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

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(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

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Notice

The members of the Internal Quality Assurance Cell are hereby informed to attend the meeting scheduled on 23rd April 2015 at 3.00 pm.

Venue – Principal's Office

Agenda :
1. To read out the minutes of the previous meeting
2. To review the compliance status of the classes (theory & practical) and academic calendar for the academic year 2014 – 2015 (Even Semester)
3. To review the academic calendar of the college prepared for the academic year 2015 – 2016
4. To review the subject allocation of faculty members for academic year 2015 – 2016 (ODD Semester)
5. To review the performance of Research Cell and Training & Placement Cell
6. To discuss the findings of the various feedbacks of the college for the academic year 2014 – 2015
7. To discuss the parameters of various feedback formats
8. To discuss the contents for preparation of AQAR
9. To discuss proceedings for annual purchase of the college for academic year 2015 – 2016
10. Any other issues with the permission of the chair

Prof. Sonali Jadhav
Chairman IQAC

Date: 07/04/2015
HMCT/2014-15/IQAC/2439

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Minutes of Meeting held on 23rd April 2015

Agenda 1: To read out the minutes of the previous meeting
Resolution 1: The minutes of the previous meeting held on 21st November 2014 were read out by Director, IQAC

Agenda 2: To review the compliance status of the classes (theory & practical) and academic calendar for the academic year 2014 – 2015 (Even Semester)
Resolution 2: The compliance of the theory and practical classes conducted during the even semester for the academic year 2014 – 2015 was reviewed. The status show a few subjects have complied to more than required number of theory / practical sessions whereas four theory and two practical subjects were found to have one or two sessions short of compliance
The academic calendar was reviewed and found that out of the scheduled 26 events 25 have been completed. Hence the compliance status stands at 96% achieved and satisfactory.

Agenda 3: To review the academic calendar of the college prepared for the academic year 2015 – 2016
Resolution 3: All the department heads have prepared a consolidated list of events to be conducted. These departmental heads need to review the same along with principal and upload on college website at the earliest

Agenda 4: To review the subject allocation of faculty members for academic year 2015 – 2016 (ODD Semester)
Resolution 4: The allocation of subjects has been carried out by the academics department. Workload has been distributed amongst the faculty members covering most of the subjects.

Agenda 5: To review the performance of Research Cell and Training & Placement Cell
Resolution 5: 35 research papers have been published in the year 2014 – 2015. The research cell has initiated a journal "ATITHYA A Journal of Hospitality" with ISSN: 2394 – 6644 and the first issue was published in January 2015. The second issue will be published in August 2015.

Agenda 6: To discuss the findings of the various feedbacks of the college for the academic year 2014 – 2015
Resolution 6: Faculty scoring less than 75% in their teaching feedback attended sessions conducted by HOD / Academic Head as a part of the action plan. A re-evaluation was done to evaluate their performance.
The infrastructure feedback stated that more than 70% of the students were satisfied with the facilities of the college.

Agenda 7: To discuss the parameters of various feedback formats
Resolution 7: The HOD's to have a brainstorming session with the principal to decide parameters of various feedback forms. The ICT department was asked to check the feasibility of online system for submission of feedback.

Agenda 8: To discuss the contents for preparation of AQAR

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Resolution 8: Mr. Milind Peshave briefed the members on Annual Quality Assurance Report, guidelines for which shall be discussed in subsequent IQAC meetings, departmental and NAAC meetings.

Agenda 9: To discuss proceedings for annual purchase of the college for academic year 2015 – 2016

Resolution 9: The purchase requirements should be submitted be all the concerned staff members by end of March 2015. These requirements to be forwarded for approval in the first week of May 2015 and the purchase procedure to start in July 2015.

Agenda 10: Any other issues with the permission of the chair:

a) SMS system that is available with the college can be utilized by staff members to communicate with students. The faculties to be made aware of the utilization of the same through a short session. The contact numbers of students needs to be updated at the beginning of the semester.

b) The process of collecting parents contact numbers to be initiated. Class coordinators need to ensure these numbers are collected at the earliest.

c) The database of the online students test module needs to be updated with more questions. Respective faculties and departmental heads to ensure that questions are added regularly.

d) The Academic Performance Indicator (API) needs to be discussed with all faculty members to bring clarity and better understanding of certain parameters before the next submission.

Vote of thanks was given by the Director of IQAC.

Director
IQAC

Chairman
IQAC

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Attendance for the meeting held on 23rd April 2015

Sr. No.	Members	Designation	Signature
1	Prof. Sonali Jadhav (Principal)	Chairman	Sonali J
2	Mr. Sunder Srinivasan (Asst. Professor)	Director of IQAC	Sunder
3	Mr. Ratnakar Jitkar	Member of Management	Ab
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	Ranade 23/4/15
7	Mr. Ajay Dangat (Senior Clerk)	Senior Administrative Officer	Ab
8	Ms. Anuradha Karmarkar (Asst. Professor)	Teacher	
9	Mr. Milind Peshave (Asst. Professor)	Teacher	Peshave
10	Ms. Rasika Gumaste (Asst. Professor)	Teacher	Rasika
11	Ms. Rajeshree Pol (Asst. Professor)	Teacher	Ab
12	Mr. Arun Sherkar (Asst. Professor)	Teacher	Arun
13	Ms. Arati Prabhu	Teacher	Ab