



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

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

- Name of the Head of the institution **Dr. SONALI JADHAV**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone No. of the Principal **02025511655**
- Alternate phone No. **02025520488**
- Mobile No. (Principal) **9881401482**
- Registered e-mail ID (Principal) **sonalijadhav@aissmschmct.in**
- Address **55-56, Shivajinagar**
- City/Town **Pune**
- State/UT **Maharashtra**
- Pin Code **411005**

2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) **17/02/2021**
- Type of Institution **Co-education**

- Location **Urban**

- Financial Status **Self-financing**
- Name of the IQAC Co-ordinator/Director **55-56, Shivajinagar**
- Phone No. **02025521365**
- Mobile No: **9823370772**
- IQAC e-mail ID **iqac@aissmschmct.in**

3.Website address (Web link of the AQAR (Previous Academic Year)) <https://aissmschmct.in/wp-content/uploads/2022/11/AQAR-2020-2021.pdf>

4.Was the Academic Calendar prepared for that year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://aissmschmct.in/wp-content/uploads/2022/12/Academic-and-Event-Calendar-2021-2022.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.15	2015	01/05/2015	31/10/2020
Cycle 2	A	3.21	2021	14/12/2021	13/12/2026

6.Date of Establishment of IQAC **03/06/2014**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
NIL	NIL	NIL	Nil	NIL

8.Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Did IQAC receive funding from any funding agency to support its activities during the year? Yes

- If yes, mention the amount **480000**

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

Audits: An external audit was conducted wherein senior members from other NAAC accredited institutes were invited as auditors to conduct the audit and present their report to the institute. A financial audit was conducted by an external agency.

Value added Courses: The institute conducted value added and short courses like Art of Video Blogging, Landscaping & Gardening, Interview Skills, Your English Word etc. which were of minimum 30 hours each.

Scholarship: The institute gave scholarship to students under 'Shri Shahu Maharaj Scholarship' wherein 48 students received scholarship of Rs. 10,000 each under this scheme

New Programs: The institute proposed to start a new program namely M. Sc. H. S. Programme and received approval to initiate the same from academic year 2022-2023 from Savitribai Phule Pune University, Pune

Incentives for faculty members: The institute has initiated to monetary incentives for faculty members for attending of conferences, seminars and publication of research papers recognized in UGC care listed, web of science and SCOPUS journals.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
To create a common platform for students pursuing PhD in Hotel Management or Hospitality related subjects	The Research Cell has initiated an incubation cell wherein to help guide the research scholars who are pursuing or wish to pursue their Ph. D.
Start new Value-added courses	The institute conducted 14 value added and short courses which were of 30 hours each. A total of 450 participants successfully completed these courses.
Scholarship for students	The management provided scholarship of Rs. 10000/- each for 48 students under 'Shri Shahu Maharaj Scholarship'
Incentives for faculty members	The management will give incentives to faculty who successfully publish papers in UGC care listed, SCOPUS, Web of science journals and to attend national / international seminars
Upgradation of infrastructure	The institute has developed a new studio kitchen, a new block of washroom for male students, new examination cell as per requirements of autonomous regulations, walk-in refrigerator and renovated laboratories.
To facilitate and motivate faculty and staff for self-development.	Faculty members are pursuing PhD and master's programme in Hospitality. 07 faculty members were approved as PhD guides with Savitribai Phule Pune University, Pune, 02 Faculty members was awarded PhD, 05 Faculty members are pursuing PhD.
Planning and implementation of academic calendar	The academic calendar was planned keeping in mind the

pandemic situation. Since this situation started to ease off the institute adapted to hybrid mode of teaching learning process. The institute was able to complete 93% of the calendar. The IQAC was able to conduct online meetings with various committees and section heads to monitor the progress

13. Was the AQAR placed before the statutory body? Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Body	20/12/2021

14. Was the institutional data submitted to AISHE ? Yes

- Year

Part A

Data of the Institution

1.Name of the Institution	ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
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9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	<p>Yes</p>	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	<p>No File Uploaded</p>	
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<ul style="list-style-type: none"> If yes, mention the amount 	<p>480000</p>	
<p>11. Significant contributions made by IQAC during the current year (maximum five bullets)</p>		
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Planning and implementation of	The academic calendar was

academic calendar	planned keeping in mind the pandemic situation. Since this situation started to ease off the institute adapted to hybrid mode of teaching learning process. The institute was able to complete 93% of the calendar. The IQAC was able to conduct online meetings with various committees and section heads to monitor the progress
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<ul style="list-style-type: none"> Name of the statutory body
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Name of the statutory body	Date of meeting(s)
Governing Body	20/12/2021

14. Was the institutional data submitted to AISHE ?	Yes
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<ul style="list-style-type: none"> Year
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Year	Date of Submission
2021-2022	11/01/2022

15. Multidisciplinary / interdisciplinary

The Institute has collaborated with other Institutions for student's cultural exchange and for value added courses eg. Fergusson College Humanities students registered for a workshop in our Institute for food and nutrition. As an autonomous Institute, the Institute has introduced Interdisciplinary courses in the programs conducted in the college, in line with the NEP guidelines for the current programs as well as the new programs to be started in the coming years. Credits are allotted to identified interdisciplinary courses on the SWAYAM and MOOC Platforms. Our 3 programs i.e. BHMCT, BSc-HS and MSc-HS have choice based credit courses, and Research Project is a part of the curriculum. Both the under graduate programs have NSS as a

course. The NSS department is very active and conducts events like river cleaning, tree plantation, blood donation, traffic awareness, and organizes a 7-day winter camp in the village adopted by the college wherein the students conduct workshops and guest lectures to educate the villagers on subjects like superstition, hygiene, healthcare etc. This helps in the holistic development of the students. Environmental Science is a course offered in both the undergraduate programs. The Institution plans to align the curriculum with the NEP 2020 policy by offering multiple entry exit routes, as also introduction of multi-disciplinary courses.

16.Academic bank of credits (ABC):

The Institution has registered for Academic Bank of Credit. We are in the process of getting the students registered and creating their unique ids. The Institution has signed an MOU with Athelone Institute of Technology, Ireland for student progression for the Master's degree as well as lateral entry in their 4-year degree in Hospitality. The Institute through Confederation of Indian Industry (CII) has collaborated with L'Ecole Hotelier, Laussane, Switzerland, to conduct their Professional Diploma in Hotel Management, in our campus. The faculty are a part of the syllabus development committee of our Institute as well as Savitribai Phule Pune University, and Dr. D.Y Patil University, Kolhapur for the Hotel Management Programs.

17.Skill development:

Value added courses in language and personality development like "Put your best foot forward", "Interview Techniques" "creating cooking videos" are conducted. are aimed at preparing the students for job interviews, entrepreneurship etc. Value based education is not only a part of the curriculum but also a major part of co-curricular activities. The students participate in NGO activities like "Read a story" where they help the tribal school children to speak in English, on a mobile. The Institute also conducts simulation assignments ever year which give exposure to the students and they can practice their skills. The students actively participate in inter collegiate hospitality competitions where they get an opportunity to display their skills and talent.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Institute encourages students to read literature written in the local language i.e., Marathi. The library has a dedicated section for Marathi Literature especially the reputed books in

history of Maharashtra e.g. Books on Chhatrapati Shivaji Maharaj and Shahu Maharaj. Marathi Diwas is celebrated and the students participate in Marathi essay competitions. Theme lunches are organized on the regional cuisines of various Indian States and the student's study not only about the food of that region, but also the attire and the popular polite expressions in the respective regional languages. The also perform the folk dances of various regions in cultural programs.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institute has well-defined Program Outcomes, Program Specific Outcomes and Course Outcomes. The syllabus is aligned to all these three outcomes and the gaps are filled through activities designed to address the gap.

Value Added Programs are aligned with Outcome Based education like courses to prepare students for interviews. The Institute has a state of art infrastructure a per the current industry trends. Industries like Suhana Masale, Pune have collaborated with the college to not only rent out the facility but also to involve the students in their production activities, thereby preparing the students for employment in the Industry.

20.Distance education/online education:

Post pandemic the Institute has adopted a hybrid mode of teaching, with online teaching as well as uploading videos (more than 450) on various chapters from the syllabus, on our Institute website. The Institute also encourages faculty to develop online courses for the coming years.

Extended Profile

1.Programme

1.1 2

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 748

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2

198

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

229

Number of students who appeared for the examinations
conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1

98

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

35

Number of full-time teachers during the year:

Extended Profile

1. Programme

1.1	2
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1	748
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

2.2	198
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3	229
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3. Academic

3.1	98
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	35
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	39
Number of sanctioned posts for the year:	
4.Institution	
4.1	96
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	12
Total number of Classrooms and Seminar halls	
4.3	140
Total number of computers on campus for academic purposes	
4.4	320.83
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college in its autonomous status has developed its curriculum in accordance with the vision mission of the institute for both the programmes and is in tune with the AICTE and UGC Model Curriculum. The Program Outcomes as prescribed by the UGC for Hotel management has been incorporated and the Program Specific Outcomes and Course Outcomes are correlated

The curriculum developed focuses on Environmental Science, National Service Scheme, Small Business Management, Entrepreneurship and skill development. Also sessions on Universal human values, Gender sensitization, Democracy and Governance have been incorporated as added courses as suggested by the AICTE and SPPU which have relevance to the local, regional and global development.

The curriculum is developed in such a way that students demonstrate essential technical knowledge, skills and abilities needed for professional practice in order to contribute to their best to the building of nation.

The curriculum designed by our college also focuses on employability and higher studies

File Description	Documents
Upload additional information, if any	View File
Link for additional information	Nil

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

6

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

1

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

2

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institute has introduced various cross cutting issues

relevant to Environment Science in the syllabus and has actively covered issues like Human Values, Gender equity, and professional ethics by ways of guest lectures. Also the college has a rain water harvesting set up and waste biodegradation from food waste collected from the kitchens.

