



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

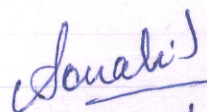


Tel. No.: (020) 6500 2959, 25521365, Tele-Fax: (020) 2552 0488
E-mail: info@aissmschmct.in Web Site: www.aissmschmct.in

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

AGENDA FOR THE INTERNAL QUALITY ASSURANCE CELL MEETING NO. 1/2017-2018

A meeting of the Internal Quality Assurance Cell of All India Shri Shivaji Memorial Society's College of Hotel Management & Catering Technology, 55-56, Shivajinagar, Pune – 411005 will be held at 02.30 pm on Wednesday, 12th July 2017 in the Principal's cabin to review and take necessary decision on the undermentioned subjects. The Internal Quality Assurance Cell members are requested to attend the said meeting.


(Dr. Sonali Jadhav)
Chairman
IQAC & Principal
AISSMS College HMCT, Pune

AGENDA

SUBJECT NO.: 1

To discuss the probable members to be a part of College Development Committee.

SUBJECT NO.: 2

To identify areas / processes to be documented.

SUBJECT NO.: 3

To discuss alignment of examinations and academics with the curriculum prescribed by Savitribai Phule Pune University.

SUBJECT NO.: 4

To discuss the academic calendar for the academic year 2017 - 2018

SUBJECT NO.: 5

To discuss the flowchart and timeline to be followed by students for Second Year BSc HS 402 - project report

SUBJECT NO.: 6

To review the status of AQAR for academic year 2016-2017.

SUBJECT NO.: 7

To review the performance of placement cell for academic year 2016-2017.

SUBJECT NO.: 8

To review the result analysis and student progression of even semester 2016-2017 and First Year BSc HS.

SUBJECT NO.: 9

To review the status of journal publication and faculty publication for academic year 2016-2017.

SUBJECT NO.: 10

To discuss encouragement of staff to expand their knowledge base.

REVIEW ANY OTHER SUBJECT WITH THE PERMISSION OF THE CHAIR.



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ID no. MGT/PU-31

**Minutes of the IQAC Committee
MEETING NO 1/2017-2018, HELD ON 12th July 2017**

A meeting of the IQAC committee was held at 2.30 pm in the Principal's cabin, to review and take necessary decisions on the Agenda. The meeting was conducted under the chairmanship of Dr. Sonali Jadhav as per the Agenda, when the following were present:-

1. Dr. Sonali Jadhav	---	Chairman (IQAC)
2. Mr. Sunder Srinivasan	---	Director (IQAC)
3. Ms. Rasika Gumaste	---	Teacher
4. Ms. Rajeshree Pol	---	Teacher
5. Dr. Arun Sherkar	---	Teacher
6. Ms. Meyola Fernandes	---	Teacher
7. Ms. Arati Prabhu	---	Teacher
8. Mr. Ajay Dangat	---	Senior Administrative Officer
9. Mr. Ambar Rode	---	Hospitality Entrepreneur
10. Mr. Anirudha Kakirde	---	Student Representative

Since the information was received from Mr. Bandish Mehta, Ms. Priya Ranade (Alumni), Dr. Milind Peshave (Teacher), that they would not be able to attend the meeting, their leave was sanctioned.

The following decisions were taken in the meeting:-

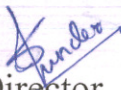
Minutes of Meeting held on 12th July 2017

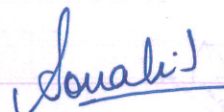
Agenda 1: To read out the minutes of the previous meeting

Resolution 1: The minutes of the previous meeting held on 03rd April 2017 were read out by Director, IQAC.

Follow-up actions of the following issues were discussed:

- The training & placement department has initiated additional support for competency and proficiency in English speaking skills for students. They have also prepared a comprehensive module for students who register for placements through college.


