YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
• Name of the Head of the institution	Dr. SONALI JADHAV
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	020-25511655
• Mobile No:	09881401482
• Registered e-mail	sonalijadhav@aissmschmct.in
• Alternate e-mail	officeadmin@aissmschmct.in
• Address	55-56, Shivajinagar
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411005
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**	
• Name of the Affiliating University	**Savitribai Phule Pune University**	
• Name of the IQAC Coordinator	**Mr. Sunder Srinivasan**	
• Phone No.	**02025521365**	
• Alternate phone No.	**02025520488**	
• Mobile	**09823370772**	
• IQAC e-mail address	**iqac@aissmschmct.in**	
• Alternate e-mail address	**officeadmin@aissmschmct.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)

https://aissmschmct.in/aqar/

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

https://aissmschmct.in/wp-content/uploads/2021/11/ACD-2020-21-1.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.15**	**2015**	**01/05/2015**	**31/10/2020**

6.Date of Establishment of IQAC

03/06/2014

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

• Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year	02	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Curriculum Development for Programme under Autonomos Structure: Involvement of Faculty and people from the Industry in syllabus development for Bachelor of Hotel Management & Catering Technology (BMHCT) and Bachelor of Science Hospitality Studies (BSc. HS) programmes

Internal Audit: An Internal audit was conducted by senior faculty members / IQAC members of the institute.

Research & Publication: Promote research publications amongst faculty. Total 16 research publications in 2020-2021.

Faculty Development Programmes (FDP): Faculty member were encouraged to attend FDP's being conducted pan India to upgrade their knowledge and also to learn, enhance and implement new methods and techniques in the teaching learning process. The faculty members attended various programmes conducted by SWAYAM, ARPIT, ATAL, other universities and institutes. A total of 17 faculty development programmes of minimum thirty hours were attended by faculty members.

Management of Research Journal: Atithya- A Journal of Hospitality 2 issues published in 2020-2021 and 13 issues since inception.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Application for Autonomous Conferment	The institute successfully submitted their application to UGC for conferment of autonomous status in January 2020 and was conferred Autonomous Status on February 2021.
Committees framed for autonomous structure	The Institute has formed various committees viz. Board of Studies, Finance Committee & Academic Council as per the norms of UGC along with the existing College Development Committee & Gioverning Body
Curriculum for Programmes under autonomous structure	The Board of Studies has successfully submitted the syllabus for two programmes viz. Bachelor of Hotel Management & Catering Technology (BMHCT) and Bachelor of Science Hospitality Studies (BSc. HS) to Savitribai Phule Pune University, Pune (SPPU). This will be implemented from academic year 2021-2022.
Application for NAAC - SSR	The institute successfully submitted SSR on NAAC portal on 28th December 2020 and DVV on 12th February 2021 in continuation of the process for Cycle II Accreditation
To facilitate and motivate faculty and staff for self-development.	The faculty members are pursuing PhD and master's programme in Hospitality. 01 faculty members was approved as PhD guide with Savitribai Phule Pune University, Pune 01 Faculty members were awarded PhD 06 Faculty members are pursuing PhD. Faculty members upgraded their technical skills through training sessions conducted by institute for developing e-

	content on various topics based on the syllabus for students. More than five hundred such videos were prepared and hosted on their YouTube channel as well as institute website.
Planning and implementation of academic calendar	The academic calendar was planned well in advance. Since the pandemic situation was prevailing during the start of the academic year, the college registered with Microsoft Teams as the platform for conducting online sessions. All theory sessions and practical demonstrations were conducted using this platform. The IQAC was able to conduct online meetings with various committees and section heads to monitor the progress.
Creating research atmosphere amongst faculty and the students	The IQAC through the research cell empowers faculty and students to participate in active research. A total of 16 research papers were published in reputed journals in the year 2020-2021. The faculty members are funded to attend seminars pertaining to research and are empowered to publish research papers in reputed journals.. The college publishes a bi-annual research journal
To bridge the gap between industry and academia	The IQAC is in continuous touch with the industry to tap the current trends and requirements from graduating students, thereby identifying the gaps. These gaps are bridged through delivery of contents beyond syllabus by way of organizing simulation exercises, seminars, lectures by industry

	professionals, virtual visits, etc.. The senior faculty members were involved as chairman and members from the industry are involved as a part in the syllabus revision committee giving us an opportunity to effectively bridge the gaps in the curriculum.
13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	**30/11/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-2020	**06/01/2020**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**101**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**693**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	96

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	177

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	34

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	39

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	14

4.2 Total expenditure excluding salary during the year (INR in lakhs)	276.32

4.3 Total number of computers on campus for academic purposes	120

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institute follows a curriculum designed by Savitribai Phule Pune University.

Academic department is responsible for the delivery of the prescribed syllabus i.e. teaching process and also involved in the continuous evaluation to gauge the efficacy of the same.

Programme:

AISSMS CHMCT offers the following programmes which are affiliated to Savitribai Phule Pune University

- Bachelor In Hotel Management & Catering Technology – a Four Year Full time degree programme.

- Bachelor of Science (Hospitality Studies)- Three Year Full time degree programme

The academic department ensures that the subject allocation is largely influenced by the subject expertise of the faculty. Faculty are also encouraged to take up diverse subjects that ensure their personal growth. The faculty is given the teaching workload as per the AICTE and University norms. Based on the contact hours prescribed in the syllabus, a weekly timetable for the semester is prepared. The work of the academic department is well documented and enlists the number of records to be maintained. Class Coordinators are also appointed.

Academic audit including course monitoring committee meetings monitor the compliance to the syllabus and the time table. Attendance is monitored too.

Finally the examination department ensures internal and external evaluation is as per the university norms.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is made for each semester with due consideration for co-curricular, extracurricular aspects as well as university prescribed syllabus. The academic department compiles the calendar for each academic year as per the planned activities of various departments and is aligned to the university calendar. The calendar is uploaded on a website for each academic year. The college also drafts the calendar in three parts:

- Administrative

- Event calendar

- Academic calendar

The academic department checks for 100% compliance to the calendar and an action plan is prepared if there is any discrepancy to ensure the compliance. The process is as follows:

BHMCT & BSc-HS Calendar process:

- All the departments submit a list of planned events to the academics.

