



AISSMS

COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY



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

SHRI MALOJIRAJE CHHATRAPATI
Honorary Secretary

Dr. SONALI JADHAV
Principal

Ref. No. HMCT/IQAC/2023-2024/ 556

Date **23 AUG 2023**

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING NO. 1/2023-2024

An online meeting of the Internal Quality Assurance Cell of All India Shri Shivaji Memorial Society's College of Hotel Management & Catering Technology, 55-56, Shivajinagar, Pune – 411005 was held at **11.00 hrs. on Thursday 03rd August 2023** to take necessary decision on the agenda bearing no. HMCT/IQAC/2023-2024/284 dated 26th July 2023 when the following were present: -

1.	Dr. Sonali Jadhav	---	Chairman (IQAC)
2.	Mr. Dhaval Jitkar	---	Member of Management
3.	Mr. Sunder Srinivasan	---	Coordinator (IQAC)
4.	Mr. Siddharth Joshi	---	Alumni Representative
5.	Dr. Arun Sherkar	---	Teacher
6.	Dr. Kiran Shende	---	Teacher
7.	Dr. Sameer Diwanji	---	Teacher
8.	Dr. Gauri Shah	---	Teacher
9.	Dr. Rajeshree Pol	---	Teacher
10.	Dr. Rasika Gumaste	---	Teacher
11.	Dr. Honey Tyagi	---	Teacher
12.	Mr. Ajay Dangat	---	Senior Administrative Officer
13.	Mr. Sunli Kshirsagar	---	Administrative Officer
14.	Ms. Drishya Mohan	---	Student Representative

Since the information was received from Mr. Arun Nayar (Industry Representative), Dr. Seema Zagade (Academic Expert), and Dr. Kalindi Bhat (Local Society Representative), that they would not be able to attend the meeting and their leave was sanctioned.

The following decisions were taken in the meeting: -

SUBJECT NO.: 1

To confirm the minutes of the meeting held on 21st April 2023.

RESOLUTION NO.: 1

The minutes of the meeting held on 21st April 2023 were read and confirmed.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 2

To review the fulfillment of the resolutions passed in the meeting held on 21st April 2023.

RESOLUTION NO.: 2

The fulfillment of resolutions passed in the meeting held on 21st April 2023 were read and noted.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 3

To present the annual report of the college for academic year 2022-2023.

RESOLUTION NO.:3

The annual report of the college for academic year 2022-2023 was presented to the committee. The committee noted the same.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Gauri Shah

SUBJECT NO.: 4

To inform the committee about implementation of National Education Policy 2020 (NEP 2020) from the academic year 2023-2024

RESOLUTION NO.: 4

The committee was informed that the college has implemented the National Education Policy 2020 (NEP 2020) for all the programs i.e. Bachelor of Hotel Management & Catering Technology (B.H.M.C.T.), Bachelor of Science – Hospitality Studies (BSc. H.S.) and Bachelor of Business Management – Culinary Management (B.B.A. – CM) programs from the academic year 2023-2024

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 5

To inform the committee about the status of BBA – CM.

RESOLUTION NO.: 5

The committee was informed that the institute is yet to receive formal approval letter from Savitribai Phule Pune University, Pune regarding starting of the Bachelor of Business Management – Culinary Management (B.B.A. – CM) program. However, the institute intends to start the program as soon as it receives the approval.

Proposed by: Dr. Honey Tyagi

Seconded by: Dr. Rasika Gumaste

SUBJECT NO.: 6

To inform the committee about the examination reforms to be implemented from 2023-2024.

RESOLUTION NO.: 6

The committee was informed about the changes that will be implemented by the examination section from academic year 2023 – 2024. The committee was also informed of the change in the software to be used by the examination section for marks entry to issue of certificate.

Proposed by: Dr. Kiran Shende

Seconded by: Dr. Rajeshree Pol

SUBJECT NO.: 7

To inform the committee about initiatives towards the faculty development programmes in 2022-23.

