



AISSMS

COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY



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

SHRI MALOJIRAJE CHHATRAPATI
Honorary Secretary

Dr. SONALI JADHAV
Principal

MINUTES OF THE ACADEMIC COUNCIL MEETING

NO 1/2024- 2025, HELD ON 3rd September 2024

An online meeting of the Academic council of All India Shri Shivaji Memorial Society's College of Hotel Management and Catering Technology, 55-56, Shivajinagar, Pune- 411005 was held at 2.00 pm on Tuesday 3rd September 2024 to review and take necessary decisions on the Agenda bearing Ref. No. HMCT/ Academic Council/ 2024-2025/650, dated 28th August 2024.

The said meeting was conducted from 2.00 pm on 3rd September 2024 as per the above mentioned agenda, when the following were present.

- | | |
|---|----------------------------|
| 1. Dr. Sonali Jadhav
(Principal of the College) | --- Chairman |
| 2. Dr. Arun Sherkar
(Associate Professor) HOD Academics | --- Member Secretary |
| 3. Mr. Sharan Shetty
President PHA | --- Member Industry expert |
| 4. Mr. Ravish Arora
Proprietor, Invenue Hospitality | --- Industry Expert |
| 5. Dr. Deepa Prasad
Associate Professor PUMBA | ---Member (VC Nominee) |
| 6. Dr. Arati Prabhu,
Assistant Professor,PUMBA, | --- Member (VC nominee) |
| 7. Dr. Bhuvan G.M.
Principal at Apeejay Institute of Hospitality,Navi Mumbai. | --- Member Academician |
| 8. Dr. Sameer Diwanji
Associate Professor HOD T&P | --- Member |
| 9. Dr. Rasika Gumaste
(Associate Professor) HOD Research Cell | --- Member |
| 10. Dr. Kiran Shende
(Associate Professor) HOD Examination | --- Member |
| 11. Dr. Gauri Shah
(Associate Professor) HOD Food Production | --- Member |
| 12. Dr. Anuradha Karmarkar
(Assistant Professor) | --- Member |
| 13. Dr. Honey Tyagi
(Assistant Professor) HOD Accommodation | --- Member |
| 14. Dr. Rajeshree Pol
(Assistant Professor)HOD F& B Service | --- Member |

Dr. Surbhi Jain, HOD, PUMBA, SPPU – Academician & VC Nominee, Dr. Sheri Kurian, Member Academician, Principal St. Josephs Institute of Hospitality Management & Culinary

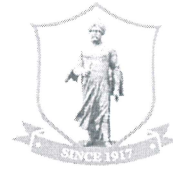
Dr. Arun Sherkar
Member Secretary, Academic Council

Dr. Sonali Jadhav
Chairman, Academic Council
All India Shri Shivaji Memorial Society's College of Hotel Management and Catering Technology, Pune



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Arts, Kottayam Kerala were absent for the meeting, a regret mail was sent regarding the same.

The following decisions were taken in the meeting: -

SUBJECT NO.: 1

To confirm the minutes of the meeting held on 30th November 2024

RESOLUTION NO: 1

The minutes of the meeting held on 30th November 2024 was read and confirmed the same was mailed to all members

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 2

To review the fulfillment of resolutions passed in the meeting held on 30th November 2024

RESOLUTION NO: 2

The fulfillment of the above resolutions were read and confirmed

Proposed by: Dr. Arun Sherkar

Seconded by: Dr. Sonali Jadhav

SUBJECT NO.: 3

To approve the Board of Studies minutes of the meeting held on 27th August 2024

RESOLUTION NO: 3

The following points were approved by the Academic Council: *(Please refer to Annexure 1)*

- The revision of the syllabus structure for the Bachelor in Hotel Management and Catering Technology (B.H.M.C.T.) Bachelors of Science n Hospitality Studies (B. Sc. H. S.) Bachelors of Business Administration in Culinary Management (B.B.A.C.M.) Masters of Science in Hospitality Studies (M.Sc. H.S.) as per the National Education Policy (NEP) 2020 guidelines was presented. The same was based on the State Regulation, CR-09 dated 25th January 2024
- The Academic and Event Calendar for the academic year 2024-2025.
- Paper Setters and Examiners for the Odd Semester. Academic year 2024-2025
- New members on the Board of Studies

