



# AISSMS

COLLEGE OF HOTEL MANAGEMENT  
AND CATERING TECHNOLOGY

NEW BEGINNINGS, ENDLESS POSSIBILITIES



Recognized by the Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University.  
Accredited by NAAC with 'A' Grade | NBA Accredited for BHMCT from 2017-2018 to 2021-2022  
AISHE Code - C41490

**SHRI MALOJIRAJE CHHATRAPATI**  
Honorary Secretary

**Dr. SONALI JADHAV**  
Principal

## AGENDA FOR THE INTERNAL QUALITY ASSURANCE CELL MEETING

NO. 2/2020-2021

Online meeting of the Inter Quality Assurance Cell of the All India Shri Shivaji Memorial Society's College of Hotel Management & Catering Technology, 55-56, Shivajinagar, Pune – 411005 will be held at 11.30 am on Wednesday, the 14th April, 2021 to review and take necessary decisions on the undermentioned subjects. The College Development Committee members are requested to attend the said online meeting.

  
**Director**  
IQAC

  
**Chairman**  
IQAC

## AGENDA

### SUBJECT NO.: 1

To confirm the minutes of the meeting held on 4<sup>th</sup> December 2020.

### SUBJECT NO.: 2

To review the subject allocation to the faculty members for the academic year 2020 – 2021 (Even Semester).

### SUBJECT NO.: 3

To review the faculty workload for the academic year 2020 – 2021 (Even Semester).

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**Dr. SONALI JADHAV**  
Principal

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### SUBJECT NO.: 4

To review the academic and event calendar for the academic year 2020 – 2021 (Even Semester).

### SUBJECT NO.: 5

To inform the Committee about the staffing pattern for teaching staff for BHMCT and B. Sc. H. S. Courses.

### SUBJECT NO.: 6

To update the committee about conduct of online class for even semester.

### SUBJECT NO.: 7

To update the committee on the process of accreditation Cycle II of National Assessment and Accreditation Council, Bengaluru (NAAC).

### SUBJECT NO.: 8

To update the committee on the autonomous committee's visit in connection with evaluation of the College proposal for conferment of fresh autonomous status.

### SUBJECT NO.: 9

To inform the Committee about the equipment / material of various departments needs to be scrapped.

### SUBJECT NO.: 10

To discuss about the further course of action for including our college research journal 'Atithya A Journal of Hospitality' in the University Grants Commission, New Delhi (UGC) care list.

**REVIEW ANY OTHER SUBJECT WITH THE PERMISSION OF THE CHAIR.**



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

55-56, Shivajinagar, Pune - 411 005

Tel. No.: (020) 2551655, 25521365, Tele-Fax: (020) 2552 0488

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NAAC Accredited Grade 'A'

## Minutes of the IQAC Committee

### MEETING NO 2/2020-2021, HELD ON WEDNESDAY, THE 14TH APRIL, 2021

A meeting of the IQAC committee was held at 11.30 pm on Zoom platform, 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. Milind Peshave	---	Director (IQAC)
3. Dr. Arun Sherkar	---	Teacher
4. Dr. Rasika Gumaste	---	Teacher
5. Dr. Meyola Fernandes	---	Teacher
6. Ms. Rajeshree Pol	---	Teacher
7. Mr. Sunder Srinivasan	---	Teacher
8. Dr. Sameer Diwanji	---	Teacher
9. Dr. Gauri Shah	---	Teacher
10. Mr. Ajay Dangat	---	Sr. Administrative Officer

Since the information was received from Mr. Ambar Roday, Mr. Pritam Naik and Mr. Bandish Mehta, 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 14<sup>th</sup> April 2021

#### Agenda: 1

To confirm the minutes of the meeting held on 4<sup>th</sup> December, 2020

#### Resolution: 1

The minutes of the meeting held on 4<sup>th</sup> December, 2020 were read and noted.

  
Director  
IQAC

  
Chairman  
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**Agenda: 2**

To review the subject allocation to the faculty members for the academic year 2020 – 2021 (Even Semester)

**Resolution: 2**

The subject allocation to the faculty members for the academic year 2020 – 2021 (Even Semester) was reviewed and noted by the Committee.

