



YEARLY STATUS REPORT - 2022-2023

| 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 | Mr. SUNDER SRINIVASAN | | | | | | | | | | | | |
| • Phone No. | 02025520488 | | | | | | | | | | | | |
| • 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/2023/01/AQAR-2021-2022.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-2022-23.pdf | | | | | | | | | | | | |
| 5.Accreditation Details | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>A</td> <td>3.16</td> <td>2015</td> <td>01/05/2015</td> <td>31/10/2020</td> </tr> </tbody> </table> | Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to | Cycle 1 | A | 3.16 | 2015 | 01/05/2015 | 31/10/2020 | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to | | | | | | | | |
| Cycle 1 | A | 3.16 | 2015 | 01/05/2015 | 31/10/2020 | | | | | | | | |
| 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.)? | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Institution/ Department/Faculty/School</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of Award with Duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>Nil</td> <td>NIL</td> </tr> </tbody> </table> | Institution/ Department/Faculty/School | Scheme | Funding Agency | Year of Award with Duration | Amount | NIL | NIL | NIL | Nil | NIL | | | |
| 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 | 3 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> 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? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <p>Quality: o Audit & Compliance: An external audit for academic year 2022 - 2023 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. o Feedback: Feedback was obtained of all stake holders viz. students, teachers, employers, alumni and parents. An action plan was prepared for any dissatisfaction identified. o Syllabus: The institute designed syllabus for all their programs as per the guidelines of National Education Policy (NEP 2020) which will be implemented from the academic year 2023-2024.</p> | | |
| <p>Infrastructure: Upgrading the infrastructure of the college included development of a new state of the art beverage laboratory, new examination section as per requirements of autonomous regulations, renovated one of the kitchens, created a second smart classroom and installed LED seamless panel for the seminar hall.</p> | | |
| <p>Student engagement & holistic development: The institute conducted value added and short courses like product research & development, food photography & video shoot, art of video blogging, impress your way through interviews, cocktail making, etc which were of minimum 30 hours each.</p> | | |
| <p>Research: The faculty published 41 research papers in the academic year 2022-2023. Monetary incentives of Rs. 10,300 was provided for faculty members attending conferences, seminars, workshops, and publication of research papers recognised in UGC care listed,</p> | | |

national, international, ABDC and SCOPUS journals.

Entrepreneurship development: The UDAAN cell of the institute along with the alumni association organised entrepreneurship development activities which includes simulation activities, interaction and mentoring sessions with alumni entrepreneurs, short courses. Assignments given to the students including operating training restaurant over the weekend in real time, selling bakery products on an online platform during the week of International Bread Day, managing and operating two restaurants in the city for two days all by themselves with sales of over rupees one lakh achieved.

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 |
|---|--|
| <p>To guide students pursuing PhD in Hotel Management or Hospitality related subjects. Conduct Value-added courses Incentives for faculty members Upgradation of infrastructure To facilitate and motivate faculty and staff for self-development. Planning and implementation of academic calendar Entrepreneurship Development</p> | <p>The Ph. D. Incubation Centre / Research cell conducted a two-day workshop focused on writing quality research papers for academicians in Management and Social Science field. The institute conducted value added and short courses like product research & development, food photography & video shoot, art of video blogging, impress your way through interviews, cocktail making, etc which were of minimum 30 hours each. Monetary incentives of Rs. 10,300 was provided for faculty members attending conferences, seminars and publication of research papers recognised in UGC care listed, national, international, ABDC and SCOPUS journals The institute developed a new state of the art beverage laboratory, new examination section as per requirements of autonomous regulations, renovated one of the kitchens, created a second smart classroom and installed LED seamless panel in the seminar hall. One faculty member</p> |

was approved as PhD guide under Savitribai Phule Pune University. (total 10 teachers are approved guides) Faculty awarded PhD: 02 (total 15 teachers with PhD) Faculty pursuing PhD.: 07 Faculty pursuing master's programme: 05 Apart from theory & practical sessions the following activities were conducted: Guest lectures: 40 Workshops: 03 Industrial visits: 12 Certificate courses: 07 Co-curricular activities: 06 Extra-curricular activities: 03 Entrepreneurship activities: 08 Faculty development program: 01 Research cell activities: 06 Sports & fitness activities: 03 Library activities: 03 The UDAAN cell of the institute along with the alumni association organised entrepreneurship development activities which includes simulation activities, interaction and mentoring sessions with alumni entrepreneurs, and short courses. Assignments given to the students including operating training restaurant over the weekend in real time, selling bakery products on an online platform during the week of International Bread Day, managing and operating two restaurants in the city for two days all by themselves with sales of over rupees one lakh achieved