Proposed by: Mr. Ravish Arora

Seconded by: Dr. Arati Prabhu

SUBJECT NO.: 4

To approve the Exam Evaluation Parameters

RESOLUTION NO: 4

The exam evaluation parameters were approved by the Academic council. *(Please refer to Annexure 2)*

Proposed by: Dr. Hemraj Patil

Seconded by: Dr. Deepa Prasad

Dr. Arun Sherkar

Dr. Sonali Jadhav

Member Secretary, Academic Council

Chairman, Academic Council

All India Shri Shivaji Memorial Society's College of Hotel Management and Catering Technology, Pune



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Honorary Secretary

Dr. SONALI JADHAV
Principal

SUBJECT NO.: 5

To approve the IQAC Report

RESOLUTION NO: 5

The IQAC report for the academic year 2023-2024 was presented by Mr. Sunder Srinivasan – IQAC coordinator. The same was approved. Dr. Bhuvan G. M., Principal at Apeejay Institute of Hospitality, Navi Mumbai, congratulated Dr. Sonali Jadhav Principal AISSMS College of HMCT on the number of 15 PhD holders out of which 11 are Research guides under the Savitribai Phule Pune University and 8 research scholars in the institute. *(Please refer to Annexure 3)*

Proposed by: Dr. Anuradha Karamrkar

Seconded by: Dr. Bhuvan G. M.

SUBJECT NO.: 6

To approve the Eligibility of Students for admission of B.H.M.C.T., B.B.A., B.Sc. H.S. and M.Sc. H.S. Program

RESOLUTION NO: 6

The institute follows the eligibility pattern of Savitribai Phule Pune University for admission of B.H.M.C.T., B.B.A., B.Sc. H.S. and M.Sc. H.S. Program, the same was presented and approved by the council. *(Please refer to Annexure 4)*

Proposed by: Dr. Rasika Gumaste

Seconded by: Mr. Ravish Arora

SUBJECT NO.: 7

To approve the Sports report for the Academic Year 2023-2024

RESOLUTION NO: 7

The Sports report for the academic year 2023-2024 was presented, a number of indoor and outdoor activities were completed during the year. The same was presented and approved by the council. *(Please refer to Annexure 5)*

Proposed by: Dr. Honey Tyagi

Seconded by: Mr. Sharan Shetty

Any other subject with the permission of the chair.

SUBJECT NO.: 7

To appoint a new member on the Academic Council

RESOLUTION NO: 7

Mr. Shailendra has taken over as the academic HOD from Dr. Gauri Shah. He will be appointed as the Member- HOD Food Production, the same was approved by the council.

Proposed by: Dr. Rajeshree Pol

Seconded by: Dr. Bhuvan G. M.

On conclusion of the subjects on the agenda, the meeting was concluded with a vote of thanks by the Chairman -Dr. Sonali Jadhav, Principal AISSMS College of HMCT.


Dr. Arun Sherkar

Member Secretary, Academic Council


Dr. Sonali Jadhav

Chairman, Academic Council

All India Shri Shivaji Memorial Society's College of Hotel Management and Catering Technology, Pune

Annexure 2.

Subject No: 4 To approve the Exam Evaluation Parameters

THEORY AND PRACTICAL SUBJECT

AISSMS CHMCT														
Continuous Evaluation Sheet for ODD SEMESTER 2024 - 2025														
Programme: First Year BBA Culinary Management (2024 Pattern)														
Course Code & Name: CMMM111VEssentials of Culinary Operations (Theory + Practical) Faculty Name - Dr. Gauri Shah														
Roll No.	Student Name	Unit Test I (20 Marks)	Unit Test II (20 Marks)	Unit Test Average (10 Marks)	Assign 1 (5 Marks)	Assign 2 (5 Marks)	Prac 1 (5 Marks)	Prac 2 (5 Marks)	Prac 3 (5 Marks)	Prac 4 (5 Marks)	Practical Average (10 Marks)	Practical Continuous Assessment (10 Marks)	Internal Practical Exam (10 Marks)	Total (50 Marks)

