



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The AISSMS College of Hotel Management & Catering Technology was established in 1997 to impart education & technical knowledge to the aspiring hospitality professionals. Hospitality & Tourism sector is one of the most dynamic and growing areas in today's scenario. This phenomenal growth is bound to create plenty of job opportunities which require a highly skilled, educated and adequately trained man power at all levels. Thus, education in Hotel Management is assuming a spectrum of employment in various fields directly or indirectly linked to it.

The AISSMS College of Hotel Management & Catering Technology was established in 1997 to impart education & technical knowledge to the aspiring hospitality professionals. With the state of the art infrastructure and competent faculty, the college has always strived hard to excel in the field of hospitality education.

Accreditations:

Accredited by NAAC with A grade from May 2015 to April 2020 & NBA (BHMCT programme) for five years from 2017-18 to 2021-22

Students' achievements:

The students of our college have featured in the Savitribai Phule Pune University, Pune merit list, ever since the establishment of the college.

The average passing percentage of the students has been consistently above 95%. The students are also proving their mettle in various hospitality competitions and bringing home laurels for the College.

Locational advantage:

The College is located in the heart of Pune city. It is accessible easily from the Railway Station & the Bus Stand. The campus is situated at 55-56, Shivajinagar, Pune - 411 005.

Infrastructure

The Institute has state of art infrastructure to enable students to explore the unique nature of Hotel management. Every year, budget is allocated to augment the existing infrastructure and maintain the same.

Vision

“To achieve excellence in the field of hospitality education and research and be the most preferred recruitment destination.”

Mission

“AISSMS’s College of Hotel Management & Catering Technology 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.”

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Accreditation by NAAC & NBA
- Permanent affiliation to Savitribai Phule Pune University
- Ranked by India Today and The Week Magazine in the list of Top Hotel Management Colleges in India
- MOU with Athlone Institute of Technology, Ireland for faculty & students exchange, students' progression and joint research.
- Good admission record and being the most preferred institutions by the prospective students.
- Central Location
- State of the art Infrastructure
- Well qualified and internationally experienced faculty
- Research oriented environment.
- Positive work environment with systems oriented approach and emphasis on employee empowerment.
- Well represented on committees of various Universities (Home & others) and Professional bodies.
- Good admission track record
- Supportive and encouraging management
- Sound financial backing
- Strong Industry Network
- Global presence of alumni
- International internships and placements for students.
- Good track record of students opting for entrepreneurship after graduation.
- Demand for consultancy in varied areas by budding Hospitality entrepreneurs and related businesses.
- Mentoring other institutes on NAAC accreditation under the RUSA scheme.
- A strong support to students & faculty from professional counsellors.

Institutional Weakness

- Teachers approval process is stalled because of Maratha reservation policy.
- Being an undergraduate course, students are not serious about placements.
- Limited publications in CARE listed journals due to constant changes in the journal listing.
- The college research journal Atithya A Journal of Hospitality is yet to be included in the CARE list.

Institutional Opportunity

- To be the first hospitality research center under SPPU.
- Seeking funding from UGC & AICTE under various schemes.
- Registering under "Paramarsh" scheme under AICTE.

- Getting autonomy for the Institute
- New programs can be introduced post autonomy
- Greater control over the curriculum to bridge the gap between academy and industry

Institutional Challenge

- Lack of recognition for Masters programme by the industry, resulting in, closure of the programme due to no demand. Therefore, we are unable to start a Research Center despite a substantial number of Ph.D. holders and guides.
- Lack of control on the admission process thereby resulting into mismatched student profile
- Substandard hospitality institutions are spoiling the reputation of hospitality education
- Post pandemic placement at the time of layovers and furloughs of hotel employees.
- Participation from industry experts in the academic activities.
- Getting funding from the industry for projects and fair charges for consultancy.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute follows curriculum designed by Savitribai Phule Pune University. The faculty members contribute in curriculum revision and participate in various bodies of the University. The Institute ensures effective curriculum delivery through a well-planned and documented process. Academic Planning is done keeping in mind vision and mission of the Institute and the Program Outcomes. The Academic Calendar is a blueprint of all the curricular, co-curricular, extra-curricular and extension activities for the student and staff development. The faculty members prepare lesson plan as per the curriculum of the university and deliver the curriculum accordingly. The Institute uses innovative, interactive and ICT enabled teaching learning process to make education meaningful, understandable and interesting. The Institute has introduced many new courses as per the revisions in the curriculum based on changing needs of the organizations and emerging trends. The Institute has successfully implemented Choice Based Credit System (CBCS) for both the programmes. The Institute offers few

Certificate / value added programs for enhancing employability and entrepreneurial ability of students.

The course curriculum is enriched with the latest knowledge in the hospitality domain along with other cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. All the students of institute undertake Internship Projects. The Institute collects and analyses feedback from all the stakeholders to enhance the quality of education.

Teaching-learning and Evaluation

The students profile reflects diversity in terms of educational background, geographical location, gender, admission categories and economic condition. There are substantial numbers of students admitted from reserved categories. The Institute is committed to provide equal opportunity for quality education to students from diverse backgrounds. Students' learning levels are assessed and special attention is given to slow and advanced learners. The Institute has maintained student-teacher ratio as per the norms. The Institute uses

innovative, interactive and ICT enabled teaching learning process to make education meaningful, understandable and interesting. The Institute makes learning student centric so that they acquire lifelong learning. The Institute uses experiential learning, participative learning, problem solving methodologies etc. to enhance the learning experience of students. Counseling and mentoring facility is provided to all students and staff. The Institute has adequate number of full time faculty who are well qualified, competent and experienced in their respective fields. More than half of the teachers are Ph.D. holders. The Institute focuses on professional development of teachers for improving quality of education.

The evaluation process is transparent and robust in terms of frequency and variety. The institute has introduced many reforms in continuous internal evaluation. The mechanism to deal with examination related grievances is transparent, time-bound and efficient. The program outcomes and course outcomes are clearly defined in the curriculum and the attainment of the same is evaluated by both direct and indirect methods. The average pass percentage of students is consistently high. The Institute obtains feedback from students about teaching and uses it for quality improvement.

Research, Innovations and Extension

The Institute considers research as a good complement for teaching-learning process and inculcates research culture among faculty members and students. There is a Research Committee which promotes research activities in the Institute. The Institute has appointed Academic and Research Co-ordinator to act as a bridge between the Institute and the University. More than half of the faculty members are Ph.D. holders and a couple of them are approved research guides of Savitribai Phule Pune University. The faculty members undertake research projects funded by various organizations. The Institute has established 'Entrepreneurship Development and Incubation Centre' and has created an ecosystem to foster a culture of innovation and entrepreneurship among the students. The Institute encourages faculty members to present/publish research papers in reputed national and international conferences/journals that are listed in CARE. The faculty members have authored books and have received awards and recognition for their contribution in various fields. The Institute undertakes many extension activities in collaboration with various Government, Non-Government Organizations, Business Organizations, and Academic Institutions etc. The NSS cell of the institute is active and responsive to all the cross-cutting issues. These activities sensitize students towards social issues and leads towards development of their holistic personality. The Institute has established linkages and signed MoU's with Academic Institutions, Government

Organizations, Non-Government Organizations, Corporate Organizations, Training Organizations etc. Such tie-ups helps the organization in conducting various mutually beneficial activities.

Infrastructure and Learning Resources

The Institute is situated at a prime location and has a state of the art campus. The Institute's eco-friendly campus provides conducive environment ideally suited for serious academic pursuits. The Institute has adequate facilities for curricular, co-curricular, extra-curricular and extension activities. All the classrooms and seminar hall are equipped with LCD projector and internet connectivity. The Institute has ramp, lift and other facilities for differently-abled students. There are adequate facilities for indoor and outdoor sports and cultural activities. Library is a knowledge repository and has adequate collection of books and journals. It has a reading hall and e-library facility. It has e-resources like DELNET and OPAC. Remote access facility is also provided for e-resources. The library has SLIM 21 software for automation of library services. The Institute has a

network of sufficient computers with internet facility. The Institute has Wi-Fi Facility. There is 50 Mbps leased line internet connectivity. The Institute uses ERP for effective academic planning and execution. The Institute has established policies and procedures to ensure proper utilization and maintenance of various physical, academic and support facilities. External agencies have been appointed for housekeeping, security and maintenance of various equipment.

Student Support and Progression

The Institute strives hard to develop holistic personality of students and transform them into competent hospitality professionals with strong ethical values. The students of the Institute from reserved categories and economically backward class gets benefit in terms of scholarship provided by government. The Institute provides installment facility to students. The Institute provides many capability enhancement and development schemes like soft skill development, language lab, career counseling, guidance for competitive exams, remedial coaching, counseling, yoga and meditation etc. The Institute strives hard to enhance employability of students and fetch lucrative career opportunities for them. The efforts of Training and Placement Cell are reflected in good placement record of the Institute. The topnotch business organizations are prestigious recruiters of our students. The Institute also conducts many entrepreneurship development activities to inculcate entrepreneurial culture among students and encourages them to become entrepreneurs. A lot of our students are successful entrepreneurs. The Institute has an active 'Student Council' and representation of students on various academic and administrative committees. Students play a key role under the guidance of staff in initiating, planning and executing various activities in the Institute. It leads to development of holistic personality of students enhancing their employability and entrepreneurial abilities. The Institute publishes 'College Casserole' Magazine annually with active participation of staff & students. The Institute organizes various cultural and sports competitions for students throughout the year. The students participate in various inter-institute competitions and have won awards. The Alumni Association represents talented and highly successful network of Alumni and it is significantly contributing for the development of the Institute in manifold ways.

Governance, Leadership and Management

The Institute has a clearly stated vision, mission and quality policy which spells out its strategic intent. The governance of institute ensure equity, quality, social justice and access to higher education. The Institute has decentralized system of governance and uses participative style of management. The Institute has well defined organizational structure. Various committees are formed for smooth functioning and conduct of various activities. The Institute uses ERP for effective academic planning and execution and Tally for finance and accounts for e-governance. The Institute strongly believes in faculty empowerment and encourages professional development of staff by providing many welfare measures to satisfy, motivate and retain them. The Institute provides financial support to faculty members to attend conferences, FDP's and workshops. The Institute organizes many professional development programs including internal faculty/staff development programs for both teaching and non-teaching staff. The Institute has well designed performance appraisal system for both teaching and non-teaching staff. The Institute has well defined process for financial management. The internal and external financial audits are carried out regularly. The Institute has appropriate strategies for mobilization of funds and optimal utilization of resources. The Internal Quality Assurance Cell (IQAC) is active and is responsible for quality initiatives, quality assurance and quality improvement. The IQAC contributes significantly in strategizing, standardizing and implementing various quality policies, initiatives and processes.

Institutional Values and Best Practices

With an aim 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.

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 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 education gap challenge.

To motivate the staff members to strive for excellence and acknowledge the various facets of achievements; awards and recognition in various areas has been installed. Similarly, to inculcate the quality and values expected by the students in the industry, system of awards and recognition for the students is in place. The students and staff are given awards for their academic excellence, co-curricular and extra-curricular achievements.