13. Was the AQAR placed before the statutory body?

Yes

- Name of the statutory body

| | |
|-------------------------------|--------------------|
| Name of the statutory body | Date of meeting(s) |
| College Development Committee | 27/12/2023 |

| | |
|--|------------|
| 14. Was the institutional data submitted to AISHE ? | Yes |
|--|------------|

- Year

| | |
|------|--------------------|
| Year | Date of Submission |
| 2022 | 26/12/2022 |

15. Multidisciplinary / interdisciplinary

1. The vision and mission of the Institute aims at empowering the students with not only their domain knowledge but also preparing them to play a vital role on the global platform by meeting the challenges of the dynamic business environment. Interdisciplinary subjects like Hotel Related Law, Accountancy and Basics of Engineering / Maintenance along with Yog Abhyas etc. This also helps in the holistic development of the students.
2. While the BSc- Hospitality Studies is under the faculty of Science, the students will be offered management courses as their Minor. Credits are also allotted to some elective courses in arts and languages like French and Hindi.
3. As an autonomous Institute, the curriculum is designed as per the guidelines of NEP 2020. All the verticals have been covered in the syllabus and some of the examples are as follows:
 - BSC - Basic Hospitality Science Course (Hospitality & Travel & Tourism)
 - PCC - Program Core Courses (Operations like House Keeping, F & B Service & Food Production)
 - PEC - Program Elective Courses (Event Management, Revenue Management)
 - OE - Open elective other than particular program (work ethics; social media marketing)
 - VSCE - Vocational & Skills enhancement Courses (Entrepreneurship Development, Marketing of services)
 - AEC 01- Ability Enhancement Courses (Communication Skills)

- AEC 02 - Modern Indian Language (Saral Hindi)
- IKS - Indian Knowledge System (Indian Heritage & Culture)
- INTR- Internship
- PROJ - Project
- CEA- Community Engagement Activity / Field Project (NSS)
- CCA - Co - Curricular & Extra Curricular Activities (Yog Abhyas, Physical & Emotional wellbeing)

1. All the above courses are credit based with a goal to attain holistic & Multi-Disciplinary Education. The curriculum also has a provision to exit and to reenter at the end of each academic year. While exiting, the student is expected to complete the exit courses and get credits for the same. The student will be awarded a certificate as per the NEP recommendations if he decides to exit. Eg. If a student exits after year 1, he will be Awarded of UG Certificate in Major with 43 credits and an additional 8 credit Courses & / OJT.
2. The faculty members have been attending workshops on "Apley Prashna Aple Vigyan" - an initiative by IIT Mumbai for identifying societal problems and working on them in a systematic manner to get some productive knowledge / solutions that can then be implemented. The Institute is working on a flow chart with stage gate processes to evaluate the progress and award credits to the students based on the completion of these projects.
3. The Institute has collaborated with Fergusson College (Science & Humanities) for cross courses on Photography, Nutrition etc. The Institute is also working to form a module for Learning Rural Art with the help of Artisans Associations and will introduce these courses in the coming academic year.

16.Academic bank of credits (ABC):

The college has registered 95% of the students on the ABC platform. The Institute has a Collaboration with Technological University of Shannon, Ireland for an additional degree through credit transfer once they finish 3 years in our Institute. The Syllabus has been mapped and the credits are recognized so that the students then get admitted straight in the 4th year of their UG Program.

Being autonomous, the faculty, along with Industry Experts and Academicians from other Universities have designed the curriculum as per the guidelines of the NEP 2020. Some faculty members have published text books, have their own You tube channels for various topics on hospitality and have prepared a list of assignments course wise.

17.Skill development:

The syllabus has well defined course in skills development like Personality Development, Interview Techniques, Entrepreneurship Development etc. Courses like NSS help to inculcate empathy for the less privileged. Some courses are a combination of online and on campus thus giving flexibility to the students.

Value added courses like Mixology for students interested in Bartending, and Master classes by International Chefs on global cuisine help the students to hone their skills.

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

Under IKS, the students are introduced to Indian Heritage and Culture that has a huge influence on the tourism map of India. Hindi is taught as a course for 2 credits in Semester III. Classroom delivery is in bi lingual mode (English & Marathi or Hindi). Cultural programs are organized by the Institute as a part of various events, traditional day is celebrated and all Indian festivals are celebrated through food preparations. Assignments are given based on these festival related food dishes.