- The Academic Department compiles the calendar as per syllabus requirements after discussion with the teams. The calendar is approved by the principal and uploaded on the college website.

- **The faculty is expected to adhere to the calendar.**

- **The compliance report is made at the end of semester and 100 % compliance is aimed at.**

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

186

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

186

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institute offers certificate/value added programs for enhancing technical skills, employability and entrepreneurial ability of

students. The Institution integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. All the students of BSc.HS and BHMCT programmes also undergo Industrial Training and Research Project work.

The College conducts community activities through NSS dept. The Institute organizes many activities related to environment and sustainability like - tree plantation, Expert lectures on health issues and legal concerns   , stop food wastage campaign etc.

College organizes events /lectures related to topics like entrepreneurship, quality management, effective Communication Skills, and Effective Decision Making and organization behavior for enhancing skills of students.

The subject Environment Studies is also part of second Year curriculum addresses Environment and Sustainability. Some of the courses address cross-cutting issues through topics like business communication, professional attributes, human values etc.

In addition, lectures are offered on English Classes, Interview Techniques and training for various competitions to enhance soft Skills and technical skills.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

237

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://aissmschmct.in/wp-content/uploads/2021/11/Feedback-Action-Plans-for-year-2020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

240

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

90

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institute assesses the learning levels of the students in the

following ways-

- The class coordinators and the subject faculty regularly review the academic progress of the students.
- During the mentoring sessions a detailed information is collected from the student like his strengths and weakness, which helps in assessing the learning levels of the students.

The college organizes the following programmes to support the Slow Learners-

- Remedial classes-Remedial classes are assigned as a part of the regular time table for the students.
- Counseling-The students are counseled by the coordinators as required. Any special cases referred by the coordinator are recommended to a professional counselor.
- E-books and National Digital Library of India site was introduced.

In order to develop the Advanced Learners, the college organizes the following programmes-

- The College provides opportunities to participate in various symposiums like Intra and Inter collegiate Hospitality Competitions and Quiz at national level.

- The choice based credit system provides students a choice of subjects to develop their core competence and skills they would like to acquire.
- The Training and Placement coordinator conducts Career Counselling Sessions with the final year students.
- Value added courses are also made available for advance learners to enhance skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
693	34

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students participate in various activities rather than remaining passive listeners in the teaching-learning process.

- **Students are given individual projects and class assignments, focusing on self-study and independent learning.**
- **The various clubs and committees are functional and run by the students to pursue their interest in various areas.**
- **Workshops and demonstrations are arranged for the students so that they can link the theory with the practice apply their knowledge and develop new skills.**
- **Internships and Training, industry visits in hotels, which is part of the curriculum, ensure experiential learning for students.**
- **The college organizes guest lectures, conference, seminars by inviting subject matter experts of national and international eminence.**
- **Students are encouraged to participate in intra and inter collegiate competition to develop competitive spirit.**
- **Students organize and participate in National Social Service camps, blood donation camps, cleaning campaigns to inculcate values, ethics and social responsibility.**
- **'Atithya', an International level Hospitality Competitions are organized by the college every year. It helps them to learn about event management, build up leadership skills, team building, financial planning, public relations and media management**
- **Resources like library, various software available for core subjects, well equipped computer laboratory enhance learning.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The following ICT facilities are provided to the students-

- The college has well equipped Computer Laboratory, the total number of computers in the college are 143.
- Apart from the regular websites, students also have access to Youtube which is regulated and monitored to further enhance the learning experience.
- Students are also given a Wi-Fi access in the open air-auditorium.
- The Library has Recorded Lecture Series of more than 650 videos, prepared by the faculty and displayed on college website. A quiz is made on each topic, the link of which is given in the box of the Youtube video. The student is expected to solve it, which helps the faculty to assess if the student has understood the topic well. During pandemic a digital repository of free books was created and link was shared with students.
- E-text books were made available for students for reference.
- ERP is used regularly for monitoring Attendance, Syllabus Planning and Compliance of subjects.
- The College has a digital class room for conduct of lectures.
- The college has an air-conditioned Seminar Hall which is well equipped with all the necessary audio-visual tools including ICT to facilitate Seminars and Presentations for a large number of audience

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://aissmschmct.in/wp-content/uploads/2021/11/2.3.2-ICT-enabled-tools-for-effective-TL-process.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

285

File Description	Documents
Any additional information	[View File]()
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File]()

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institute follows the guidelines prescribed by the Savitribai Phule Pune University (SPPU) for conducting the Continuous Internal Evaluation which is mentioned in the curriculum.

- **Internal evaluation is based on Unit Test, Assignments, Continuous assessment (for practical) and Internal Practical Exam.**
- **A retest is conducted for those securing less marks and those marks are considered.**
- **The Institute prepares Academic Calendar which includes internal evaluation schedule. The academic calendar and Notices are displayed in the classroom and website of the college.**

1. **Transparency in Internal Assessment:**

- **Students are allowed to meet teachers and discuss their performance in internal evaluation and also clarify queries.**
- **Robustness in Internal Assessment: The Question Papers are sealed and kept under custody of Internal Examination Co-coordinator and strict rules are followed in terms of maintaining the decorum during conduct of examination.**

1. **Frequency of Internal Assessment: The internal assessment is conducted on continuous basis throughout the semester as per the exam policy and the academic calendar.**
2. **Mode of Internal Assessment: Unit tests are planned each semester which the students have to undertake. Practical based subjects include a Continuous evaluation system, wherein students are rated for their tasks during the practical.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- **A mechanism is devised by Savitribai Phule Pune University (SPPU) and the Institute to bring complete transparency in the evaluation and to provide platform for redressal of grievance of students pertaining to University examination and Internal Evaluation respectively in time-bound and efficient manner.**
- **To address all examination and evaluation related problems, the Institute has appointed College Examination Officer (CEO) as per the directives of SPPU. The examination committee under the guidance of Chief Examination Officer (CEO) handles the overall examination function. An aggrieved student makes an application to CEO and he addresses it as per the stipulated norms of SPPU.**
- **The internal marks are displayed on the notice board. If the students have any grievances, they are allowed to meet and discuss it with the respective faculty members. The faculty members' show corrected answer papers to students and grievances are resolved.**
- **In case of discrepancy in marks or any unresolved queries, a Log book is maintained by the examination department to note it down and resolve it within time limit.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The curriculum is developed by the Savitribai Phule Pune University. It attempts to align the program structure and course contents to the requirements of the hospitality aspirants.