It is a well-known fact that motivation is required for human resources to make them perform better. This motivation can be monetary or non-monetary. Keeping the same objective in mind, the various components i.e. students, teaching staff and non-teaching staff are recognized and motivated on a continuous basis. Students are recognized for their attendance, grooming and giving back to society apart from the academic performance whereas the teaching staff are recognized for their prowess in teaching, research and academic results. Non-teaching staff is appreciated for their work on the basis of their appraisals.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
Address	Shivajinagar, Nyaymurti Ranade Marg, Shivaji Maharaj Statue Campus
City	Pune
State	Maharashtra
Pin	411005
Website	www.aissmschmct.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	SONALI JADHAV	020-25511655	9881401482	020-25520488	sonalijadhav@aissmschmct.in
Professor	MILIND PESHAVE	020-25521365	9823576300	020-	iqac@aissmschmct.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	01-07-1997
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University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	05-02-2016	View Document
12B of UGC	05-02-2016	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	30-04-2020	12	For BHMCT programme

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1608716877.pdf
If yes, has the College applied for availing the autonomous status?	Yes

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Shivajinagar, Nyaymurti Ranade Marg, Shivaji Maharaj Statue Campus	Urban	7.3	6128.24

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BHMCT, Commerce And Management	48	HSC with CET	English	120	117
UG	BSc, Science	36	HSC	English	120	120

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	3				7				22			
Recruited	1	1	0	2	3	2	0	5	7	15	0	22
Yet to Recruit	1				2				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				1			
Recruited	0	0	0	0	0	0	0	0	0	1	0	1
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	0	1	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	10	4	0	14
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				30
Recruited	27	3	0	30
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	1	0	3	2	0	1	4	0	12
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	4	6	0	10

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	3	0	4

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		1	4	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	469	16	0	1	486
	Female	157	9	0	1	167
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	17	17	12	13
	Female	3	4	9	4
	Others	0	0	0	0
ST	Male	4	2	2	3
	Female	1	0	1	0
	Others	0	0	0	0
OBC	Male	26	19	21	28
	Female	8	6	8	4
	Others	0	0	0	0
General	Male	81	87	89	89
	Female	33	35	29	24
	Others	0	0	0	0
Others	Male	10	12	11	12
	Female	3	1	3	4
	Others	0	0	0	0
Total		186	183	185	181

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
184	172	205	205	205
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	3	3	3

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
653	594	547	528	507
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
98	60	67	67	67

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
147	133	105	81	92

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
30	28	29	28	30

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
30	33	38	38	38

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 14

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
319.05	362.63	274.62	279.04	229.88

4.3

Number of Computers

Response: 143

4.4

Total number of computers in the campus for academic purpose

Response: 120

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The Institute follows curriculum designed by **Savitribai Phule Pune University**. The syllabus of the program is prepared by the University by setting up Committees for each subject for framing and revising tasks which comprise of senior and experienced Faculty from Hotel Management Colleges from colleges under SPPU colleges. It is a pride to have representation from our college in the capacity of Chairman and Members on these Committees. The Principal AISSMS CHMCT has been appointed as Chairman of the revision committee of SPPU.

At **AISSMS, College of Hotel Management & Catering Technology**, Academic department is responsible not only for the delivery of the prescribed syllabus i.e. teaching process but also involved in the continuous evaluation to gauge the efficacy of the same.

COURSES:

The AISSMS, College of Hotel Management & Catering Technology offers following courses which are affiliated to Savitribai Phule Pune University

- Bachelor In Hotel Management & Catering Technology – a Four Year Full time degree programme recognized by AICTE
- Bachelor of Science Hospitality Studies- Three Year Full time degree programme
- MHMCT – A two years full time Master Programme was also offered in the year 2013 earlier.
- The Academics department is responsible for the efficient conduct of all the programmes.

Phase I

It primarily involves :

- **Subject Allocation for the faculty** – 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. Adjunct faculty provide value added knowledge and content beyond syllabus.
- **Calculation of work load of each faculty** – It is ensured that the faculty is given the teaching workload as per the AICTE and University norms.
- **Identifying Visiting Faculty for ancillary subjects** – Visiting faculty is appointed based on qualification experience and competency.
- **Preparing Time Table for the semester** – Based on the contact hours prescribed in the syllabus, weekly timetable for the semester is prepared.
- **Preparation & Standardization of Academics related formats** –The work of the academic

department is well documented and enlists the number of records to be maintained. The procedure is reviewed every year for continual improvement.

- **Appointment of Class Coordinators for each class** – To facilitate easy and quick flow of academic and related communication between the Principal and students, Class Coordinators are appointed.

Phase II

Commencement and conclusion dates are aligned with SPPU academic calendar. Academic audit including course monitoring committee meetings monitor the compliance to the syllabus and the time table. Attendance is monitored and defaulters along with their parents are informed of the short fall every month.

Phase III

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

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

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 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 list of planned events to the academics.
- 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 end of semester and 100 % compliance is aimed at

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 50

1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
12	10	10	9	9

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 77.86

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
308	350	428	524	536

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

The Institute offers few certificate/value added programs for enhancing their 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. The Institute offers many value added courses imparting transferable and life skills. All the students of BSc.HS and BHMCT programmes undergo Industrial Training and Research Project work. The project Report is a part of the eighth semester of the program in BHMCT and Second Year in BSc.HS. In addition to curriculum enrichment, the Institute supplements it by organizing various activities:

Gender

In a move to create increased awareness amongst girl students towards gender issues, College conducts seminar called Yugandhra for Girls. The aim of this seminar is to bring definite orientation in the thinking practices and to be self-empowered as individuals. The seminar deals with issues pertaining to women harassment at workplace, health and safety, sexual harassment, self-defense and various forums for justice. Gender equity is attained by conducting programs like debates, group discussions for both boys and girls on a single platform.

Environment & Sustainability and Human Values

The College conducts community activities through NSS dept. The extension activities organized by the College, enhance the students' academic learning experiences and inculcate the values and skills in them. The Institute organizes many activities related to environment and sustainability like - tree plantation, sapling distribution, blood donation camps, Swachh Bharat Abhiyan, expert sessions related to waste management, health issues, organ donation, road safety, traffic awareness, pollution control campaign etc.

Through these activities the students get sensitized and learn to think beyond individual interests and for social welfare.

College organizes Annual event –Atithya as an extension activity and various other individual class events. These platform helps them to learn Teamwork, Leadership Skills, Effective Communication Skills, and Effective Decision Making are just a few things students learn while participating and organizing various events. Students get a wonderful platform to mingle with each other and learn about culture, traditions and values. Extension activities help the students to contribute in national development and social integration. The Extension activity also inculcates value of male –female equality, humanity and notion of equal rights.

The subject Environment Studies is part of second Year curriculum addresses Environment and Sustainability. They also learn measures how to protect the environment and are made aware of global warming and other issues.

Professional ethics

The Curriculum includes courses related to professional ethics like Organizational behavior, Communication Skills, Generic Skills, Personality Development & Business communication and Entrepreneurship development.

In addition to this the Institute offers value added courses such as English Classes, Interview Techniques and training for various competitions to enhance soft Skills and technical skills and also develops professionalism.

Further, the Institute organizes various activities to inculcate professional.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.66

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	6	6	6

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 34.61

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 226

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

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

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

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 94.32

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
238	186	183	185	181

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
240	180	204	204	204

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 99.85

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
85	72	61	67	68

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

2.2 Catering to Student Diversity

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

Response:

The Institute assesses the learning levels of the students in the following ways-

- **Student's profile**-Student profile data collected during the admission process like marks scored in qualifying entrance exam and past academic records ensures minimum competency level of the students.
- **Assessment by the Faculty**-The class coordinators and the subject faculty regularly review the academic progress of the students and ensure better performance and academic growth.
- **Assessment by the Mentors**-During the mentoring session 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 conducted for the students who are slow learners and cannot match up with the speed of other students in the class. These classes are assigned as a part of the regular time table, wherein the teachers give extra time to such students by conducting separate sessions for them. The students are also provided extra classes to improve their English language skills.
- **Mentoring and buddy system**-The Class coordinators and the subject teachers regularly review the academic progress and mentor the slow learners to improve performance. A student buddy may be attached to the slow learner to help him in the learning process.
- **Counseling**-The students are counseled by the coordinators as required. Any special cases referred by the coordinator are recommended to a professional counselor appointed by the college.
- Separate examination room is provided, and additional time is given to differently abled depending on their requirement and university rules. Scribe is provided to the students if required.
- The Slow Learners are encouraged to participate in various institutional activities to develop social skills.
- Those students who are academically weak are encouraged to learn through open book tests, assignments and referring to easy - to - understand material in library.
- Assessment test for the level of communication is taken for the first year students, if improvement is required, small modules and short courses are conducted for them.

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

- **Participation in various hospitality competitions**-The College provides opportunities to participate in various symposiums like Seminars, Intra and Inter collegiate Hospitality Competitions and Quiz at national level.
- **The choice based credit system**-It provides students a choice of subjects to develop their core competence and skills they would like to acquire.

- The Training and Placement cell help to take up international internship programmes for a global exposure to the industry. They are assisted with part-time jobs to enhance their skills in their preferred areas and build their resume.
- The Training and Placement coordinator conducts Career Counseling Sessions with the final year students.
- The students can earn extra credits by taking up MOOC courses, NSS and Sports.
- Value added workshops for skills development and knowledge building are conducted.
- Advanced learners are encouraged to take up leadership positions in various events.

File Description	Document
Upload any additional information	View Document

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

Response: 22:1

File Description	Document
Any additional information	View Document

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

Response:

Learning at the college has always been student centric. Various methods of experiential and participatory learning are adopted to ensure that students are active participants rather than remaining passive listeners in the teaching-learning process. Participation in various academic and co-curricular activities helps in the overall development of the students.

The following activities are carried out for the students-

- 1.Laboratory Practical
- 2.Role plays
- 3.Case study
- 4.Group discussion
- 5.Presentation
- 6.Seminar
- 7.Industry internship
- 8.Field visits
- 9.Assignments
- 10.Creating mind maps
- 11.Brain storming activities

12. Quiz
13. Group projects
14. Entrepreneurial development activity-Theme Lunch
15. Formal Lunch
16. Caselets
17. Hospitality Competitions
18. Workshops
19. Simulation exercises
20. On-line lecture series
21. Guest lectures

- 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. Some of the committees are Sports committee, Cultural committee, Alumni committee, Book lovers club and Hobby club.
- 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. Workshops help in application of the theory and also encourage creativity, innovation and adaptation of ideas.
- Internships and Training in hotels, which is part of the curriculum, ensure experiential learning for students.
- As a part of routine teaching- learning process, the college organizes guest lectures, conferences, seminars by inviting subject matter experts of national and international eminence.
- Students are encouraged to participate in intracollegiate and intercollegiate competition to develop competitive spirit.
- Students organize and participate in National Service Scheme camps, Blood donation camps, cleaning campaigns to inculcate values, ethics and social responsibility. The community work related activities help in the holistic development of students. It also inculcates nationalism and a sense of social responsibility.
- Students participated in the work carried out by the Pune Municipal Corporation during the Pandemic and creating traffic awareness among the citizens.
- 'Atithya', an International level Hospitality Competitions are organized by the college every year. The students actively participate and are in charge for the operational departments. It helps them to learn about event management, build up leadership skills, team building, financial planning, public relations and media management. It helps in the development of overall personality of the students.
- Industry visits are arranged to enhance student's learning experience and better understanding of the core concepts.
- Resources like library, various software available for core subjects, well equipped computer laboratory also benefit in enhancing the industry required competence for the students. Such opportunities offered to the students foster better learning.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT has become a prime necessity of all the institutes in order to provide quality education to students. Students strive for knowledge beyond books to expand their horizons for the better future.

