



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/2022-2023/3443

Date **27 APR 2023**

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING NO. 3/2022-2023

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 Friday 21st April 2023** to take necessary decision on the Agenda bearing no. HMCT/IQAC/2022-2023/3266 dated 11th April 2023 when the following were present: -

- | | | | |
|-----|------------------------|-----|-------------------------------|
| 1. | Dr. Sonali Jadhav | --- | Chairman (IQAC) |
| 2. | Mr. Sunder Srinivasan | --- | Coordinator (IQAC) |
| 3. | Dr. Arun Sherkar | --- | Teacher |
| 4. | Dr. Kiran Shende | --- | Teacher |
| 5. | Dr. Sameer Diwanji | --- | Teacher |
| 6. | Dr. Gauri Shah | --- | Teacher |
| 7. | Dr. Rajeshree Pol | --- | Teacher |
| 8. | Dr. Rasika Gumaste | --- | Teacher |
| 9. | Mr. Ajay Dangat | --- | Senior Administrative Officer |
| 10. | Mr. Sunli Kshirsagar | --- | Administrative Officer |
| 11. | Ms. Gayatri Patwardhan | --- | Student Representative |

Since the information was received from Mr. Abhijeet Gupta (Industry Representative), Dr. Seema Zagade (Academic Expert), Mr. Ambar Rode (Hospitality Entrepreneur), Mr. Pritam Naik (Alumni), and Dr. Mayola Fernandes (Teacher) 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 25th November 2022.

RESOLUTION NO.: 1

The minutes of the meeting held on 25th November 2022 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 25th November 2022.

RESOLUTION NO.: 2

The fulfillment of resolutions passed in the meeting held on 25th November 2022 were read and noted.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Arun Sherkar

SUBJECT NO.: 3

To inform the committee of the Value-Added Courses.

RESOLUTION NO.:3

The committee was informed of the various Value-Added Courses that were conducted in the academic year 2022 – 2023. They were as given below: -

Sr. No.	Course Name	No. of Students
1	Product Research Development	11
2	Food Photography & Video Shoot	04
3	Your English World	101
4	The Art of Video Blogging	36
5	Impress Your Way Through Interviews	23
6	Cocktail Making	19
7	Cultural Sensitivity	16

Proposed by: Dr. Gauri Shah

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 4

To update the committee on the schedule of Short Courses in Cookery and Bakery

RESOLUTION NO.: 4

The committee was informed that the college has scheduled Short Courses in Cookery & Bakery during the months of May and June 2023. The details are as given below: -



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From	To	No. of Days	Course Name
15 th May	To 19 th May	5 days	Advanced Bakery
15 th May	To 26 th May	10 days	Culinary Delight
29 TH May	To 1 st June	4 days	Chocolate making
19 th June	To 30 th June	10 days	Bakery

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 5

To inform the committee of the competitions held under Cyber Awareness Program.

RESOLUTION NO.: 5

The committee was informed that under The Ministry of Electronics and Information Technology (MeitY), Government of India - Cyber Awareness campaign the institute organized one event each in the months of January, February, and March 2023. Students, teaching, and non-teaching members participated in these events. Winners were given certificates. The details are as given below: -

Sr.	Particular	Date	No. of Participants
1	Online Quiz on "Cybercrime Awareness – Stay Safe"	5 th January 2023	189
2	Essay Writing "Social Media – Safety First"	1 st February 2023	403
3	Quiz on "Using Online Payment"	3 rd March 2023	17
4	Online Quiz on "Social Secure Media"	3 rd April 2023	80

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 6

To inform the committee of the student's progress under L'Ecole Hotelier, Laussane, Switzerland (EHL) Program.



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RESOLUTION NO.: 6

The committee was informed that the student's under the L'Ecole Hotelier, Laussane, Switzerland (EHL) Program have successfully completed their academic training in our institute and have joined for on-the-job training.

Proposed by: Dr. Sameer Diwanji

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 7

To update the committee about publishing Atithya – A Journal of Hospitality, Volume – 9, Issue – 1.

RESOLUTION NO.: 7

The committee was updated that Volume – 9 Issue – 1 of Atithya – A Journal of Hospitality has been published and hard copies will be received in the month of May 2023.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 8

To update the committee on the CSR activity conducted under Unnat Bharat Abhiyaan.

RESOLUTION NO.: 8

The committee was informed under the aegis of the Silver Jubilee celebration of our college the Food Production section conducted a CSR activity at Jaamgaon Village, Mulshi. Two chefs along with students demonstrated the preparation of snacks and juices involving the local people to be a part of this preparation. These products were then distributed amongst the villagers.