The objectives for the programmes are-

- The basic objective is to provide the hospitality industry with a steady stream of competent students.
- The relative importance of skills and ability development and attitudinal orientation in hotel management education has been kept in mind while forming the structure to ensure that the knowledge and skills imparted are as desired globally.

The Program Outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) for the program are communicated to teachers and students in the following manner-

- During the Induction Program, vision and mission of the Institute are communicated to the students along with PO and PSO of the programme.
- The faculty members prepare lesson plan keeping in mind PO, PSO of the program and CO, course content of the respective course.

The syllabus designed by the university has POs or COs. If PO or CO is not defined clearly the Institute has reviewed and defined these POs and COs which are communicated to the teachers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Program outcomes, program specific outcomes and course outcomes are clearly stated in the curriculum by Savitribai Phule Pune University. These are well defined, interlinked and aligned with each other.

The attainment of Course Outcomes (COs) is measured using both direct and indirect methods. The evaluated COs attainment in turn

helps to arrive at attainment of POs and PSOs.

1)Direct Method:

In this method, the scores and the grades received by students in examinations are observed. Higher grades signify higher level of attainment of course outcomes.

2) Indirect Method:

In the indirect method following ways are used.

- The Placement result is used for measuring attainment of Program Outcomes and Course Outcomes. Higher levels of placements with higher packages signify higher attainment levels.
- Performance and participation of students in various activities contribute and can be used to evaluate the attainment of POs, PSOs and COs.
- Students are counseled on a regular basis for attainment of outcomes.

Based on the results of implementation of outcome assessment, gaps in the desired target and the results actually achieved for each programme are identified and worked on.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

176

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://aissmschmct.in/wp-content/uploads/2022/01/2.7.1-Student-Satisfaction-Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.46

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

21

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

There is a huge impact of extension activities in sensitizing students to social issues and holistic development. We always encourage the students to participate in each and every activity for their personal and social development. It helps to make them aware about societal issues. NSS activities develop the personality of the students.

They have also participated in various activities online and office due to pandemic situation like World No Tobacco Day, Azadi ka Amrut Mahotsav, Marathi Bhasha Gaurav Din, Tree Plantation, Reading day, World Tourism Day, NSS Day and E-plede on Majhi Vasundhara etc. Each and every activity has its own types of advantages and benefits for the volunteers. They could understand the importance of freedom by organizing azadi ka amrut mahotsav. By taking the online oath of majhi vasundhara spread the awareness for taking care the earth for maintaining the ecological balance.

They also understand the importance of tree plantation for making the air fresh and to get enough oxygen. The attitude and approach of the volunteers also changes as per the situation. It helps to inculcate the ethics and values among them. They work on field with unforeseen challenges, which help them to think logically on each problem.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

400

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college campus, is spread over 6 acres and provides an infrastructure to facilitate effective teaching learning process. The College comprises of two buildings constructed in the year 1997 and 2010 respectively which are connected by an Arial Bridge.

The college has 12 classrooms and tutorial rooms for teaching and laboratories as Training kitchens, bakery, confectionery, preparation lab, confectionery, larder, Training Restaurants, Front Office Lab, Guest Rooms, Housekeeping labs, Computer Lab. The Front office lab was renovated and upgraded along with library and the Guest rooms and restaurants were refurbished as well. Computing Facilities with 109 computers are available for the students in Computer Lab and library.

ADMINISTRATION AREA INCLUDES Principal's Office, Administrative Office, Training and Placement Cell, NAAC Room, Board Room, Faculty Rooms, Central Stores, Exam Control Room.

Clean toilet blocks are provided along with Common Room for Girls and Boys. First Aid Room, Reprography Room and Cafeteria are part of the AMINITY AREA. Circulation area includes a Ramp (For differently abled) , Staircases and Elevators.

SEMINAR HALL AND OTHER FACILITIES: Seminar Hall and Amphi theatre with wifi are available for student's activities and events.

The college has ample parking area and an open ground for outdoor games. Generator backup Rainwater harvesting and Solar power is also a part of the facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college focuses on the holistic development of the students and hence besides core academics the college provides opportunities for the students to participate in numerous extracurricular activities

which gives scope for their holistic development.

The college has an Air conditioned Seminar Hall and an Amphi Theatre which are used for Seminars, workshops cultural activities, guest lectures, orientation, presentations students assembly , Yoga sessions and other such events.

Adequate Sports facilities for indoor and outdoor sports are available for the students. The college has vast sports ground shared with other Institutes of the Trust with an area of 1, 96,000sq ft. This includes Cricket ground, Football ground, Basketball and Volleyball court and a special designated area for net practice of cricket. Whereas, Indoor games include Table tennis, Chess and Carom.

Students are encouraged to participate in State and District level competitions under SPPU and also intercollegiate competitions organized by other Institutes.

Our annual flagship event ATITHYA International Hospitality Competitions is a platform for students to showcase their Hospitality skills.