ONLY THEORY SUBJECT

AISSMS CHMCT							
Continuous Evaluation Sheet for ODD SEMESTER 2024 - 2025							
Programme: First Year BBA Culinary Management (2024 Pattern)							
Course Code & Name: CMVSC114 Food Commodities (Theory) Faculty Name - Dr. Gauri Shah							
Roll No.	Student Name	Unit Test I (20 Marks)	Unit Test II (20 Marks)	Unit Test Average (15 Marks)	Assignment 1 (05 Marks)	Assignment 2 (05 Marks)	Total (25 Marks)

ONLY PRACTICAL SUBJECT

AISSMS CHMCT									
Continuous Evaluation Sheet for ODD SEMESTER 2024 - 2025									
Programme: First Year BBA Culinary Management (2024 Pattern)									
Course Code & Name: CMSEC115 - Basic Indian Cuisine (Practical) Faculty Name - Dr. Hemraj Patil									
Roll No.	Student Name	Prac 1 (5 Marks)	Prac 2 (5 Marks)	Prac 3 (5 Marks)	Prac 4 (5 Marks)	Practical Average (10 Marks)	Practical Continuous Assessment (5 Marks)	Internal Practical Exam (10 Marks)	Total (Marks 25)

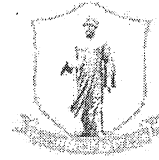
ONLINE SUBJECT

AISSMS CHMCT			
Continuous Evaluation Sheet for ODD SEMESTER 2024 - 2025			
Programme: First Year BBA Culinary Management (2024 Pattern)			
Course Code & Name: CMVEC 118 Environmental Science-I (Theory) Faculty Name - Dr. Prerna Bhautik			
Roll No.	Student Name	Online MCQs (450 Marks)	Average (25 Marks)



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Honorary Secretary

DR. SUNIL JADHAV
Principal

Ref: HMCT/IQAC/2024-2025/508.

Date: 22 AUG 2024

Internal Quality Assurance Cell (IQAC) Summary Report 2023 – 2024

As prescribed by National Assessment and Accreditation Council (NAAC) the institute has an established Internal Quality Assurance Cell (IQAC) which acts as a liaison for the institute to steer quality enhancement through its planned strategies and minimize deficiencies. The institute is well aware that enhancing quality is a continuous process and IQAC becomes a vital part of the quality management system which works towards ensuring quality enhancement and sustenance of the institute. The prime task of the IQAC is to act as a catalyst and develop a system for conscious and consistent improvement in the overall performance of its institution. Hence the institute tries to channelize its efforts towards holistic development of its staff and students to achieve excellence in all their endeavors.

Objectives of IQAC

- To provide a strong body with all stakeholders to maintain and improve the functioning of the institute
- To continuously enhance and integrate various activities of the institute and adopt/institutionalize best practices
- To ensure timely, efficient, and progressive performance of academic, administrative and financial functions
- To improve the overall academic and administrative performance of the institution
- To ensure documentation of various initiatives/activities leading to consistent quality improvement

Functions of IQAC

Some of the important functions of the IQAC are:

- Build an organized system of documentation and internal communication
- Ensure compliance of Teaching-Learning methodology
- Ensure optimum infrastructure to facilitate the Teaching – Learning process
- Collection and Analysis of Feedback from students, faculty and other stakeholders on Institute processes
- Ensure credibility of evaluation procedures
- Encourage Research and research related activities
- Network with the industry and other institutes
- Check the student-centricity of the Institute in all its activities
- Develop Quality Culture throughout the institute
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute



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Quality Initiatives under IQAC:

Strengthening the Teaching Learning Process:

- The institute designed syllabus for all programmes aligned with National Education Policy (NEP 2020) has been implemented from the academic year 2023-2024.
- Syllabus committees included academic experts, industry experts and alumni who prepared the curriculum based on NEP 2020 and as per UGC Guidelines with well-defined course outcomes.
- 09 Value added and certificate courses were conducted for the students.
- Blended teaching learning process was adopted for the Master's program.
- The institute revised its vision, mission, goal, and objectives, aligning it with the requirements of National Assessment and Accreditation Council (NAAC) and National Education Policy 2020 (NEP 2020).
- The institute plans to initiate two self-paced online courses in the academic year 2024-2025.
- The institute plans to introduce multidisciplinary courses within its programs in the academic year 2024-2025
- Two courses were introduced viz. Introduction to Yog and Sports & Fitness

