



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)
I D no. MGT/PU-31

Notice

The members of the Internal Quality Assurance Cell are hereby informed to attend the meeting scheduled on Wednesday, 31st August 2016 at 3.00 pm.

Venue – Principal's Office

Agenda :

1. To review the AQAR of college for the academic year 2015 – 2016
2. To review the industrial collaboration initiatives taken by the college.
3. To review the details of Atithya – A Journal of Hospitality
4. To review the placement status of students.
5. To review the short courses in cookery and bakery conducted in the college.
6. To review the annual purchase requirements of the college.
7. To discuss the Academic Calendar for the academic year 2016 – 2017
8. Any other issues with the permission of the chair.

Prof. Sonali Jadhav
Chairman IQAC

HMCT/IQAC/2016-2017/ 598.
Date: 19.08.2016



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Minutes of Meeting held on 31st August 2016

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

Resolution 1: The minutes of the previous meeting held on 12th February 2016 were read out by Director, IQAC.

Follow-up action of the following issues were discussed:

- Principal has written to the management requesting for a member to be a part of the IQAC committee. Their response is awaited.
- AQAR of the college for academic year 2015 – 2016 was completed and reviewed by the IQAC members in the month of June 2016 and minor changes were pointed out for rectification.
- A student member Mr. Anirudha Kakirde has been identified to be a member of IQAC.
- A training program on ISO 9001:2015 has been completed on 24th June 2016.
- The Chairman informed the members that the college was successful in acquiring the status of 2f & 12b under the UGC Act thereby making the college eligible to receive grants under the provisions of UGC.

Agenda 2: To review the AQAR of college for the academic year 2015 – 2016.

Resolution 2: The AQAR of the college for academic year 2015 – 2016 was submitted to the NAAC Board through email on 14th July 2016 and acceptance of the same was received on 18th July 2016.

Agenda 3: To review the industrial collaboration initiatives taken by the college.

Resolution 3: The industrial collaboration initiatives taken by the college were as follows:-

The college had signed a MoU of Rs. 10,00,000/- (Ten lakh) with M/s Vivacity Foods Pvt. Ltd, Pune to develop their business model.

The college was involved in a quality audit of Ratnasagar Resort, Ratnagiri. The audit was conducted and the findings were submitted to them. The fees for this audit was Rs. 17,000/- (Seventeen Thousand)

The college is also pursuing collaboration with <https://yourstory.com> for joint research report on hospitality which can be published on electronic media.

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

Resolution 4: The first issue of the second volume of ATITHYA A Journal of Hospitality was published in June. The next issue shall be published in November 2016.


Director
IQAC


Chairman
IQAC



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Agenda 5: To review the placement status of students.

Resolution 5: Details of campus placement are as given:-

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
23	BHMCT – 13, BSc HS – 26	BHMCT – 13, BSc HS – 25	Nil

Agenda 6: To review the short courses in cookery and bakery conducted in the college.

Resolution 6: Short courses in cookery and bakery were successfully conducted in the months of May – June 2016. The report of the same is submitted to the AISSM Society. These short courses have generated an additional revenue of Rs, 2,00,000/- (Two Lakh)

Agenda 7: To review the annual purchase requirements of the college.

Resolution 7: The annual purchase requirements has been submitted to the AISSM Society and the process of purchase has been initiated by the college.

Agenda 8: To discuss the Academic Calendar for the academic year 2016 – 2017.

Resolution 8: The academic calendar for the academic year 2016 – 2017 was reviewed. It has been uploaded on the college website.

Agenda 9: Any other issues with the permission of the chair.

- The Chairman informed the committee members of the approval of the Perspective Plan in the Local Managing Committee and being forwarded to be placed in the Governing Council Meeting.
- Ms. Meyola Fernandes to be included in the IQAC as a member of Examination Department and Mr. Arun Sherkar will be a member of Academics Department.
- New members to be identified to represent the Hospitality Industry and entrepreneur.
- The Chairman informed the committee members of the submission of the SAR to NBA Committee and are awaiting the dates for the audit.


Director
IQAC


Chairman
IQAC



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- e) The college has applied for grants under the Quality Improvement Program of Savitibai Phule Pune University, Pune for categories of workshops, equipment's and sports equipment's.
- f) The college has applied for grants under section 2f & 12b of the UGC Act for a National Seminar to be conducted in the current semester.
- g) The college has successfully re-registered for ISO 9001:2008 in the month of July 2016.
- h) The ERP system for monitoring student's attendance has been introduced with satisfactory outputs.
- i) Feedback on teaching learning process and buddy / peer evaluation has been completed. Cross evaluation and surprise visits were followed. An action plan has been devised for faculty whose performance is below satisfactory level.
- j) The new syllabus for BHMCT and BSc HS course has been introduced by Savitibai Phule Pune University, Pune as given below:
- Choice based credit system has been introduced for the First Year of the BHMCT course.
 - The BSc HS course is shifted from Faculty of Management to Faculty of Science. Annual syllabus pattern instead of semester syllabus pattern has been introduced for the First year of the BSc HS course.
- k) Vote of thanks was given by the Director of IQAC.


Director
IQAC


Chairman
IQAC



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Attendance for the meeting held on 31.08.2016

Sr. No.	Members	Designation	Signature
1	Prof. Sonali Jadhav (Principal)	Chairman	
2		Member of Management	—
3	Mr. Sunder Srinivasan (Asst. Professor)	Director of IQAC	
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	— AB —
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 (Asst. Professor)	Teacher	