**Agenda: 3**

To review the faculty workload for the academic year 2020 – 2021 (Even Semester).

**Resolution: 3**

The faculty workload of even semester for the academic year 2020 – 2021, prepared as per norms, was reviewed and noted by the Committee.

**Agenda: 4**

To review the academic and event calendar for the academic year 2020 – 2021 (Even Semester).

**Resolution: 4**

The Committee reviewed the academic and event calendar for the academic year 2020 – 2021 (Even Semester). The committee suggested to achieve 100% compliance of the same.

**Agenda: 5**

To inform the Committee about the staffing pattern for teaching staff for BHMCT and B. Sc. H. S. courses.

**Resolution: 5**

The Committee was informed about the staffing pattern for teaching staff of BHMCT and B. Sc. H. S. courses:

**BHMCT course staffing pattern:**

Faculty student ratio: 1 : 15 (Sanctioned Intake – 360)

Sr. No.	Designation	Number of posts
1.	Principal	01

Director  
IQAC

Chairman  
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2.	Professor	02
3.	Associate Professor	05
4.	Assistant Professor	16
5.	Librarian	01
<b>Total</b>		<b>24</b>

**B. Sc. H. S. course staffing pattern:**

Faculty student ratio: 1 : 20 (Sanctioned Intake – 360)

Sr. No.	Designation	Number of posts
1.	Professor	02
2.	Associate Professor	04
3.	Assistant Professor	12
<b>Total</b>		<b>18</b>

**Agenda: 6**

To update the Committee about conduct of online class for even semester.

**Resolution: 6**

The Committee was informed that the College has utilized the services of Microsoft Teams as a platform for the teaching learning process. The faculty members and students were provided training on the operation and use of this platform. Online classes using the platform were conducted from July 2020 and had no issues. Online classes for the even semester will also be conducted using Microsoft Teams

**Agenda: 7**

To update the Committee on the process of accreditation Cycle II of National Assessment and Accreditation Council, Bengaluru (NAAC).

**Resolution: 7**

The Committee was updated on the process of accreditation Cycle II of National Assessment and Accreditation Council (NAAC), P. O. Box No. 1075, Nagarbhavi, Bangalore -560072. The Committee was informed that the SSR window on NAAC portal was opened on 16th December 2021 and the SSR was successfully uploaded on 29th December 2021.

**Agenda: 8**

Director  
IQAC

Chairman  
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To update the Committee on the autonomous committee's visit in connection with evaluation of the College proposal for conferment of fresh autonomous status.

**Resolution: 8**

The Committee noted the status of application submitted to the University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110 002 for getting autonomous status to the College. The Committee was informed about the letter received by the College from the University Grants Commission (UGC) regarding appointment of Inspection Committee which is expected to visit the College during the period from 5th February to 7th February, 2021.

**Agenda: 9**

To inform the committee about the equipment / material of various departments needs to be scrapped.

**Resolution: 9**

The committee was informed about various equipment and material that are broken / non-repairable / not in working condition that are present in various department and needs to be scrapped. The list was presented to the Committee who approved it. The Committee also approved transfer of 2 scrapped refrigerators to the Principal, All India Shri Shivaji Memorial Society's, Private Industrial Training Institute, Boribhadak, Tal. – Daund, Dist. – Pune for their laboratory.

**Agenda: 10**

To discuss about the further course of action for including our college research journal 'Atithya A Journal of Hospitality' in the University Grants Commission, New Delhi (UGC) care list.

**Resolution: 10**

The committee was informed about the process followed by the college for including its research journal 'Atithya A Journal of Hospitality' in the University Grants Commission, New Delhi (UGC) care list. However, there has been no revert on the status of the same. It was further decided to seek help from the University for the same.

On conclusion of the subjects on the agenda and the subject with the permission of the Chair, the meeting was concluded with a vote of thanks by Dr. Sonali Jadhav, the Member-Secretary (Principal of the College).

  
Director  
IQAC

  
Chairman  
IQAC