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

The Institute has well defined Program Outcomes and Program Specific Outcomes. The same is detailed in the syllabus. The syllabus has also defined course outcomes based on the syllabus. As an autonomous Institute, we are in the process of buying a software that will tabulate the question paper and map the course outcomes achieved as per the student's response. For every co-curricular & extracurricular activity, the faculty is expected to write an event report and as a part of the report they have to state the course / program outcome achieved.

20.Distance education/online education:

As a part of the curriculum, credits are assigned for MOOC and Swayam courses. The Institute has more than 400 videos on various curriculum related subjects that are available to the students online. Assignments are given at the end of the video for practice sessions.

Extended Profile

1.Programme

1.1

3

Number of programmes offered during the year:

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

2.Student

2.1 728

Total number of students during the year:

| File Description | Documents |
|---|---------------------------|
| Institutional data in Prescribed format | View File |

2.2 217

Number of outgoing / final year students during the year:

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

2.3 400

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

3.1 116

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 | 3 |
| Number of programmes offered during the year: | |

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

2. Student

| | |
|---|------------|
| 2.1 | 728 |
| Total number of students during the year: | |

| File Description | Documents |
|---|---------------------------|
| Institutional data in Prescribed format | View File |

| | |
|---|------------|
| 2.2 | 217 |
| Number of outgoing / final year students during the year: | |

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

| | |
|--|------------|
| 2.3 | 400 |
| 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 | 116 |
| 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 | 46 | |
| Number of sanctioned posts for the year: | | |
| 4.Institution | | |
| 4.1 | 98 | |
| 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 | 95.16 | |
| 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 | https://drive.google.com/file/d/1Y7OCF-hFLS6gUnS8qq_6Y4BMfJGYhzzZ/view?usp=sharing |

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 | View File |

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

7

| 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

3

| 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 cleaning river banks and cleanliness drive 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 like POSH.

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. In addition to this a theatrical play on transgender, named KUROOP was performed to spread awareness.

Professional Ethics:

The Training and placement cell conducts value added courses such as Impress your way through interviews to inculcate professional ethics in students.

| 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

7

| 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

210

| 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

397

| 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/2023/12/1.4.1-1.4.1-Feedback-2022-2023.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/2023/08/Stake-Holder-Feedbacks-for-Academic-Year-2022-2023.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

201

| 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)

97

| 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 employs diverse methods to evaluate students' learning levels, including regular reviews by class coordinators and subject faculty to monitor academic progress. In mentoring sessions, detailed information is gathered from students, focusing

on their strengths and weaknesses, aiding in the assessment of their learning levels.

For students requiring additional support, the college offers programs tailored to assist slow learners, such as remedial classes incorporated into the regular timetable. Coordinators provide counselling, and cases requiring specialized attention are referred to professional counsellors. Faculty-produced video clips, available on the website, serve as supplementary learning resources.

To nurture advanced learners, the college organizes various programs, including participation opportunities in intra and inter-collegiate hospitality competitions and national-level quizzes. The choice-based credit system empowers students to select subjects aligning with their core competencies and desired skills. Additionally, the Training and Placement coordinator conducts Career Counselling Sessions for final-year students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1XRqsDF7m-7tnk2tKNr7ir7i8i-c7mhVJ/view?usp=sharing |

2.2.2 - Student – Teacher (full-time) ratio

| Year | Number of Students | Number of Teachers |
|------|--------------------|--------------------|
| Nil | 728 | 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.

- The students are given individual projects and class

assignments, focusing on self-study and independent learning.

- There are various clubs and committees that are functional and run by the students to pursue their interest in various areas like reading, gardening 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 various guest lectures, conferences, 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' - our flagship event where International level Hospitality Competitions are 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 are available to 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.
- Assignments given to the students include case studies, PowerPoint presentations and management games.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional Information | https://drive.google.com/file/d/1sVah50QGRok3XzQMPT4ytxQo-z-Ni-VK/view?usp=sharing |

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 interactive smart classroom 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 based on curriculum, 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.
- The students also have access to digital repository of free books.
- 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/2023/12/2.3.2-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

35

| 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 planned well in advance and adheres to the requirements of the curriculum and other activities to enhance the teaching learning process. The Calander is available on the college website at the beginning of the academic year. The college also drafts the calendar in three parts:

- Administrative
- Event calendar
- Academic calendar

Faculty gives a list of events planned for each course and the same is included in the Calander by the academic department. The principal approves the calendar and it is also approved passed through the IQAC / CDC committees before it is uploaded on the college website. The college strives for 100% compliance to the Calander.

| 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

16

| 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)

332

| 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

20.6

| 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

4

| 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 examination software system facilitates Continuous Internal Assessment (CIA) by incorporating features tailored to ongoing evaluation processes that have brought in considerable improvement in examination process.