Gymnasium is another common facility amongst all Institutes having latest equipment such as treadmill, bench press, and weights and bar, and dumbbells etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

38.65

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated with System for Library Information Management (SLIM) software having version 3.8.0.31137. Library collection can be browsed on Intranet and remotely using SLIM21 Web OPAC module. Remote Access to Web OPAC is also provided on the college website.SLIM21 helps to catalogue books, e-books etc & cataloguing adheres to popular international standards. This software has modules like Cataloguing, Circulation, and Web OPAC etc. Cataloguing Module is useful for maintaining available resources in the library, whereas in circulation module issuing, returning, reissuing and other transaction related activities take place. Web OPAC is most useful module for library users to search information about available resources and can also check issued books to them through their personal account. Barcode of Accession numbers can be generated easily through SLIM 21 and Labels can be pasted on the

books for access of books and circulation purpose.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.88

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

144

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a computer lab There are total 143 computers in the college of which 109 computers are available for students, whereas additional 12 computers are available for administrative purpose and 22 computers for academic use. A new college server has been updated and installed in 2019.

All the computers go through a regular update, and has antivirus software to protect them. Students also have access to internet (50 mbps) speed Free internet facility is available for the students in Front Office, TPC and Library.

2 host Wi-Fi is available in computer lab, library and Amphi Theatre and has been updated on 8th July 2019.

All classrooms are ICT equipped. One of the classroom is a SMART CLASSROOM, which has a digital board and Projector.

We also have ICT -equipped Front office lab with IDEAS 6.5 version (Front office PMS) software which was installed on 16 Jan 2020 .Besides this ERP is used regularly for monitoring Attendance and compliance.

Our Seminar hall also is equipped with audio visual tools and ICT ,to facilitate seminars and presentations for a large number of audiences at once. The entire college has a generator backup for uninterrupted power supply.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

143

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

110.47

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A substantial yearly budget is provided for the upgrading and maintenance of equipment used in laboratories, sports equipment and other departmental areas. The financial plan also has budget for procuring books for the library and subscription of e journals/ periodicals.

The College has Central committees such as Building committee,

Purchase committee and Maintenance department to coordinate for purchase of equipment, furniture and fixtures, carrying out civil work or major repairs.

Academic facilities include classrooms, laboratories and library.

Maintenance of classrooms and laboratories – All the classrooms are airy and well ventilated and has desired infrastructure. Classrooms and public areas are cleaned and maintained regularly by the attendants and also by outsourced agency. General repairs of the fixtures is monitored by the Housekeeping department of the college whereas the central maintenance department carries out the repairs by their in-house maintenance staff as and when required. The Annual maintenance contract is signed for maintaining crucial equipments.

Utilization of the classrooms and laboratories - The academic timetable is planned to ensure effective utilization of the classroom and laboratories. Each department prepares a density chart for utilization of laboratories by various classes as

Maintenance and Utilization of Library- An airy and well ventilated library has ample storage and reading areas having a seating capacity for almost 130 pax. However during the pandemic, e books and e content was made available for the students online .Remote access is also available for searching titles of the available books through OPAC and SLIM software is used for tracking accession, issue and return.. Sports ground is available for outdoor sports activities like basketball, volley ball, cricket ground etcand is maintained by the Central committee of the Society. Indoor games facilities such as Table Tennis, Chess, and Carom are also available.

Supporting Facilities: Aquagaurds are provided for safe drinking water and adequate and clean toilet blocks are available for the students and staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

185

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://aissmschmct.in/admission/certificate-programmes/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

33

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

33

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

64

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

There are various Bodies/committees under Academic and Administrative sections having various students. The Bodies/Committees are given below with their category.

The institute has Co-curricular and Extra Curricular committees that are under the Academic section. Course monitoring committee is appointed for the updates from the students for the academic purpose. Examinations Committee is appointed as a link between the students and the examinations department and Training and placement committee assists the Training and Placement department.

The committees that are under the administrative section are Women's Grievance to address any sensitive issues with regards to women in the college. Discipline Committee appointed to have a control over the Discipline and decorum by the students. National Service Scheme Committee organizes various social service activities. IQAC Committee ensures that the Internal Quality is taken care. Sports Committee assists in organizing various sports and fitness related activities. College Development Committee contributes their point of view in development of the college. Media Committee appointed to make sure the college is active on the various social media platform. Library Committee and Research Committee organize events and awareness drives related to books, reading and importance of research in general.

File Description	Documents
Paste link for additional information	https://aissmschmct.in/student-corner/committee/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Institute has strong Alumni presence across the globe and stay connected through our dedicated alumni portal. Our Alumni organization is registered with charity commissioner, registration no – F-36530CP since 2002. The Alumni is very active with the current batch of students and give back to the institute in the following ways,

1. Help in placement and industrial training
2. Guest lectures, work shops
3. Participation in CDC
4. Participation in IQAC
5. Participation in Entrepreneur cell
6. Act as mentors to students travelling abroad
7. Resource person for industrial visit, external examiner for practical's etc.
8. Recommending candidates for admissions.

We have separate portal link on our website, where regular updates are posted to keep our alumni in align with institute events. Our Global Alumni Presence can be seen on the world map on the portal. The AISSMS CHMCT College Alumni are an active body with regular meet-ups and get together of classmates and college friends. Our institute encourages its alumni to meet and get to share mutual terms which date back to the college days and relive the moments they stayed with their classmates and professors. It plays a positive role in the overall functioning of the institute by providing assistance in various forms to the governing body of the college.

File Description	Documents
Paste link for additional information	https://alumni.aissmschmct.in/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision- "To achieve excellence in the field of Hospitality Education and Research and be the most preferred recruitment destination"

Mission- "AISSMS CHMCT is committed to excel in the field of Hospitality Education by empowering the students to meet the challenges of the dynamic business environment and create opportunities in their chosen careers."

The college has a 5-year perspective plan based on the vision and mission statement:

Administrative Plan -The college bodies reviews the implementation of the plan. The management supports in infrastructure development and renovation augmenting the teaching learning process and delegation of authority and responsibility

Academic Plan - To enhance the effectiveness of the teaching-learning process a choice - based credit system with industry consultation. Adjunct faculty add value to the teaching learning experience.

