



AISSMS

COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

NEW BEGINNINGS, ENDLESS POSSIBILITIES



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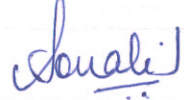
SHRI MALOJIRAJE CHHATRAPATI
Honorary Secretary

Dr. SONALI JADHAV
Principal

AGENDA FOR THE INTERNAL QUALITY ASSURANCE CELL MEETING

NO. 1/2018-2019

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 **2.30 pm on 21st September 2018** in the Conference Room to review and take necessary decision on the undermentioned subjects. The Internal Quality Assurance Cell members are requested to attend the said meeting.


Chairman IQAC & Principal
AISSMS College HMCT, Pune

AGENDA

SUBJECT NO.: 1

To confirm the minutes of the meeting held on 23rd May 2018.

SUBJECT NO.: 2

To review the fulfillment of the resolutions passed in the meeting held on 23rd May 2018.

SUBJECT NO.: 3

To review the status of admission for the BSc. HS and BHMCT course.

SUBJECT NO.: 4

To review status on TYBHMCT Training

SUBJECT NO.: 5

To review the Academic calendar for the year 2018-2019.

SUBJECT NO.: 6

To discuss infrastructure development and maintenance requirements

SUBJECT NO.: 7

To review the industry collaborations initiative taken by the college

REVIEW ANY OTHER SUBJECT WITH THE PERMISSION OF THE CHAIR.

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

55-56, Shivajinagar, Pune - 411 005

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**Minutes of the IQAC Committee
MEETING NO 1/2018-2019, HELD ON 21st September 2018**

A meeting of the IQAC committee was held at 2.45 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. Dr. Arun Sherkar | --- | Coordinator (IQAC) |
| 3. Dr. Milind Peshave | --- | Teacher |
| 4. Ms. Rasika Gumaste | --- | Teacher |
| 5. Ms. Rajeshree Pol | --- | Teacher |
| 6. Ms. Meyola Fernandes | --- | Teacher |
| 7. Mr. Sunder Srinivasan | --- | Teacher |
| 8. Mr. Ambar Rode | --- | Hospitality Entrepreneur |
| 9. Mr. Anirudha Kakirde | --- | Student Representative |
| 10. Mr. Ajay Dangat | --- | Sr. Administrative Officer |

Since the information was received from Mr. Bandish Mehta, that he would not be able to attend the meeting, his leave was sanctioned.

The following decisions were taken in the meeting:-

Minutes of Meeting held on 21st September 2018

Agenda 1: To confirm the minutes of the previous meeting

Resolution 1: The minutes of the meeting held on 23rd May 2018 were read and confirmed.

Agenda 2: To review the fulfillment of the resolutions passed in the meeting held on 23rd May 2018

Resolution 2: The following resolutions were reviewed for the meeting held on 23rd May 2018, which are as follows:

- a) HOD accommodation with the Principal have submitted a detailed requirement of infrastructure requirement to AISSMS Society vide letter no 2977 dated 29th May 2018


Coordinator
IQAC


Chairman
IQAC



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- b) The AQAR for Academic year 2017-18 was submitted online on 31st July 2018
- c) Format of Quality manual to be approved and forwarded to process heads.
- d) Planning of short term course in F& B for students and faculty in conjunction with Wine and Spirit Education trust (WSET) has been initiated

Agenda 3: To review the status of admission for the BSc. HS and BHMCT course.

Resolution 3: The admission status of BHMCT and BSc HS courses for the academic year 2018-19 are as follows:

Course	First Year	Second Year	Third Year	Final Year	Total
BHMCT	66	62	57	49	234
BSc HS	122	119	121	----	362
Total					596

Agenda 4: To review status on TYBHMCT Training

Resolution 4: The status of the TYBHMCT training is as follows:

India	Abroad	Total
28	26	54

Agenda 5: To review the Academic calendar for the year 2018-2019.

Resolution 5: The academic calendar for the Odd Semester was reviewed. It was suggested that the concerned HODs to follow up regularly and ensure compliance.

Agenda 6: To discuss infrastructure development and maintenance requirements.

Resolution 6:

- a) The requirements of infrastructure development and maintenance was submitted to AISSM Society in June 2018 along with purchase requirements submitted for academic year 2018-2019
- b) The college administrative office has shifted to the 1st Floor new building.
- c) The old administrative office is identified for new classrooms.

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Agenda 7: To review the industry collaborations initiative taken by the college.

Resolution 7:

- The college is pursuing for collaboration with Athlone Institute of Technology, Ireland for student and faculty exchange programme.
- The Principal is scheduled to visit an Educon fair in October 2018 at Moscow, Russia. The purpose of the visit is to seek opportunities for collaboration with various organizations.

Agenda 8: Review any other subject with the permission of the chair.

Resolution 8:

- Dr. Sameer Diwanji to be appointed in place of Arati Prabu as a member of IQAC.
- We have received a resignation from Ms Priya Ranade as Alumni Member of IQAC, It was suggested that Mr. Pritam Naik would replace her.
- Mr. Bandish Mehta General Manager, Novotel , IQAC member (Industry Employer) has been transferred from the Pune Property, hence new member needs to be identified.
- Dr. Milind Peshave is nominated as the IQAC Coordinator.

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IQAC

Chairman
IQAC

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ID no. MGT/PU-31

**Attendance for the meeting held on 21st September 2018
NO. 1/2018-2019**

Sr. No.	Members	Designation	Signature
1	Dr. Sonali Jadhav (Principal)	Chairman	
2	---	Member of Management	
3	Dr. Arun Sherkar (Asst. Professor)	Coordinator of IQAC	
4	Mr. Bandish Mehta (General Manager, Novotel)	Industry Employer	ABSENT
5	Mr. Ambar Rode (Proprietor, Le Petit Amour)	Hospitality Entrepreneur	
6	Ms. Priya Ranade (Executive Housekeeper, Magarpatta Clubs & Resorts)	Alumni	- x -
7	Mr. Ajay Dangat (Senior Clerk)	Senior Administrative Officer	
8	Dr. Milind Peshave (Asst. Professor)	Teacher	
9	Ms. Rasika Gumaste (Asst. Professor)	Teacher	
10	Ms. Rajeshree Pol (Asst. Professor)	Teacher	
11	Mr. Sunder Srinivasan (Asst. Professor)	Teacher	
12	Ms. Arati Prabhu (Asst. Professor)	Teacher	
13	Ms. Meyola Fernandes	Teacher	
14	Mr. Anirudha Kakirde	Student Representative	