The institute has acquired an examination software system that undergoes regular upgrades and updates. The examination system module serves the following functions:

- **Filling of Examination Forms (Registration):** Facilitates the registration process for all classes and programs operating under the autonomous structure.
- **Generation of Hall Tickets:** Automatically generates hall tickets for students, streamlining the administrative aspects of examination management.
- **Data entry of Internal and External Marks:** Provides a platform for the seamless entry of both internal and external marks, ensuring accuracy and efficiency in the evaluation process.
- **Generation of Ledgers:** Creates comprehensive ledgers, offering a consolidated view of examination-related data, thereby aiding in efficient record-keeping and management.
- **Processing of Results:** Streamlines the result processing, making it more efficient and reducing the likelihood of errors in the compilation and dissemination of results.

In addition to the mentioned functionalities, the examination software system also includes a robust feature for maintaining a comprehensive student database.

This integrated examination software system enhances the overall efficiency and accuracy of examination-related processes, contributing to a more streamlined and effective assessment system

within the institute.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional Information | https://drive.google.com/file/d/1VA-3-eTOOAIq4huqKc4eld4qGRN_JQ3Z/view?usp=sharing |

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/1b19Nj_QDjvsTpAqczR8gah3wuk3pcs5D/view?usp=sharing |

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, co-curricular & extra-curricular activities.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional Information | https://drive.google.com/file/d/1RaQ2Ou9Dp_v5_khLctIz7T-FWYKNXnUew/view?usp=sharing |

| 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 | |
| 170 | |
| 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 | https://drive.google.com/file/d/1g9-gakeyCV3rYkXsz12Bbh7I90cXGoCq/view?usp=sharing |
| 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/2023/12/2.7.1-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 | |
| <p>The institute provides all necessary infrastructural facilities and a conducive environment to promote and enhance the faculty's professional competence. The college has a well-defined policy for promotion of research. The Institution organizes seminars, workshops and conferences to promote research culture.</p> <p>The institution has high speed internet facility, 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.</p> <p>The institution provides cash incentives for faculty members for</p> | |

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 institute encourages the faculty for writing books and filing patents.

The students are given guidance for projects by the faculty who specializes in that particular subject. 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/research-cell/research-policy/ |
| 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)

0.50

| 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)

1.00

| 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

4

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional Information | https://drive.google.com/file/d/1j7cXOamgR_lVuAdSy2xH7tDwFOIbH3U4/view?usp=sharing |
| 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://drive.google.com/file/d/1py9yypgJ16K_cnzryJ_3bgPWyj1Xzy41/view?usp=sharing |
| 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 and publish research papers in reputed journals. On duty leave is granted and financial support is provided to participate in seminars and conferences in India and abroad. 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. Students are provided opportunities to directly interact with entrepreneurs, alumni excelling in their field and guide for startups. They acquire skills for

commercialization of their product through International Bread day, Theme dinners and real time experience by running a restaurant for a week. 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/1Ki52hNRXvocClZyTV0Srzk2U7LZDmEy/view?usp=sharing |

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

24

| 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

10

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | https://aissmschmct.in/research-cell/research-guides/ |
| 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

19

| 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

0

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | None |

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

3

| 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

15

| 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)

18.18

| 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

14.07

| 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 Institute has made contribution towards the society and environment by participating and promoting Institution-Neighbourhood-Community network. The students of our college actively participate in social service activities through National Service Scheme 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 several activities which address social issues. The NSS activities include cleanliness drive swatchta abhiyan, medical checkup camps, cyber jagrookta, importance of mother tongue, tree plantation and gender equality.

The various activities have a positive impact on the students and helps to develop student community relationship, leadership skills, self-confidence and being responsible citizens.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1MmWjVtlkKV-Q30Dgs8HqNtVk4g7jdjYz/view?usp=drive_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

04

| 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)

29

| 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

463

| 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

45

| 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)

19

| 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 spans an area of 7 acres and offers a well-designed infrastructure to support an effective teaching-learning environment. Comprising two buildings constructed in 1997 and 2010, the college is connected by an aerial bridge. The total built up area of the college is 6128 sq. mtr.

