



AISSMS

COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY



Approved by AICTE, New Delhi, Recognized by the Government of Maharashtra
An Autonomous College Under Savitribai Phule Pune University, Pune.
NAAC Accredited "A" Grade | NBA accredited for BHMCT-2022

SHRI MALOJIRAJE CHHATRAPATI
Honorary Secretary

Dr. SONALI JADHAV
Principal

Ref. No. HMCT/IQAC/2021-2022/

Date

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING NO. 3/2021-2022

An online meeting of the Internal Quality Assurance Cell of All India Shri Shivaji Memorial Society's College of Hotel Management & Catering Technology, 55-56, Shivajinagar, Pune – 411005 was held at **12.00 hrs. on Wednesday 23rd February 2022** on Microsoft Teams platform to review and take necessary decision on the Agenda bearing no. HMCT/IQAC/2021-2022/2045 dated 15th February 2022 when the following were present:-

1.	Dr. Sonali Jadhav	---	Chairman (IQAC)
2.	Mr. Sunder Srinivasan	---	Coordinator (IQAC)
3.	Mr. Ambar Rode	---	Hospitality Entrepreneur
4.	Mr. Pritam Naik,	---	Alumni Representative
5.	Mr. Ajay Dangat	---	Sr. Administrative Officer
6.	Dr. Arun Sherkar	---	Teacher
7.	Dr. Rasika Gumaste	---	Teacher
8.	Dr. Meyola Fernandes	---	Teacher
9.	Dr. Sameer Diwanji	---	Teacher
10.	Dr. Rajeshree Pol	---	Teacher
11.	Dr. Gauri Shah	---	Teacher
12.	Ms. Gayatri Patwardhan	---	Student Representative

Since the information was received from Mr. Abhijeet Gupta, Industry Representative that he would not be able to attend the meeting and his leave was sanctioned.

The following decisions were taken in the meeting: -

SUBJECT NO.: 1

To confirm the minutes of the meeting held on 16th November 2021.

RESOLUTION NO.: 1

The minutes of the meeting held on 16th November 2021 were read and confirmed.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 2

To review the fulfillment of the resolutions passed in the meeting held on 16th November 2021.

RESOLUTION NO.: 2

The fulfillment of resolutions passed in the meeting held on 16th November 2021 were read and noted.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 3

To review the publication status of the college journal "Atithya – A Journal of Hospitality" for the academic year 2021-2022

RESOLUTION NO.:3

The committee was updated on the publication of Atithya - A Journal of Hospitality: - Volume 7 Issue I - June 2021, Volume 7 Issue II - December 2021 and Volume 8 Issue I - June 2022 have been published.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 4

To discuss the procedure of application for the college journal "Atithya – A Journal of Hospitality" to be recognized under the UGC CARE list.

RESOLUTION NO.: 4

The committee was briefed about the application procedure for the journal to be listed in the UGC Care List. The Chairman advised the Research Head to start the process and in the next six months submit the proposal to Savitribai Phule Pune University, Pune.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 5

To propose amendments in the incentives for faculty members for research publications and research related work.

RESOLUTION NO.: 5

The committee approved the incentives for faculty members for publishing of Research Paper in Web of Science Rs. 5000/- per year and Scopus Rs. 8000/- per year in addition to the incentives approved in the previous IQAC meeting held on 16th November 2021 (Resolution No. 9). The faculty may avail of this funding only once every year.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 6

To discuss the formulation of Research Policies.

RESOLUTION NO.: 6

The Research Cell has formed a research policy for the institution which was approved by the committee.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 7

To discuss the introduction of Ph. D. Incubation Centre.

RESOLUTION NO.: 7

The committee was informed that the institute is looking forward to introduce a Ph. D. Incubation Centre to help guide the students who are pursuing or wish to pursue their Ph. D. The committee recommended to initiate the process for the same.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 8

To review the examination department status with regards to software, stationery and conduct of examination for the students of First Year B.H.M.C.T. and B.Sc. H.S. programmes under autonomous structure.