Environment and Sustainability:

The students get knowledge of Environmental studies in first year of their degree program. Also the college actively participates in tree plantations and cleanliness drives under the NSS.

Gender Equity:

As per the directives of Maharashtra State Commission for Women, a grievance cell takes care of issues related to sexual harassment and conducted awareness campaign.

The various activities include: Professional counselling sessions, Self-defence workshop under Nirbhay Kanya Abhiyan, Seminar on Women Health and safety and security measures

Human values:

Beside the syllabus, the institution organized programmes to inculcate human values as Blood Donation Camp, under the NSS the college has adopted a village.

Professional Ethics:

The Training and placement cell conducts value added courses such as Impress your way through interviews to inculcate professional ethics in students. Also code of conduct is in place for students, as it is the necessity of the industry

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

10

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

471

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

403

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://aissmschmct.in/wp-content/uploads/2022/12/1.4.1-1.4.2-Feedback-of-stakeholders-and-action-plan-2.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://aissmschmct.in/wp-content/uploads/2022/12/1.4.1-1.4.2-Feedback-of-stakeholders-and-action-plan-2.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

748

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

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

133

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

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

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

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

Remedial classes- Remedial classes are assigned as a part of the regular time table for the students.

Counselling- The students are counselled by the coordinators as required. Any special cases referred by the coordinator are recommended to a professional counsellor. Video clips are created by the faculty and uploaded on the website for learning reinforcement.

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

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

The choice-based credit system provides students a choice of subjects to develop their core competence and skills they would like to acquire.

The Training and Placement coordinator conducts Career Counselling Sessions with the final year students.

Value added courses are also made available for advance learners to enhance skills.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1peclIKLL2RwSHfv0nLz-FNdoOTWmiwK/view?usp=share link

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/01/2022	748	35

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

Students participate in various activities that enhance the learning process.

- Students are given individual projects and class assignments, focusing on self-study and independent learning.
- The various clubs and committees are functional and run by the students to pursue their interest in various areas like book lovers club, garden club, etc.
- Workshops and demonstrations are arranged for the students so that they can link the theory with the practice apply their knowledge and develop new skills.
- Internships and Training, industry visits in hotels, which is part of the curriculum, ensure experiential learning for students.
- The college organizes guest lectures, conference, seminars by inviting subject matter experts of national and international eminence.
- Students are encouraged to participate in intra and inter

collegiate competition to develop competitive spirit.

- Students organize and participate in National Social Service camps, blood donation camps, cleaning campaigns to inculcate values, ethics and social responsibility.
- 'Atithya', an International level Hospitality Competitions is organized by the college every year. It helps them to learn about event management, build up leadership skills, team building, financial planning, public relations and media management
- Resources like library, various software available for core subjects, well equipped computer laboratory enhance learning.
- Simulation exercises and activities help the students to grasp the knowledge and hone their skills.
- The innovation and start-up cell encourages students to participate in entrepreneurship activities.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://drive.google.com/file/d/1y6eOkHt3Dywh_4uGC_bJvgxxj1aEjDNj/view?usp=share_link

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The following ICT facilities are used by the teachers for effective teaching-learning process-

- The college has well equipped Computer Laboratory, the total number of computers in the college are 140. With a student computer ration of 1 : 6.
- The faculty members and students have remote access to e-books and e-data base.
- Apart from the regular websites, faculty have access to YouTube which is regulated and monitored to further enhance the learning experience.
- Teachers and students are given Wi-Fi access in the open-air auditorium.
- The library has Recorded Lecture Series of more than 600 videos, prepared by the faculty and displayed on college website. A quiz is made on each topic, the link of which is given in the box of the YouTube video. The student is

expected to solve it, which helps the faculty to assess if the student has understood the topic well.

- During pandemic a digital repository of free books was created and link was shared with students.
- ERP is used regularly for monitoring Attendance, Syllabus Planning and Compliance of subjects.
- The College has a smart interactive board for conduct of lectures.
- All classes have LCD's and internet connectivity.
- 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	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://aissmschmct.in/wp-content/uploads/2022/12/2.3.2-ICT-Facilities.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

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

- **Administrative**
- **Event calendar**
- **Academic calendar**

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

- All the sections submit a list of planned events to the academics.
- The Academic Department compiles the calendar as per syllabus requirements after discussion with the teams. The calendar is approved by the principal and uploaded on the college website. The faculty is expected to adhere to the calendar.
- The compliance report is made at the end of semester and 100 % compliance is aimed at.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

35

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

15

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

313

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

43

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Institute has purchased an examination software system which is regularly upgraded and updated. The examination system module does the following:

- Filling of examination forms (Registration) for all classes and programmes under autonomous structure.
- Generate Hall Tickets for students
- Entering of Internal and External marks
- Generating Ledgers
- Processing of results.
- Conduct of MCQ pattern examination

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1Igd005pCtCSpKULFKkK-W-cGDPOFGPbe/view?usp=share_link

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Under the autonomous status the institute has designed a curriculum for both programs BHMCT and BSc HS with well defined PO's and Co's.

The same are displayed on the institute website.

The students are made aware of PO's and PSO's when they join the program.

The subject teacher briefs the students on CO's at the beginning of the semester.

The institute maps the PO's, PSO's and Co's to ensure the attainment.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://drive.google.com/file/d/1fKeOXa41lBuGCbdZyu9qd9pcjuMNFNH9/view?usp=share_link

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The process of attainment of COs, POs and PSOs starts from finalizing syllabus of the programs. The course outcomes are discussed and finalized using action verbs of learning levels as per Bloom's Taxonomy.

A mapping matrix is prepared in this regard for every course in the program including the elective courses. Correlation between the course outcomes and program outcomes (POs) and Program Specific Outcomes (PSOs) is established for all courses of the program. The PSOs are in tune with the expectation of the professional bodies and the society.

For each course, attainment level of all course outcomes is arrived at rigorously based on the student performance in the internal and external examinations. Besides this, the exit survey is taken from students for indirect assessment of the PO's.

Direct Method:

This method displays the student's knowledge and skills from their performance in the class/assignment test, internal assessment tests, assignments, semester examinations, seminars, laboratory assignments/practical's, project report etc.

Indirect Method:

- **Placements:** The Placements result is used for measuring attainment of Program Outcomes and Course Outcomes.
- Questionnaires are developed for stake holder (e.g., students, parents and industry persons. Etc.). They are circulated among them for survey via direct communication, emails or post etc. The data received from them has been analyzed and used for attainment of PO's.

Any gap that is identified in the attainment is filled through value added course, seminars, workshops and other related activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1Am7qO_ePFso8Mw_vBri3Nwd4S3jms5WH/view?usp=share_link

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

176

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://aissmschmct.in/wp-content/uploads/2022/12/2.7.1-Student-Satisfaction-Survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college aims to create and support a research culture among its teachers and students to enhance their professional competence and has a well-defined policy for promotion of research. The Institution organizes seminars, workshops and conferences to promote research culture.

The institution has high speed internet facility. The institution has conference room and seminar hall with LCD projector for the smooth conduct of research related activities. To facilitate the research activities the institute library is equipped with reference books, trade journals, subscription to various E journals, membership of national digital library of India and DELNET. The institution provides cash incentives for faculty members for publishing of research papers in reputed national and international journals with high impact factor and for publishing/presenting of research papers in national and international conference proceedings. The final year students are involved in project work. All the faculties are encouraged to apply for research funding project from various funding agencies such as UGC, AICTE and state university. The institution exchanges the research expertise with other institutions by collaborating and signing MoUs.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://aissmschmct.in/wp-content/uploads/2022/12/3.1.1-Research-Policy-and-Ethics.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NA

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0.5

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

1

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

10

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://unnatbharatabhiyan.gov.in/wordpress/
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Faculty members are encouraged to organize and participate in Research Conferences, Seminars and Workshops. On duty leave is granted and financial support is provided to participate in seminars and conferences in India and abroad. Faculties are encouraged to publish research papers in multi-disciplinary and inter-disciplinary fields in reputed journals. Through incubation cell relevant information is shared with the members in academic research. Research infrastructure supports the research activities.

Adjunct professors, Mentors from academia and industry have been appointed for guidance related to latest trends and practices. Institute has signed MoUs with prestigious academic institutions for research.

The institute has established Udan-Innovation and Startup Cell which provides the students a platform to showcase and implement their practical learning. Guest lectures are conducted on entrepreneurship, consumer awareness programmes, e-commerce. Students are provided opportunities to directly interact with entrepreneurs, alumni excelling in their field and guide for startups. Students are provided with an opportunity to acquire skills for commercialization of their product through International Bread day and Theme dinners. Short courses on innovative trends like Art of Video Blogging. Community orientation is done by conducting workshops, guest lectures on various issues in the society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1kYzw31x1vTuVem18ctvzJY19EFqw8ytS/view?usp=share_link

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

20

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

9

File Description	Documents
URL to the research page on HEI website	https://aissmschmct.in/wp-content/uploads/2022/12/3.4.2-PhD-Guides-Scholars-list.pdf
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

49

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1M_rIaOaitNmYDQ8v12WGincKI_89m3VN/view?usp=share_link

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

2.82

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

21.12

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme Unit.

Through NSS unit, the college undertakes various extension activities in the neighborhood community. Every year NSS organizes a residential seven day camp in nearby adopted village and conducts actively several activities which address social issues. These activities include cleanliness drive swatchta abhiyan, tree plantation, shramdan, road safety sessions, guest lectures on women health issues, Beti Bachao Beti Padhao, environmental awareness, women empowerment, national integrity, blood donation camp, health checkup ,lectures on female foeticide,voters awareness drive, health check-up camps.