Within the college premises, there are 10 classrooms and tutorial rooms dedicated to the teaching process. The infrastructure also includes various laboratories, such as Training Kitchens, Bakery, Confectionery, Preparation Lab, Larder, Training Restaurants, Front Office Lab, Guest Rooms, Housekeeping Labs, Computer Lab, Studio Kitchen, and a newly introduced state-of-the-art Beverage Lab.

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 along with first aid room, reprography room and cafeteria. Circulation area

includes ramps (For differently abled), staircases and elevators. seminar hall and amphitheatre 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 | https://drive.google.com/file/d/1yIqRtjodetw6Nd6YGFgyNBpt12exAfnW/view?usp=sharing |

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 is dedicated to nurturing the overall development of its students. In addition to the fundamental academic curriculum, the institution offers avenues for students to engage in extracurricular activities, facilitating their well-rounded growth. Notably, the college features an air-conditioned Seminar Hall and an Amphitheatre where Yoga sessions and cultural activities are regularly conducted.

Ample sports facilities, catering to both indoor and outdoor activities, are at the disposal of the students. The college shares an expansive sports ground, measuring 1, 96, 000 square feet, with other institutes under the Trust. This extensive area encompasses a Cricket ground, Football ground, and Basketball and Volleyball courts, along with a specially designated space for cricket net practice. Indoor games such as Table Tennis, Chess, and Carom are also available for students. Actively promoting participation, students are encouraged to take part in State and District-level competitions under SPPU, as well as intercollegiate competitions organized by other institutes nationwide.

A highlight of the college's annual calendar is the ATITHYA International Hospitality Competitions, serving as a premier platform for hospitality students from across the country to exhibit their hospitality skills. Additionally, a well-equipped Gymnasium, featuring state-of-the-art equipment like treadmills, bench presses, weights, bars, and dumbbells, is a shared facility across all institutes.

Yoga Day is commemorated every year, with both students and faculty actively participating, underscoring the institution's commitment to fostering a comprehensive and balanced educational experience for its students.

| File Description | Documents |
|---------------------------------------|---|
| Geotagged pictures | View File |
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1wc50EIgHO NuxT_IImdxJdsfA7s2Q2Q-h/view?usp=sharing |

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

11

| 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)

392.48

| 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)

The library operates with the System for Library Information Management (SLIM) software, version 3.8.0.31137. The library

collection is accessible both on the Intranet and remotely using the SLIM21Web OPAC module. Remote access to the Web OPAC is also provided on the college website. SLIM21 facilitates the cataloguing of various resources, including books and e-books, and adheres to widely recognized international standards. The software includes modules such as Cataloguing, Circulation, and WebOPAC. The Cataloguing Module is essential for maintaining the library's available resources, while the Circulation Module handles activities such as issuing, returning, reissuing, and other transaction-related tasks. The Web OPAC module is particularly valuable for library users, enabling them to search for information about available resources and check their personal accounts for issued books. SLIM 21 simplifies the generation of barcodes for Accession numbers, and book labels with these barcodes can be affixed to the books for easy access and circulation purposes.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/11x64NaQX6pjKkBd0yk8dj2DC9MlOryZx/view?usp=sharing |

| | |
|---|--------------------------------------|
| 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)

5.07

| 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

334

| 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 is equipped with one computer lab. Computers are provided to the students in the library as well as in the front office lab with a total of 147 computers. Among these, 130 computers are dedicated for student use, while an additional 05 computers serve administrative purposes, and 12 computers are allocated for academic use. A new college server has been installed and undergoes regular updates. All computers in the college receive routine updates and are equipped with antivirus software for protection. Students enjoy internet access at a speed of 100 Mbps, and free internet facilities are available in key areas such as the Front Office, Training and Placement cell, Library, and Amphitheatre.

Furthermore, 2 host Wi-Fi networks are accessible in the computer lab, library, and amphitheatre, all of which are regularly updated. Every classroom in the college is ICT-equipped, with 1 classroom designated as a SMART CLASSROOM featuring a digital board and projector. The Front Office lab is also ICT-equipped, running IDEAS 6.5 version (Front office PMS) software, which is regularly installed and updated to provide students with hands-on hotel simulation experiences.