The following ICT facilities are provided to the students-

- The college has well equipped Computer Laboratory with 40 computers that help in gaining knowledge through e-learning.
- 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.
- During the onset of the pandemic classes were conducted on online platforms like Zoom and Microsoft Teams to ensure syllabus completion. The faculty was intensively trained to conduct online classes.
- To aid further learning, researching and referencing 50 computers are placed in the Library.
- The teachers are provided with laptops for facilitating their teaching online.
- The Library has Recorded Lecture Series of more than 450 videos that are being prepared by the faculty and put up on the college website. A quiz is made on each topic, the link of which is given in the description of the YouTube video. The quiz link is open for everyone to attempt and view the results immediately.
- ERP is used regularly for monitoring Attendance, Syllabus Planning and Compliance of subjects.
- 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 audiences.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 24:1

2.3.3.1 Number of mentors

Response: 27

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

2.4 Teacher Profile and Quality

<p>2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years</p> <p>Response: 82.76</p>											
File Description	Document										
List of the faculty members authenticated by the Head of HEI	View Document										
Institutional data in prescribed format	View Document										
Any additional information	View Document										
<p>2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</p> <p>Response: 20.69</p>											
<p>2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>9</td> <td>5</td> <td>3</td> <td>1</td> </tr> </tbody> </table>		2019-20	2018-19	2017-18	2016-17	2015-16	12	9	5	3	1
2019-20	2018-19	2017-18	2016-17	2015-16							
12	9	5	3	1							
File Description	Document										
Institutional data in prescribed format	View Document										
Any additional information	View Document										
<p>2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>Response: 8.02</p>											

2.4.3.1 Total experience of full-time teachers

Response: 240.53

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

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.

The following Inter Assessment System is carried out by the institute-

- Internal evaluation is based on Unit Test, Assignments, Continuous assessment (for practicals) and Internal Practical Exam.
- In case of those students who secure less than passing percentage of marks in internal, the college administers a separate internal test and those marks are considered as final internal evaluation marks.
- The Institute prepares Academic Calendar which includes internal evaluation schedule. It is put up in each classroom and displayed on the website of the college. The notices are displayed on the notice board and also communicated by the teachers in their respective classes.

1. Transparency in Internal Assessment:

- The internal assessment system is explained to the students by the subject teacher in the beginning of the academic year with the assessment parameters and assigned marks for it.
- Students discuss with their teachers the performance in internal evaluation and also clarify queries. Further, corrected answer papers are shown to students and their signature is taken on the answer sheet, indicating they are aware of the marks received and suggestions are given for improvement.
- In case of discrepancy in marks or any unresolved queries, a register is maintained by the examination department to note it down and resolve it within time limit.
- The results of the paper correction for Unit test are declared within ten days of the conclusion of the test.

2. 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. Internal marks are compiled and verification of marks is done before finalization by the subject faculty and the internal examination team.

3. Frequency of Internal Assessment: The internal assessment is conducted on continuous basis

throughout the semester as per the exam policy and the academic calendar.

4. 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. These include Assignments, Case Study, Role Play, making videos related to the subject, Quiz and MCQs. The Schedule of all Examinations is given in academic calendar which is also planned keeping in mind various factors such as

- Date of Beginning of the academic sessions.
- Last working day of the semester.
- Completed syllabus in order to conduct Internal exams
- Date of commencement of SPPU examination.
- The college has a student examination committee which actively interacts with the students and encourages them to give their best in the examination.

File Description	Document
Any additional information	View Document

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

Response:

- 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 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.
- The examination department is audited once a year to ensure fair practices are followed.

File Description	Document
Any additional information	View Document

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.

Response:

The curriculum is developed by Savitribai Phule Pune University. It attempts to align the program structure and course contents to the requirements of the hospitality aspirants and the dynamic hospitality industry. The syllabus is revised by the university and has a good representation from the institute.

Program Outcomes and Course Outcomes for the program offered by the Institute are well defined, clearly stated and communicated to the teachers and the students.

The objectives for the programmes are-

- The basic objective is to provide the hospitality industry with a steady stream of competent and trained young men and women with the necessary knowledge, skills, values and attitude to occupy key operational positions.
- 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 (POs) and Course Outcomes (COs) 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 POs of the programme.
- The faculty members communicate and emphasize on their respective Course Outcomes during their classroom sessions.
- The faculty members prepare lesson plan keeping in mind POs, COs of the program and course content of the respective course.
- The syllabus designed by the university has well defined POs and COs. However where the POs or COs is not defined clearly the Institute has reviewed and defined them. These are communicated to the teachers in the meeting at the beginning of the semester.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

Response:

The Programme Outcomes (POs) for Bachelor of Hotel Management and Catering Technology (BHMCT) Course and Course Outcomes (COs) for B.Sc Hospitality Studies (HS) Course are well defined in the syllabus prescribed by SPPU. These are well defined, interlinked and aligned with each other. The evaluated COs attainment helps in attainment of POs. The POs and COs are displayed on the staffroom notice boards and is part of the course file of the teacher. It is reviewed in the faculty meeting at the beginning of each semester. The academic department conducts session with the teachers specifically on POs and COs.

The POs and COs are defined keeping in mind changing hospitality industry trends and expectations of the stakeholders.

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

The Direct and Indirect Method for evaluating the attainment of POs and COs is given below-

1. Direct Method:

- The assessment of student learning outcomes is done by using continuous evaluation process during practical and various hospitality events.
- The scores and the grades received by the students in examinations are analyzed.
- The result analysis of each course is done to check the effectiveness of knowledge imparted. Higher grades signify higher level of attainment of the outcomes defined.

2) Indirect Method:

- Internships and Placements: Students get selected for internships and placement based on their learnings during the program. Therefore, good internship and placement records signifies attainment of course outcomes.
- Performance and Participation of students at various levels-The students participate in various competitions at the national level and make a mark. The students are trained by the experienced faculties to develop specialized skills and understanding of management aspects. The performance and success of the students in these activities is an indication of outcomes achieved.
- Counseling and Mentoring Session: Career Counselling and Placement workshops makes students aware of their preparedness for employment which in-turn is a good tool to measure attainment of outcomes.
- Quality of education: The quality of education offered has helped in building the reputation of the institute, known to produce good quality and confident hospitality professionals. The large number of students opting for entrepreneurship and exploring startup business is evident in college records, a reflection of having attained the outcomes.

The gaps identified after the analysis are addressed through organizing guest lectures, workshops, demonstrations by hospitality industry experts, research related projects and attending seminars and conferences as well as Faculty Development Programs and Refresher Training for the college faculty.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 80.19

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
147	133	105	81	92

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
159	157	138	114	120

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 5.07

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

2019-20	2018-19	2017-18	2016-17	2015-16
.86900	.9808282	.6209292	2.11675	.47932

File Description

Document

Institutional data in prescribed format

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Paste link to funding agency website	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 52

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
13	8	7	7	17

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.86

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
42	12	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.31

3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	1	1	1	1

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

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 last five years.

Response:

AISSMS College of HMCT believes that it is essential for students to have an overall development. This can be achieved through community services, of which students are an integral part. NSS is a finest platform to provide a variety of learning experience, develop a sense of participation, service and achievement among the volunteers.

The college is engaged in a variety of extension activities carried out in the neighborhood community in the following ways:

- **Health and Safety Promotional Activities:** - College organized Medical Check-up camp, Blood Donation Camp, Guest Lecture on Disaster Management Training Workshop, Health and Safety among women, Firefighting demonstration, Guest Lecture on HACCP, No Smoking Campaign, Hand Wash Rally, Toilet Awareness Rally, Workshop on World Mental Health & Safety, Hum Fit to India Fit Campaign, Aids Awareness Rally, Guest lecture on Disaster Management. These kinds of activities develop the thought process and sense of urgency in critical situation among the volunteers.
- **Environment Awareness Programs:** -To understand the importance of environment and its benefits for the human beings The students attended Namami Chandrabhaga Water Awareness Program, Pune Cyclothon, Rotary water Olympiad 2018, Green Pune Campaign (Use of Bicycle), Recycling and Waste Expo 2018”,No Horn Campaign”, World Tourism Day,
- **Celebration of Commemorative Days:** -
 - **Yoga:** - The College enthusiastically celebrates International Yoga Day.
 - **Celebration of Constitution Day:** - Every Year College celebrates the Indian Constitution day on 26th November.

- **Mahatma Gandhi Jayanti:** - Mahatma Gandhi Jayanti is celebrated on 2nd October throughout the country and we as an institute organize activities under the banner of Swachata Abhiyaan.
- **National Integration Day:** - To cultivate the peace, unity and harmony in the country, college organized Marathi Bhasha Din, Voting awareness, Pledge on National Integrity, National Foundation for Communal Harmony.
- **International Women's Day:** -NSS team every year organize various activities on Women's Day.

Swachhata Abhiyaan: - College has conducted various activities under swachhata Abhiyaan i.e. Swachh Bharat Abhiyaan, Clean Mula Mutha River, Clean India Green India Guest Lecture, Swach and Swastha Bharat Abhiyaan, Heritage Cleaning, Swachhata Pakhawada, Slum Area Rally, Swachh Sarvekshan 2018, Launching of Swachh App.

Special NSS Winter Camp: - One of the villages adopted by the college for 3 years and to develop the village through various activities and guest lecturers. Village survey interaction with the villagers, Digital India Guest Lecture , Importance of segregation Wet waste and Dry waste, Andhashradhha , Youth Empowerment , Women Empowerment (Need, importance and demand) Special laws for women's and man's also,

Societal Responsibilities: - For developing the social values and ethics amongst Students. College visited an Orphanage at Shreevatsa, SOFOSH, Sasoon Hospital. Collected funds for the KERALA RELIEF FUND". Also celebrated Kargil Vijay Diwas', Hutatma Diwas, Reading Day on the occasion of Birth Anniversary of Dr. A.P. J. Abdul Kalam. Traffic Awareness campaign. College has planted 80 saplings in the college campus.

File Description	Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 166

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., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
56	35	30	21	24

File Description

Document

Reports of the event organized

[View Document](#)

Institutional data in prescribed format

[View Document](#)

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 60.94

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., year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
480	374	323	289	276

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.4 Collaboration

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

Response: 124

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
35	35	20	18	16

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 37

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	5	6	4

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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.