Promoting research: Faculty publish their research work in UGC listed and peer reviewed journals. Atithya - A Journal of Hospitality - a biannual journal of the college has a status of double blind peer reviewed journal and is indexed by Ebsco, I - scholar, CABI, Indian Citation Index.

Evidence of success - a) Total number of 209 publications, a total of 14 faculty have completed their doctoral research and 07 are pursuing.

Infrastructure Plan - Latest ICT tools are used for online teaching. Renovation of the front office lab and the training restaurants (Vintage and Signature) has been done

6.1 - Institutional Vision and Leadership

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1lUZI1erIxoTNOUygCfCdxbueAzRc_wLA/view?usp=sharing
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institute adopts a systems approach with defined roles and promotes authority and responsibility decentralization. The hierarchy at the college is based on seniority, experience, and capability. This is seen throughout college's activities, from administrative to teaching and learning.

Renovation and Upgradation of labs: The upgradation of the Front office and two restaurants took place during the pandemic. On request of the HOD of the concerned departments, the principal took forward the same to the management for approval. On receiving of the same the HODs called for quotations and prepared a comparative which was further checked by the principal and was sent to the management for approval of the supplier, post which the work was completed

Autonomy :The college had applied for autonomy and the decentralized approach adopted by the college helped in collection of data much within time in spite of pandemic situation. We have been conferred with the autonomy by the UGC on 17th February 2021.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1bBfTZe13ipwtYiOiS7ONbQHgtUB9sysR/view?usp=sharing
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The current perspective is for the period 2016 to 2021 and is narrated into three parts.

1. Academic Plan – applied for autonomy and the CBCS subject structure was prepared for the BHMCT and BSc HS programme under

autonomy

--Promoting Research -209 research papers, 7 volumes and 12 issues of College journal. 14 faculty have their doctoral degree and 07 are pursuing.

-- Consortium of hospitality education - The BOS of the college under the autonomous   status have faculties from 2 different universities and 4 other colleges.

 Mentoring two colleges for preparation of NAAC.

   --International Linkages - The college has also signed MOU with agencies like Kareer Krafters, Eduvators, internships

-- E-learning center - Faculty have created E – Database of recorded 765 theory lectures and 25 practical video for ease of learning.

-- Consultancy services – are provided to budding entrepreneurs and small industries and hotels since 2016.

--Faculty Development Programme- Faculty upgrade their knowledge through various online courses.

2. Infrastructure plan: 10% to 20 % budgets have been allotted for upgradation of the lab equipment as required.

3. Administrative plan: The software used by the institute for the administrative work has been upgraded to ensure effective working.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1JJ_yOb11br41rGKmxdH2CRnfv5MQmU09/view?usp=sharing
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Apart from the statutory bodies, such as the governing body, the College Development Committee, and the IQAC, the institute has one department but operational purposes has defined sectional structures

with one head per section called HOD.

The administrative bodies ensure that service rules are as per government norms.

The college has split its operations into various levels of hierarchy in order to define distinct duties and responsibilities. This provides every employee with clear operating instructions and leads to process decentralization, which improves operational efficiency and productivity. The Department Head is responsible for the department's operations and monitors the process on a micro level to ensure the best results. The department heads report to senior management, which analyses performance at a macro level and directs efforts toward achieving organizational objectives.

The administrative department maintains service records for teaching and non-teaching staff and update with the latest norms for promotions as per UGC and AICTE.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1fNlgCBN2W_uMGjsUabp_feO_BOfjOQAw/view?usp=sharing
Link to Organogram of the Institution webpage	https://aissmschmct.in/wp-content/uploads/2021/11/6.2.2-Org-Chart-2020-2021.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The organization believes in implementing welfare measures that enhance morale, provide a healthy work environment.

The following are the numerous schemes:

- Teaching and non-teaching staff group insurance via (LIC of India)-

- 6-month maternity leave as per regulations.

- Employee Provident Fund- Is administered in accordance with state and federal regulations.

- Loans from the AISSM credit society- A society-level project that provides loans for personal usage at a set interest rate.

- Staff is given with lunch while on duty at no cost.

- Monthly Birthday cake cutting ceremony for teaching and non – teaching employees for which the cost is borne by the college.

- Appreciation letter given to faculty for feedback above 95% in results and student feedback.

- A non-teaching staff based on overall performance receives an appreciation letter

- There is no fee for parking.

- Food made at the commercial canteen and bakery is offered at subsidized rates.

- A dispensary is available for first aid in the college premise for students and staff

- Rs 100000/- is supported for doctoral research and Rs 3000/- is funded for attending seminars, workshops, and conferences per faculty per year

- The College funds foreign seminars and exchange programs for faculty

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

32

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

At the end of the academic year, faculty members evaluate themselves using the Academic Progress Indicator (API). The format includes information on teaching, learning, and evaluation-related activities (125 points), co-curricular, extension, and professional development (50 points), and research and academic contribution (no maximum limit).

Further it is submitted to the HOD and then the Principal for review. Buddy evaluation is done by senior staff; an action plan is prepared for faculty with score less than 75%

The principal evaluates non-teaching administrative personnel on characteristics such as performance factors in the industry and application, capacity to get work done by subordinates, relationships with colleagues and the general public, and so on. Administrative ability, such as judgement, initiative, and drive, as well as integrity and character, fitness to continue in the current position, fitness for promotion, and general assessment.

Non-teaching Attendants are evaluated on a daily basis by their immediate coordinators on parameters such as quantity of work, quality of work, attitude and relationship with others, personal

appearance, work habits, dependability, and are rated as Outstanding, Above Average, Satisfactory, or Improvement Needed. The HOD and Principal counsel any employees with below-average performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

An external audit is conducted on a regular basis by a chartered accountant firm. External auditors are appointed by the AISSM Society and audits are done biannually. The financial audit is done in two sessions: one in October/November for the months of April to September, and the other in April/May for the months of October to March. The account is closed in June/July, and audited financial statements are generated in June/July. The audit team then performs the required financial audit, ensuring that all transactions are correctly documented and tally with the data given.