The college utilizes an ERP system regularly for monitoring attendance and compliance. The Seminar Hall is well-equipped with audio-visual tools and ICT capabilities to facilitate seminars and presentations for large audiences. The entire college premises is backed up by a generator, ensuring uninterrupted power supply.

The exam cell also has a software and the paper setting & paper correction is done online with proper checks & balances.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1UdnWzxxh44uajHyCsrWLE57weKlJ9g552/view?usp=sharing |

4.3.2 - Student - Computer ratio

| Number of Students | Number of Computers |
|--------------------|---------------------|
| 870 | 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

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

B. Any three of the above

| File Description | Documents |
|--|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1QD86GTQUA0iz3W7FhqoL2NUOfj6500h4/view?usp=sharing |
| 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)

50.85

| 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 annual budget is allocated for the enhancement and upkeep of equipment utilized in laboratories, sports facilities, and various departmental spaces. Additionally, financial provisions are made for the acquisition of library books and subscriptions to electronic journals and periodicals. Petty cash is designated for the procurement of electrical, plumbing, and carpentry supplies necessary for minor repairs. In the event of major repairs, the established protocol is adhered to, wherein approval for expenditures is sought from the society.

Annual maintenance contracts are entered into to ensure the upkeep of critical equipment and machinery, including elevators, water coolers, EPABX systems, and routine pest control for areas such as the kitchen, gas pipelines, and storage. A contracted agency is engaged for the cleaning and maintenance of public spaces, and a checklist is diligently maintained for the daily cleaning of classrooms and staffrooms. The Computer laboratory is responsible for the maintenance of campus surveillance cameras, CCTV systems, and teaching aids like LCD projectors, laptops, desktops, printers, and wifi. The college is equipped with a generator

system to ensure uninterrupted power supply.

Firefighting equipment is strategically placed on each floor, with fire extinguishers readily available in kitchens, laboratories, offices, the library, and other areas throughout the premises. The maintenance of these safety features is overseen by the central office.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1tI00oAsdFQfokwuPCBu2wu3e0HBZ22YO/view?usp=sharing |

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

271

| 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

2

| 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'

A. All of the above

capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

| File Description | Documents |
|---|---|
| Link to Institutional website | https://aissmschmct.in/certificate-courses-2022-23/ |
| 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

98

| 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

127

| 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

28

| 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

9

| 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

- 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.
- 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.

- A committee for Institution's Innovation Council was formed to coordinate all the entrepreneurial events.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | none |

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

10

| 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

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:

1. Placement and industrial training- Our alumni help us in guiding for job interview, recruitments, training in all over world.
2. Guest lecture - resource person for workshops, industrial visit - We have experienced alumni who come over and guide our students with lectures, demonstrations etc.
3. Participation as a committee member in CDC
4. Participation as a committee member in IQAC
5. Participation in Entrepreneurship cell
6. Recommending candidates for admissions.

We have a separate portal link on our website

(alumni.aissmschmct.in), where regular posts keep our alumni updated with the institute events. The Alumni is an active body with regular meet-ups and get together of classmates and college friends. Our institute encourages its alumni to meet and generally stay connected. They get to relive the moments on campus and meet their classmates and professors. It plays a positive role in the overall functioning of the institute by providing assistance in various forms to the governing body of the college. This initiative helps us to stay in touch with its alumni and to ensure that our alumni feel connected irrespective of the physical boundaries.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional Information | none |

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 implemented choice base credit system and is in the process of aligning the academics to the NEP 2020 from the academic Year 2023-24. The college introduced M.Sc.(Hospitality studies) program in 2022-23. The Institute through CII has collaborated with Le Ecole Hotelier. Lausanne, Switzerland to start a professional Diploma in Vocational Education from 2022-2023. The Research cell conducted various workshops and encouraged paper publications by creating a common

platform for hospitality educators. The faculty has attended FDP's based on NEP 2020.

Infrastructure Plan - Adequate budgets were allocated for enhancing and maintenance of infrastructure. The college added a state of the art beverage lab in infrastructure. Special value-added course "Cocktail Mania" and WSET Level 1 certificate courses were conducted.

Industry Connects - The innovative and start -up cell of the institute "Udaan" 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 | https://aissmschmct.in/about-us/vision-mission-quality-policy/ |

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, Operations 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/drive/folders/15r99YQmAxcGWhRZx1lWVbZs1BFoABpqk?usp=sharing |

6.2 - Strategy Development and Deployment

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

Promoting research Activity:

The institute creates a research environment through the Research Cell. It has organized various workshops, fostering a collaborative platform for hospitality educators. This initiative not only enhances skill sets but also encourages academic discourse and paper publications, which are crucial for the dissemination of knowledge and ideas.