The institute had received Rs. 50,000/- (fifty thousand) under the Unnat Bharat Abhiyaan scheme for conducting CSR activities which were spent judiciously and accounts have been audited and submitted to Unnat Bharat Abhiyan (UBA) Cell, IIT Delhi.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 9

To update the committee on students' event conducted under entrepreneurship development and food science.

RESOLUTION NO.: 9

The committee was informed about the events that were conducted under UDAAN and Food Science in academic year 2022-2023. They were as given below: -

Sr No	Event	Date	No of Students
1	Opening a Business on a Foreign land	22 nd June 2022	108
2	Investment Awareness	14 th July 2022	63
3	Investment Awareness	21 st July 2022	60
4	Certificate Course – The Art of Blogging	9 th July 2022	36
5	SKILLET - Restaurateurs in Making Event	19th 20th Sept	22
6	International Bread Day	16 th to 20 th Oct 2023	79
7	MOU with Suhana	12 th to 22 nd Dec 2022	09
8	Felicitation of Alumni entrepreneur	03 rd March 2023	03

Proposed by: Dr. Gauri Shah

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 10

To review the composition of IQAC and to discuss any changes in the composition

RESOLUTION NO.: 10

Since the tenure of committee members is two years, the committee composition was reviewed and the following changes were made in the committee composition: -

- **New members included:**

Sr. No.	Members	IQAC Designation
1	Mr. Arun Nayar, Director on Board, Pride Hotels Group, Pune	Industry Representative
2	Dr. Kalindi Bhat Founder Director, Kumudini Learning Solutions	Local Society Representative
3	Mr. Siddharth Joshi Founder & Principal Consultant, Aquila Hospitality Consultants, Pune	Alumni
4	Dr. Honey Tyagi Asst. Professor, AISSMS CHMCT	Teacher
5	Ms. Drishya Mohan Student, AISSMS CHMCT	Student Representative



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• **Members who have completed their tenure (outgoing):**

Sr. No.	Members	IQAC Designation
1	Mr. Abhijeet Gupta General Manager, The Coronet Hotel, Pune	Industry Employer
2	Mr. Ambar Rode Proprietor, Le Petit Amour, Pune	Hospitality Entrepreneur
3	Mr. Pritam Naik, Proprietor, Magic Meals, Pune	Alumni
4	Dr. Meyola Fernandes Asst. Professor, AISSMS CHMCT	Teacher
5	Ms. Gayatri Patwardhan Student, AISSMS CHMCT	Student Representative

The institute needs to send a letter to AISSM Society requesting a nomination for a Management Representative on IQAC committee.

Proposed by: Mr. Sunder Srinivasan

Seconded by: Dr. Sonali Jadhav

ANY OTHER SUBJECT WITH THE PERMISSION OF THE CHAIR

SUBJECT NO.: 11

To inform the committee on the formation of Grievance Redressal Committee [GRC] for faculty / staff members.

RESOLUTION NO.: 11

The committee was informed that the institution needs to form a Grievance Redressal Committee [GRC] for faculty / staff members as per the directives received from All India Council for Technical Education (AICTE), New Delhi vide letter number 1-103/AICTE/PGRC/Regulations 2021 dated 17.03.2023.

The committee recommended the institute to form this Grievance Redressal Committee [GRC] for faculty / staff members as per the prescribed guidelines by All India Council for Technical Education (AICTE), New Delhi.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav



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SUBJECT NO.: 12

To inform the committee on the formation of Student Council for the Institute.

RESOLUTION NO.: 12

The committee was informed that the institute will be forming a Student Council, consisting of elected students' as members of this council for the academic year 2023 – 2024.

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 13

To discuss the conduct of a National Assessment and Accreditation Council (NAAC) sponsored seminar in the academic year 2023 – 2024.

RESOLUTION NO.: 13

The committee was informed that National Assessment and Accreditation Council (NAAC) provides financial assistance to academic institutions, which are having valid accreditation by NAAC to organize state and national level workshop/seminar /conference on themes related to quality issues in Higher Education, once in an accreditation cycle.

The committee recommended the institute to go through the guideline provided by NAAC before submitting the proposal for conducting a state or national level workshop/seminar /conference.

Proposed by: Dr. Rasika Gumaste

Seconded by: Dr. Sonali Jadhav

(Dr. Sonali Jadhav)

Chairman (IQAC) & Principal