



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	
Name of the head of the Institution	Dr. Ayesha Siddiqui
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02114673313
Mobile no.	8411887334
Registered Email	principal.sihmct@sinhgad.edu
Alternate Email	iqac.sinhgad@gmail.com
Address	Gate no. 309/310, Kusgaon (BK), Lonavala.
City/Town	Lonavala
State/UT	Maharashtra
Pincode	410401

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Prof. Ranjana Diwate			
Phone no/Alternate Phone no.		02114673314			
Mobile no.		8411887334			
Registered Email		iqac.sinhgad@gmail.com			
Alternate Email		principal.sihmct@sinhgad.edu			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.sinhgad.edu">http://www.sinhgad.edu</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="http://www.sinhgad.edu">http://www.sinhgad.edu</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.11	2017	27-Nov-2017	26-Nov-2022
<b>6. Date of Establishment of IQAC</b>			02-Mar-2017		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Regular meeting of IQAC	06-Apr-2018 1		25		

Regular meeting of IQAC	12-Sep-2018 1	22
Regular meeting of IQAC	20-Mar-2019 1	24
Timely submission of AQAR	03-Dec-2018 1	15
Feedback from Stakeholder(Students, Parents, Alumni, Faculty)	03-Sep-2018 150	320
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Academic Calendar for the academic year 20182019 was prepared and displayed on notice board and uploaded on Institute website. Subject allocation for Bachelor of Hotel Management Catering Technology (BHMCT), Bachelor of Science in Hospitality Studies (B.Sc H.S.) was prepared and circulated to all concerned faculties. Detail examination plan with dates for Internal, Practical and external examinations for BHMCT BSCH.S. was displayed on notice board. Course files, log books and all activity reports were collected by IQAC as per NAAC guidelines. New IQAC committee is formed from 1st April 2019.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Detailed academic calendar with working days, holidays, activities, term end and examination for the year prepared.	Conducted all academic work smoothly without interruption.
Subject allocation for the BSc HS & BHMCT prepared.	All faculties are made course file, POS & PEOS, teaching plan, delivered lectures and practicals, etc.
Allotment of all new class mentors for all the classes is done.	All class mentors are defined, counselling done & maintained proper record.
The full processes of admission for BHMCT & BSc HS are displayed on college notice board.	Good admissions of BSc HS & BHMCT are enrolled.
New committees list for the 2018-19 is circulated to all teaching and non teaching staff along with their role and responsibility.	All activities are done smoothly and maintained detailed documentation.
Quality Improvement Programmes planned, workshop under professional body HRAWI planned. Student participation in other Institute activity	Seminar under QIP conducted on 27 28th February 2019 and FSSAI workshop organised on 17th January 2019 with certification to students and students have actively participate in other Institiute Competition.
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
Date of Visit	09-Nov-2017
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2018
Date of Submission	23-Nov-2018
<b>17. Does the Institution have Management Information System ?</b>	Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

1. Admission - Institute MIS admission modules helps in admission process of all Under graduate students of the institute. Students are required to complete the admission formality by filling up online admission forms with all the academic and other related information on this forms. The module helps in collecting the information of the admissions program wise and also helps in making merit list as per the institute norms. 3. Examinations - This module takes care of the exam activities in the form of appointment of examiners, collection of the question papers, collection and compilation of continuous evaluation marks, end semester marks and declaration of results using CGPA system 4. Administration - The day to day data related to attendance of regular and temporary faculty is part of this module which also helps in monthly salary payment of all employees of the institute. 5. Academic Activities - The information related to the students roll numbers their course details and their other information is part of this module. 7. Time Table - Preparation and display of academic calendar and timetable. 8. Attendance - Institute have a student attendance module which helps in recording online attendance of all lectures and practical's conducted for UG programmes. This module determines the list of list who does not qualify minimum attendance requirement of the institute. 11. Leave Management - Through this module all faculty members of the institute apply for different types of leaves and information goes for necessary approval . 12. Faculty service records - This module keeps service record of all faculties and staff. 13. Fees Payment - Students through this module can pay their annual tuition fee, exam fee and other fees using online mode. 14. Accounts and Finance - Institutes accounts and finance is run with all its functions using accounts and finance modules.