Response:

The college campus, located in the heart of the city, is spread over 6 acres and provides an infrastructure to facilitate effective teaching learning process. The college is housed in a heritage campus and is also easily accessible by road or rail transport.

The well planned infrastructure has been designed and upgraded with increase in intake, keeping in view the need of the students and norms prescribed by the statutory bodies for professional courses and maximum utilization of the available space.

BUILDING DETAILS: The college is divided into two buildings constructed in the year 1997 and 2010 respectively .The **INSTRUCTIONAL AREAS** includes classrooms and laboratories as Training kitchens, bakery, confectionery, preparation lab, confectionery, larder Training Restaurants , Guest Rooms, Housekeeping labs , Computer room Seminar hall and Amphi Theatre . There are adequate well-furnished classrooms with ICT facility, to accommodate approximately 60 students per class and 2 Tutorial rooms.

Kitchens, Bakery and Confectionery are used for Food Production practical equipped with latest equipment's .Housekeeping labs are used for practical and storage of cleaning material and linen and well-designed Guest rooms are available for students to get a hands on experience of servicing of Guest rooms and also to plan theme based décor. Training Restaurants are used for F&B and bartending practical and is planned keeping in view the latest trends of the Industry.

ADMINISTRATION AREA INCLUDES Principal's Office, Administrative Office, Training and Placement Cell, NAAC Room, Board Room, Professor's office, Media Office, Faculty Rooms, Counselling room, Central Stores, departmental Offices, Exam Control Room.

The toilet blocks for faculty, staff and students, Common Room for Girls and Boys, First Aid Room, Reprography Room and Cafeteria are part of the AMINITY AREA.

Whereas, the CIRCULATION AREA includes the Corridors , ramp (For differently abled) and staircases/Elevators.

LIBRARY: The library with an area of 267 sq mt, can accommodate 130 Students .The library has in all 12624 volumes and 5255 titles accessible for students on core and general subjects. Students have access to the library facilities between 8am to 8 pm.

SEMINAR HALL AND OTHER FACILITIES: An air conditioned, ICT equipped Seminar Hall and Amphi theatre are used for students activities and events. Amphi Theatre has free WI FI available for students during break times. It doubles up as a free creational space for students during breaks.

The spacious Training and Placement cell is used for conducting student's interviews, placement, training

exams etc.

Providing high standard of Hygiene and sanitation to everyone working in the campus is utmost priority for us and hence adequate toilet blocks, separately for girls, boys, faculty and staff are provided.

The college has ample parking area available for two and four wheeler parking for staff, Students and Visitors. The surrounding open ground is used for outdoor games and events and includes a beautifully landscaped garden area. The college has a generator backup for uninterrupted power supply.

Rainwater harvesting and Solar power is also a part of the facilities.

File Description	Document
Upload any additional information	View Document

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

Response:

One of the quality objectives of 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 and ICT equipped Seminar Hall and has the seating capacity of 150 pax . The Seminar hall is used for Seminars, workshops cultural activities, guest lectures, orientation, presentations and other such events.

Amphi Theatre of the college is partially covered /open air theatre having a seating capacity of approximately 650 PAX. This is used for student's events, cultural programs such as fresher's day or farewell etc. On day to day basis the Amphi theatre is used by the students during their free time, and also for various Practical events, as it is the WIFI zone and also has free Wi-Fi connectivity for the students. This area is particularly used for assemblies and students gathering.

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 Carrom.**

Annual Sports Week is organized for students in the month of January/February. 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. The Gymnasium is open from 3.00 pm to 4.00 pm for ladies and 4.00 pm to 7.00 pm for male faculty and boys

Seminar hall and Amphi Theatre is used for yoga sessions.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 9.22

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
25.8	54.0	14.3	14.4	29.3

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

- Integrated Library Management System is used to manage different functions of library. Library is automated with System for Library Information Management (SLIM) software having version 3.6.0.31681.
- Library collection can be browsed / searched on Intranet using SLIM21 Web OPAC module. SLIM21 helps to catalogue books, e-books etc.
- SLIM 21 cataloguing adheres to popular international standards.
- With SLIM 21 retrieval of information is simple, fast and efficient. Even a catchy phrase in the description of the catalogued item can be used for searching.
- This software has modules like Cataloguing, Circulation, Serial Control, 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, where they can see resources available in the library anywhere on intranet and later they can ask library to issues required document. They can also see here all the documents issued 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.
- Reports such as Accession wise booklist, Issue return Report etc. can be generated through this software.
- This software is purchased from M/s Algorithms consultants Pune, they provide online and offline support for software problem, proper backup, and maintenance of software during annual maintenance contract period.
- Access to web OPAC is also provided on the college website under digital library with other links of Subscribed and Open Access resources.
- Link for Web OPAC is also provided on college website under Library's subpage digital library with all other links of online resources.
- E-Content prepared by our college faculties is also available on Library Portal of College website.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 3.07

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.56	0.68	0.96	4.41	7.72

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 23.13

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

Response: 158

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

In today's fast paced world, when it comes to education ICT has become a necessity. The college has **109**

computers located in computer lab, Library and operational labs which are available for students, whereas additional **12** computers are available for administrative purpose and 22 computers for academic use.

The computer lab facilities are maintained by a qualified lab in charge and are covered under AMC. The Computer Lab can accommodate about 40 students at a time to enhance their learning abilities. **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 which is regulated and monitored to further enhance the learning experience. Students can access these for e-content uploaded by our faculty or download any other learning material via this channel.

To aid further learning, researching and referencing **free internet facility is available for the students in Front Office, TPC and Library.** Internet facility in library is available from 8am to 8pm on all working days and is manned by Library in charge, or Library attendant to ensure appropriate application of resources.

To enhance the growing learning tools available to students, complimentary 2 host Wi-Fi was available in computer Lab, but the same has been extended to library and Amphi Theatre as well for all students during college hours since 8th July 2019. To ensure control and appropriate application of this facility, the wifi speed has been restricted to 2-4 mbps which is sufficient for regular use of internet on mobile phones or personal laptops as well.

In addition to this, computers are also installed in all operation departments and training and placement which may be accessed by students seeking specific search geographies when choosing their training location.

Every single classroom is well equipped with ICT facility like LCD and LAN. The ICT aids in giving students a pictographic or video representation which has a far better impact on their learning abilities.

One of the classrooms is converted as a SMART CLASSROOM, which has a digital board and Projector.

We also have a well-designed and ICT -equipped Front office lab We earlier had Fidelio software which was changed to **IDEAS 6.5 version** (Front office PMS) and was installed on 16 Jan 2020 to assists students in getting better understanding of front office operations during their practical. Since the software is uploaded on server, it can be accessed by students in Front Office Lab, computer lab or library as well. Besides this ERP is used regularly for monitoring Attendance and Syllabus planning and compliance.

Our Seminar hall also is well equipped with all the necessary audio visual tools including 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.

The details of the ICT facilities is provided in additional information.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 5:1

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 15.75

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

2019-20	2018-19	2017-18	2016-17	2015-16
55.62	46.35	60.39	45.63	23.38

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

A substantial yearly budget is provided for the maintenance of equipment used in laboratories, sports equipment and also to upgrade the laboratories and augment 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.

The decision about augmentation is recommended by the Principal and approved by the TOP Management

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 non-teaching staff 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 such as LCD used in classrooms, Elevators and other equipments such as, water coolers, air conditioners, computers, refrigerators and kitchen equipment used in various laboratories and also for Fumigation and pest control. Whereas general upkeep and maintenance of other equipment is carried out by concerned vendors after obtaining approval and sanction from the management, for the same. General upkeep and maintenance of the premises is carried out by the support staff and also outsourced contractor.

Utilization of the classrooms and laboratories -At the beginning of the semester classrooms are assigned to each year/ batch. 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 per the time table.

Maintenance and Utilization of Library- Library is maintained by our qualified librarian and is assisted by one more staff and a library attendant. It is airy and well ventilated to ensure proper storage conditions of the books. Books storage racks are segregated as per the subjects and are labeled for easy tracking. Highest level of cleanliness and hygiene is maintained in the library.

Library facility is available to students from **8am to 8pm** on all working days. Library which has a seating capacity of 130 PAX, and is utilized by Faculty and students for references, study material and self-learning assignments.

Record of books and library usage is maintained through various records. These include Accession register, Books Issue register and Library Usage register.

Besides this 30 computers with free internet access can be used by the students for their research work, references, or self-study

Sports ground is available for outdoor sports activities which includes basketball, volley ball, cricket ground etc. It is maintained by the Central committee of the Society. Indoor games facilities such as Table

tennis, Carom, chess etc. are also available for the students during their free time. The same is maintained by the in-house sports in charge.

Computer Lab has 47 Computers with internet facilities and UPS back up, whereas in all 100 computers are available for students' usage. There are also computers available in library, Operational Department and Training and placement cell. Computer usage and general maintenance is taken care by the Lab Attendants , whereas AMC covers the preventive and breakdown maintenance of the computers. Records such as computer lab register and Issue register aids in tracking usage of the computer lab and computer equipment.

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

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 17.53

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
151	102	88	87	75

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)

4. ICT/computing skills

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 77.09

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
569	453	439	380	354

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

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 76.34

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
86	105	84	67	75

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 39.46

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 58

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 9

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) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	1	2	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

We would like to state that students are appointed on the **Students' Council** on various positions like General Secretary, Cultural Secretary, Sports Secretary, and Girls' Representative as per SPPU guidelines to represent students on various levels. This scheme is in practice since its inception from the year '05-'06. The students are selected through elections conducted as per SPPU guidelines.

At the institute level, as a 'Best Practice', we have started an initiative, the details of which are stated below:

There are various Bodies/committees under **Academic and Administrative sections** having students in those Bodies/committees performing various activities towards the welfare of the Students and the Institute. The Bodies/Committees are given below with their category:

Under the **Academic section**, we have the **Course Monitoring committee** which includes students' Class Representatives from every Academic year. Course Monitoring is a committee appointed for updates from students for academic purpose i.e. feedback on classroom teaching and learning, compliance with the syllabus done by the subject teacher and grievance if any. As a part of process improvement there were 2 new committees formed for **Examinations** (includes 03 students) and **Training and Placement** (includes 07 students). Examinations committee is appointed as a link between the students and the examinations department and helps spread the importance of exams within the students. Training and placements committee is a committee to provide hands on experience for students who are passing out by giving them an opportunity to interact with the industry professionals.

The committees that are under the **Administrative section** are Women's Grievance (includes 02 students every year), Discipline Committee (includes on an average 20 Students), National Service Scheme Committee (includes on an average 07 students), IQAC Committee (includes 01 student), Anti-Ragging Committee (includes 1 student). **Women's Grievance** is a committee specifically appointed to address any sensitive issues with regards to women in the college. **Discipline committee** is a committee of students appointed to have control over the Discipline and decorum (grooming) standards maintained by the students in and around the college premises. **National Service Scheme** is a committee that organizes various social service activities such as Cleanliness drives, Blood donation camps, Tree Plantation, etc. **IQAC committee** ensures that the Internal Quality is taken care of and every work is carried according to the said criteria. **Anti-Ragging Committee** is a committee that forms rules and monitors campus activities to ensure a safe and ragging-free environment in the institute.