All these mentioned activities have positive impact on the students and it has developed student community relationship, leadership skill and self-confidence of our students. It also helps in cultivating hidden personality of students and creates awareness among them.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1dWznHdd9GRkIYkkLZ9L0u3rGtERthe8R/view?usp=share_link

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

24

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

509

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

30

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

13

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

The college has 10 classrooms and tutorial rooms for teaching, laboratories such as Training kitchens, bakery, confectionery, preparation lab, larder, Training Restaurants, Front Office Lab, Guest Rooms, Housekeeping labs, Computer Lab and a state of the art studio kitchen. The Studio kitchen was created as a space where a mélange of food and aesthetics takes place.

Computing Facilities with 147 computers are available for the students in Computer Lab and library. Principal's Office, Administrative Office, Training and Placement Cell, NAAC Room, Board Room, Faculty Rooms, Central Stores and Examination Control Room.

Clean toilet blocks are provided for girls and boys and one for physically challenged and common room for students. First Aid Room, Reprography Room and Cafeteria are part. Circulation area includes a Ramp (For differently abled), Staircases and Elevators. Seminar Hall and Amphi theatre with wifi are available for student's activities and events. The college has ample parking area and an open ground for outdoor games. Generator backup Rainwater harvesting and Solar power is also a part of the facilities.

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

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

The college focuses on the holistic development of the students, besides core academics the college provides opportunities for the students to participate in extracurricular activities which gives scope for their holistic development. The college has an air conditioned Seminar Hall and an Amphi Theatre in which Yoga sessions cultural activities are conducted. 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 a Cricket ground, Football ground, Basketball and Volleyball court and a special designated area for net practice of cricket. Whereas, Indoor games include Table tennis, Chess and Carom. Students are encouraged to participate in State and District level competitions under SPPU and also intercollegiate competitions organized by other Institutes nationwide. 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, weights, bar and dumbbells. The institute celebrates Yoga

day every year with student and faculty participation.

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

12

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

320.83

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

Library is automated with System for Library Information Management (SLIM) software having version 3.8.0.31137. Library collection can be browsed on Intranet and remotely using SLIM21 Web OPAC module. Remote Access to Web OPAC is also provided on the college website. SLIM21 helps to catalogue books, e-books etc & cataloguing adheres to popular international standards.

This software has modules like Cataloguing, Circulation, and Web OPAC etc. Cataloguing Module is useful for maintaining available resources in the library, whereas in circulation module issuing, returning, reissuing and other transaction related activities take place. Web OPAC is most useful module for library users to search information about available resources and can also check issued books to them through their personal account. Barcode of Accession numbers can be generated easily through SLIM 21 and book labels can be pasted on the books for access of books and circulation purpose.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1epX82yy19GOaCv7s6P_0ZyDMHeMPN28G/view?usp=share_link

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

1.11

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

296

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college has two computer labs. There are total 147 computers in the college of which 130 computers are available for students, whereas additional 05 computers are available for administrative purpose and 12 computers for academic use. A new college server has been installed and updated regularly. All the computers go through a regular update, and has antivirus software to protect them. Students also have access to internet (100 mbps) speed. Free internet facility is available for the students in Front Office, Training and Placement cell and Library and amphitheatre. 2 host Wi-Fi is available in computer lab, library and Amphitheatre and has been updated on regular basis. All classrooms are ICT equipped. One of the classrooms is a SMART CLASSROOM, which has a digital board and Projector. We also have ICT -equipped Front office lab with IDEAS 6.5 version (Front office PMS) software which was installed and updated regularly, which help student to get hands on hotel stimulation. Besides this ERP is used regularly for monitoring Attendance and compliance. Our Seminar Hall also is equipped with audio visual tools and ICT, to facilitate seminars and presentations for a large number of audiences at once. The entire college has a generator backup for uninterrupted power supply.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
748	130

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 250 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development:

B. Any three of the above

Facilities available for e-content development
Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

136.13

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

A substantial yearly budget is provided for the upgrading and maintenance of equipment used in laboratories, sports equipment and other departmental areas. The financial plan also has a budget for procuring books for the library and subscription of e journals/ periodicals. Petty cash is made available for procuring of electrical, plumbing and carpentry supplies that are required for minor breakdowns. In case of major repairs, the standard procedure is followed wherein approval for the expenses is taken from the society.

The Annual maintenance contract is signed for maintaining crucial equipment and machinery such as elevators, water coolers, EPABX and for regular pest control of the kitchen, gas pipelines stores and other areas.

A contracted agency is appointed for cleaning and maintenance of public areas and checklist maintained for daily cleaning of classrooms and staffrooms. Campus surveillance Cameras, CCTV's, teaching aids such as LCD projectors, Laptops, Desktops, printers, wifi are maintained by Computer laboratory. The college has a generator system for uninterrupted power supply. Firefighting equipment are installed on each floor, fire extinguishers are available in every kitchen, laboratories, office, library and other areas in the premises. They are maintained by the central office.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

251

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

48

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

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology A. All of the above

File Description	Documents
Link to Institutional website	https://aissmschmct.in/admission/certificate-programmes/course-content/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

56

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

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees **A. All of the above**

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

140

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

5.2.2 - Number of outgoing students progressing to higher education

16

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

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

- The institute has Co-curricular and Extra Curricular committees that are under the Academic section.
- Course monitoring committee is appointed for the updates from the students for the academic purpose.
- Examinations Committee is appointed as a link between the students and the examinations department and Training and placement committee assists the Training and Placement department.
- The committees that are under the administrative section are Women's Grievance to address any sensitive issues with regards to women in the college. Discipline Committee appointed to have a control over the Discipline and decorum by the students.
- National Service Scheme Committee organizes various social service activities.
- IQAC Committee ensures that the Internal Quality is taken care.
- Sports Committee assists in organizing various sports and fitness related activities.
- College Development Committee contributes their point of view in development of the college.
- Media Committee appointed to make sure the college is active on the various social media platform.
- Library Committee and Research Committee organize events and awareness drives related to books, reading and importance of research in general.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

8

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

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

The Institute has strong Alumni presence across the globe and stay connected through our dedicated alumni portal. Our Alumni organization is registered with charity commissioner, registration no - F-36530CP since 2002.

The Alumni is very active with the current batch of students and give back to the institute in the following ways,

- Help in placement and industrial training
- Being mentor to our budding entrepreneurs
- Guest lectures, work shops
- Participation in College Development Committee (CDC)
- Participation in Internal Quality Assurance Cell(IQAC)
- Act as mentors to students travelling abroad
- Resource person for industrial visit, external examiner for practical's etc.
- Recommending candidates for admissions.

We have separate portal link on our website, where regular updates are posted to keep our alumni in align with institute events. Our Global Alumni Presence can be seen on the world map on the portal.

The AISSMS CHMCT College Alumni are an active body with regular meetups and get together of classmates and college friends. Our institute encourages its alumni to meet and get to share mutual terms which date back to the college days and relive the moments they stayed with their classmates and professors. It plays a positive role in the overall functioning of the institute by providing assistance

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

5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The management has well defined governance as per the norms of the state government/central govt./state university. The perspectives plan is also based on the vision and mission of the institution. The current perspective plan aims at continual improvement. The plan addresses the following areas

Academic Plan - The Institute has actively implemented CBCS and is in the process of aligning the academics to the NEP 2020. The college is also aligning its curriculum and credit framework for undergraduate programs as recommended by the UGC for AY 2022-23. The Research cell conducted various workshops and encouraged paper publications by creating a common platform for hospitality educators. The Institute through CII has collaborated with Le

Ecole Hotelier. Lausanne, Switzerland to start a professional Diploma in Vocational Education from 2022-2023. The faculty has attended FDP's based NEP 2020.

Infrastructure Plan - Adequate budgets were allocated for enhancing and maintenance of infrastructure. A kitchen Studio was designed in keeping with the current industry trend. The guest room labs were also re-designed. Additional computer section was created in the library.

Industry Connects - The innovative and start -up cell of the institute conducted events with participation from the industry ensuring that the students not only got exposure through real time assignments with also having industry experts mentoring them.

Administrative Plan - The Institute has defined administrative procedures with regards to annual purchases budgeting and other administrative work needed for the smooth operations of the college.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

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

The Head of the departments along with team members prepare and annual purchase requirement and the same is consolidated and forwarded to the society. Based on budgetary provision of that academic year purchases are then initiated by the HOD'S. Faculty members are also given authorities and responsibilities as head of various committees like Academics, Examination, Opeartions Department, NSS, Library, Sports, etc. and they prepare their own Annual calendar and carry out the activities accordingly.

Faculty and clerical staff are also members of IQAC, CDC, Board of Studies, Academic Council, Finance Committee and Governing body. As members of the committee they participate in recommending and approving various proposals.

The students are also part of academic related committees like Library committee, Training and Placement committee, Students council, Discipline committee, Anti-Ragging committee, NSS and Women's Grievance Cell and Course monitoring committee, Innovative and start-up cell. They participate in the decision making and execution of work in these committees.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1r4UJhveewg_9V7bfB7_Y3EsEKW8LaEec/view?usp=share_link

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Academic Plan - The Institute has actively implemented choice base credit system and is in the process of aligning the academics to the new education policy 2020. The Research cell has conducted various workshops on research methodology and encouraged paper publications by creating a common platform for Hospitality educators from other institutions..

Promoting Research - Seven faculty members was approved as a PhD guide under Savitribai Phule Pune University, Pune. Papers Published: 59 (Academic year 2021-2022).Two issues of our peer reviewed journal "ATITHYA: A JOURNAL OF HOSPITALITY" was published. The college introduced a Ph. D. Incubation Centre under the Research Cell to help guide the research scholars who are pursuing or wish to pursue their Ph. D.