Part B

**CRITERION I – CURRICULAR ASPECTS**

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Internal Quality Assurance Cell of the institute has laid down the procedure for effective implementation of the curriculum. 1. Each faculty is made to maintain the Course file which necessarily should contain syllabus, Personal Timetable of the faculty member, Program Outcomes, Program Educational Objectives, Teaching Plan, Assignment list, Attendance of the students, Study notes to be delivered to the students, List of Practical, etc. 2. Every month the above file is checked by the IQAC team for its updation. 3. In addition to the above system the faculty member needs to maintain the Log Book in front of the IQAC Coordinator against the classes taken. 4. Faculty members are maintaining the Mentor Book to monitor the students issues that may affect the academics 5. The low attending students are counseled by the Class coordinator from time to time. The remedial classes are arranged for low performing students assessed on the basis of their attendance and assignments submissions. 6. IQAC also uses the Feedback system for the improvement of Academic Quality such as Feedback from Teachers, Students, Alumni, Employer and Parents. 7. The Institute and the IQAC promotes the teaching faculties for professional knowledge up-gradation. 8. The IQAC team works on creating the bridge of communication between the parents and the institute with the help of Parents Teacher meet. In this event the parents are called in the institution and made aware about the Efforts College is taking for the academic and professional development of their ward. The suggestions from the parents are welcomed and taken immediate cognizance for further development. 9. Theme Lunches, competitions, workshops field visits, are effective tools used to initiate creativity in the student. The institute from time to time encourages the students to participate in the theme lunches & other activities arranged by the institute under the guidance of the expert faculty members. The students work independently and make the event success. In this they learn how to work in the team, how to be target oriented, how to avoid wastage of time material and manpower. The leadership qualities are also boosted in such events. 10. Student's enthusiasm is of utmost importance and the institute takes care of this by arranging various activities such as cultural competitions, Sports events, NSS-ISR activities etc to make the students active and motivated. 11. The institute has a dedicated Training and Placement cell. This cell is a team of faculty members who continuously are working towards the professional development of the students in order to be well accepted by the Industry. The aspects specially taken care by the T&P cell are. Personal Grooming of the Student, Resume Writing Techniques, arranging mock Interviews as well as online and campus interviews etc. The cell takes lots of efforts towards preparation of the student for appearing in the job interviews. 12. The Principal of the Institute as well as various committees meet periodically towards the academic excellence. 13. Management of the Institute is keen towards student satisfaction and periodically monitors the

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	23/12/2019	0	NIL	NIL

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
------------------	--------------------------	-----------------------

BHMCT	Nil	05/08/2019
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BHMCT	HOTEL MANAGEMENT	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
The value addition subjects are under process of being introduced in the existing academic programs. The subjects like Soft skills Development, Environmental Science, French Language etc. are the important subjects already introduced in the first s	01/07/2018	185
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BHMCT	HOTEL MGMT	45
BSc	HOSPITALITY	46
BHMCT	HOTEL MGMT	45
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
-------------------