As a part of process development, there were new committees formed viz **College Development Committee, Media Committee, Library Committee, Sports Committee, Garden Committee, Book**

Lovers Committee, Cultural Committee, Alumni Committee, Cyber Crime Cell and Research Committee. College Development Committee also known as the CDC is a committee where students contribute their point of view in development of the college. All of the above committees work in their respective area of expertise.

A dedicated committee helps focus on that particular area by planning activities and tracking progress.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 15.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
17	11	10	17	22

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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

Response:

Yes (Registration no - Maharashtra / 834/2004/Pune) Total Registered Alumni: 873

The Institute has a strong Alumni presence across the globe and stays connected through its dedicated alumni portal. Our Alumni organization is registered with charity commissioner, registration no. F-36530CP since 2002. The Alumni is very active with its registered batch of ex-students and gives back

to the institute in the following ways:

- 1.Placement and industrial training- Our alumni help us in guiding our current students for job interview, recruitments, training all over the world
- 2.Guest lectures - resource person for workshops, industrial visits - We have experienced alumni who come over and guide our students with lectures, demonstrations etc.
- 3.Participation as a committee member in CDC
- 4.Participation as a committee member in IQAC
- 5.Participation in Entrepreneurship cell
- 6.Recommending candidates for admissions
- 7.Informal interaction with the current students to share their journey and guide them
- 8.Sponsorships for college events

We have a separate portal link on our website (alumni.aiissmschmct.in), where regular posts keep our alumni updated with the institute events. A link on portal called 'Feed' gives updates on upcoming events of college and campus. We have alumni recruiter section, where entrepreneur alumni can register for promoting their businesses and seek freshers. There is a job section too where alumni can see advertisements for new opportunities. Alumni can post any query which is addressed promptly. Our alumni are spread across geographies. Our Global Alumni Presence can be seen on the world map on the portal.

The AISSMS CHMCT College Alumni is an active body with regular meet-ups and get together of classmates and college friends. Our institute encourages its alumni to meet and generally stay connected. They get to relive the moments on campus and meet 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.

'Alumni Meet' is an annual event which is well anticipated by its members and the institute. This initiative helps us to stay in touch with our alumni and to ensure that our alumni feel connected irrespective of the physical boundaries. These meets have been providing a platform for all alumni to know the progress AISSMS CHMCT has made over the years from when they graduated. The meets are not only an occasion for the alumni to get nostalgic and relive their college memories but also they help us to maintain a strong connect with our alumni and gain from their knowledge and expertise of the industry.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: B. 4 Lakhs - 5 Lakhs

Criterion 6 - 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

Response:

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

Mission-“AISSMS College of Hotel Management and Catering Technology 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.”

In line with the vision and mission, the college prepares a 5 years perspective plan echoing the philosophy of vision and mission.

The perspective plan comprises of Academic Plan, Infrastructural plan and Administrative plan and is meticulously implemented to ensure compliance of all activities.

The college administrative bodies like Governing body, CDC, IQAC, monitors the progress of implementation of the perspective plan and an action plan for any deviation.

The college follows the decentralized approach with active participation of faculty and student representatives in policy making and implementation, ensuring enhanced productivity aiming at fulfillment of the vision and mission.

Academic plan-

Strengthening the teaching learning process:

- Implementing choice based credit system with industry participation as adjunct faculty

Promoting research:

- ‘Atithya – A Journal of Hospitality’ is a biannual journal of the college and is under review to be included in the CARE List of UGC
- In the last 5 years 13 faculty members have completed and 4 are pursuing their doctoral degree.
- Research and consultancy carried out for the Industry – sensory evaluation, standardizing recipes and restaurant layouts.

Introduction of Courses: Summer short courses in cookery, bakery, advanced bakery, chocolate making and health foods.

Consortium of Hospitality Education:

- During the pandemic, Principals of all colleges proposed an alternative learning for internship starting June 2020 for BHMCT Program.
- We have 450 plus recorded lecture series accessed by hospitality students all over.
- MOUs with various Institutes for enhancing teaching – learning process
- Mentoring 2 Institutes for NAAC

International linkages:

The College has signed an MOU with Athlone Institute of Technology, Ireland for faculty and student exchange and progression. Students and Faculty from Athlone visited and underwent a small course in Indian Food Production.

- Under the exchange program Dr. Milind Peshave, visited Athlone for 2 weeks to deliver a course in Indian Food Production and also explore opportunities in Joint Research.

E learning Centre:

- Recorded lecture videos, notes, quiz available on website.
- Classrooms are equipped for conduct of online lectures.
- Delnet – e journal data base is available

E library: Strengthening of e-library with addition of e-books and e journals related to hospitality and audio visual aids.

Faculty Development: The teachers undergo refresher training in star hotels, participation in seminars, workshops, conferences, webinars, upgrading through MOOC, Swayam

Training and placement cell: the college offers training opportunities at a global level, collaborating with reliable international agencies.

Infrastructural plan:

- In view of the additional intake and to keep abreast with the latest, adequate budget is allocated for enhancement and maintenance of the infrastructure.

Administrative plan:

- Computerized office accounting procedures
- Training imparted to the office staff on soft skills and are encouraged to upgrade their qualifications for career growth.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Institute follows a systems approach with well defined roles and supports decentralization in authority & responsibility. The college follows a hierarchy based on seniority, experience and capability. This is visible in the entire operations of the college from administrative to teaching / learning process. The college signature event - Atithya (An International Hospitality Competition event) is a classic example.

Atithya – A Reflection of Hospitality

The event was conceptualized to provide a platform to showcase young talent and encourage their creativity, started in the year 2009 with inter – collegiate competitions in the first year, escalating to national level competitions, seminar and specialized workshops and finally an International event. The last event was in February 2020 with 29 teams from across India and 1 team from Ireland.

The total budget for the event is Rs 25, 02,390.00 lakh

Flow chart

Planning the date of the event

Preparing the budget

Appointment of the Event coordinator by the Principal

Appointment of teachers as Heads for –

PR- Sending of brochure and making calls for participation

Marketing- Promote the event and gaining sponsorship

Printing & Media- Printing of brochures, casserole, certificates and Media helps in photography and press releases

Food Production-

- Planning of menu for Gala dinner
- Food Trials before the event- tasting panel of industry experts, their suggestions are implemented in the final menu
- Planning of meals for teaching staff from other colleges, participants, faculty and volunteers
- Indenting purchase and execution of Raw material

F& B Service-

- Beverage trials
- Renting of equipment for the gala dinner

- Planning of buffet setup

Accommodation-

- Preparation of the décor for the gala dinner
- Approving of the mandap supplier by the management
- Set up for the gala dinner
- Cultural- entertainment of guest

Budgeting by Department Heads- Each department makes a budget which is consolidated by the event coordinator, reviewed by the principal and approved by the management.

The budget approved for the last event was Rs. 25,02,390/-

Heads of department create their own core committees of teachers and Student heads who then completely plan their department activity

Department heads give requisition for cash and credit requirements as per the budget.

For big amounts a standard purchase procedure is followed of 3 quotations making a comparative statement and getting the vendor approved by the management or purchase is done through an approved supplier list given by the management.

The heads have the authority to make open market purchases as per the requisition

Execution of the event

PR- Marketing-Printing & Media-Food Production- F& B Service- Accommodation- Cultural

This is a 3 day event with 12 competitions and a big awards night having more than 600 guests from industry and university

Post event

A debriefing meeting takes place following the principles of the 6 Hats

Good work is appreciated and scope for improvement is discussed

Event report is prepared and an expense statement for budgeted versus actual is prepared and submitted to the management.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The current perspective plan is from 2016 to 2021 and is narrated in three parts as follows:

Academic plan:

- Choice based credit system was introduced in 2016
- Applied to the UGC for Autonomy
- Collaborating with the industry for on the job experience
- Enhancing the teaching learning process by creating a library of recorded lecture series.
- **The college has signed an MOU of TISS Mumbai for conducting a BVoc Programme which is in the form of progressive degree, (with 3 exit levels)**

Promoting research

- A total of 198 research papers have been published in the last five years.
- The college has a research journal, Atithya- A journal of hospitality which has published 6 volumes and 11 issues with a total contribution of 88 research publications
- 14 faculty members have completed and 4 are pursuing their doctoral degree.
- The college has signed several Product research- MOU

Consortium of hospitality education:

- The colleges under SPPU running the two hotel management courses formed team of faculty members with equal representation from various colleges and headed by the principal of the institute for syllabus revision and to introduce choice based credit system.
- Our faculty members have participated in syllabus setting of DY Patil Kolhapur institute of Hotel Management and are appointed as examiners and paper setters.

International Linkages

- The institute signed an MOU with Athalone Institute of Technology Ireland for student progression, joint research and staff and student exchange programmes.
- The college has also signed MOU for international internships for the students to countries like USA, France, Maldives, and Seychelles etc.

E learning centre

- The college has introduced new innovative techniques to enhance the teaching learning process by creating a series of recorded (450) E- lectures accessible to students of all colleges available through website.

Consultancy services

- The College provides consultancy services to budding entrepreneurs and small industries since 2016 in the areas of product research and development, kitchen planning and designing, employee training and development and brand promotion and marketing and conduct of quality audits.

E library-

- The E learning resources in the library are strengthened and ICT facilities including Wi Fi have been made available to the students.

Faculty development-

- Teachers are encouraged to upgrade their qualification which is evident in the number of PhD holders in the last 5 years.
- They are also encouraged to upgrade through MOCC and Swayam courses. Along with participation in sponsored seminars and workshops.
- Career counselling and placement is a full time activity and has helped in enhancing placement of students with national and international offers.

Infrastructure plan:

- With an increase in intake the college has added classrooms and labs to the existing infrastructure.
- Substantial budgets have been allotted for augmentation, there is a budget provision for upgradation the lab equipment as required.

Administrative plan:

- With the increase the programmes and intake the institution has recruited the required administration staff and has conducted training programmes to ensure effective working of the department.
- The software used by the institute for the administrative work has been upgraded.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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.

Response:

Apart from the statutory bodies namely governing body, College development committee , IQAC, the college has divided its activities into various levels of hierarchy to establish clear roles and responsibilities.

This ensures clear operational guidelines for every employee and leads to decentralization of process that helps in increasing operational efficiency and productivity.

Each department has its own autonomy and clearly defined responsibility. The Department Head is accountable for its operations and supervises the process on a micro level to bring out the best possible output. The head of the department report to the top management who in turn analyses the performance at a macro level and channelize the efforts for attainment of the organizational goals.

The efforts of every department are consolidated and channelized towards the organizational goals. The quality policy of the organization acts as a guiding force for the operations of the every department. It defines the top management's commitment to comply with requirements and to continually improve the effectiveness of every department and enhance the quality of the institution at a large.

Documented procedures:

? The College has identified various departments or operational units for its effective functioning.

? Roles and responsibilities of every member of the department is clearly defined by creating a job description thereby creating transparency and clarity in the entire process.