Industry Connects - The innovative and start -up cell of the institute conducted events with participation from the industry ensuring that the students not only got exposure through real

time assignments with also having industry experts mentoring them.

Faculty Development Programme- Faculty upgrades their knowledge through various online courses and attended AICTE FDP.. Training sessions with Hotels and Restaurants for knowledge upgradation.

Activity / practice successfully implemented - During the pandemic while teaching was online the institute renovated its examination cell, library, guest rooms and added a kitchen studio for the students to enable the students to prepare their own cooking videos and start their YouTube channels. Special value-added course was design for videography and editing of these clips. A toilet block was added to the infrastructure.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://aissmschmct.in/wp-content/uploads/2021/12/Perspective-Plan-2022-2027.pdf
Upload any additional information	View File

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

Apart from the statutory bodies, such as the Governing Body, and the Internal Quality Assurance Cell (IQAC), the College Development Committee, CDC, Board of Studies, Finance Committee and Academic Council, the institute has defined sectional structures with one head per section.

The administrative bodies ensure that service rules are as per Government Norms.

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

achieving organizational objectives.

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

File Description	Documents
Paste link to Organogram on the institution webpage	https://aissmschmct.in/wp-content/uploads/2022/12/6.2.2-Orgonogram.pdf
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1TFFkS24iJTl0NwtghOFMRMcl7Fj4e3eI/view?usp=share_link

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

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The organization believes in implementing welfare measures that enhances morale of Teaching and Non-teaching staff for a healthy work environment. List as follows:

Group Insurance: Teaching and non-teaching staff group insurance via (The Oriental insurance Company Ltd.)

Maternity Leave: 6-month maternity leave as per regulations.

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

AISSM Credit Society- A society-level project that provides loans for personal usage at a set interest rate. Every year the dividend is declared and given to the Credit Society members.

Appreciation letter- Letters are awarded to faculty scoring 95% in subject-wise result of students and faculty feedback by students, A non-teaching staff based on overall performance receives an appreciation letter.

Incentives for Faculty Research- Monetary benefits for faculty per year for attending National / International conference and seminars, Research publication in Scopus, UGC, Web of Science

Team building activities- Celebrating teacher's day with Team building activities, Painting Diyas and making Cards for their peer, Secret Santa celebration activities

Provision of Lunch: Staff is served lunch while on duty at no cost.

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

Free Parking in Campus: There is no fee for parking.

Canteen Facility: Food made at the commercial canteen and bakery is offered at subsidized rates.

Dispensary: A dispensary is available in the college premise for the first-aid of students and staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1Zsv0krxJ5hDU8j3vzm3I0OrPImiI66zs/view?usp=share_link

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

2

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

14

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

19

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

An external audit is conducted on a regular basis by a chartered accountant firm. External auditors are appointed by the AISSM Society and audits are done biannually.

The financial audit is done in two sessions: First one in October/November for the months of April to September, and the second in April/May for the months of October to March.

The closing of accounts is done in June/July, and post that audited financial Statements are generated in the same month. The audit team then performs the required financial audit, ensuring that all transactions are correctly documented and tally with the data given.

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

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

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

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

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

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

The college utilizes funds in the field of research by providing Individual faculty members with Incentives for research publications, attending seminars and conferences.

This academic year college has also initiated and announced Shri Shahu Maharaj Scholarship scheme worth Rs.480000/- to 48 deserving students of AISSMS CHMCT on their various achievements.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1ENED66NwvLZ8Ne14VF6g5nr75GOERYTh/view?usp=share_link

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Conduct of Short / Certificate Courses

Certificate courses were conducted to provide students more grounding over a subject or skill. Each course was minimum of 30 hours. These certificate courses help the students to enhance their skills, upgrade their knowledge and adds value apart from the regular curriculum. The college has introduced many new certificate courses during this academic year considering the current need of students and industry demands. All together we conducted 10 certificate courses for the year, example Yoga and Wellness, Art of Video blogging, Formal Banquet, Food Research, etc. These courses were introduced on various hospitality and its supplementary areas. The total 451 candidates have completed the certificate courses in this year.

UDAAN- Innovation and Start Up Cell for Entrepreneurship Development

The College started an Innovation and Start Up Cell for Entrepreneurship Development named 'UDAAN'. The objectives and purpose of the cell is to encourage entrepreneurship and innovation, provide consultancy/training services/mentorship to the budding entrepreneurs and promote the existing alumni entrepreneurs through newsletters. The cell is active throughout the year promoting entrepreneurship among the students. UDAAN has published 4 newsletters have been published featuring success stories of alumni as entrepreneurs. They also invite entrepreneurs to interact with students regularly and mentor them on their experience through the pathway of becoming successful entrepreneurs. A successful entrepreneurship event was conducted during the month of October 2021 - 'International Bread Day'. This activity gave the students an insight into the entrepreneurial skills required to operate a satellite kitchen.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1y4pz48k2gI-t090EGLPo5xo7yXCr4MIM/view?usp=share_link

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Development of E- content

The faculty members went through various technical training sessions on development and deployment of e-content. This resulted in faculty members preparing more than 500 videos on various theory and practical which were uploaded on their YouTube channels and the Institute's website. Most videos were provided with a relevant quiz-link for students. The institute is using MS Teams as a platform for the teaching learning process for theory and practical sessions attendance, quizzes and assignment submissions were also monitored.

The library also created a bank of e-books and e-content that was available for the institute's staff and student.

Audits

An external audit was conducted wherein senior members from other NAAC accredited institutes were invited as auditors to conduct the audit and present their report to the institute. A plan of action was prepared based on the suggestion and recommendations and same was incorporated into practice.

The NAAC peer team had given their recommendations during their visit in December 2021. Accordingly, an action plan to incorporate these recommendations. The institute has worked upon the following recommendations and is pursuing the other recommendation.

- Increased the use of LED bulbs/ power efficient equipment.
- Received grants from non-government sources under 'Shri Shahu Maharaj Scholarship' wherein 48 students received scholarship of Rs. 10000 each under this scheme
- The management has approved to give incentives to faculty

who successfully publish papers in UGC care listed,
SCOPUS, Web of science journals and to attend national /
international seminars

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://aissmschmct.in/wp-content/uploads/2022/12/6.5.3-Annual-Report.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

In view of taking care of mental and physical health of our

students, periodic sessions are conducted for girl students.

Special sessions on self-defence and Women Safety was conducted under Nirbhay Kanaya Abhiyaan.

Women's day is celebrated every year encouraging women talent.

We are also proud to have a female principal.

a) Safety and Security

The college is committed to provide a safe and conducive work environment to female students and its employees and is extremely alert to the matters pertaining to any kind of nuisance and gender bias. College is equipped with 48 security CCTV cameras in the campus. 24X7 Security check points at single gate entry. Anti-ragging Committee and Women's grievance Cell handle grievances, if any. Separate hostel for girls

(b) Counselling

Counselling of students and staff is conducted by external agencies appointed by the college. Class coordinators act as mentor for the students.

Professional counselling is offered by Training and Placement Cell.

(c) Common Rooms

Separate common rooms for the boys and girls are available with locker facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1aW8TAMUt_tLYbuzAt6QzEtVcxAnfPz9gK/view?usp=share_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy plant Wheeling to the Grid

C. Any 2 of the above

Biogas

Sensor-based

**energy conservation Use of LED bulbs/
power-efficient equipment**

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

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management:

- Dustbins are placed at prominent to collect the garbage. Color coded liners are used for dry and wet garbage segregation.
- College has solid waste management practice in place where waste segregation is done at source.
- The maintenance of the pits is outsourced. The manure generated in the process is used for gardening purpose. Incineration machine is placed in the girls' toilets for disposal of sanitary pads.
- The dry garbage is collected by the SWACH organization on behalf of Pune Municipal Corporation every day.
- Recyclable waste generated in the stores like oil tins, plastic containers etc. are sold to the vendor.

E waste Management:

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

- Centralized procedure is adopted for the collection and disposal of E waste.
- The departments deposit their E waste in the computer lab as and when it is generated.
- At the end of the year, the computer lab in charge makes a consolidated list of the e waste and send it to the Head Office for further action.
- The Head Office appoints a licensed vendor to collect and dispose the E waste.

Waste Recycle System :

Waste such as newspaper and old magazine are recycled in paper

bags. Discarded linen is used as wiping cloth or cover sheets. Cartons, Tins and bottles are reused for storage.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

A. Any 4 or all of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment:
Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms
Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities:
accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human**

A. Any 4 or all of the above

assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

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

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

- The Cultural Department organizes events to bring students together who may belong to different strata of society.
- The college has prescribed uniform for all the students, which also helps in breaking social barriers if any.
- Tourism Day celebration aims to promote local culture and diversity. Whereas Theme based lunch based on regional cuisine promotes regional culture and cuisine.
- College celebrates festivals as Diwali and Christmas with zeal and enthusiasm.
- To blend culture and cuisine, food production practical menus are aligned with the festival. For example Special menus on Ekadashi, Diwali , Chritmas etc are planned.
- The college library organizes events as Vachan Prerna Din, Reading Day to encourage reading in any language.
- We also encourage use of regional language by celebrating Marathi Bhasha Samvardhan Pandharwada . It was celebrated from 14th January to 28th January 2022.
- Community involvement is done during the 7 days NSS camp , where students plan activities for the villagers as medical checkup , Haldi Kumkum celebration for ladies , Demonstration of sandwich for the ladies and yoga session