Director
IQAC


Chairman
IQAC



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- b) The parent and student who take a decision to undergo international training will have to jointly sign an undertaking taking responsibility for their decision and consequences thereof.
- c) Examination department has initiated counselling the classes regarding the importance of examinations.
- d) The NBA audit will be conducted in the month of September 2017. The Principal has informed the AISSM Society about the schedule.
- e) Short courses were conducted in the months of April to June 2017. Three batches of cookery and bakery (2 weeks each) and one batch of advanced bakery (1 week) were done.

Agenda 2: To discuss the probable members to be a part of College Development Committee.

Resolution 2: As per the new Maharashtra Public Universities Act, the College is in the process of formation of College Development Committee consisting of members from the Management, Faculty, Non-Teaching Staff and local members from education, industry, research, social sector and an alumni. The following names have been recommended to be a part of this committee:

Designation of the Nominee	Name of the person recommended
Head of the Department	Dr. Milind Peshave
3 teachers of the college	1. Prof Rasika Gumaste 2. Prof Sunder Srinivasan 3. Prof Prachi Wani
1 Non-Teaching employee	Mr. Ajay Dangat
4 local members from the field of education, industry, research, social sector of which 1 is an alumni	1. Dr. Praful Pawar (Dean, Faculty of Mgt.) 2. Dr. Seema Zagade (Research Guide SPPU) 3. Mr. Ambar Roday (Propreitor L'Amour & Alumni) 4. Mrs. Vineeta Date (Trustee - Environment Conservation Association)
Co-ordinator IQAC	Dr. Arun Sherkar
President & Secretary of the College Student Council	Name to be recommended after the student council elections
Principal of the College - member Secretary	Dr. Sonali Jadhav

The Management of AISSM Society has been informed to nominate 2 representative for the designation of:

- 1. Chairman of Management or his nominee ex-officio chairman
- 2. Secretary of the Management of his Nominee


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IQAC


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Agenda 3: To identify areas / processes to be documented.

Resolution 3: The IQAC has identified the following processes for which documented procedures need to be prepared:

Identified Process	Process Head
Admissions	Mr. Ajay Dangat
Academic department	Dr. Arun Sherkar
Examination department	Ms. Meyola Fernandes
Operations (consisting of core areas - Food Production, Accommodation, Food & Beverage Service)	Dr. Milind Peshave Ms. Rasika Gumaste Ms. Rajeshree Pol
Training & Placement department	Ms. Arati Prabhu
Research	Dr. Milind Peshave
Library	Ms. Bindu Singh
Student welfare (consisting of areas – SWO, Sports, NSS)	Ms. Gauri Shah Mr. Suraj Mhashilkar Mr. Manoj Suryawanshi

The documented procedures to be prepared and finalized by respective process heads and placed for approval in the next IQAC meeting.

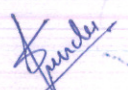
Agenda 4: To discuss alignment of examinations and academics with the curriculum prescribed by Savitribai Phule Pune University.

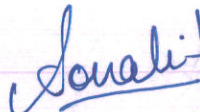
Resolution 4:

In the academic year 2017 – 2018 the BHMCT and BSc HS courses will follow two patterns:-

Course	Year / Semester	Syllabus pattern
BHMCT	1 st & 2 nd Year (Sem 1 - 4)	Management, Credit System (2016)
BHMCT	3 rd & 4 th Year (Sem 5 – 8)	Management, Old Pattern (2008)
BSc HS	1 st Year	Science, (Annual Pattern 2015)
BSc HS	2 nd Year (Sem 2 – 3)	Science, (2015)
BSc HS	3 rd Year (Sem 5 – 6)	Management, Old Pattern (2008)

The Exam Department will prepare a schedule which will enable the staff and students to understand at a glance about the conduct of examinations for the above mentioned course patterns


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Agenda 5: To discuss the academic calendar for the academic year 2017 - 2018

Resolution 5: The academic calendar for the academic year 2017 - 2018 was reviewed. The IQAC has approved the same and recommended to upload the same on the college website. The event coordinator to monitor, update and report any non-compliance on regular basis.