A notable achievement in the academic year 2022-23 is the recognition of seven faculty members as Ph.D. guides under the Savitribai Phule Pune University, Pune. Their appointment to mentor 11 Ph.D. scholars is a testament to their expertise and the college's commitment to high-quality research mentorship. Additionally, their involvement in various research journal editorial boards exemplifies their active participation in the broader academic community.

Our college research journal, "ATITHYA: A JOURNAL OF HOSPITALITY," plays a pivotal role in this ecosystem. It is a peer-reviewed bi-annual journal, no-charge on publication, it makes significant contributions to hospitality research. Being available online in the Indian journal database enhances its accessibility and reach. The publication of 131 research papers in Atithya journal until 2022-23 highlights the prolific and impactful nature of research Journal in the hospitality sector.

The Research Advisory Committee and the Research Ethics Committee focuses on enhancing article quality, impact factor, and citation index. Additionally, a Research Ethics Committee was formed to establish ethical codes and address publication-related ethical issues.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://aissmschmct.in/research-cell/ |
| 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/2023/12/6.2.2-Organogram.pdf |
| Upload any additional information | View File |
| Paste link for additional Information | none |

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:

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

FDP's (Faculty Development Program)-College organizes FDP's for staff

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

Birthday Celebration: Monthly Birthday cake cutting for teaching and non - teaching employees

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

Canteen Facility: Commercial canteen and bakery offers food at subsidized rates.

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

Herb Garden: The staff can collect fresh produce from the institute's herb garden, free of cost

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | none |

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

7

| 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

11

| 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.)

5

| 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 | none |

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.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional Information | none |

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)

1. Conduct of Value Added Courses

Value added 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 7 certificate courses for the year, Cocktail, Art of Video blogging, Formal Banquet, Food Photography, etc. These courses were introduced on various hospitality and its supplementary areas. The total 230 candidates have completed the certificate courses in this year.

2. UDAAN- Innovation and Start Up Cell for Entrepreneurship Development

Under our Innovation and Start Up Cell - Udaan cell, a range of dynamic activities were conducted to foster entrepreneurship among students. Final year students organized theme dinners open to outside guests, as a practical initiative to enhance entrepreneurship skills, providing hands-on experience in planning, executing, and managing culinary events.

The cell remained active throughout the year, emphasizing entrepreneurial skills development. Four newsletters were published, highlighting alumni success stories as entrepreneurs, serving as inspiration and guidance for current students. Regular interactions with established entrepreneurs offered valuable mentorship and insights into the journey of successful entrepreneurship. Notable events included "Skillet" in September 2022 and "International Breads Day" in October 2022. These events particularly offered students a deeper understanding of the entrepreneurial skills needed to successfully operate a restaurant.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1Jip_u4EoT_ooeFWAX99A3phuW4poVXxmQ/view?usp=sharing |

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

1.Academic Planning & Monitoring: The institutional review highlighted significant strides in academic planning and monitoring under the National Education Policy (NEP). Faculty members participated in sessions to better understand the NEP. A notable achievement was the design of an Outcome-Based Education

(OBE) syllabus, aligning with NEP standards, ensuring that learning outcomes are clearly defined and measurable. The institution adopted interactive teaching methods, such as quizzes on Kahoot, simulation activities to engage students actively in their learning process. Furthermore, online classes were conducted and online educational videos prepared by faculty members were updated on the institute's website

2. Internal Academic Audits of Teaching & Learning: The review of internal academic audits revealed a robust and dynamic system for monitoring teaching and learning quality. A monthly course monitoring meeting, includes gathering student feedback on teaching methods. This feedback-driven approach ensures that courses are continually assessed and improved based on direct learner input. Additionally, the institution has implemented a system where students provide feedback on subject faculty for all courses, fostering a culture of accountability and continuous improvement among educators. Another innovative practice is the peer review mechanism, where senior faculty members audit their colleagues' teaching methods. This promotes a collegial atmosphere and encourages the sharing of best practices and professional development. An action plan is prepared for faculty having low feedback score. This plan involves identifying areas of improvement and implementing strategies to enhance teaching quality, demonstrating a commitment to maintaining high educational standards and addressing any shortcomings proactively.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/10GoSQpbtPv5IG26H1oTfjbCt05BFiDlr/view?usp=sharing |

| | |
|---|-------------------------------------|
| <p>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)</p> | <p>A. Any 4 or all of the above</p> |
|---|-------------------------------------|

| File Description | Documents |
|--|---|
| Paste the web link of annual reports of the Institution | https://aissmschmct.in/wp-content/uploads/2023/12/6.5.3-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.