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

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

- College believes in giving back to society through the various activities. College has an active NSS cell which plans various activities for the students to inculcate right values amongst the students.
- Swachata Pandharwada was celebrated to inculcate community cleaning among the students.
- Students took pledge on various days like Constitution Day, Kaumi Ekata Shapath, Swarajya Sthapana din, etc to support the cause.
- During Marathi Bhasha Pandharwada, students were encouraged to use Marathi language and various competitions were held like essay writing, poem writing etc.
- During NSS residential camp in khubavli, students organized various activities like shramdaan, tree plantation, visit to old age home, medical checkup camp for everyone etc.
- To encourage the young voters to be a part of political process, GOI has declared 25th Jan as National Voter's day. The college organized various competitions like debate, slogan etc.
- Faculty members have attended AICTE workshops on Universal Human Value courses. The UHV courses are conducted regularly for the First Year students as per the AICTE guidelines.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed **B. Any 3 of the above**

code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

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

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

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

- Chhatrapati Shivaji Maharaj Jayanti was celebrated to remember the indomitable courage, fearless warrior of the Maratha Empire Chatrapati Shivaji Maharaj on his birth anniversary
- World Tourism Day was celebrated on 27th September 2021 by organizing song writing, dance competitions and essay writing completions.
- AZADI KA AMRUT MAHOTSAV - Various activities were conducted by NSS Unit of the college.
- Constitution Day was celebrated on 26th November 2021.
- KAUMI EKTA SAPTAH was celebrated from 19.11.2021 to 25.11.2021. Activities as tree plantation, competitions were conducted.
- The International Women's Day is celebrated on 8th March

2021 by organizing a "Diva competition" among all the branches of All India Shri Shivaji Memorial Society (AISSMS)

- International Yoga Day is celebrated on June 21st 2021 to spread awareness about the important health benefits of practicing yoga.
- Chhatrapati Shahu Maharaj Jayanti had been celebrated on 26th June 2021

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice: Formation of UDAAN- Innovation and Start Up Cell for Entrepreneurship Development

Objective:

- To encourage entrepreneurship and innovation among the students.
- To provide consultancy/training services/mentorship to the entrepreneurs.
- To promote the existing alumni entrepreneurs through newsletters.

Context:

In 2019, as per the directives received from SPPU, College started 'UDAAN' depicting the objectives and purpose of the cell. The cell is active throughout the year promoting entrepreneurship among the students.

Practice: The following are the major activities/components of UDAAN.

MOU: are signed for providing consultancy services.

Quarterly Newsletter: featuring interviews, start-ups and success stories.

Mentorship: for budding entrepreneurs.

International Bread Day: International breads made and sold by the students.

Guest lectures:-like "Way to Entrepreneurship ", "consumer awareness and mutual funds awareness"

Online Workshops: - 'Art of Video Blogging'

Evidence of Success:

- Till now, 4 newsletters have been published featuring success stories of alumni.
- Alumni as mentors interact with students regularly through guest lectures and demonstrations.
- Startup Stories of budding entrepreneurs are published to acknowledge and encourage entrepreneurship among students
-

Challenges and resources required:

- As UDAAN is in nascent stage, it has limited activities.
- The students need to be encouraged to experiment in innovative products.
- More entrepreneurs need to come on board as mentors and advisors.

File Description	Documents
Best practices in the Institutional website	https://aissmschmct.in/wp-content/uploads/2022/12/7.2.1-Best-Practices.pdf
Any other relevant information	https://drive.google.com/file/d/1HbrNx0CyZUNKw4N7uOUGeGmkH66HpNr4/view?usp=share_link

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust

(within a maximum of 200 words)

Provision of quality education in hospitality.

- College got the 'Autonomous Institute' status in February 2021 for ten years i.e. till the academic year 2030-2031.
- Institute is accredited by NAAC with "A" grade and NBA accredited for BHMCT from 2017-18 to 2021-22.
- The college is recognized under 2F12B of UGC.
- College is ranked 14th in Private Hotel Management Colleges by The Week Magazine and 2nd in West Zone (2021).
- College has initiated International collaboration and signed a MOU with École Hôtelière de Lausanne (EHL) and Confederation of Indian Industry(CII) to introduce new Programme.
- College has membership of Professional associations like Pune Hotelier Association (PHA) and British Business Group.
- College has its own peer reviewed research journal- "Atithya- Journal of Hospitality" .
- Till date, more than 250 Research papers have been published by faculty in Peer reviewed, UGC and Scopus journals.
- The college has well qualified faculty and 15 faculty have been awarded PhD.
- 9 faculty members including the Principal have been appointed as Research Guides under Savitribai Phule Pune University.
- State of the Art Studio Kitchen has been added in the college infrastructure with the aim to provide students with professional set up for culinary photography and videography.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college in its autonomous status has developed its curriculum in accordance with the vision mission of the institute for both the programmes and is in tune with the AICTE and UGC Model Curriculum. The Program Outcomes as prescribed by the UGC for Hotel management has been incorporated and the Program Specific Outcomes and Course Outcomes are correlated

The curriculum developed focuses on Environmental Science, National Service Scheme, Small Business Management, Entrepreneurship and skill development. Also sessions on Universal human values, Gender sensitization, Democracy and Governance have been incorporated as added courses as suggested by the AICTE and SPPU which have relevance to the local, regional and global development.

The curriculum is developed in such a way that students demonstrate essential technical knowledge, skills and abilities needed for professional practice in order to contribute to their best to the building of nation.

The curriculum designed by our college also focuses on employability and higher studies

File Description	Documents
Upload additional information, if any	View File
Link for additional information	Nil

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

6

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

1

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

2

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institute has introduced various cross cutting issues relevant to Environment Science in the syllabus and has actively covered issues like Human Values, Gender equity, and professional ethics by ways of guest lectures. Also the college has a rain water harvesting set up and waste biodegradation from food waste collected from the kitchens.

Environment and Sustainability:

The students get knowledge of Environmental studies in first year of their degree program. Also the college actively participates in tree plantations and cleanliness drives under the NSS.

Gender Equity:

As per the directives of Maharashtra State Commission for Women, a grievance cell takes care of issues related to sexual harassment and conducted awareness campaign.

The various activities include: Professional counselling sessions, Self-defence workshop under Nirbhay Kanya Abhiyan, Seminar on Women Health and safety and security measures

Human values:

Beside the syllabus, the institution organized programmes to inculcate human values as Blood Donation Camp, under the NSS the college has adopted a village.

Professional Ethics:

The Training and placement cell conducts value added courses such as Impress your way through interviews to inculcate professional ethics in students. Also code of conduct is in place for students, as it is the necessity of the industry

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

10

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

471

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

403

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://aissmschmct.in/wp-content/uploads/2022/12/1.4.1-1.4.2-Feedback-of-stake-holders-and-action-plan-2.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://aissmschmct.in/wp-content/uploads/2022/12/1.4.1-1.4.2-Feedback-of-stake-holders-and-action-plan-2.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

748

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

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

133

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

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

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

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

Remedial classes- Remedial classes are assigned as a part of the regular time table for the students.

Counselling- The students are counselled by the coordinators as required. Any special cases referred by the coordinator are recommended to a professional counsellor. Video clips are created by the faculty and uploaded on the website for learning reinforcement.

In order to develop the Advanced Learners, the college

organizes the following programmes:

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

The choice-based credit system provides students a choice of subjects to develop their core competence and skills they would like to acquire.

The Training and Placement coordinator conducts Career Counselling Sessions with the final year students.

Value added courses are also made available for advance learners to enhance skills.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1peclIKLL2RwSHfv0nLz-FNdoQTwmiwK/view?usp=share_link

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/01/2022	748	35

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

Students participate in various activities that enhance the learning process.

- Students are given individual projects and class assignments, focusing on self-study and independent learning.

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

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://drive.google.com/file/d/1y6eOkHt3Dywh_4uGC_bJvgxxjlaEjDNj/view?usp=share_link

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The following ICT facilities are used by the teachers for effective teaching-learning process-

- The college has well equipped Computer Laboratory, the total number of computers in the college are 140. With a student computer ration of 1 : 6.
- The faculty members and students have remote access to e-books and e-data base.
- Apart from the regular websites, faculty have access to YouTube which is regulated and monitored to further enhance the learning experience.
- Teachers and students are given Wi-Fi access in the open-air auditorium.
- The library has Recorded Lecture Series of more than 600 videos, prepared by the faculty and displayed on college website. A quiz is made on each topic, the link of which is given in the box of the YouTube video. The student is expected to solve it, which helps the faculty to assess if the student has understood the topic well.
- During pandemic a digital repository of free books was created and link was shared with students.
- ERP is used regularly for monitoring Attendance, Syllabus Planning and Compliance of subjects.
- The College has a smart interactive board for conduct of lectures.
- All classes have LCD's and internet connectivity.
- 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	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://aissmschmct.in/wp-content/uploads/2022/12/2.3.2-ICT-Facilities.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

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

- Administrative
- Event calendar
- Academic calendar

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

- All the sections submit a list of planned events to the academics.
- The Academic Department compiles the calendar as per syllabus requirements after discussion with the teams. The calendar is approved by the principal and uploaded on the college website. The faculty is expected to adhere to the calendar.
- The compliance report is made at the end of semester and 100 % compliance is aimed at.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year	
35	
File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File
2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year	
15	
File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File
2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)	
313	
File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year	
43	

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Institute has purchased an examination software system which is regularly upgraded and updated. The examination system module does the following:

- Filling of examination forms (Registration) for all classes and programmes under autonomous structure.
- Generate Hall Tickets for students
- Entering of Internal and External marks
- Generating Ledgers
- Processing of results.
- Conduct of MCQ pattern examination

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1Igd005pCtCSpKULFKkK-W-cGDPOFGPbe/view?usp=share_link

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Under the autonomous status the institute has designed a curriculum for both programs BHMCT and BSc HS with well defined PO's and Co's.

The same are displayed on the institute website.

