

All India Shri Shivaji Memorial Society's
College of Hotel Management & Catering Technology
55-56, Shivajinagar, Pune – 411 005

ACADEMIC & ADMINISTRATIVE AUDIT

Name of Institute: All India Shri Shivaji Memorial Society's
College of Hotel Management & Catering Technology
Address: 55-56, Shivajinagar, Pune – 411 005
Contact: 020-25520488, info@aiissmschmct.in
Head of Institution: Dr. Sonali Jadhav
Audit conducted for: Academic Year 2020 – 2021

Major objectives of AAA:

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Peer Team Members:

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|-------------------------|---|
| Dr. D. K. Shedge | Professor, AISSMS Institute of Information Technology Kennedy Road, Near RTO, Pune - 411001 |
| Dr. D. G. Bhalke | Professor and Head, Department of E&TC Engineering, AISSMS College of Engineering Kennedy Road, Near RTO, Pune - 411001 |
| Dr. Gauri Prabhu | Professor, AISSMS Institute of Management Kennedy Road, Near RTO, Pune - 411001 |

Schedule of the Audit:Date: 29th November 2021



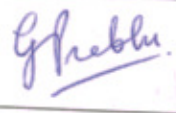
| Time | Activity | Location |
|--------------------|---|---|
| 09.00am to 10.00am | Principal's Presentation | Seminar Hall (5 th Floor) |
| 10.00am to 11.00am | Visit to various sections & laboratories | Rainwater harvest, Herb Garden, Vermiculture, Signature, QTK, BTK, Store, HK, STK, ATK, Vintage, Computer Lab, Library, Examination, STK2, The 2015, Training & Placement |
| 11.00am to 01.15pm | Criteria-wise documentation (<i>Team A</i>) | Conference Room (1 st Floor) |
| 11.00am to 01.15pm | Criteria-wise documentation (<i>Team B</i>) | Conference Room (1 st Floor) |
| 01.15pm to 02.00pm | Lunch | Vintage |
| 02.00pm to 03.30pm | Report Preparation | Conference Room (1 st Floor) |
| 03.30pm to 04.00pm | Closing Meet | Seminar Hall |

Peer Team Report

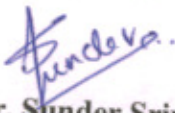
| Sr. No | Observations | |
|--------|--|--|
| 1 | Academic Management | <ul style="list-style-type: none">• The Institution ensures effective curriculum delivery through a well-planned and documented process• Course file should include course file index, Academic calendar, Assignment questions, sample answer sheets, content beyond syllabus, CO, PO, CO-PO assessment and attainment, CIE |
| 2 | Academic Practices | <ul style="list-style-type: none">• Academic practices are well in place• Academic monitoring is done properly• Need to plan Slow and advanced learners activities• Proper assessment for slow and advanced learner is not seen |
| 3 | Administration Management | <ul style="list-style-type: none">• Different committees are constituted for academic and administrative purpose |
| 4 | Infrastructure, Financial & Support Facilities | <ul style="list-style-type: none">• Institute has adequate infrastructure with state of the art kitchen and restaurants• Adequate student support facilities |
| 5 | Institutional Social Responsibility | <ul style="list-style-type: none">• Institute organizes various social activities to inculcate social responsibilities among students• Institute has active NSS Cell |
| 6 | Functional IQAC | <ul style="list-style-type: none">• IQAC is constituted as per NAAC guidelines• IQAC meeting are conducted frequently• IQAC MOM should include quality initiatives to be undertaken during the year |
| 7 | Additional Observations | |
| | Institutional Strengths | <ul style="list-style-type: none">• National & International Internships for students• Adequate facilities for teaching and learning process.• Well Qualified and experienced Faculty.• Faculty retention is good• Institute location is in the heart of city. |
| | Institutional Weakness | <ul style="list-style-type: none">• Learning outcomes are not assessed properly (CO-PO)• Need to establish examination section with well-defined policies. Examination software needed.• Research publications in reputed journals• Lack of research projects. |
| | Institutional Challenges | <ul style="list-style-type: none">• Placements due to pandemic• Diverse culture students are needed to be attracted.• Placement packages at entry level.• Funds for Research projects |

| | | |
|---|-----------------------------|---|
| | Institutional Opportunities | <ul style="list-style-type: none"> • To establish Research Centre • More number of Entrepreneurs can be developed. • New Programs can be started under autonomy. |
| 8 | Recommendations | <ul style="list-style-type: none"> • Rendezvous event of all stakeholders can be shown as Institutional Distinctiveness/Best Practices • To purchase Stores Software • Cultural facilities for students • Examination policies to be prepared • Course files to be properly maintained. • Personal files to be maintained by each faculty member. • New additions to Quality Initiatives for each year • Name boards for each room to be displayed • Vision & Mission to be displayed. |

Signature of the Peer Team Members:

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| Dr. D. K. Shedge |  |
| Dr. D. G. Bhalke |  |
| Dr. Gauri Prabhu |  |

Signature of the Coordinator, IQAC:


Mr. Sunder Srinivasan

Signature of the Chairman, IQAC


Dr. Sonali Jadhav