreditation Council (NAAC) established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country.

We have established an Internal Quality Assurance Cell (IQAC) which monitors and channelizes all efforts and measures of the institution towards promoting its holistic academic excellence.

We would like to invite you as a member of our Internal Quality Assurance Cell (IQAC) and be a part of this august committee.

We request you to accept this invitation.

Thanks and kind regards,

COLLEGE H.M.C.T. A.I.S.S.M.S. PUNE

Sonali J

Dr. Sonali Jadhav
Principal

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