Feedback is collected semester wise from students and once in a year from teachers, employers, alumni and parents. The feedback collected under each category is analyzed and a report is made. Meetings with faculty members are conducted and feedback is discussed. After discussions and suggestions received, implementation is carried out step by step. Certain suggestions are implemented immediately by making certain policy decisions. Other suggestions related to purchase and up gradation are put up to management for approval and further process. Following is the brief summary of feedback under each category with actions action: Students's Feedback: Every semester student's feedback is taken subject wise and overall percentage of satisfaction is calculated. If the faculty scores 75 and above feedback, it is considered that students have no problems in understanding the subject.. If the percentage falls below 75, faculty is informed about it and counselled to take enough steps to increase interaction with students and give more inputs. Sometimes the subject is switched over and given to another faculty. In all enough measures are taken that students are satisfied and face no problems in learning the subjects. Teacher's Feedback: Teachers feedback is initiated annually. Suggestions and ratings are taken on various parameters like curriculum content, faculty development, infrastructure facilities, and professional activities. Policy decisions are taken on certain suggestions and implemented effectively. Purchases and laboratory up gradations are put up for management approval. Certain activities and development programmes are planned as per faculty suggestions. Employer's Feedback: Employers feedback is initiated as and when they visit the institute and through mail. A systematic format is designed to collect feedback of employers/ industry professionals on institute activities, facilities, quality of education, student performance, student skills, and employability. The feedback is analysed and decisions on improvements in focus areas are taken. These suggestions are incorporated in to the academic calendar. Alumni Feedback: Feedback is taken from alumni through use of google form. Alumni feedback is summarised and used for institute developmental activities. Alumni is also involved in conducting workshops and guest lectures at the institute and share knowledge of current industry trends. Parent's Feedback: Parent teacher Meet is organized once or twice in a year as per availability of parents. The objective of parent teacher meet is bridge the gap between the institute studentparent and convey to the parents the progress and problems of the concerned student. Suggestions from parents are taken on improvements required at institute level for ex: additional communication classes for students for overall development, mess improvement.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BHMCT	HOTEL Management	60	55	50
BSc	Hospitality	60	85	60
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses



			teaching only UG courses	teaching only PG courses	
2018	367	0	18	0	18

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	18	6	4	0	3
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

- A Batch of each class divided in two groups not more than group of 30 students each is assigned to one faculty member who would be officiating as mentor/ counsellor to those 30 students.
- At the beginning of academic session ,the mentor conduct orientation programme for the mentee, whereby they are acquainted with the institution, its goal and mission ,the facilities available and regulations of the affiliated university.
- As soon as student roll call list get finalize the list of student is given to mentor/counsellor for the reference to up keep the record of the listed students.
- Mentor also maintains the record of attendance, classperformance and academic progress. The mentor use both formal and informal means of mentoring.
- Mentee can communicate with mentor even after meeting their classes though SMS or Whatsapp group created by their mentor.
- Every mentor have Whatsapp group of their mentee.
- Every student will be counselled at least 2 to 3 times by the assigned faculty mentor /counsellor every semester or as required as per students need. Issues which can be resolved at mentor level would take care off and those beyond their authority will be referred to higher authorities for resolution.
- The mentoring mainly focused on issues pertaining to student performance in academics overall development of their personality by getting trained in soft skills ,communication skills, specific technical skill require in industries to be managed by students for better career prospects apart from any personal issues which might be affecting their progress in their chosen field.
- Appreciation Ceremony is organised to appreciate meritorious regular students (100 attendance) the students who are little slow in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institute through its mentor handles it sensitively, and pays required attention to learners with various paces. The institution adopts following strategies for facilitating and motivating the identified slow and better learners.
- For Slow Learners: Every department organizes a series of programmes like remedial classes, mock test, debates, group discussions, and proficiency and personality development workshops. The Mentors are appointed to meet the needs of the slow learners. They provide them personal academic and social counselling. The mentors help the students, particularly slow learners to develop their personality and move ahead. Class mentor is appointed for every class to take special care, to monitor, guide, and help the slow learners improve.
- On the other side, the institute also identifies, the advance learners, and work on them as per the requirements. Advanced learners are facilitated with state of the art facilities in terms of wellequipped library provided with latest edition of books, online journals, computer labs, internet and other amenities. Cocurricular or extra cocurricular activities encourage participative learning approach. Advance learners are also encouraged to take up internships and industry based projects.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
367	18	1 : 20

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	0	2	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	DR.AYESHA N. SIDDIQUI	Principal	AKKORK MOSCOW

[View File](#)

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BHMCT	BHMCT	2018	22/10/2018	15/01/2019
BSc	BSCHS	2018	30/09/2018	15/12/2018