The students are made aware of PO's and PSO's when they join the program.

The subject teacher briefs the students on CO's at the beginning of the semester.

The institute maps the PO's, PSO's and Co's to ensure the attainment.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://drive.google.com/file/d/1fKeQXa411BuGCbdZyu9qd9pcjuMNFNH9/view?usp=share_link

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The process of attainment of COs, POs and PSOs starts from finalizing syllabus of the programs. The course outcomes are discussed and finalized using action verbs of learning levels as per Bloom's Taxonomy.

A mapping matrix is prepared in this regard for every course in the program including the elective courses. Correlation between the course outcomes and program outcomes (POs) and Program Specific Outcomes (PSOs) is established for all courses of the program. The PSOs are in tune with the

expectation of the professional bodies and the society.

For each course, attainment level of all course outcomes is arrived at rigorously based on the student performance in the internal and external examinations. Besides this, the exit survey is taken from students for indirect assessment of the PO's.

Direct Method:

This method displays the student's knowledge and skills from their performance in the class/assignment test, internal assessment tests, assignments, semester examinations, seminars, laboratory assignments/practical's, project report etc.

Indirect Method:

- **Placements:** The Placements result is used for measuring attainment of Program Outcomes and Course Outcomes.
- **Questionnaires** are developed for stake holder (e.g., students, parents and industry persons. Etc.). They are circulated among them for survey via direct communication, emails or post etc. The data received from them has been analyzed and used for attainment of PO's.

Any gap that is identified in the attainment is filled through value added course, seminars, workshops and other related activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1Am7qQ_ePFso8Mw_vBri3Nwd4S3jms5WH/view?usp=share_link

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

176

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://aissmschmct.in/wp-content/uploads/2022/12/2.7.1-Student-Satisfaction-Survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college aims to create and support a research culture among its teachers and students to enhance their professional competence and has a well-defined policy for promotion of research. The Institution organizes seminars, workshops and conferences to promote research culture.

The institution has high speed internet facility. The institution has conference room and seminar hall with LCD projector for the smooth conduct of research related activities. To facilitate the research activities the institute library is equipped with reference books, trade journals, subscription to various E journals, membership of national digital library of India and DELNET. The institution provides cash incentives for faculty members for publishing of research papers in reputed national and international journals with high impact factor and for publishing/presenting of research papers in national and international conference proceedings. The final year students are involved in project work. All the faculties are

encouraged to apply for research funding project from various funding agencies such as UGC, AICTE and state university. The institution exchanges the research expertise with other institutions by collaborating and signing MoUs.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://aissmschmct.in/wp-content/uploads/2022/12/3.1.1-Research-Policy-and-Ethics.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NA

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0.5

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

1

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

10

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://unnatbharatabhiyan.gov.in/wordpress/
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Faculty members are encouraged to organize and participate in Research Conferences, Seminars and Workshops. On duty leave is granted and financial support is provided to participate in seminars and conferences in India and abroad. Faculties are encouraged to publish research papers in multi-disciplinary and inter-disciplinary fields in reputed journals. Through incubation cell relevant information is shared with the members in academic research. Research infrastructure supports the research activities.

Adjunct professors, Mentors from academia and industry have been appointed for guidance related to latest trends and practices. Institute has signed MoUs with prestigious academic institutions for research.

The institute has established Udan-Innovation and Startup Cell which provides the students a platform to showcase and implement their practical learning. Guest lectures are

conducted on entrepreneurship, consumer awareness programmes, e-commerce. Students are provided opportunities to directly interact with entrepreneurs, alumni excelling in their field and guide for startups. Students are provided with an opportunity to acquire skills for commercialization of their product through International Bread day and Theme dinners. Short courses on innovative trends like Art of Video Blogging. Community orientation is done by conducting workshops, guest lectures on various issues in the society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1kYzw31x1vTuVem18ctvzJY19EFqw8ytS/view?usp=share_link

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

20

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

9

File Description	Documents
URL to the research page on HEI website	https://aissmschmct.in/wp-content/uploads/2022/12/3.4.2-PhD-Guides-Scholars-list.pdf
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

49

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1M_rIaOaitNmYDQ8v12WGincKI_89m3VN/view?usp=share_link

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

2.82

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

21.12

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme Unit.

Through NSS unit, the college undertakes various extension activities in the neighborhood community. Every year NSS

organizes a residential seven day camp in nearby adopted village and conducts actively several activities which address social issues. These activities include cleanliness drive swatchta abhiyan, tree plantation, shramdan, road safety sessions, guest lectures on women health issues, Beti Bachao Beti Padhao, environmental awareness, women empowerment, national integrity, blood donation camp, health checkup ,lectures on female foeticide,voters awareness drive, health check-up camps.

All these mentioned activities have positive impact on the students and it has developed student community relationship, leadership skill and self-confidence of our students. It also helps in cultivating hidden personality of students and creates awareness among them.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1dWznHd_d9GRkIYkkLZ9L0u3rGtERthe8R/view?usp=share_link

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

24

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

509

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

30

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

13

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

The college has 10 classrooms and tutorial rooms for teaching, laboratories such as Training kitchens, bakery, confectionery, preparation lab, larder, Training Restaurants, Front Office Lab, Guest Rooms, Housekeeping labs, Computer Lab and a state of the art studio kitchen. The Studio kitchen was created as a space where a mélange of food and aesthetics takes place.

Computing Facilities with 147 computers are available for the students in Computer Lab and library. Principal's Office, Administrative Office, Training and Placement Cell, NAAC Room, Board Room, Faculty Rooms, Central Stores and Examination Control Room.

Clean toilet blocks are provided for girls and boys and one for physically challenged and common room for students. First Aid Room, Reprography Room and Cafeteria are part. Circulation area includes a Ramp (For differently abled), Staircases and Elevators. Seminar Hall and Amphi theatre with wifi are available for student's activities and events. The college has ample parking area and an open ground for outdoor games. Generator backup Rainwater harvesting and Solar power is also a part of the facilities.

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

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

The college focuses on the holistic development of the students, besides core academics the college provides opportunities for the students to participate in extracurricular activities which gives scope for their holistic development. The college has an air conditioned Seminar Hall and an Amphi Theatre in which Yoga sessions cultural activities are conducted. 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 a Cricket ground, Football ground, Basketball and Volleyball court and a special designated area for net practice of cricket. Whereas, Indoor games include Table tennis, Chess and Carom. Students are encouraged to participate in State and District level competitions under SPPU and also intercollegiate competitions organized by other Institutes nationwide. 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, weights, bar and dumbbells. The institute celebrates Yoga day every year with student and faculty participation.

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

12

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year

(INR in Lakhs)	
320.83	
File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File
4.2 - Library as a Learning Resource	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<p>Library is automated with System for Library Information Management (SLIM) software having version 3.8.0.31137. Library collection can be browsed on Intranet and remotely using SLIM21 Web OPAC module. Remote Access to Web OPAC is also provided on the college website. SLIM21 helps to catalogue books, e-books etc & cataloguing adheres to popular international standards. This software has modules like Cataloguing, Circulation, and Web OPAC etc. Cataloguing Module is useful for maintaining available resources in the library, whereas in circulation module issuing, returning, reissuing and other transaction related activities take place. Web OPAC is most useful module for library users to search information about available resources and can also check issued books to them through their personal account. Barcode of Accession numbers can be generated easily through SLIM 21 and book labels can be pasted on the books for access of books and circulation purpose.</p>	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1epX82yy19GQaCv7s6P_0ZyDMHeMPN28G/view?usp=share_link
4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books	A. Any 4 or more of the above

Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

1.11

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

296

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college has two computer labs. There are total 147 computers in the college of which 130 computers are available

for students, whereas additional 05 computers are available for administrative purpose and 12 computers for academic use. A new college server has been installed and updated regularly. All the computers go through a regular update, and has antivirus software to protect them. Students also have access to internet (100 mbps) speed. Free internet facility is available for the students in Front Office, Training and Placement cell and Library and amphitheatre. 2 host Wi-Fi is available in computer lab, library and Amphitheatre and has been updated on regular basis. All classrooms are ICT equipped. One of the classrooms is a SMART CLASSROOM, which has a digital board and Projector. We also have ICT -equipped Front office lab with IDEAS 6.5 version (Front office PMS) software which was installed and updated regularly, which help student to get hands on hotel stimulation. Besides this ERP is used regularly for monitoring Attendance and compliance. Our Seminar Hall also is equipped with audio visual tools and ICT, to facilitate seminars and presentations for a large number of audiences at once. The entire college has a generator backup for uninterrupted power supply.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
748	130

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. 50 Mbps
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File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

<p>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</p>	<p>B. Any three of the above</p>
---	---

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

136.13

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

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

available for procuring of electrical, plumbing and carpentry supplies that are required for minor breakdowns. In case of major repairs, the standard procedure is followed wherein approval for the expenses is taken from the society.

The Annual maintenance contract is signed for maintaining crucial equipment and machinery such as elevators, water coolers, EPABX and for regular pest control of the kitchen, gas pipelines stores and other areas.

A contracted agency is appointed for cleaning and maintenance of public areas and checklist maintained for daily cleaning of classrooms and staffrooms. Campus surveillance Cameras, CCTV's, teaching aids such as LCD projectors, Laptops, Desktops, printers, wifi are maintained by Computer laboratory. The college has a generator system for uninterrupted power supply. Firefighting equipment are installed on each floor, fire extinguishers are available in every kitchen, laboratories, office, library and other areas in the premises. They are maintained by the central office.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

251

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

48	
File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File
5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	A. All of the above
File Description	Documents
Link to Institutional website	https://aissmschmct.in/admission/certificate-programmes/course-content/
Details of capability development and schemes	View File
Any additional information	View File
5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year	
56	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies	A. All of the above

Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

140

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

5.2.2 - Number of outgoing students progressing to higher education

16

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

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

- The institute has Co-curricular and Extra Curricular committees that are under the Academic section.
- Course monitoring committee is appointed for the updates from the students for the academic purpose.
- Examinations Committee is appointed as a link between the students and the examinations department and Training and placement committee assists the Training and Placement department.
- The committees that are under the administrative section are Women's Grievance to address any sensitive issues with regards to women in the college. Discipline Committee appointed to have a control over the Discipline and decorum by the students.