For the external audit of the financial records, the college has a contract with R P Mutha Associates. At the conclusion of each financial year, they audit the records and produce a certified balance statement for that year. The Institute submits Returns to the Government Offices based on Annual Accounts, such as Professional Tax Returns, Provident Fund Returns, returns for determining the amount to be paid to the Gratuity Account, TDS Returns, and Fees supervisory authority. On the basis of an external financial audit, all of these returns are filed directly by the institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.65

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college administration allocates adequate funding for the upkeep of current infrastructure as well as the addition of new facilities to the organization. The institute's primary source of revenue is the admission fees received from students. Scholarships and free-ships are offered by the government to students from the reserved category and those from economic backward classes.

The department HOD prepares an annual purchase requirement for Equipment, Computer peripherals, software, furniture AMC, repairs and maintenance, books and journals, and submits it to the Principal and further to the Society officefor approval. On approval, the concerned HOD calls for the quotations, after which the comparative statements are prepared and sent for approval. On receiving the approved supplier list, purchase orders are generated and distributed.

AMC and Repairs - Budgets are kept for upkeep and maintenance. A comparison of actual and budgeted expenses helps in cost control. A chartered accountant conducts a financial audit to ensure that set procedures are followed.

 Individual faculty members are sanctioned a sum of Rs 3000/- for attending various seminars, workshops, and conferences, Financial assistance of Rs. 1 Lakh for faculty pursuing Doctoral research.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) has been in operation since 2014, the quality assurance strategies are:

Internal Audits – Internal audits are conducted to measure continual improvement in the teaching learning process.

External audit – Academic and Administrative Audit are conducted.

Peer Evaluation – Suggestions are given by senior faculty members attending the lectures on improving the teaching skills.

Mentor Mentee – Senior members appointed as mentors guide their mentees on professional and academic counseling.

Course Monitoring Committee – Class representatives give a feedback on the teaching for all subjects. Issues are discussed and action plan is made for the same.

Infrastructure Feedback is taken to understand any problems faced by the students.

Appreciation Letters are given to faculty with a score 95% and above in student feedback and result analysis.

Alumni Cell help is extended in the form of resource persons for guest lectures, seminars and workshops and also provides part time job opportunities for students.

Faculty Development – Faculty is also sent for refresher's training in hotel to update with the latest trends of the industry.

Research Publications – No charges are taken towards publishing of the paper by the college journal – Atithya. Research and development is encouraged through research projects and consultancies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](View%20File)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has been instrumental in enhancing the quality of education.

Teaching Learning Reforms –

Information and Communication Technology (ICT)

1.   Use of MS Teams – Online lectures, Unit Test and Assignments.

2.   Use of SMART Board teaching.

3.   Use of ERP for entering attendance record and uploading notes.

4.   E- Content – For reference learning, solving of quiz for better understanding.

5.   Use of software by F&B Service department for understanding of Banquet Formats, Menu Engineering and Order Taking. Also IDS software for Front Office Practical to understand reservations and generation of reports.

6.   Library automation- Students can check the digital library for the title and book availability through remote access resources link on the website. Faculty can also access the link for books, research database and research papers.

Academics

1.   Monitoring of teaching learning process. Compliance of syllabus is monitored through ERP and Course Monitoring Committee.

2. Student counseling through coordinator and special cases are referred to the professional counselor.

3. Subject Allocation is done on faculty experience and expertise.

4. Development of the teacher – Financial support of Rs.3000 for attending FDP, Seminars, Workshops, Conference etc. and Rs. 1 lakh for PhD.

5. Student representatives on various college committees enhancing the teaching learning process. Example – CDC, IQAC, Course Monitoring Committee, NSS etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://aissmschmct.in/wp-content/uploads/2021/11/6.5.3-Annual-Report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college ensures inclusive atmosphere for all students and staff irrespective of their gender. It follows the with 30% reservation norm for the admission.

- Online lectures on balanced diet, gender equality, yoga, fitness, menstrual health is organized on regular basis.
- We are proud to have a female principal. In fact, our faculty female to male ratio is 10:7.
- Exceptional female staff and students are felicitated during 'Women's Day'.

The college is committed to provide a safe and conducive work and academic environment to female students and its employees and is extremely alert to the matters pertaining to any kind of nuisance and gender bias.

Safety and Security

- Anti-ragging committee and anti-ragging squad ensure the safety of all the students.
- College is equipped with 48 security CCTV cameras throughout the campus.
- Security check points at single gate entry.
- Separate hostel for girls and boys.

(b) Counselling

- Counselling of students and staff is conducted by external agencies appointed by the college.
- Class coordinators also act as mentor for the students.
- Professional counseling to the students is offered by Training and Placement Cell.

(c) Common Rooms

Campus has adequately equipped separate common rooms for the boys and girls

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1-gNfeDMdU1rdQh8jnIErkWqTE4bbuUpt/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1GRVCP8PNB6vvGv4Dg3qkmDwkR_WNNric/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

- **Dustbins are placed at prominent places and in the classrooms to collect the garbage.**
- **College has solid waste management practice in place where waste segregation is done at source.**
- **The maintenance of the pits is outsourced. The manure generated in the process is used for gardening purpose.**
- **Incineration machine is placed in the girls' toilets for disposal of sanitary pads.**
- **The dry garbage is collected by the SWACH organization on behalf of Pune Municipal Corporation every day.**
- **Recyclable waste generated in the stores like oil tins, plastic containers etc. are sold to the vendor.**
- **Even other solid waste items like vessels, refrigerators, weighing scale etc. which are not in working condition or cannot be used further are sold to the approved vendor for**

recycling.

E waste Management:

The e waste generated in the college like computers, Laptops, printers, LCD projectors, UPS etc. generated is handled as follows:

Centralized procedure is adopted for the collection and disposal of E waste. The vendor is selected by the society through the quotation procedure and it ensures that the vendor has a license to handle and disposal of the E waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1D5VT42Kr6RBNnyCuL2WLO0acJaChXzBF/view?usp=sharing
Any other relevant information	[View File]()

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	[View File]()

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college promotes inclusive environment. It is evident through various activities organized by the college and active participation of the college students in various events.