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution has adopted the continuous assessment system (CAS). • The faculty evaluate the student continuously throughout the semester on various aspects such as attendance, assignment and internal examination. • Student get evaluate by faculty at various point such as practical, internal practical examination and external practical examination and university external theory exam and identify the gaps to make up to meet the requirement of Course outcome (Cos). • Faculty of each subject supplement the content together with assignment to be completed by students prescribed by the subject syllabus so as to meet the requirement of Programme Outcomes (POs). Hence continuous assessment (CAS) effort is being implemented to add value to our students and prepare them to meet the current needs of the industry • The examination department of institute implement and monitor the uniformity for conduct of internal assessment of course outcome and attainments and hence Program Outcome attainment, examination department conduct internal theory, internal and external practical examination as per academic calendar and display the schedule of examination and evaluate the student as per Continuous Assessment System (CAS) prescribe for Individual Subject.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute adheres to the Academic Calendar prepared according to the calendar provided by Savitribai Phule Pune University (SPPU University). Every year we prepare the academic calendar for the institute and also a department wise activity schedule for smooth functioning. This ensures that the curriculum is enriched through related activities like guest lecture, theme lunches, industrial, study tour 1 visit, college level departmental competition extension series and industry interaction. For the academic session academic calendar was prepared and followed for conduct of examination and other activities. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution. Being an institute affiliated to SPPU University, we follow the academic schedule provided by the university. The Institute prepares their own academic

calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the SPPU University gives guidelines on the following in their academic schedule, along with annual cultural and sports meet schedule. • Beginning of the academic sessions. • Last working day of the semester. • Internal examination schedule. • Annual Sports Karandak. • Annual cultural Karandak. • End term theory and Practical examination schedule. • Vacation schedule. The same academic calendar is published on institute's website before the beginning of every academic year. It provides plan for the academic year to students, teachers and parents. Considering the academic calendar, each department functions according to the teaching plan prepared at the department level.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.sinhgad.edu>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BHMCT	BHMCT	HOTEL MGMT	41	41	100
B.SC.HS	BSc	HOSPITALITY	52	26	50

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.sinhgad.edu>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NIL	0	0

[View File](#)

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
FSSAI (Food Safety Training)	Food Production	17/01/2019
Bridge Course Trident Oberoi, Mumbai	Housekeeping	18/05/2018
Bridge Course Trident Oberoi, Mumbai	Front Office	12/10/2018

Bridge Course Trident Oberoi, Mumbai	Food Production	18/05/2019
---	-----------------	------------

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	31/12/2019	NIL
<a href="#">View File</a>				

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	DD Mplace	Food Branding Agency	14/02/2018
0	0	0	SURUCHI VEG	Veg food restaurant	04/07/2018
0	0	0	FAL FUSION	Fruit Juices and Shakes Bar	12/07/2018
0	0	0	Cafe -Creme, ROHA	Cafe	16/07/2018
<a href="#">View File</a>					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	0	0
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Food Beverage Service	1
<a href="#">View File</a>	

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
--------------------	----------------	------------------	---------------------	----------------	---	---

NIL	NIL	NIL	2018	0	NIL	0
<a href="#">View File</a>						

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	0	15	0
Presented papers	1	0	0	0
Resource persons	0	0	1	0
<a href="#">View File</a>				

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
One week camp	NSS	2	25
Swach Bharat Abhiyan	NSS	2	48
Blood Donation Camp	NSS SKNCGH	2	49
Tree Plantation	NSS	2	50
Health Checkup	NSS	2	45
Road Safety Awareness	NSS	2	45
Traffic Safety	NSS	2	46
Don't Drink Drive	NSS	2	42
NSS Day	NSS	1	48
Zilla Parishad Health Drive	NSS	1	46
<a href="#">View File</a>			

### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	Appreciation Certificates	SKNCGH	100

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	Sinhgad IHMCT, STES	Swachh Bharat Abhiyan campus	2	48
NSS	Sinhgad IHMCT, STES	Blood Donation Camp	2	49
NSS	Sinhgad IHMCT, STES	Tree Plantation	5	50
NSS	Sinhgad IHMCT, STES	Health Checkup	2	42
NSS	Sinhgad IHMCT, STES	Road Safety Awareness	2	45
NSS	Sinhgad IHMCT, STES	Traffic Safety	2	46
NSS	Sinhgad IHMCT, STES	Don't Drink Drive	2	42
NSS	Sinhgad IHMCT, STES	NSS Day	1	48
NSS	Sinhgad IHMCT, STES	Zilla Parishad Health Drive	2	46
NSS	Sinhgad IHMCT, STES	One week NSS camp waruBramholi	1	25