? Documents and records maintained by every department indicates their performance and productivity.

Decentralized Processes:

1. Segregation of departments helps in decentralization of process thereby creating micro control mechanism within each department.

2. The head of the department is responsible for the departmental operations and is the link between the members and top management.

3. The faculty self appraise and submit their appraisal to the HOD who appraises the faculty and finally reviewed by the principal and appraised, the administrative staff is appraised by the principal

4. Departmental meetings are conducted regularly by HODs for subject allocation and allocation of departmental work.

5. Formulation of academic calendar with responsibilities deputed to faculty.

Evidence of Success:

1. Percolation of organizational policies and goals to the faculty and staff in the department.

2. Smooth functioning of the departments.

3. Students have participated in various intercollegiate hospitality competitions at the national level and won awards.

4. The college has a reputation in the market as a quality institute which is reflected in admissions and recruitments

5. The college organizes annual international inter collegiate hospitality competitions “Atithya-

A reflection of hospitality” which is a popular event that sees participation of approximately 28-30 institutes from across the country and overseas.

6. 13 faculty members were awarded with the Doctoral degree and the total number of research publications in reputed national and international journals and also in the UGC CARE listed journals done by the faculty is 198

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution believes in implementing welfare measures which boosts the morale, brings in a healthy competitive edge and improves social well being of an individual creating a positive healthy work environment.

The various schemes are as follows:

Teaching and Non-teaching staff

- Group Insurance under LIC of India- A provision of group insurance which takes care of situations that could occur while on duty and otherwise.
- Best faculty award- At the society level faculty with the highest API score is awarded Rs.50000/-
- Best Admin Staff Rs. 25000/- and Best Class 4 Rs. 10000/-
- Maternity and Medical leaves- Female employees are granted maternity leave of 6 months as per the government norms.
- Employee Provident Fund- Is followed as per the norms of the state and central government
- Loans from the AISSM credit society- An initiative at the society level which provides loan for personal use at a fixed rate of interest.
- Provision for on-duty lunch- as part of the teaching and as well as a welfare measure staff is provided with lunch on duty without any charges.
- Birthday cake cutting ceremony – teaching and non teaching staff having their birthdays in the month celebrate by cutting a cake, the expenses for the same are borne by the college
- Appreciation Letter- At the college level faculty with score more than 95% in student feedback and subject result is awarded a certificate signed by the Principal and Honorary Secretary. The non-teaching Staff is nominated by the Principal on the basis of overall performance and is awarded a letter of appreciation signed by the Principal and the Honorary Secretary.
- Encouragement for higher education- staff is encouraged by allowing them to enroll and appear for exams
- Free vehicle parking- Parking facility is free of charge
- Subsidized canteen facility- food prepared in the commercial canteen and bakery is sold at subsidized rates
- Medical / Sick room with first aid facility- A dispensary is at service for students in the college premises.
- **For Teaching Staff :**
- Funds for doctoral research and to Attend seminars for : Rs 100000/- is funded for doctoral research and Rs3000/- for attending seminars workshops and conferences per faculty per year
- Funding international seminars and field trips - The College has funded visits and seminars for the principal and senior faculty members.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 32.72

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	3	19	17	2

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 16.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
20	8	13	17	23

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 23.9

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	11	0	1	11

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

An Academic progress Indicator is an appraisal system which evaluates teaching faculty on basis of the academic performance for the year. The college practices a 360 degree evaluation.

The faculty evaluate themselves in the Academic Progress Indicator (API) at the end of the academic year. The format provides data on teaching learning and Evaluation related activities- 125, Co-curricular, Extension, Professional development – 50, Research and Academic Contribution- No upper limit. This is submitted to the departmental HOD who evaluates and is submitted to the Principal for her evaluation. Any faculty with less score is counselled by the HOD and Principal, an action plan is prepared suggesting areas of improvement.

Peer evaluation is also conducted for the faculty, senior staff members are appointed as buddies who attend lectures and evaluate them on their teaching skills, technical knowledge, ability to control the class etc. Faculty receiving a score less than 75% is counselled by the principal and an action plan is prepared.

Student evaluation, a google form is submitted for evaluation of faculty, parameters such as knowledge of the topic and technical skills, assignments – its value addition, assessment parameters being fair, etc. are evaluated any faculty with less than 75 % feedback is counseled by the principal and an action plan is prepared.

The Non-teaching Administrative staff is appraised by the principal on parameters such as Performance factors under which industry and application, capacity to get the work done by subordinates, relation with colleagues and public, Intellectual factors such as general intelligence, technical ability and special aptitude is considered, Administrative ability including judgment, initiative and drive, integrity and character, Fitness to continue in the present post, Fitness for promotion and General Assessment.

The Non-teaching Attendants are evaluated by their immediate coordinators as they are monitored by them on a daily basis on parameters such as Quantity of work, Quality of work, Attitude and relationship with others, Personal Appearance, Work habits, Dependability and evaluated as Outstanding, Above Average, Satisfactory, Improvement Needed. Any staff with average performance is counselled by the HOD and Principal.

The Society has initiated an appreciation programme under which:

The teaching staff with the highest score gets a cash prize of 50000/-

The top performer in the admin get a cash prize of 25000/-

The top performer in the Semi-skilled and fourth grade staff gets a cash prize of 15000/-

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College conducts an external audit regularly. The AISSM Society appoints external auditors and is conducted biannually. The financial audit is conducted in two sessions one in the month of October/November for the period of April to September and second in the month of April /May for the period of October to March. Finalization of the account is completed in June/July and audited statements are prepared in June/July.

The audit team checks that all transactions are properly recorded and tally as per the data provided, after which the team executes the statutory financial audit.

During the audit, if any queries or non conformity raised is resolved by providing relevant information or evident document, and the records are streamlined as per the norms of standard auditing system by the accounts team.

The college has a tie up with R P Mutha Associates for the external audit of the financial records. They audit the records at the end of every financial year and issues the certified balance sheet for that financial year.

The Institute prepares various Returns based on Annual accounts to various other Government Offices like - Professional Tax Returns, Provident Fund Returns, Returns for determination of amount to be paid to Gratuity Account and TDS returns and the Fees regulating authority.

All these returns are submitted directly by institute based on external financial audit.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college management extends sufficient funds for maintenance of the existing infrastructure as well as incorporating new facilities in the organization.

The fees collected by students for admission is the major source of revenue for the Institute. Scholarships & Free-ships are provided by Government to students of reserved category and economic backward class students. The amount of scholarships & free-ships are received from Government.

For its optimal use a Annual purchase requirement is prepared by the department HOD under various headings such as Equipment, Computer peripherals, software, furniture AMC, repairs and maintenance, Books and journals, the same is submitted to the Principal for review. After compilation it is then sent to the Society office for approval. Once the approval is received the Concerned HOD starts with the purchase process. Quotations are called for by displaying the notice on the college website.

Comparative statements are prepared and forwarded for final approval to the Society office. Post approval the purchase orders are prepared and released.

AMC and Repairs – Budgets are allocated for upkeep and maintenance of equipments and infrastructure. Annual maintenance contract is maintained with various vendors.

The Institute follows standard procedure for bill settlement and payments. To maintain the expenses within a limit periodic comparison between the actual expenses and budgeted expenses is done. The financial audit is conducted by chartered accountant every year to verify compliance with established procedures

The Institution also supports Faculty members with financial grants study leave for pursuing higher studies and research,

Individual faculty is sanctioned an amount of Rs 3000/- for attending various seminars, workshops and conferences. The management also provides the financial assistance of Rs. One lakh for faculty who are pursuing Doctoral Research.

File Description	Document
Upload any additional information	View Document

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

Response:

The Internal Quality Assurance Cell (IQAC) has been functional from the year 2014, since its inception it has always strived for quality assurance in various decisions and implementing them.

1 Academics

The IQAC recommends measures for continual improvement in the teaching learning process:

External Audit- To keep updated with the NAAC norms the IQAC initiated the Academic and Administrative Audit. The recommendations of the Audit team have been implemented.

The IQAC maintains a close control on the evaluation process as part of the teaching and learning process.

1.1 Action plan based on feedback for teaching faculty-

- Senior faculty members are appointed as Buddy/Peer evaluators who attend lectures and suggest improvements, an action plan for less than 75/100 is prepared.
- The mentees approach their mentors for professional and academic counseling.

The various ways the student can give feedback as follows:

- Course monitoring- The class representatives attend the meeting chaired by the Principal and HOD Academics, any issues related to a faculty or understanding of the topic, infrastructure are discussed.
- Students give an online feedback on faculty, less than 75 % feedback received is counseled by the principal and an action plan is prepared.
- Infrastructure feedback is also taken from students to understand the problems faced by them.

The faculty who perform well are motivated through appreciation letters, faculty who can perform better are counseled, trained by senior staff.

1.2 The IQAC also recommends

- Use of online teaching methods and creating e content.
- Refresher training organized by T&P cell in various Hotels and Fine dining Restaurants.
- Involving industry experts for guest lectures series, workshop, seminar and examiners for evaluation.
- Subject allocation as per specialization of the faculty so that the students benefit with their knowledge and expertise.

2. Research

The IQAC supports faculty and students to undertake research. Following measures have been initiated by the IQAC for quality research.

2.1 The college publishes a research journal biannually ISSN No: 2394-6644 No publication fee is charged. The college has proposed SPPU for it to be listed under the UGC CARE list of journals, for upgradation.

2.2 The IQAC also encourages

- To organize workshops on research methodology, for faculty. This is evident in the fact that faculty members have published 198 papers
- Joint publication between senior junior faculties to ensure quality research is as per desired standards.
- Faculty to enroll for doctoral research. A total of 13 Faculty have completed and 4 are pursuing their doctoral degree
- To undertake research consultancies, a team of faculty and students completed standardization of lost pickle recipes and chutneys for M/s Suhana masala.

2.3 The IQAC with the approval of the Principal offer college facilities for research work. This is evident in the fact that a project in wet waste management, a research topic for one of the faculty member was supported.

2.4 The IQAC conducts a course work program on research methodology designed for students undertaking project report.

File Description	Document
Upload any additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC was constituted on 24th July 2014, just before the 1st cycle of NAAC since then it has been instrumental in enhancing the quality of education. It touches the wide aspects like enhancing teaching learning process, improvement of structure and methodology, development of faculty, creating a research oriented approach, seeking opportunities to collaborate with external agencies for knowledge sharing that directly benefits the faculty and students by keeping them updated with the latest trends in the industry. It strives to implement these changing trends in the education system by organising workshops, demonstrations, seminars conferences and similar tools that assist in enhancing the knowledge base. IQAC ensures that these trends are reflected in its operations by way of conduct of practical, organizing events, providing opportunities for students to display their talent and create simulation of the industry thereby making them confident and enhancing the employability skills.

The IQAC had identified research as one of the weak links of the institute. In the last five years it focused on this area and empowered the faculty and students to conduct active research, the same is evident from the number of faculty who completed their PhD and the increase in the number of research publications by each faculty. The course work in research methodology organised for the students has helped them immensely in exploring the area of research and enhancing the quality of their research projects. The IQAC is now confident that it has converted the weak area of research into the strength of the organisation in a span of five years. The collaborations with the industry created more product research avenues that tested the application of research knowledge gained by the faculty and students.

