

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

INTERNAL AUDIT
2022 - 2023

Name of Institute: All India Shri Shivaji Memorial Society's
College of Hotel Management & Catering Technology
Address: 55-56, Shivajinagar, Pune – 411 005
Contact: 020-25520488, info@aissmschmct.in
Head of Institution: Dr. Sonali Jadhav
Audit conducted for: Academic Year 2022 – 2023
Date of conduct: 15th July 2023, 10.00 am onwards

Major objectives of the Audit:

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

Audit Team Members:

Dr. Gauri Prabhu	Professor, AISSMS Institute of Management Kennedy Road, Near RTO, Pune - 411001
Ms. Ursula Sumant	Assistant Professor, AISSMS Institute of Management Kennedy Road, Near RTO, Pune - 411001

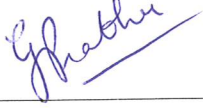

An internal audit was conducted at AISSMS College of Hotel Management & Catering Technology, 55-56, Shivajinagar, Pune – 411005 on Saturday, 15th July 2023, 10.00 am onwards.


The audit was conducted on the quantitative parameters of the Annual Quality Assurance Report (AQAR) and the recommendations given by the auditors were as follows


Criteria	Recommendations
Extended Profile	
----	Satisfactory
Criterion I – Curricular Aspects	
1.2.2	Syllabus to be shown separately
Criterion II – Teaching-Learning and Evaluation	
2.3.3	Mentoring sessions time table / schedule to be displayed.
Criterion III – Research, Innovations and Extension	
3.3.2	If possible, to include copies of invitation & thanking letter of resource persons for events.
3.4.6	H index to be mentioned
3.5.1	Receipts of revenue generated to be included in documentation
3.6.3	Reports to be signed / stamped Notice to be issued for extension programs Attendance copies to be signed by faculty
Criterion IV – Infrastructure and Learning Resources	
4.2.4	Last few pages of usage register to be provided in documentation
Criterion V - Student Support and Progression	
5.1.1	Circular to be checked for students who availed scholarship
5.1.5	Signature of faculty members to be checked on records. Check for examination cell details.
5.3.3	Students' signatures need to be checked,
Criterion VI – Governance, Leadership and Management	
----	Satisfactory
Criterion VII – Institutional Values and Best Practices	
----	Satisfactory

Vote of thanks was proposed by Mr. Sunder Srinivasan, Coordinator – IQAC.

Signature of the Peer Team Members:

Dr. Gauri Prabhu	
Ms. Ursula Sumant	


Mr. Sunder Srinivasan
Coordinator, IQAC


Dr. Sonali Jadhav
Chairman, IQAC