[View File](#)

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
National Conference	1	Provided On duty	1
State Level Seminar	1	Provided On duty	2
International Seminar	1	Provided On duty	1
18th Regional Convention of HRAWI, Sri Lanka	1	STES	2

[View File](#)

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration From	Duration To	Participant
-------------------	----------------------	---	---------------	-------------	-------------

		details			
Workshop for faculty Students	Chef Connect	WICA	15/10/2018	15/10/2018	Prof. Rahul Shende
International Conference	Emerging career in niche hospitality	AISSMSCHMCT, Pune	06/02/2019	08/02/2019	Prof. Amol Wandre Prof. Shilpa Branger
National Conference	Innovation in Hospitality Tourism	DY Patil IHMCT, Pune	10/04/2019	11/04/2019	Prof. Shilpa Branger
Bridge Course for faculty	HK	Trident Oberoi, Mumbai	16/04/2019	16/04/2019	Prof. Aniket Haripurkar
Cross Training on the job training at	Bakery	Westin. Pune	14/05/2018	05/07/2018	Prof. Rahul Shende
Bridge Course for faculty	Food Production	Trident Oberoi, Mumbai	21/05/2019	21/05/2019	Prof. Rahul Shende
Bridge Course for faculty	FO	Trident Oberoi, Mumbai	18/07/2019	18/07/2019	Prof. Aniket Haripurkar
Regional Convention	Emerging Opportunities in Tourism, Sri Lanka	HRAWI	28/06/2018	30/06/2018	Dr. Ayesha Siddiqui
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
RAJ CONSULTANCY	22/03/2018	1.For assisting and guiding our students for career options overseas 2.Providing platform overseas level 3.Provision of onthejob training 4.Assisting in VISA processing	2
WISDOM CAREER	23/03/2018	1.For assisting and guiding our students for career options overseas 2.Providing platform overseas level 3.Provision	2

of onthejob  
training  
4.Assisting in VISA  
processing

[View File](#)

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.5	1.06

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
No file uploaded.	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Auto Lib	Fully	1	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6079	1297199	0	0	6079	1297199
Reference Books	1761	764102	0	0	1761	764102
e-Books	386	0	15	0	401	0
Journals	6	6000	0	0	6	6000
e-Journals	1	3500	0	0	1	3500
Library Automation	1	25000	0	0	1	25000

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	23/12/2019

[View File](#)

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
------	----------	----------	----------	----------	----------	--------	----------	-----------	--------



	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	54	37	32	1	1	5	10	32	1
Added	0	0	0	0	0	0	0	0	0
Total	54	37	32	1	1	5	10	32	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

17 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1	1.06	0.5	0.6

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. 1) SIHMCT is located in the STES Lonavala campus, Maval, Pune. Like all STES campuses, this Campus also has a central department known as estate office. It is assigned the responsibility providing and maintaining the common facilities required by the individual colleges in the campus. It includes all the common amenities and support systems such as road/ parking, water, electricity, power backup, internet, sanitation and green initiatives, sports ground, cultural centre, gym, shopping complex, students' activity centre and securities. Other sports/ recreational facilities are available like cricket ground, cultural centre, swimming pool, football ground and others. Student activity centre is a facility available wherein indoor games are made available such as chess, carom, gymnasium and yoga centre and other. Full time staff is appointed for the estate office with the duties assigned separately which is monitored by the Estate Manager and controlled by the Campus Director. These common expenses are equally shared by all the colleges/ institutes in the campus. The waste management, gardening is outsourced to some external agencies which help to provide the clean and green ambience of the campus. 2) Equipments, instruments and appliances involved in the teaching learning process require a continuous maintenance and repair.