- National Service Scheme Committee organizes various social service activities.
- IQAC Committee ensures that the Internal Quality is taken care.
- Sports Committee assists in organizing various sports and fitness related activities.
- College Development Committee contributes their point of view in development of the college.
- Media Committee appointed to make sure the college is active on the various social media platform.
- Library Committee and Research Committee organize events and awareness drives related to books, reading and importance of research in general.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

8

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

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

The Institute has strong Alumni presence across the globe and stay connected through our dedicated alumni portal. Our Alumni organization is registered with charity commissioner,

registration no - F-36530CP since 2002.

The Alumni is very active with the current batch of students and give back to the institute in the following ways,

- Help in placement and industrial training
- Being mentor to our budding entrepreneurs
- Guest lectures, work shops
- Participation in College Development Committee (CDC)
- Participation in Internal Quality Assurance Cell(IQAC)
- Act as mentors to students travelling abroad
- Resource person for industrial visit, external examiner for practical's etc.
- Recommending candidates for admissions.

We have separate portal link on our website, where regular updates are posted to keep our alumni in align with institute events. Our Global Alumni Presence can be seen on the world map on the portal.

The AISSMS CHMCT College Alumni are an active body with regular meetups and get together of classmates and college friends. Our institute encourages its alumni to meet and get to share mutual terms which date back to the college days and relive the moments they stayed with their classmates and professors. It plays a positive role in the overall functioning of the institute by providing assistance

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

5.4.2 - Alumni's financial contribution during the year	E. <2 Lakhs
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File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The management has well defined governance as per the norms of the state government/central govt./state university. The perspectives plan is also based on the vision and mission of the institution. The current perspective plan aims at continual improvement. The plan addresses the following areas

Academic Plan - The Institute has actively implemented CBCS and is in the process of aligning the academics to the NEP 2020. The college is also aligning its curriculum and credit framework for undergraduate programs as recommended by the UGC for AY 2022-23. The Research cell conducted various workshops and encouraged paper publications by creating a common platform for hospitality educators. The Institute through CII has collaborated with Le Ecole Hotelier, Lausanne, Switzerland to start a professional Diploma in Vocational Education from 2022-2023. The faculty has attended FDP's based NEP 2020.

Infrastructure Plan - Adequate budgets were allocated for enhancing and maintenance of infrastructure. A kitchen Studio was designed in keeping with the current industry trend. The guest room labs were also re-designed. Additional computer section was created in the library.

Industry Connects - The innovative and start -up cell of the institute conducted events with participation from the industry ensuring that the students not only got exposure through real time assignments with also having industry experts mentoring them.

Administrative Plan - The Institute has defined administrative procedures with regards to annual purchases budgeting and other administrative work needed for the smooth operations of the college.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as

decentralization and participative management

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

The Head of the departments along with team members prepare and annual purchase requirement and the same is consolidated and forwarded to the society. Based on budgetary provision of that academic year purchases are then initiated by the HOD'S. Faculty members are also given authorities and responsibilities as head of various committees like Academics, Examination, Opeartions Department, NSS, Library, Sports, etc. and they prepare their own Annual calendar and carry out the activities accordingly.

Faculty and clerical staff are also members of IQAC, CDC, Board of Studies, Academic Council, Finance Committee and Governing body. As members of the committee they participate in recommending and approving various proposals.

The students are also part of academic related committees like Library committee, Training and Placement committee, Students council, Discipline committee, Anti-Ragging committee, NSS and Women's Grievance Cell and Course monitoring committee, Innovative and start-up cell. They participate in the decision making and execution of work in these committees.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1r4UJhveewg_9V7bfB7_Y3EsEKW8LaEec/view?usp=share_link

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and

implemented

Academic Plan - The Institute has actively implemented choice base credit system and is in the process of aligning the academics to the new education policy 2020. The Research cell has conducted various workshops on research methodology and encouraged paper publications by creating a common platform for Hospitality educators from other institutions..

Promoting Research - Seven faculty members was approved as a PhD guide under Savitribai Phule Pune University, Pune. Papers Published: 59 (Academic year 2021-2022).Two issues of our peer reviewed journal "ATITHYA: A JOURNAL OF HOSPITALITY" was published. The college introduced a Ph. D. Incubation Centre under the Research Cell to help guide the research scholars who are pursuing or wish to pursue their Ph. D.

Industry Connects - The innovative and start -up cell of the institute conducted events with participation from the industry ensuring that the students not only got exposure through real time assignments with also having industry experts mentoring them.

Faculty Development Programme- Faculty upgrades their knowledge through various online courses and attended AICTE FDP.. Training sessions with Hotels and Restaurants for knowledge upgradation.

Activity / practice successfully implemented - During the pandemic while teaching was online the institute renovated its examination cell, library, guest rooms and added a kitchen studio for the students to enable the students to prepare their own cooking videos and start their YouTube channels. Special value-added course was design for videography and editing of these clips. A toilet block was added to the infrastructure.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://aissmschmct.in/wp-content/uploads/2021/12/Perspective-Plan-2022-2027.pdf
Upload any additional information	View File

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

Apart from the statutory bodies, such as the Governing Body, and the Internal Quality Assurance Cell (IQAC), the College Development Committee, CDC, Board of Studies, Finance Committee and Academic Council, the institute has defined sectional structures with one head per section.

The administrative bodies ensure that service rules are as per Government Norms.

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

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

File Description	Documents
Paste link to Organogram on the institution webpage	https://aissmschmct.in/wp-content/uploads/2022/12/6.2.2-Organogram.pdf
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1TFFkS24iJTl0NwtghOFMRMcl7Fj4e3eI/view?usp=share_link

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
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File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The organization believes in implementing welfare measures that enhances morale of Teaching and Non-teaching staff for a healthy work environment. List as follows:

Group Insurance: Teaching and non-teaching staff group insurance via (The Oriental insurance Company Ltd.)

Maternity Leave: 6-month maternity leave as per regulations.

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

AISSM Credit Society- A society-level project that provides loans for personal usage at a set interest rate. Every year the dividend is declared and given to the Credit Society members.

Appreciation letter- Letters are awarded to faculty scoring 95% in subject-wise result of students and faculty feedback by students, A non-teaching staff based on overall performance receives an appreciation letter.

Incentives for Faculty Research- Monetary benefits for faculty per year for attending National / International conference and seminars, Research publication in Scopus, UGC, Web of Science

Team building activities- Celebrating teacher's day with Team building activities, Painting Diyas and making Cards for their peer, Secret Santa celebration activities

Provision of Lunch: Staff is served lunch while on duty at no cost.

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

Free Parking in Campus: There is no fee for parking.

Canteen Facility: Food made at the commercial canteen and bakery is offered at subsidized rates.

Dispensary: A dispensary is available in the college premise for the first-aid of students and staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1ZsvOkrxJ5hDU8j3vzm3I0QrPImiI66zs/view?usp=share_link

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

2

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

14

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

19

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

An external audit is conducted on a regular basis by a chartered accountant firm. External auditors are appointed by

the AISSM Society and audits are done biannually.

The financial audit is done in two sessions: First one in October/November for the months of April to September, and the second in April/May for the months of October to March.

The closing of accounts is done in June/July, and post that audited financial Statements are generated in the same month. The audit team then performs the required financial audit, ensuring that all transactions are correctly documented and tally with the data given.

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

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

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

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

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

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

The college utilizes funds in the field of research by providing Individual faculty members with Incentives for research publications, attending seminars and conferences.

This academic year college has also initiated and announced Shri Shahu Maharaj Scholarship scheme worth Rs.480000/- to 48 deserving students of AISSMS CHMCT on their various achievements.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1ENED66NwvLZ8Nel4VF6g5nr75GOERYTh/view?usp=share_link

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Conduct of Short / Certificate Courses

Certificate courses were conducted to provide students more grounding over a subject or skill. Each course was minimum of 30 hours. These certificate courses help the students to enhance their skills, upgrade their knowledge and adds value apart from the regular curriculum. The college has introduced many new certificate courses during this academic year considering the current need of students and industry demands. All together we conducted 10 certificate courses for the year, example Yoga and Wellness, Art of Video blogging, Formal Banquet, Food Research, etc. These courses were introduced on various hospitality and its supplementary areas. The total 451 candidates have completed the certificate courses in this year.

UDAAN- Innovation and Start Up Cell for Entrepreneurship Development

The College started an Innovation and Start Up Cell for Entrepreneurship Development named 'UDAAN'. The objectives and purpose of the cell is to encourage entrepreneurship and innovation, provide consultancy/training services/mentorship to the budding entrepreneurs and promote the existing alumni entrepreneurs through newsletters. The cell is active throughout the year promoting entrepreneurship among the students. UDAAN has published 4 newsletters have been published featuring success stories of alumni as entrepreneurs. They also invite entrepreneurs to interact with students regularly and mentor them on their experience through the pathway of becoming successful entrepreneurs. A successful entrepreneurship event was conducted during the month of October 2021 - 'International Bread Day'. This activity gave the students an insight into the entrepreneurial skills required to operate a satellite kitchen.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1y4pz48k2gI-tO90EGLPo5xo7yXCr4MIM/view?usp=share_link

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Development of E- content

The faculty members went through various technical training sessions on development and deployment of e-content. This resulted in faculty members preparing more than 500 videos on various theory and practical which were uploaded on their YouTube channels and the Institute's website. Most videos were provided with a relevant quiz-link for students. The institute is using MS Teams as a platform for the teaching learning process for theory and practical sessions attendance, quizzes and assignment submissions were also monitored.