The persistent efforts of the college has created a positive reputation amongst the hospitality education fraternity this has created opportunities for the college to take a leading role in various quality enhancement initiatives undertaken by the Savitribai Phule Pune University. These incremental changes brought in by the IQAC was a great catalyst in receiving a 5 year accreditation for BHMCT program by National Board of Accreditation (NBA) with a score of 820 /1000 points. The IQAC is committed to continue its quality enhancement initiative post the second cycle of NAAC Accreditation

The two examples of institutional reviews and implementation of teaching learning reforms initiated by IQAC discussed here are as follows:

1. Information and Communication Technology (ICT)

The use of ICT in education adds value to the teaching and learning by enhancing the effectiveness of learning. ICT help in improving student engagement, improves knowledge retention.

- Smart Classroom: The College provides this facility which helps in modernized method of teaching and learning.
- Enterprise Resource Planning (ERP) – this software increased the efficiency by simplifying processes and capturing the entire operations if the teaching learning process.
- Property Management System Software.

We also have a well-designed and ICT -equipped front office lab with access to IDS 6.5 version (Front office Property Management Software) for better understanding of front office operations.

IDS Restaurant Point of Sale Software 6.5 version for Food and Beverage Service, helps students in understanding Banqueting formats, Menu engineering and Order taking

- Library automation software-

Slim 21 software is automation software which helps in daily operation as issue and return of books

OPAC- is a module under the slim 21 software which allows the users to access the information, database and availability of the book available in the library.

Developing Library network (DELNET) – the prime objective of the software is to promote resource sharing among the libraries through the development of a network of libraries through which e resources can be accessed.

Recorded Lecture Series: The college website under the library section displays e content of recorded videos done by faculty accessed by students of all colleges. Students also attempt the quiz pertaining to the videos, the link is mentioned in the description of the You tube channel created by the faculty.

2. Academics

1. Monitoring the teaching learning process

- Buddy system: A senior member attends theory class and suggests ways to improve.
- Academic monitoring- compliance of syllabus is monitored through ERP and Course monitoring committee
- Allotment of mentors- Class coordinators mentor students on personal and professional issues, an external professional counsellor is referred in special cases.
- Subject allocation: Faculty are allotted subjects based on their expertise.
- Monitoring of the syllabus, delivery preparation of action plan and follow up of the same.
- AAA – An academic audit was conducted tby a team of auditors from Symbiosis college, to keep updatd with the procedures of NAAC. The suggestions given during Academic and Administrative audit were implemented.

2. Development of teachers-

- Approval for attending FDP, seminars workshops and conferences on duty
- Support in upgrading qualifications

3. Enhancing student's participation in the teaching and learning process by means of students whole hearted participation in various academic and administrative committees like

3.1 College development Committee (CDC).

3.2 Internal Quality Assurance Cell (IQAC).

3.3 Students 'Council

3.4 Course monitoring Committee – and various work committees and co- curricular activities thereby giving them an opportunity to contribute in development of the college. This has also lead in enhancing their employability skills thereby increasing the placement opportunities.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

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

The college organizes an annual seminar called Yugandhara to empower women staff and students. The college conducts talks by eminent personalities on gender equity.

- Lectures on work life balance, inspirational talks, female foeticide, health, nutrition, investment opportunities, grooming, self-defense, yoga are organized on regular basis.
- We are proud to have a female principal as well as senior female staff. In fact our faculty female to male ratio is 65:35.
- Exceptional female staff and students are felicitated during 'Women's Day'.
- Male students and staff are sensitized towards the gender equality through lectures.
- There is equal class representation from both genders in all activities.
- There is a very vigilant women committee to deal with gender biased grievances.

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

(a) Safety and Security

- Anti-ragging committee and anti-ragging squad ensure the safety of all students. The contact detail of the committee members are prominently displayed on the website as well as the college notice board. All the students are required to fill the anti-ragging affidavit every year. The squad members also undertake spot rounds to ensure the safety of the students. The principal during the induction program also categorically talks on the anti-ragging law of the government.
- College is equipped with 48 security CCTV cameras throughout the campus.
- Security check points at single gate entry.
- Separate hostel for girls and boys.
- The college has a system to ensure safety of female staff and students if they are required to wait back beyond work hours and even provide a car drop facility for late evening programs.

(b) Counselling

- Counselling of students and staff is conducted by external agencies appointed by the college for personal and professional issues.
- Class coordinators also act as mentor for the students.
- Professional counseling to the students is offered by Training and Placement Cell.
- Counselling cell provides a confidential environment, wherein students and staff can express their problems and concerns.

- The counselling facility has been utilized by the female staff to a great extent to resolve their issues pertaining to work life balance.
- The counselor comes twice a week to the college for the students and once a week for the faculty members, records are meticulously maintained for the same.

(c) Common Rooms

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

(d) Women's grievance cell

The college also has a very strong women's grievance cell that not only sensitizes the girls about their rights and empowers them to take care of themselves but also ensures fair treatment to girls by their male classmates. The college also has an external counsellor for students and faculty to help them with any gender equity issue.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management

- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

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 non-teaching staff from each kitchen is responsible to collect the wet waste every day and take it to the pits. They ensure that the garbage is put in the pit assigned and labeled for each day. After that, it is covered with dry leaves from the garden and sprinkled with water. Thus wet garbage generated by the various kitchens and canteen is sent on all working days for vermicomposting to the pits situated within the premises.
- 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 after the approval from the society.
- 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 Institute uses various types of electronic gadgets like – computers, Laptops, printers, LCD projectors, UPS etc. These items become obsolete after few years due to advancement in technology and have to be replaced by new ones. The e waste thus generated is handled by college responsibly in a following manner:

- Centralized procedure is adopted for the collection and disposal of E waste. The in charge person for computers department keep on collecting the e-waste generated throughout the year. Whenever the circular is issued by the society, a list of all the scrap is prepared and submitted to the society. Against the list, the scrap is collected by the society and given to the authorized vendor.
- 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	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 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**

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

As per the government norms we follow the reservation policy regarding the admission of students and employment of staff. We have fair representation of students from various class, caste and geographical location. Institute has students not only from Indian states like Jammu and Kashmir, Northeastern states, Gujarat, Madhya Pradesh but also from other countries like Afghanistan, Iran and China. The statutory committee of the college is well balanced with the representation of each category in the college.

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.

The activities carried out are as follow:

- The various religious festivals are celebrated throughout the year. The menus are planned as per the themes and food production practical are conducted accordingly. Staff and students wear the festive

dress during the celebration.

- During Christmas, tree is decorated and the college staff celebrates Christmas by organizing 'Secret Santa'. Products like 'plum cake, ginger biscuits' which are associated with Christmas celebration, are made in college .
- Not only the students, but also the teaching and non-teaching staff represents the various parts of India and the rural part of Maharashtra. Faculty members are not only from Pune but are also from far off places like Nagpur, Gondia, Uttarakhand and Rajasthan.
- The staff are of various religions like Hindu, Christian, Jain, and Buddhist and has representation from all castes.
- During the time of need, all the staff members unite and contribute towards the emergency. Till now 4 non-teaching staff were helped by others whenever the need arose. The amount contributed was between Rs. 12,000 to 30,000 towards the medical expenses.
- NSS unit of the college has adopted a village wherein they organize various lectures and workshop to make the villagers aware about hygiene and sanitation, nutrition, healthcare, female foeticide, superstition abolishment etc.
- Orphanage visits are conducted to sensitize students about social issues.
- Food donation drive is organized every year for the pilgrims participating in the Wari-a religious walk from Alandi to Pandharpur.
- Cultural programs are organized during the food festival, fresher's and farewell party
- Students also participate in various inter collegiate hospitality, cultural and sports competitions.
- We encourage use of regional language by celebrating 'Marathi Diwas' in the form of various competitions.
- Students are encouraged to wear traditional attire twice a month to in synch them with the cultural aspect of the region.

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

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Institute undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation.

- Constitution Day is celebrated every year on 26th November 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.
- Voters pledge programme was also organized by college to create awareness about democratic rights.

- Voters drive was organized by the college to facilitate new voter's enrolment for students and staff.
- No Plastic Pledge Day was organized by NSS team to make awareness about ill effects of use of plastic
- Republic day and Independence Day are enthusiastically celebrated every year to imbibe patriotism amongst the students.
- Students enacted a skit-Nukkad, emphasizing the importance of following traffic safety rules. The traffic police commissioner was invited to observe the skit which she appreciated and later on guided the students about the traffic safety rules.
- The institute supports government and non-government social initiatives such as Prime minister Relief fund, fund raising for emergency situation etc. The funds were raised for Pulwama martyrs, Kolhapur flood victims, Covid 19 pandemic etc.
- 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	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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 Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The Institute actively celebrates national and international commemorative days, events and festivals. We believe that such celebrations help us in understanding the emotions and values behind such occasions .It also creates awareness among the young generation about the responsibilities and obligations. National commemorative days rejuvenate the history and create a sense of belongingness and patriotism. It also helps in strengthening national integrity. Celebration of international commemorative days helps in bringing the world closure and sensitizes on international issues.

The students enthusiastically participated in the following events:

- Republic Day on 26th January
- Martyrs Day on 30th January
- Chhatrapati Shivaji Maharaj Jayanti on 19th February
- Marathi Bhasha Diwas on 27th February
- Women’s Day on 8th March
- International Yoga day on 21st June
- Shahu Jayanti on 26th June
- Independence Day on 15th August
- Teacher’s Day on 5th September
- World Tourism Day on 27 September
- Maharashtra Reading Day on 15th October
- Rashtriya Ekta Divas on 31st October
- Harmony Day (Sadbhavna Divas) on 20th August

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

1. Title of the practice: Students’ centric approach

Goal:

With an aim 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 and Concept:

- To create a simulation of the industry this provides real time learning to the students.
- 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 facilitate part-time jobs for the students who want to hone their skills and earn extra money
- To ensure that all eligible students avail the scholarship offered by government institutions.
- To motivate the students for their holistic development.

The 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.

The Practice:

The following are the components of the student centric approach.

- **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.
- **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.
- **Simulation of the industry:** International level hospitality competitions are organized to create a platform for students to display their competitive hospitality skills. On the last day Annual Food Festival is organized where they cater to 600 guests .The students work in various areas of planning, budgeting, organizing, staffing, directing and controlling several activities during the grand event thereby ensuring their holistic development.

