



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

55-56, Shivajinagar, Pune - 411 005



ISO 9001:2008

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)

ID no. MGT/PU-31

Notice

The members of the Internal Quality Assurance Cell are hereby informed to attend the meeting scheduled on Wednesday, 02nd September 2015 at 3.00 pm.

Venue – Principal's Office

Agenda :

1. To read out the minutes of the previous meeting
2. To identify faculty members of college for syllabus formulation of BHMCT course for Savitribai Phule Pune University.
3. To review the ISO 9001:2008 surveillance audit-2 conducted in July 2015.
4. To review the details / status of Atithya A Journal of Hospitality.
5. To discuss on conducting an in house Faculty Development Program.
6. Any other issues with the permission of the chair.

Prof. Sonali Jadhav
Chairman IQAC

Date: 13.08.2015

26 AUG 2015

HMCT/IQAC/2015-16/532.



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Minutes of Meeting held on 02nd September 2015

Agenda 1: To read out the minutes of the previous meeting

Resolution 1: The minutes of the previous meeting held on 23rd April 2015 were read out by Director, IQAC.

Follow-up action of the following issues were discussed:

- Cell phone numbers of parents were collected by respective class coordinators for SMS system database.
- SMS system is being utilized to inform parents about the shortfall of attendance of their ward.
- The database of the online students test module has been updated with more questions for the Odd Semester 2015.
- Designing of a new Academic Performance Indicator (API) can be explored with parameters that relevant to HMCT.
- Online feedback system can be incorporated in the Enterprise Resource Planning system which is being developed for the college.

Agenda 2: To identify faculty members of college for syllabus formulation of BHMCT course for Savitribai Phule Pune University.

Resolution 2: The principal has identified seventeen faculty members who will be a part of the syllabus formulation of BHMCT course. The concerned authorities from Savitribai Phule Pune University will be conducting a training session for these faculty members in mid-September 2015. The college shall be providing a written order for the same after the session is conducted.

Agenda 3: To review the ISO 9001:2008 surveillance audit-2 conducted in July 2015.

Resolution 3: A surveillance was conducted by Lead Auditor Mr. P. S. Saptarshi representing Vincotte India International Ltd. to observe the implementation of the systems as per ISO 9001:2008. The auditor was satisfied with all the systems being alive and utilized to the best, hence suggested continual of approval of ISO 9001:2008 accreditation. He also recommended training to be imparted for ISO 9001:5015 which shall be implemented in the next re-registration cycle.

Agenda 4: To review the details / status of Atithya A Journal of Hospitality.

Resolution 4: The second issue of ATITHYA A Journal of Hospitality is in the pre-print stage and the published issue shall be available in mid-September. A total of nine research papers have been submitted out of which two are from out of Maharashtra state. The next issue shall be published in January 2016.

Agenda 5: To discuss on conducting an in house Faculty Development Program.

Resolution 5: Two faculty development programs have been planned for the current academic year. One of this faculty development program has been conducted during the beginning of the academic year and the second program is scheduled for April 2016. The principal recommended that all faculty members should carry out a refresher's training once in three years at reputed hotels.



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Agenda 6: Any other issues with the permission of the chair.

- The planning for the college annual event "ATITHYA 2016" to be initiated by all department heads.
- An IQAC calendar to be planned for the academic year 2015 -2016
- To phase out event report writing and shift to a preparing a proceedings register.

Vote of thanks was given by the Director of IQAC.


Director
IQAC


Chairman
IQAC



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Attendance for the meeting held on 02.09.2015

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	
5	Mr. Sushant Rege (Asst. Manager J.W Marriott, Pune)	Alumni	
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	
13	Ms. Arati Prabhu	Teacher	