Holistic Development:

- Extension activities are carried out regularly to sensitize the students on social issues and holistic development.
- National Service Scheme (NSS) conducts various events and programs to create social awareness and give back to society. A total of 23 events were conducted which included Swatch Bharat Abhiyaan, Meri Maati Mera Desh, Swachata Sarvekshan, International Yoga Day, Self Defence for Women, Tree Plantation, etc.
- The NSS also conducted a residential camp of 7 days at a village where they conducted sessions on women health & hygiene, yoga, cooking session, school children sports competition, shramdan etc.
- 09 value added and short courses are conducted for students to enhance their technical skills & entrepreneurship ability.

Entrepreneurship development:

The UDAAN cell of the institute along with the alumni association organized entrepreneurship development activities which includes simulation activities, interaction and mentoring sessions with alumni entrepreneurs, short courses. Assignments given to the students included:

- Preparing and selling bakery products on the occasion of International Bread Day
- Conducting Theme Dinner, wherein students operate the institute restaurant for two days. The students are provided seed money for this event. They planned the event from purchases to décor, food preparation & service and ultimately generate profit.
- A unique "Product Development" exhibition organized by the institute wherein the students developed products like moringa thandai, masala tofu, millet papad, ragi & sorghum laddoo, artistic leather knife covers, etc. with appropriate packaging which were marketed and sold by them.



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- Weekend Skilling: The institute encouraged students across different years to gain hand-on experience and learn new skills by working in the industry while completing their degree. (59 students were offered part time jobs)

Research activities:

- Guest lectures on patents and ethics in publication were conducted for faculty members.
- A five days faculty development program was conducted for faculty members on "Importance of generative AI and smart-ways to use AI tools in teaching"
- A one-day workshop on "Stages in preparing Research Project" was conducted for students of the institute.
- Monetary incentives of Rs. 25,000/- was provided for faculty members attending conferences, seminars and publication of research papers recognized in UGC care listed, national, international, ABDC and SCOPUS journals
- Two issues of our National Bi-Annual Journal "Atithya – A Reflection of Hospitality" was published.

Promotion and motivation of research amongst faculty:

- One faculty member was approved as a PhD guide under Savitribai Phule Pune University, Pune
- Papers Published: 17 in academic year 2023-2024 (till date 390 papers are published)
- Patents: 04 faculty members got their patents registered.
- Books: 03 books were published by faculty members.
- Book Chapter: 01 book chapter was published by faculty member.
- Faculty pursuing PhD.: 08 (total 15 faculty with PhD and 11 faculty as approved research guide)

Infrastructure:

- The Alumni of the institute contributed wooden upholstered sofa chair, sausage stuffing machine and an ice-cream / sorbet making machine to the institute worth Rs. 90,000.
- The institute received funding of Rs. 94,830/- from Savitribai Phule Pune University, Pune under Quality Improvement Program (QIP).
- Annual purchases and AMC's were done for various sections.

Feedback Analysis:

Feedback was obtained from various stakeholders (student, employee, alumni, industry, parents), analyzed and action taken plan for the same was prepared. Student Satisfaction Report (SSS) was also obtained. The details of the same can be viewed on the institute's website.

Student Induction Program:

A five-day students induction program was conducted for the first-year students of the institute in the month of July and August 2023. Eminent people of the hotel industry and senior faculty members of the institute spoke to the students and provided an insight of the hospitality industry and the program. The students were introduced to various sections, section heads, rules, and regulations, etc. during this program.