- **E-pledge was taken by students on Majhi Vasundhara portal, a department of Maharashtra Government for environment and Climate change to save mother earth which was celebrated from 1st January to 15th January 20021**
- **Integrity pledge was organized online for students and faculty members on 26th October 2020**
- **National Service Scheme (NSS) Day was celebrated on 24th September 2021.**
- **The Tree Plantation drive was organized to spread awareness about the tree plantation and its significance.**
- **The Webinar was organized by the college on Food Planet Earth.**
- **Book Review competition was organized on the occasion of Rading day on 15th October 2020**
- **COVID19 instruction were given to students for easing of restriction and phase wise opening of lockdown.**
- **College Celebrated the National Education Day to spread awareness about the Education among the students**
- **We encourage use of regional language by celebrating 'Marathi Diwas' in the form of various competitions. Even Marathi Bhasha Pandharwad was celebrated by organizing Marathi Hand Writing Competition from 14th January to 28th January 2021**
- **Students took the Pledge on No World Tobacco Day.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- AISSMSCHMCT has been committed to educating our students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties.
- Republic day and Independence Day are enthusiastically celebrated to imbibe patriotism
- The National Service Scheme unit is dedicated to creating a 'sense of patriotic commitment' for national development. Programme besides participating in the Republic Day, NSS Camp, National Service Scheme (NSS) unit where students engage in community service programs.
- College also initiated the anti-plastic and recycling campaign
- Constitution Day is celebrated on 26th November 2020 where fundamentals of right, values, duties and responsibilities of citizen as stated in constitution of India are made aware to the students, teaching and non-teaching staff.
- Students are sensitized for civic sense and other social issues along with their rights, duties and responsibilities as a citizen through activities organized by NSS unit. NSS students have enrolled with Pune Municipal Corporation to work as volunteer during pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code	A. All of the above

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institute actively celebrates national and international commemorative days, events and festivals. The students enthusiastically participated in the following events:

- **Chhatrapati Shivaji Maharaj Jayanti was celebrated to remember the indomitable courage, fearless warrior of the Maratha Empire Chatrapati Shivaji Maharaj on his birth anniversary**
- **World Tourism Day was celebrated on 27th September 2021 by organizing song writing, dance competitions and essay writing completions.**
- **The International Women's Day is celebrated on 8th March 2021 by organizing a "Diva competition" among all the branches of All India Shri Shivaji Memorial Society (AISSMS)**
- **International Yoga Day is celebrated on June 21st 2020 to spread awareness about the important health benefits of practicing yoga.**
- **Chhatrapati Shahu Maharaj Jayanti had been celebrated on 26th June 2020.**
- **Lokmanya Balgangadhar Tilak Smruti & Anna Bhau Sathe Janmashatabdi was celebrated**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. **Title of the practice: Creation of online teaching -learning systems**

Objective

To ensure smooth transition while imparting effective education during pandemic, the college has adopted various methods and techniques and took measures to equip the faculty for the changes.

Principles and Concept:

- To ensure efficient online teaching learning process.
- To make the learning experience of students more enriching
- To bridge the gap between offline and online teaching.
- To help them progress in terms of knowledge, skill set and outlook towards life.
- To safeguard students against the pandemic time.

The Context:

The lockdown happened all of a sudden where no one was prepared. The infrastructure was geared for online teaching both on teacher and students' part. The teachers were not trained in the techniques of the online teaching.

The Practice:

The following methods were implemented to facilitate the online teaching learning process.

- Microsoft Teams license was procured providing platform for teaching learning process.
- Teachers were given exclusive training on conducting online lectures ensuring internet connection in all areas of the college like classrooms, library etc. Wi-fi connection was enabled in select areas in the college.
- Concurrent evaluation parameters were reworked as per the need of an hour.
- Desk research facility was provided for the students who couldn't go for internship due to lockdown.
- Virtual orientation for 5 days was conducted for the first-year students.
- Activities like sports day, culinary competitions, drawing and essay competitions were conducted to keep the students engaged.
- Online counselling facility was provided for the students during the pandemic time.
- Alumni interactions were conducted online to provide guidance to the students and share their personal experiences.
- Webinars were conducted regarding opportunities of higher education abroad.
- International webinar was conducted for 5 days where prominent personalities from various fields associated with hospitality and tourism guided the students to hone their entrepreneurship skills.
- The students are given the opportunity to anchor the various webinars conducted by college.
- Virtual familiarization tours of laundry operations of hotel Crowne Plaza were organized for the second-year students as it was not possible to visit the hotels in person.
- Guest lectures on various topics were conducted online for the students where industry stalwarts gave the insights on the subject.
- Ms. Shatabhi Basu, world renowned mixologist had an interaction with students on 22nd May 2021.
- To keep the faculty and students fit and healthy, various initiatives were taken like cyclothon, international yoga day, FIT India freedom run etc. Team of AISSMS also participated in cricket tournament organized by PHA (Poona Hoteliers Association)

Evidence of Success

- More than 600 lectures are recorded as per curriculum for students learning. The links for the same are available as per the syllabus and class on the college website for the easy

reference of students.

- Notes and PPT are made available for all the subjects and courses on the college website to facilitate the students.
- The online lectures conducted daily are recorded and the recordings are available on MS Teams.
- The unit test and other concurrent evaluation is conducted through MS Teams and records are available.
- Faculty members upgraded their knowledge and skills required to conduct online classes through various training programs organized by various government and private institutes.

- Problems Encountered and Resources Required:
  - The students as well as faculty members were not well equipped to go online for teaching learning process.
  - Initially, there was no awareness about software to be used. They had to be trained.

2. Title of the practice: Students' centric approach

Objective

To excel in the field of hospitality education by molding and enhancing the skills of the students and to make them capable to meet the challenges of the dynamic business environment, the college has adopted student's centric approach wherein students are the center point of college operations.