- **Entrepreneurship development:** Students are given an opportunity to exhibit and showcase their technical, financial and marketing skills through ED activities as they handle the events by themselves.
- **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.
- **Motivation to students:** The students are awarded with smileys every month for recognition of their 100% attendance, adherence to grooming standards, extra initiative taken and any act of giving back to society. One student from each class is awarded with 'Best Student of the Month' which comprises of a certificate and a cash prize. The student who receives maximum smileys in academic year is awarded with 'Best Student of the Year' trophy. Based on the overall performance during the previous years, one of the final year students is awarded with 'Best Outgoing Student' trophy.
- **Extensive interaction with industry experts:** Experts from industry are invited to conduct guest lectures, workshops, demonstrations and seminars and also as jury and external examiners for final practical exams.
- **Industry experts as adjunct faculty:** To give the students firsthand information about the current trends and practices in the industry, the college has appointed industry experts as adjunct faculty.
- **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. We have actively helped students with documentation to ensure that the claim of the insurance is reimbursed in case of accidents.

Evidence of Success

- Every year college conducts several students' parents' orientations for BHMCT and BScHS courses. This year, following meets were organized with the parents:

S. No.	Date	Course and Year	No
1	20/6/2019	First Year BScHS- For Introduction & orientation	
2	1/7/2019	SY BHMCT-For Industrial Training	
3	2/7/2019	SY BScHS-For Industrial Training	
4	17/7/2019	Final year BHMCT & BScHS -For Placement	
5	1/8/2019	First Year BHMCT- For Introduction & orientation	

- College has created e-content in form of notes and more than 100 recorded lecture videos which is uploaded on college website. Faculty also contributed towards e-content of the SPPU.
- 68 students availed the facility of external counselling for the various issues.
- During 'Atithya 2020', total sponsorship worth rupees 12, 08,882 lakhs was received in cash and kind. Total passes, worth rupees 1, 37,800 were sold by the students.
- Students of BHMCT and BScHS catered 500 people during the theme dinners organized for two days.
- College Alumni committee organized an interactive webinar for the students to have an one on one interaction with the alumni on 14th May and 10th June which was attended by 130 students
- A student who met with an accident in the college received Rs. 45,627/- from the university insurance scheme.

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.
- 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.
- It is seen over the years that students would rather learn through gadgets than physically attend the class, thereby reducing face to face interaction with teachers. This hinders mentoring of the students if required.

2. Title of the practice: Rewards and Recognition for Employees and students

Goal: To motivate the staff members to strive for excellence and acknowledge the various facets of achievements; awards and recognition in various areas has been installed. Similarly, to inculcate the qualities and values expected by the students in the industry, system of awards and recognition for the students is in place. The students and staff are given awards for their academic excellence, co-curricular and extra-curricular achievements.

Principles & Concept:

- To motivate the staff members for better performance in academics, research and non-academic fields.
- To recognize and appreciate the teaching skills of the staff on the basis of academic results and student feedback.
- To appreciate and encourage students for better attendance, grooming, leadership skills and social work.
- To recognize the students for their extracurricular and co-curricular achievements.
- To inculcate and improve the habit of reading amongst the students and the faculty members.

Context:

It is a well-known fact that motivation is required for human resources to make them perform better. This motivation can be monetary or non-monetary. Keeping the same objective in mind, the various components i.e. students, teaching staff and non-teaching staff are recognized and motivated on a continuous basis. Students are recognized for their attendance, grooming and giving back to society apart from the academic performance whereas the teaching staff is recognized for their prowess in teaching, research and academic results. Non-teaching staff is appreciated for their work on the basis of their appraisals.

Practice:

The students are appreciated in the form of 'Smileys' every month for:

- 100% attendance
- Grooming
- Extra Initiatives
- Giving back to the society

Student of the month' award is given every month to one student from each class which comprises of a certificate and cash prize. Co - coordinators identify the students for the recognition and award. The student with maximum number of smileys for that particular academic year is awarded with the trophy of 'Best student of the year'.

The college organizes sports week in the last week of February every year where several indoor and outdoor intra collegiate sports competitions are organized. The winner teams and individuals are awarded with certificates for their achievements.

The staff are given appreciation letters for the following categories:

- Academic result exceeding 95%.
- Student feedback exceeding 95 %
- Non-teaching staff for their performance
- Best Reader of the Month
- Star Reader of the semester

The AISSMS Society gives trophy and certificates every year on the occasion of Shahu Jayanti to all the meritorious students and faculty members for their achievements in the field of academics, research and sports. It has started giving monetary rewards to the staff based on Academic Performance Indicator (API) for the following categories:

- Best Teacher`s Award
- Best Non-Teaching Award
- Best Admin Staff

Evidence of Success:

- The number of smiley's given was 674 and 'Best Student of the Month' awarded were 52 for all classes together in year 2018-2019.
- During Shahu Maharaj Jayanti celebration, 5 faculty members were recognized by giving them the trophy for completing their PhD and 1 student was recognized for his achievement in sports.
- 10 teaching staff had attended training programs to hone their professional skills at various hotels and restaurants.
- 3 staff members with maximum API score were awarded with the cash prize on the occasion of Teachers Day Celebration. the amount of cash prize is as follow:

- 1.The Best Teacher Award - Rs. 50,000/-
- 2.The Best Administrator Award -Rs. 25,000/-
- 3.The Best Non-teaching Staff Award - 15000/-

- On the occasion of Women`s Day, AISSM society organised a competition for the female students and staff of the entire AISSMS colleges. It provided a platform to the participants to showcase their

talents and skills and they got the opportunity to interact with the fellow students and faculty from other streams. This program was hosted by the HMCT College and one of the faculty members of HMCT won the Runner Up trophy.

- 24 teachers got the appreciation letters for 'Best Academic Result' and 'Best Students Feedback'.
- 8 students and 8 teachers got the appreciation letters as 'Best Readers' and 2 were identified as 'Star Readers' of the semester.
- Post NBA audit, faculty members were invited by the President of the society to the palace in Kolhapur and were praised by the royal family for the hard work put in during the audit. After NAAC audit for the first round, the faculty members were once again appreciated by sponsoring their stay in 'Ratnasagar Resort' in Ratnagiri by the honorary secretary. The non-teaching staffs were hosted with lunch in a popular restaurant by the honorary Secretary on both the occasions.

Problems Encountered and Resources Required:

Balancing the academics with co-curricular activities is a challenge and faculty has to walk on a thin rope to ensure that both are achieved

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

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Provision of quality education in hospitality:

- Institute is accredited by NAAC with "A" grade and NBA accredited for BHMCT from 2017-18 to 2021-22.
- College has permanent affiliation to SPPU and is recognized under 2F12B of UGC.
- College is ranked number 3 in Maharashtra and number 1 in Pune by "Week Magazine" & ranked 28th in best Hotel Management Colleges by "India Today Magazine" survey 2018.
- It is the most preferred college in Pune for admission amongst the aspiring candidates which is proved by 100% admissions for the entire seats.
- Savitribai Phule Pune University (SPPU) has stopped publishing the list of university toppers for last 4 years; however college has consistently given university toppers and good results.
- Industry interaction and liasoning is an ongoing process which happens year-round in the form of student's industrial training, placements, Outdoor catering (ODC), Industrial visits, guest lectures, demonstrations, evaluation of competition etc.
- To give the students a firsthand update of the current practices, professionals from the industry were appointed as adjunct faculty.

- College has membership of Professional associations like Pune Hotelier Association (PHA) and 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.
- Faculty members attend refreshers training programs in various star hotels every year.
- Additional intake for BHMCT course as well has been approved and started.
- College has a research centric atmosphere which encourages the faculty and students to conduct the research, Further, college has its own research journal- "Atithya- Journal of Hospitality" which is a biannual journal and has been in circulation for last 5 years.
- In 2015, none of the faculty were PhD holders, However, by 2020, we have 14 faculty members who have completed PhD and 6 are pursuing.
- Till date 199 research papers have been published by faculty and in some cases, jointly by the students.
- College has a research cell which encourages students to participate in research activities. 02 Students and 01 faculty participated in Avishkar- State level Research competition. 01 student was shortlisted for the district level whereas the faculty reached final rounds of the competition and participated at State level Research Competition under commerce and Management faculty, held at Mumbai this year.
- Faculty members are regularly appointed on reputed committees like "Board of Studies of SPPU", "Syllabus Revision", "Examination" and other professional bodies.
- The principal was appointed as Chairman for syllabus revision committee of SPPU. She was also appointed as Chairman of BOS of 'DY Patil Deemed University', Kolhapur. She was also appointed as a core member of the SPPU exam committee formed to decide the examination procedure during the recent pandemic of Covid-19.
- Faculty members are regularly appointed on committees like Board of Studies of 'DY Patil Deemed University', 'Syllabus Revision' and 'Examination' of the same.
- Faculty members are invited as resource person for seminars, guest lectures, and workshops on Career Counselling, Research Methodology and Accreditation procedures.
- Annual provision of monetary grant of Rs.3000 for each faculty member for research purpose is available.
- Two of the faculty members including the Principal got appointed as PhD guide for SPPU. Both of them have 6 and 7 research scholars respectively, pursuing their PhD.
- The Principal was also appointed as evaluator for AICTE funding schemes.
- College also participates in various activities where the motto is to reach out to the common people and give back to the society. In one such attempt, 6 faculty members including the principal and 15 students got themselves associated with a NGO- 'Read a story' where every week one hour is dedicated to the underprivileged students of rural Maharashtra while reading an English story to them. The book is shared in Pdf form with the reader and the kid has a physical copy. The story is read over a phone, thus saving the efforts to visit the place personally and making it more global. The aim of this activity is to improve the English of these students residing in the villages and grooming them for global competition.
- Consultancy services are provided in areas of 'Product Development', 'Training & Development', 'other operational areas' and 'conduct of Academic Audits'.
- College organizes annual International level hospitality competitions- 'Atithya' with participation from more than 30 Hospitality national & international colleges.
- Students are encouraged to participate in various local and national level competitions and have won many competitions in Culinary, Rooms Division and F & B Service. Few prominent among them are Banarsidas Chandiwala – Delhi, Christ University – Bangalore, Auro University –Surat,

and Symbiosis University-Pune.

- The students are given extra training to participate in the competitions for which dedicated faculty members are assigned in each department.
- The College acts as venue partner for hospitality related events.
- Last but not the least; College solicits feedback of student on teaching and infrastructure. Regular Course Monitoring committee meeting is conducted every month with all the Class Representatives. Mentor- mentee system is followed for the students and Teaching faculty, it is monitored through buddy evaluation system and organizes a Teacher`s Training programs.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document



5. CONCLUSION

Additional Information :

With the thought to skill the youth of the country and to contribute to the “Skills India Movement”, we signed an MOU with Tata Institute of Social Sciences (TISS), Mumbai for the conduct of B.Voc. programme. In the very first year of its inception in 2019-20, we enrolled 84 students for the programme and were successful in placing them all for the OJT as per the design of the programme.

Concluding Remarks :

The Institution believes on being on a path of continual improvement in all spheres, be it teaching learning process, placements, research, extension activities, faculty development or any other. As an Institution we are system driven, with regular audits being conducted to ensure compliance through key process indicators being ear marked. We have completed the first cycle of NAAC, accredited by NBA and are slowly gaining a good reputation in hospitality education sector and being a brand to recon with.

We are poised to take our next leap and have applied to the UGC for the grant of autonomous status which will further enhance our opportunities to make a mark in this field and strengthen our reputation of being a centre for excellence.