



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

55-56, Shivajinagar, Pune - 411 005



ISO 9001:2008 Certified

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

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

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

I D no. MGT/PU-31

No :- HMCT/NOTICE/2014-15/1079

Notice

The members of the Internal Quality Assurance Cell are hereby informed to attend the meeting scheduled on 21st November 2014

Venue – Principal's Office

Agenda :

1. To identify duties and responsibilities of the IQAC committee members.
2. To review the online internal exam conducted in October 2014.
3. To review the compliance status of the academic calendar of the college for the academic year 2014 – 2015 (Even Semester)
4. To review the compliance status of the theory and practical classes conducted during the Even Semester for the academic year 2014 – 2015
5. Any other issues with the permission of the chair

Prof. Sonali Jadhav
Chairman IQAC

Date: 05/11/2014



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ID no. MGT/PU-31

HMCT/IQAC/2014-15/1232

Date :- 24/11/2014

Minutes of Meeting held on 21st November 2014

Agenda 1: To identify duties and responsibilities of the IQAC committee members.

Resolution 1: The various committee members identified are allotted departments as follows:

Head	Department
Anuradha Karmarkar	Teaching Learning Process
Arun Sherkar	Examination
Heads of departments	Operations
Sunder Srinivasan	Quality Management System
Rasika Gumaste	Infrastructure Maintenance
Ajay Dangat	Administration
Arati Prabhu	Training & Placement

They shall follow the guidelines prescribed in the documented procedures of the college and amendment of the same to reflect in their respective job descriptions.

All departments should plan their activities and implement them conscientiously. They are also expected to exhibit control over their activities.

Training and Placement personnel to be included into the IQAC committee and to be present in the future proceedings

Agenda 2: To review the online internal exam conducted in October 2014-2015

Resolution 2: The online internal exam was reviewed and found conducted successfully without any problems. The committee suggested exploring use of this software for any other subjects.

Agenda 3: To review the compliance status of the academic calendar of the college for the academic year 2014 – 2015 (Odd Semester)

Resolution 3: The academic calendar was reviewed and found that out of the scheduled 30 events 28 have been completed and 01 event shall be done in the last week of November 2014. Hence the compliance status stands at 96% achieved and satisfactory.

Agenda 4: To review the compliance status of the theory and practical classes conducted during the odd semester for the academic year 2014 – 2015

Resolution 4: The compliance of the theory and practical classes conducted during the odd semester for the academic year 2014 – 2015 was reviewed and found 100% achieved. Member of management Shri Ratnakar Jitkar appreciated the efforts taken by all faculty members.

Agenda 5: Any other issues with the permission of the chair

- The Chairman requested the accounts head of the AISSM Society management if possible be available during the NAAC peer team visit.



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The committee also requested Member of management to kindly look into the approval of requirements for the NAAC peer team visit by the management at the earliest.

The heads of department to keenly follow up on the completion of the new kitchen and restaurant

Vote of thanks was given by the Director of IQAC.


Director
IQAC


Chairman
IQAC



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Attendance for the meeting held on 21st November 2014

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