Principles & Concept:

- To create a platform for the students to get industry exposure.
- To make the learning experience of students more enriching and to increase students' satisfaction through imparting content beyond syllabus.
- To bridge the gap between academia and industry.
- To ensure that all eligible students avail the scholarship offered by government institutions.
- To motivate the students for their holistic development.

Context:

A lot has been spoken about the gap between the hotel management curriculum and the requirements and expectations of the Hospitality industry. Although it is a known fact, it is a big challenge for the

Hospitality colleges to bridge this ever-increasing gap due to the dynamic nature of the industry and the limited control that colleges have on curriculum development as it is designed by the SPPU. The college thus has to find alternatives to fill this gap. With a view to achieve this, we at AISSMS College of HMCT have designed student centric practices to overcome the gap between the education and the industry expectations and make the students more employable. Now, with the grant of autonomy, college will be able to respond quickly and make the changes in curriculum and pedagogy swiftly.

Practice:

The following are the components of the student centric approach. ·

- Autonomous Status: The college has got its autonomy, which will help in accelerating and bring the changes in curriculum and improved pedagogy. The best practices can be incorporated for the benefit of students without delay.
- Choice based curriculum with credit system. It was introduced by SPPU and implemented by college for BHMCT & BScHS curriculum. This enables the student to select from the basket of subjects which gives him choice as per his preference and liking.
- Webinars on career prospects: Principal addressed the aspiring students regarding the career opportunities available in hospitality industry. Their doubts and queries were answered and online assistance was provided for hassle free admission process. As a result, both the courses and both the batches got 100% admissions.
- Parent's orientation: College has an open-door policy where parents can come and meet the faculty and the Principal for any concerns. They are invited during the first year for the simulation, second year to discuss the challenges faced by students during training and in the final year for the counselling regarding the placements thus seeking their active support in the development of their ward.
- Enhanced teaching learning process: Extra efforts are taken for students who are weak in studies through remedial classes. We conduct English speaking classes for these students to improve their soft skills and boost their confidence. E-content is made available to the students to increase the knowledge base and also online quizzes are conducted to test their knowledge. Teachers also uploaded recorded lecture series on various subjects and have more than hundred recorded lectures on college website to learn.
- Entrepreneurship development: College has incubation center-

Udaan – which helps to encourage entrepreneurship among students through mentorship. 5 days international webinar was conducted where many renowned entrepreneurs gave the insight to the students.

- Student ODCs: The College encourages the students to be a part of the Outdoor Caterings in hotels within the city to enhance their skills and to get first-hand experience of the industry.
- Extensive interaction with industry experts: Experts from industry are invited to conduct guest lectures, workshops, and webinars.
- Alumni interactions: Platforms are created for students to hear the alumni for their personal experiences and have one on one connect.
- Scholarship and insurance: College facilitates the students in completing the various formalities so as to avail the scholarship offered by government institutes. The students of the college are insured at college and university level.
- Universal Human Value: faculty members have been trained by AICTE to conduct UHV sessions with the first-year students.
- Faculty Development Programmes: Faculty members have attended various online training programmes organized by ATAL, NITTTR, AICTE, SPPU etc.

Evidence of Success:

- College has created e-content in form of notes and more than 600 recorded lecture videos which is uploaded on college website. Faculty also contributed towards e-content of the SPPU.
- College Alumni committee organized interactive webinars for the students to have one on one interaction with the alumni.
- International webinar was conducted by Udaan- Entrepreneurship development Cell- to encourage the students in the field of entrepreneurship.
- Various guest lectures were conducted online during the lockdown.
- The students filled the scholarship forms online and the duly filled forms were collected online for the facilitation of the students.
- Students won prizes in online competitions organized by other colleges.

Problems Encountered and Resources Required:

- The syllabus is governed by the university and affiliated colleges have limited control over the same. The syllabus is

supposed to be revised every three years. However, sometimes there is a long gap, making part of the syllabus redundant. It is seen that the syllabus is not always at par with the industry requirements. Now with the Autonomous status granted, this could be overcome to a large extent.

- Industry experts who are invited as guest lectures/jury/resource person for workshops cancel their appointment at the last minute due to professional reasons and college has to find the replacement at short notice.
- Considering that conducting practicals online had some limitations, so innovative assignments were designed to overcome this challenge. The college however will conduct all missed practicals during the next session.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Provision of quality education in hospitality:

- College got the 'Autonomous Institute' status in February 2021 for ten years i.e. till the academic year 2030-2031.
- Institute is accredited by NAAC with "A" grade and NBA accredited for BHMCT from 2017-18 to 2021-22.
- The college is recognized under 2F12B of UGC.
- College is ranked number 15th in India and number 1 in Pune by "Week Magazine" & ranked 35th in best Hotel Management Colleges by "India Today Magazine" survey 2020.
- College has membership of Professional associations like Pune Hotelier Association (PHA), Western India Culinary Association (WICA) and British Business Group. This provides platform for the faculty and students to participate in various workshops, lectures and seminars organized by these associations.
- College has its own research journal- "Atithya- Journal of Hospitality" which is a peer reviewed, biannual journal and has been in circulation for last 7 years. The research papers published in Atithya- Journal of Hospitality can be accessed on EBSCO and Academia repositories.
- Till date, more than 250 research papers have been published by faculty and in some cases, jointly with the students. Some

of the research papers are published in reputed UGC CARE listed journals.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

- **In this time of online businesses, the institute plans to build a kitchen studio and introduce a course on creating professional videos for social media like YouTube channel, video blogging etc. exposed students to online business opportunities and synchronize above with the curriculum.**
- **Upgrade food production laboratories with a walk-in cooler**
- **Renovate the Food and Beverage laboratories and Front office laboratories.**
- **Additional staffroom cabins for increasing number of faculties with individual LAN connections.**
- **Submitting a proposal to SPPU to initiate a degree in BSc (Honors) HS and MScHS**
- **Recruitment of additional faculty.**