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Student / Staff Activities:

Activity	No. of events
Student Activities	
Webinar / Guest Lectures	35
Sports Activities	03
Orientation Programs	06
Field Visit / Educational Tours	09
Alumni Interaction	01
Competitions (In house & External)	17
Demonstration / Workshops	08
National Service Scheme activities	23
UDAAN activities	06
Other Events	11
Staff Activities	
Staff bonding sessions	03
Training session for teaching & non-teaching staff	05
Faculty Development Program attended	04
Workshop / Webinar attended	08

Internal Quality Assurance Cell (IQAC) Meetings:


The Internal Quality Assurance Cell (IQAC) conducted four meetings in the academic year 2023 – 2024. Details for the same can be viewed on the institute's website

Annual Quality Assurance Report (AQAR):

The Annual Quality Assurance Report (AQAR) for academic year 2022 – 2023 was submitted to National Assessment and Accreditation Council (NAAC) on 20th February 2023.

All India Survey on Higher Education (AISHE) submission:

The institute submitted its details for All India Survey on Higher Education (AISHE) on 05th March 2024.


Mr. Sudder Srinivasan
Coordinator, IQAC


Dr. Sonali Jadhav
Chairman, IQAC

Subject No: 6

To approve the Eligibility of Students for admission of B.H.M.C.T., B.B.A.C.M., B.Sc. H.S. and M.Sc. H.S. Program

B.H.M.C.T-

- Should be a citizen of India
- Should have passed 10+2 examination or its equivalent examination and obtained at least 45 percent marks in aggregate (Open category) 40 percent marks in aggregate (reserved Category, Economically weaker Section and person with disabilities candidates belonging to Maharashtra State only)
- Obtained non zero score in MAH- B.HMCT- CET conducted by the competent authority.

OR

- Should have passed D. Voc Stream in the same or allied sector.

B.Sc. - Hospitality Studies

- The minimum eligibility for the course would be HSC (Std. 12th) or its equivalent, passing with the minimum 45% marks in aggregate.
- 40% marks in case of candidates of backward class categories belonging to Maharashtra State.
- For Students with Non science Background a bridge course in Science namely Basics of Hospitality applied science will be conducted in the first year of the course will be of four weeks

B.B.A.C.M

- The minimum eligibility for the course would be HSC (Std. 12th) or its equivalent, passing with the minimum 45% marks in aggregate.
- 40% marks in case of candidates of backward class categories belonging to Maharashtra State.
- For Students with Non science Background a bridge course in Science namely Basics of Hospitality applied science will be conducted in the first year of the course will be of four weeks

M.Sc. - Hospitality Studies

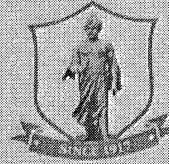
3 or 4 year Bachelor's Degree in Hotel/ Hospitality filed with minimum 50% marks in aggregate (Open category)

45% marks in case of Candidates belonging to backward class category from Maharashtra State



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SPORTS ANNUAL REPORT

Sports activities of Academic Year 2023-2024

External Activities – Competition

Sr. No	Name of the Event	Objective of Event	Course	Date of the Event (From)	Date of the Event (To)
1	Intercollegiate Sports Competition 2023-2024 BADMINTON	To show fitness and teamwork with a team and individual games - BADMINTON	BHMCT, B. Sc. H.S.	13.10.2023	14.10.2023
2	Rajashri Shahu Maharaj krida mahotsav - Football Competition	To show fitness and team work with a team game football	BHMCT, B. Sc. H.S.	16.01.2024	19.01.2024
3	Competition at Anjuman Islam College of HMCT, Mumbai-Magn – Cricket	1. To develop skills and give exposure for core departments by participating in various competitions. 2. To develop competitive spirit among the students through participation in various contests.	BHMCT, B. Sc. H.S.	01.02.2024	01.02.2024
4	PHA PL 6.0	Competition builds the team and improve the team work and also the physical fitness	BHMCT, B. Sc. H.S.	12.03.2024	16.03.2024



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Internal Activities

Sr. No	Name of the Event	Objective of Event	Course	Date of the Event (From)	Date of the Event (To)
1	9 th International Yoga Day	To Increase awareness of Yoga and its	BHMCT, B. Sc. H.S.	21.06.2023	21.06.2023
2	Step Challenge	To improve awareness of fitness amongst the participants by accepting the step challenge	BHMCT, B. Sc. H.S.	15-01-2024	19-01-2024

Sonali J
Dr. Sonali Jadhav
Principal

Suraj
Mr. Suraj Mhashilkar
Sports Coordinator