



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)  
ID no. MGT/PU-31

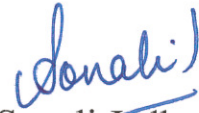
## Notice

The members of the Internal Quality Assurance Cell are hereby informed to attend the meeting scheduled on Friday, 12<sup>th</sup> February 2016 at 3.00 pm.

**Venue – Principal's Office**

### Agenda :

1. To request for a new member of Management from AISSM Society to be a part of IQAC
2. To initiate AQAR report preparation.
3. To include student member for IQAC.
4. To shift from ISO 9001:2008 to ISO 9001:2015.
5. Any other issues with the permission of the chair.

  
Prof. Sonali Jadhav  
Chairman IQAC

Date: 01.02.2015



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## Minutes of Meeting held on 12<sup>th</sup> February 2016

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

**Resolution 1:** The minutes of the previous meeting held on 02<sup>nd</sup> September 2015 were read out by Director, IQAC.

Follow-up action of the following issues were discussed:

- A workshop was conducted for revision of BHMCT syllabus as per choice based credit system under Savitribai Phule Pune University by resource persons Dr. Khedkar, (Dean, Faculty of Management, SPPU), Dr. Nikam (Professor, Dept. of Botany, SPPU) and Mr. Milind Peshave (Asst. Professor, AISSMS CHMCT). This revised syllabus will be in effect from the academic year 2016 – 2017.
- A training session for ISO 9001:2015 has been scheduled for the faculty members in the month of July 2016.
- The second issue of ATITHYA A Journal of Hospitality is published and the issue is available on Publishing India website.
- A faculty development program was conducted in the month of December 2015 and refresher trainings will be conducted in the month of June.
- The college annual national event “ATITHYA 2016” was executed as planned. A total of 18 teams participated in the various competitions held during this event.
- An IQAC calendar was planned for Academic year 2015 – 2016.
- Shifting of event report writing to event proceeding register not undertaken in the academic year 2015 - 2016.

**Agenda 2:** To request for a new member of Management from AISSM Society to be a part of IQAC.

**Resolution 2:** Principal, Dr. Sonali Jadhav will be writing to the management requesting appointment of a new member of Management from AISSM Society to part of IQAC.

**Agenda 3:** To initiate AQAR report preparation.

**Resolution 3:** The Director – IQAC informed all the present department heads to read through the requirements of the AQAR. Criteria-wise heads have been identified and shall coordinate with the IQAC Chairman and Director for the requisite details.

**Agenda 4:** To include student member for IQAC.

**Resolution 4:** IQAC Chairman has suggested to include a student member in the IQAC from the next IQAC meeting.

**Agenda 5:** To shift from ISO 9001:2008 to ISO 9001:2015

**Resolution 5:** The QMR – ISO informed the committee of shifting from ISO QMS 9001:2008 to QMS 9001:2015. A training program for the same is scheduled in July 2016.



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

- The Chairman informed the committee members that the college has applied for inclusion under section 2f & 12b of the UGC Act and are awaiting response for the same.
- The QMR – ISO informed the committee members of the completion of the internal audit of all departments in the last week of December 2015.

Vote of thanks was given by the Director of IQAC.

  
Director  
IQAC

  
Chairman  
IQAC





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**Attendance for the meeting held on 12.02.2016**

Sr. No.	Members	Designation	Signature
1	Prof. Sonali Jadhav (Principal)	Chairman	
2	Mr. Sunder Srinivasan (Asst. Professor)	Director of IQAC	
3	Mr. Siva Kumar M (Director HR, Oakwood Premier, Pune)	Industry Employer	AB
4	Mr. Sushant Rege (Asst. Manager J.W Marriott ,Pune)	Alumni	AB
5	Ms. Priya Ranade (Executive Housekeeper, Magarpatta Clubs & Resorts)	Alumni	AB
6	Mr. Ajay Dangat (Senior Clerk)	Senior Administrative Officer	
7	Ms. Anuradha Karmarkar (Asst. Professor)	Teacher	
8	Mr. Milind Peshave (Asst. Professor)	Teacher	
9	Ms. Rasika Gumaste (Asst. Professor)	Teacher	Rasika
10	Ms. Rajeshree Pol (Asst. Professor)	Teacher	Rajeshree
11	Mr. Arun Sherkar (Asst. Professor)	Teacher	Arun
12	Ms. Arati Prabhu	Teacher	
13			