Agenda 6: To discuss the flowchart and timeline to be followed by students for Second Year BSc HS 402 - project report

Resolution 6: The Research Cell has prepared and initiated the implementation of the flowchart and timeline to be followed for Second Year BSc HS 402 - project report.

Agenda 7: To review the status of AQAR for academic year 2016-2017.

Resolution 7: The AQAR for academic year 2016-2017 is on the final stage of preparation and shall be sent to NAAC by the end of July 2017.

Agenda 8: To review the performance of placement cell for academic year 2016-2017.

Resolution 8: Details of placement are as given:-

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
24	BHMCT - 15 BSc HS - 19	BHMCT - 15 BSc HS - 19	Nil

Agenda 9: To review the result analysis and student progression of even semester 2016-2017 and First Year BSc HS.

Resolution 9:

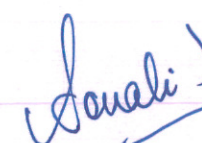
Result analysis for ODD and EVEN semester 2016 - 2017

ODD Semester 2016 - 2017

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BHMCT	202	42.07%	34.65%	20.70%	2.47%	78.25%
BSc HS	205	15.31%	35.90%	6.40%	1.00%	61.50%
MHMCT	2	-	100%	-	-	-

Grade system is followed for MHMCT


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EVEN Semester 2016 – 2017

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BHMCT	187	34.22%	60.42%	20.32%	5.34%	82.50%
BSc HS	292	29.20%	17.40%	17.70%	---	61.25%
MHMCT	2	-	100%	-	-	-

Grade system is followed for MHMCT

Student progression has been initiated by the examination department and a comparative data shall be available for the next IQAC meeting.

Agenda 10: To review the status of journal publication and faculty publication for academic year 2016-2017.

Resolution 10: The committee reviewed the journal publication 'Atithya: A Journal of Hospitality' and faculty publication for academic year 2016-2017. The following details were observed:-

The college journal:

- 2nd issue of Volume 2 was published in December 2016
- 1st issue of Volume 3 in May 2017
- 19 research papers have been published in the year 2016 – 2017 by faculty members of the college.

Agenda 11: To discuss encouragement of staff to expand their knowledge base.


Resolution 11: The HOD of respective department will conduct sessions within their own team wherein one member will study and present a relative topic at the end of the semester. The HOD to maintain record of the same.

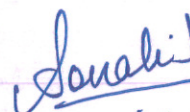
Agenda 12: Any other issues with the permission of the chair.

Resolution 12:

- a) The IQAC Director henceforth will be noted as IQAC Coordinator.
- b) Dr. Arun Sherkar is nominated as the IQAC Coordinator.
- c) Mr. Sunder Srinivasan is nominated as a member (Teacher) IQAC
- d) Vote of thanks was given by the Director of IQAC.

----- X -----


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IQAC


Chairman
IQAC



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Attendance for the meeting held on Wednesday, 12th July 2017

NO. 1 / 2017 - 18

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. Bandish Mehta (General Manager, Novotel)	Industry Employer	
5	Mr. Ambar Rode (Proprietor, Le Petit Amour)	Hospitality Entrepreneur	
6	Ms. Priya Ranade (Executive Housekeeper, Magarpatta Clubs & Resorts)	Alumni	
7	Mr. Ajay Dangat (Senior Clerk)	Senior Administrative Officer	
8	Mr. Milind Peshave (Asst. Professor)	Teacher	
9	Ms. Rasika Gumaste (Asst. Professor)	Teacher	
10	Ms. Rajeshree Pol (Asst. Professor)	Teacher	
11	Mr. Arun Sherkar (Asst. Professor)	Teacher	
12	Ms. Arati Prabhu (Asst. Professor)	Teacher	
13	Ms. Meyola Fernandes	Teacher	
14	Mr. Anirudha Kakirde	Student Representative	