- Various sessions on Health and hygiene and mental health are organised for Girls as well as female faculty.
- Special Programme KURUP was presented by Transgender
- Women's day and Men's Day are celebrated every year encouraging women talent.
- Not only this but our team isled by 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

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

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 | none |

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:

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

A. Any 4 or All of the above

| 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: 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.

A. Any 4 or all of the above

| 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 activities 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.
- Theme based lunch based on regional cuisine promotes regional culture and cuisine. Special menus on Ekadashi, Diwali, and Christmas etc are planned.
- College celebrates festivals as Diwali and Christmas with zeal and enthusiasm.
- The college library organizes events as Vachan Prerna Din, Reading Day to encourage reading in any language.
- 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 food products 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.
- Cleaning drives are conducted in villages and at riverfront to inculcate community cleaning among the students.
- National Unity Day was celebrated in the college
- CSR activity at Jaamgaon Village was undertaken by our faculty, where they demonstrate and taught sandwich making to the villagers.
- 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.
- 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

A. All of the above

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:

- National Unity Day was celebrated as a part of Azadi Ka Amrut Mahotsav.
- 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 2022 by organizing song writing, dance competitions and essay writing completions.
- Marthi Bhasha Samvardhana Pandhravada was celebrated to encourage local language.
- Rashtriya Ekta Diwas ws celebrated.
- Vachan Prerna diwas to encourage reading was organised.
- The International Women's Day is celebrated on 8th March 2023 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 2022 to spread awareness about the important health benefits of practicing yoga.
- Chhatrapati Shahu Maharaj Jayanti was celebrated on 26th June 2022.

| 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: Training and Placement Initiatives

Objective:

1. To expand opportunities for our students for training and placement.
2. To explore national and International Brands for the Internship and Placement.
3. To find newer avenues in new geographies for our students exposure to kick-start their careers

Context: The Institute has a robust placement cell and has actively worked towards a good placement opportunity for our students.

Practice:

1. Career Counselling is carried out for the students to understand their preference of department and Hotels.
2. Value Added courses are organised specially for the students for not only improving their Communication and interview skills.
3. Students operated restaurants for two days under SKILLET, to learn entrepreneurial skills.
4. MOUs are signed with the Industry for internships, placements and International Universities collaboration for student's progression.
5. International Internship and placement opportunities are available for the students.
6. The Placement Cell works towards Industry Connect which adds value to the academics like guest lectures, Master Class,

mentoring the students.

Evidence of Success:

The institute has a direct tie-up with The Address Hotels, Dubai (Emaar Group) wherein our students undergo a 6 months Internship at their hotels like The Address Boulevard and The Address Dubai Mall. 53 students have undergone their Internship.

Collaboration with The Peshwa restaurant, Dubai for final year placements.

Challenges and resources required:

- Long VISA processing time, resulting delay in internships and placement.
- Students may find it difficult to adjust to different cultures.
- Dependency on external agencies.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://aissmschmct.in/wp-content/uploads/2023/12/7.2.1-best-practices-.pdf |
| Any other relevant information | none |

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
- 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 NRAI

- College has its own peer reviewed research journal- "Atithya- Journal of Hospitality"
- Till date, more than 300 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.
- 10 faculty members including the Principal have been appointed as Research Guides under Savitribai Phule Pune University.
- Expansion and enhancement of Infrastructure by addition of Beverage Lab and Studio Kitchen with the aim to provide students with professional set up for culinary photography and videography and to conduct bar tending workshops such as WSET.

| File Description | Documents |
|---|---|
| Appropriate link in the institutional website | https://aissmschmct.in/wp-content/uploads/2023/12/7.3.1-institution-distinctiveness.pdf |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

1. To introduce courses for advance learners on bartending in Drinks by Design Beverage lab
2. To conduct workshops and seminars by Research Cell.
3. To plan and attempt World Book of Record, London
4. To introduce 'Weekend Skilling' programme for the students
5. To initiate tie-ups with International Hotels for students internships.
6. To set up new Examination Department
7. To renovate kitchen Labs
8. To conduct WSET courses in wines