RESOLUTION NO.: 8

The committee was briefed on the procurement of Examination Management System Software to manage student's database along with the procurement of grade sheets with security features. The committee was also informed of the preparedness to conduct of online examination using the current Enterprise Resource Solution (ERP) of the institute.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 9

To discuss the revision of syllabus for BHMCT and BSc HS programme under autonomous structure.

RESOLUTION NO.: 9

The Academic Cell presented the syllabus for BHCT and BSc HS programme to the committee.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 10

To update the committee on the Programme Specific Outcomes for the BHMCT and BSc HS programme

RESOLUTION NO.: 10

The Academic Cell briefed the committee on the Programme Specific Outcomes for the BHMCT and BSc HS programmes.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 11

To approve the value-added course on Food Videography and Video Recording and Editing

RESOLUTION NO.: 11

The committee approved value added courses on 'Food Videography' and 'Video Recording & Editing' to be conducted in April 2022. The committee was also informed about 06 other value added courses to be conducted in the summer break.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 12

To review the infrastructure created for consultancy purposes.

RESOLUTION NO.: 12

The committee was briefed about the new studio kitchen created in the campus to enable the staff and students to prepare professional videos of their preparations. The institute also plans to keep the studio available on hiring basis for people from outside do their video shoots, as well as for consultancy purpose.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 13

To review the consultancy & MoU activities.

RESOLUTION NO.: 13

The committee discussed on the following MoU's to be signed by the college:

1. Austin 40 Cafehouse, Pune titled "Be the Boss" which will allow students to handle one operational Food & Beverage outlet for two days.
2. Austin 40 Cafehouse for Food Videography and Video Editing.

Proposed by: Dr. Gauri Shah

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 14

To discuss the conduct of Atithya competitions in the Academic Year 2021-2022

RESOLUTION NO.: 14

The committee was updated on the institute's plans of conducting their annual flagship event "Atithya" which will see teams from and around Pune city participate in competitions based on core operational areas. The college is in the process of preparing budgets for the same.

Proposed by: Dr. Sameer Diwanji

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 15

To review the change in feedback system.

RESOLUTION NO.: 15

The committee was updated about the various stakeholder's feedbacks that the institute plans to take beginning from the academic year 2022 – 2023 as per the NAAC requirements. The same will be analyzed and an action plan for the same will be devised. The committee recommended to make these details available on the website of the institute.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 16

To discuss the proposal to be submitted towards Unnat Bharat Abhiyan in identifying development challenges and evolving appropriate solutions.

RESOLUTION NO.: 16

The committee was informed that the institute has applied for funding through All India Council for Technical Education (AICTE) under the scheme Unnat Bharat Abhiyaan for Technology Development for villages. On receiving the funding the same will be used for solar energy lighting system or net metering system to be installed in the village adopted under the National Service Scheme (NSS).

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 17

To discuss the creation of a Digital Repository in using DSpace Software.

RESOLUTION NO.: 17

The committee was informed that DSpace is an open-source software. The institute can make a single point access to all types of digital content including notes, PowerPoint presentations, videos, images, audio clips and research material for staff and students. The committee recommended to initiate the process.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 18

To discuss the purchase process for Academic Year 2022-2023.

RESOLUTION NO.: 18

The committee recommended that the institute initiates the purchase requirement for Academic Year 2022-2023 in the month April 2022.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 19

To include Dr. Kiran Shende as a member of IQAC.

RESOLUTION NO.: 19

The committee approved Dr. Kiran Shende to represent the examination section in the IQAC team.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav

On conclusion of the subjects on agenda, the meeting was concluded with a vote of thanks by Mr. Sunder Srinivasan, IQAC Coordinator

(Dr. Sonali Jadhav)

Chairman (IQAC) & Principal