The library also created a bank of e-books and e-content that was available for the institute's staff and student.

Audits

An external audit was conducted wherein senior members from other NAAC accredited institutes were invited as auditors to conduct the audit and present their report to the institute. A plan of action was prepared based on the suggestion and recommendations and same was incorporated into practice.

The NAAC peer team had given their recommendations during their visit in December 2021. Accordingly, an action plan to incorporate these recommendations. The institute has worked upon the following recommendations and is pursuing the other recommendation.

- Increased the use of LED bulbs/ power efficient equipment.
- Received grants from non-government sources under 'Shri Shahu Maharaj Scholarship' wherein 48 students received

scholarship of Rs. 10000 each under this scheme

- The management has approved to give incentives to faculty who successfully publish papers in UGC care listed, SCOPUS, Web of science journals and to attend national / international seminars

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://aissmschmct.in/wp-content/uploads/2022/12/6.5.3-Annual-Report.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college ensures inclusive atmosphere for all students and staff irrespective of their gender or background. To begin

with It follows the 30% reservation norm for girls, for the admission.

In view of taking care of mental and physical health of our students, periodic sessions are conducted for girl students.

Special sessions on self-defence and Women Safety was conducted under Nirbhay Kanaya Abhiyaan.

Women's day is celebrated every year encouraging women talent.

We are also proud to have a female principal.

a) Safety and Security

The college is committed to provide a safe and conducive work environment to female students and its employees and is extremely alert to the matters pertaining to any kind of nuisance and gender bias. College is equipped with 48 security CCTV cameras in the campus. 24X7 Security check points at single gate entry. Anti-ragging Committee and Women's grievance Cell handle grievances, if any. Separate hostel for girls

(b) Counselling

Counselling of students and staff is conducted by external agencies appointed by the college. Class coordinators act as mentor for the students.

Professional counselling is offered by Training and Placement Cell.

(c) Common Rooms

Separate common rooms for the boys and girls are available with locker facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1aW8TAMUtt1YbuzAt6QzEtVcxAnfPz9gK/view?usp=share_link

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

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

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management:

- Dustbins are placed at prominent to collect the garbage. Color coded liners are used for dry and wet garbage segregation.
- College has solid waste management practice in place where waste segregation is done at source.
- The maintenance of the pits is outsourced. The manure generated in the process is used for gardening purpose. Incineration machine is placed in the girls' toilets for disposal of sanitary pads.
- The dry garbage is collected by the SWACH organization on behalf of Pune Municipal Corporation every day.
- Recyclable waste generated in the stores like oil tins, plastic containers etc. are sold to the vendor.

E waste Management:

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

- Centralized procedure is adopted for the collection and disposal of E waste.
- The departments deposit their E waste in the computer lab as and when it is generated.
- At the end of the year, the computer lab in charge makes a consolidated list of the e waste and send it to the Head Office for further action.
- The Head Office appoints a licensed vendor to collect and dispose the E waste.

Waste Recycle System :

Waste such as newspaper and old magazine are recycled in paper bags. Discarded linen is used as wiping cloth or cover sheets. Cartons, Tins and bottles are reused for storage.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment:

A. Any 4 or all of the above

Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

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

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

- The Cultural Department organizes events to bring students together who may belong to different strata of society.
- The college has prescribed uniform for all the students, which also helps in breaking social barriers if any.
- Tourism Day celebration aims to promote local culture and diversity. Whereas Theme based lunch based on regional cuisine promotes regional culture and cuisine.
- College celebrates festivals as Diwali and Christmas with zeal and enthusiasm.
- To blend culture and cuisine, food production practical menus are aligned with the festival. For example

Special menus on Ekadashi, Diwali, Christmas etc are planned.

- The college library organizes events as Vachan Prerna Din, Reading Day to encourage reading in any language.
- We also encourage use of regional language by celebrating Marathi Bhasha Samvardhan Pandharwada. It was celebrated from 14th January to 28th January 2022.
- Community involvement is done during the 7 days NSS camp, where students plan activities for the villagers as medical checkup, Haldi Kumkum celebration for ladies, Demonstration of sandwich for the ladies and yoga session

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

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

- College believes in giving back to society through the various activities. College has an active NSS cell which plans various activities for the students to inculcate right values amongst the students.
- Swachata Pandharwada was celebrated to inculcate community cleaning among the students.
- Students took pledge on various days like Constitution Day, Kaumi Ekata Shapath, Swarajya Sthapana din, etc to support the cause.
- During Marathi Bhasha Pandharwada, students were encouraged to use Marathi language and various competitions were held like essay writing, poem writing etc.
- During NSS residential camp in khubavli, students organized various activities like shramdaan, tree plantation, visit to old age home, medical checkup camp for everyone etc.
- To encourage the young voters to be a part of political process, GOI has declared 25th Jan as National Voter's day. The college organized various competitions like debate, slogan etc.
- Faculty members have attended AICTE workshops on

Universal Human Value courses. The UHV courses are conducted regularly for the First Year students as per the AICTE guidelines.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

B. Any 3 of the above

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

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

The Institute actively celebrates national and international commemorative days, events and festivals. The students

enthusiastically participated in the following events:

- Chhatrapati Shivaji Maharaj Jayanti was celebrated to remember the indomitable courage, fearless warrior of the Maratha Empire Chatrapati Shivaji Maharaj on his birth anniversary
- World Tourism Day was celebrated on 27th September 2021 by organizing song writing, dance competitions and essay writing completions.
- AZADI KA AMRUT MAHOTSAV - Various activities were conducted by NSS Unit of the college.
- Constitution Day was celebrated on 26th November 2021.
- KAUMI EKTA SAPTAH was celebrated from 19.11.2021 to 25.11.2021. Activities as tree plantation, competitions were conducted.
- The International Women's Day is celebrated on 8th March 2021 by organizing a "Diva competition" among all the branches of All India Shri Shivaji Memorial Society (AISSMS)
- International Yoga Day is celebrated on June 21st 2021 to spread awareness about the important health benefits of practicing yoga.
- Chhatrapati Shahu Maharaj Jayanti had been celebrated on 26th June 2021

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice: Formation of UDAAN- Innovation and Start Up Cell for Entrepreneurship Development

Objective:

- To encourage entrepreneurship and innovation among the

students.

- To provide consultancy/training services/mentorship to the entrepreneurs.
- To promote the existing alumni entrepreneurs through newsletters.

Context:

In 2019, as per the directives received from SPPU, College started 'UDAAN' depicting the objectives and purpose of the cell. The cell is active throughout the year promoting entrepreneurship among the students.

Practice: The following are the major activities/components of UDAAN.

MOU: are signed for providing consultancy services.

Quarterly Newsletter: featuring interviews, start-ups and success stories.

Mentorship: for budding entrepreneurs.

International Bread Day: International breads made and sold by the students.

Guest lectures:-like "Way to Entrepreneurship ", "consumer awareness and mutual funds awareness"

Online Workshops: - 'Art of Video Blogging'

Evidence of Success:

- Till now, 4 newsletters have been published featuring success stories of alumni.
- Alumni as mentors interact with students regularly through guest lectures and demonstrations.
- Startup Stories of budding entrepreneurs are published to acknowledge and encourage entrepreneurship among students .

Challenges and resources required:

- As UDAAN is in nascent stage, it has limited activities.
- The students need to be encouraged to experiment in

innovative products.

- More entrepreneurs need to come on board as mentors and advisors.

File Description	Documents
Best practices in the Institutional website	https://aissmschmct.in/wp-content/uploads/2022/12/7.2.1-Best-Practices.pdf
Any other relevant information	https://drive.google.com/file/d/1HbrNx0CyZUNKw4N7uOUGeGmkH66HpNr4/view?usp=share_link

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Provision of quality education in hospitality.

- College got the 'Autonomous Institute' status in February 2021 for ten years i.e. till the academic year 2030-2031.
- Institute is accredited by NAAC with "A" grade and NBA accredited for BHMCT from 2017-18 to 2021-22.
- The college is recognized under 2F12B of UGC.
- College is ranked 14th in Private Hotel Management Colleges by The Week Magazine and 2nd in West Zone (2021).
- College has initiated International collaboration and signed a MOU with École Hôtelière de Lausanne (EHL) and Confederation of Indian Industry(CII) to introduce new Programme.
- College has membership of Professional associations like Pune Hotelier Association (PHA) and British Business Group.
- College has its own peer reviewed research journal- "Atithya- Journal of Hospitality" .
- Till date, more than 250 Research papers have been published by faculty in Peer reviewed, UGC and Scopus journals.
- The college has well qualified faculty and 15 faculty have been awarded PhD.
- 9 faculty members including the Principal have been appointed as Research Guides under Savitribai Phule

Pune University.

- State of the Art Studio Kitchen has been added in the college infrastructure with the aim to provide students with professional set up for culinary photography and videography.

File Description	Documents
Appropriate link in the institutional website	https://aissmschmct.in/wp-content/uploads/2022/12/7.3.1-Institutional-Distinctiveness.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. The institute plans to build a Beverage Lab by next academic year and introduce courses for advance learners on bartending.
2. To execute activities under UDAAN with the aim of developing entrepreneur skills amongst students.
3. To start Master degree in Hospitality Studies (MSc HS) wef AY2022-23
4. To collaborate with International Universities to initiate new programs.
5. To conduct workshops and seminars by Research Cell.
6. Landscaping of open areas.
7. To initiate tie-ups with International Hotels for students internships.