RESOLUTION NO.: 7

The committee was presented a report on faculty development programmes for academic year 2022 - 2023.

Proposed by: Dr. Sameer Diwanji

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 8

To present the annual report by the Research Cell.

RESOLUTION NO.: 8

The committee was presented with the annual report of the Research Cell for academic year 2022 - 2023.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 9

To inform the committee about the new faculty recruitments.

RESOLUTION NO.: 9

The committee was informed about the faculty members who were recruited during the academic year 2022 – 2023.

Proposed by: Mr. Ajay Dangat

Seconded by: Dr. Arun Sherkar

SUBJECT NO.: 10

To present the feedback obtained by various stakeholders

RESOLUTION NO.: 10

The committee was informed of feedback being obtained from various stakeholders viz. Students, Faculty, Infrastructure, Parents, Alumni, Industry, Student Satisfaction Survey, and Program Outcomes. The committee recommended to upload the same on the institute's website along with plan of action wherever necessary.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Kiran Shende

SUBJECT NO.: 11

To inform the committee about the increase in the infrastructure facilities.

RESOLUTION NO.: 11

The committee was informed that the institute has constructed a new beverage lab "Drinks by Design" and has renovated the Basic Training Kitchen.

Proposed by: Dr. Honey Tyagi

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 12

To inform the committee about the support from the alumni association.

RESOLUTION NO.: 12

The committee was informed of the support provided by the alumni association in the form of guest lectures, students industrial visit, as mentors in our Innovation & star-up cell "Udaan", and providing recruitment opportunities.

Proposed by: Dr. Gauri Shah

Seconded by: Dr. Sameer Diwanji

SUBJECT NO.: 13

To present the placement report for 2022-23.

RESOLUTION NO.: 13

The committee was presented with the training and placement status for the academic year 2022 – 2023.

Proposed by: Dr. Sameer Diwanji

Seconded by: Dr. Rasika Gumaste

SUBJECT NO.: 14

To inform the committee about the Internal Audit conducted at college

RESOLUTION NO.: 14

The committee was informed that an internal audit was conducted by two external experts on 15th July 2023. The report was presented and discussed with the committee.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 15

To present the annual report by Udaan Cell.

RESOLUTION NO.: 15

The annual report of the Udaan Cell was presented to the committee for the academic year 2022 – 2023.

Proposed by: Dr. Gauri Shah

Seconded by: Dr. Arun Sherkar



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SUBJECT NO.: 16

To discuss practices that will enhance the attendance of the students for classes and exams.

RESOLUTION NO.: 16

The committee discussed at length the various practices that can be implemented to enhance students' attendance for classes. It was recommended to try out the discussed method/s and to view results at the end of the semester / year for continuation.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 17

To inform the committee about the culinary world record.

RESOLUTION NO.: 17

The committee was informed that the institute has successfully completed a world record wherein 250 students and faculty prepared 100 Indian curries with 2.5 Kg weight of each curry in 250 minutes on 5th May 2023. This record is recognized and awarded by World Book of Records, London.

Proposed by: Dr. Gauri Shah

Seconded by: Mr. Sunder Srinivasan

ANY OTHER SUBJECT WITH THE PERMISSION OF THE CHAIR

SUBJECT NO.: 18

To review examination section representative in the IQAC committee

RESOLUTION NO.: 18

The committee was informed that the tenure of Dr. Kiran Shende – examination section CEO is over and Dr. Hemraj Patil will be a part of the IQAC committee as examination section representative.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 19

To discuss about funding assistance for Internal Quality Assurance Cell (IQAC) from University Grants Commission (UGC)

RESOLUTION NO.: 19

The committee informed the institute that University Grants Commission (UGC) has funding provision for the IQAC of institute. It was recommended by the committee to check the possibility to apply for this funding by the institute.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

(Dr. Sonali Jadhav)

Chairman (IQAC) & Principal