- Advanced Equipments The Advanced and Expensive Equipments are maintained by Annual Maintenance Contract (AMC).
- Instruments Instruments, small equipment like Mixer, Micro Oven, and Electric Bitter Pasta Machine Barbeque are repaired time to time and maintained periodically.
- ICT tool The computers are monitored and maintained time to time. All computers and peripherals are checked by respective technical assistant for any problem. The software updates and ICT tool and internet related problems are resolved from the respective service providers.
- Maintenance of Infrastructure The infrastructure maintenance which

includes civil, plumbing, electrical, furniture repair and other is done by estate office as and when required. • The Library the Library holdings consisting of books and journals require a separate treatment and maintenance including binding. These services are outsourced to the specified agencies. The stock verification is done as a part of regular maintenance. Reading Hall is working 24/7 round the clock for academic benefits of students. We have the Online Public Access Catalogue (OPAC) which is easier to find any books/catalogue. •Laboratories Hotel Management curriculum requires a big setup of laboratories. Each of the laboratory are provided with some specialized services such as Clean Room, Gas Range, Ovens, Refrigerator, Pulveriser, Exhaust System, Deep Fridge, Grinder Planetary Mixer their maintenance requires specialized services, for which suitable experts are contracted timetotime. •Classrooms, seminar hall Our College have classrooms, seminar hall and staff room. Classrooms and seminar hall are provided with sufficient sitting capacity, LCD with necessary software. •Drinking water The quality of drinking water is tested timetotime. The fire extinguishers are refilled timely. Overhead water tanks are cleaned by Estate Office periodically

<http://www.sinhgad.edu>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Freeship/Scholarship (Samaj Kalyan) Dr. P Deshmukh Hostel Scholarship	72	5749873
Financial Support from Other Sources			
a) National	EBC (DTE)	16	787471
b) International	NIL	0	0
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development	15/06/2018	45	Second Year BHMCT (SIHMCT, SPPU)
Remedial	19/10/2018	50	All classes
Remedial	18/04/2019	50	All classes
Yoga	21/06/2018	50	NSS Volunteers
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

2019	Kareer Crafter	0	50	0	0
2019	Improweis	0	40	0	0
2019	New Eduvison	0	55	0	0
2019	Wisdom Career	0	55	0	0
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Holiday Inn Pune	12	0	Zahir Khan Fern Lonavala Oberoi IHG (Crown Plaza) Job Fair Le Meridian (Mahabaleshwar IBIS Pune Courtyard By Marriott Pune Renaissance Mumbai Marriott Hyderabad Ambey Valley Lonavala Ferns Satara Radisson Blu Alibagh	126	28
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	BHMCT	Hotel Mgmt	Sinhgad Institute of Business Administration	MBA

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cricket	Inter College	15
Swimming	Inter College	2
Football	Inter College	15
Volley Ball	Inter College	15
Chess	Inter College	2
Table Tennis	Inter College	2
Freshers	Within college	340
Teachers Day	Within college	340
Annual Gathering	In campus	340
Sinhgad Karandak	Inter College	340
Farewell	Within college	340

[View File](#)

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	0	0	0	NIL

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Under activity of student council and representation on academic and administrative bodies /committees of the institution SIHMCT had the following committees and in each committee one student is appointed as student representative 1. Women Grievance committee: SIHM has given access to a student representative in the Women Grievance committee. This is in order to give voice to women harassment cases that may occur among the students. The presence of a student representative will build trust among the students of SIHMCT and make them comfortable to come up with such grievances and eventually the solutions could be found out. 2. Anti ragging Committee: In this committee two students are appointed as student representatives along with the other faculty members as committee members. The student representatives not only play the role of a trust booster, but also strengthens the voice of the victims. This helps to introduce the student view point in the suggested solution on case specific. The overall transparency is also maintained. In the year 201819 the Antiragging committee was played a crucial role of communicating the positive messages

among the students to create the faith among the newly joined students. Also the messages of consequences of ragging were also spread among the old students. Due to the active role of the Anti Ragging committee, the Ragging cases did not take place. 3. Sports Committee: SIHM organizes the sports activities every year for the institute. The event is the big event that continues for almost a month mostly during January. Last year also the Inter College Sports Competitions were organised under the event named KARANDAK. Various sports competitions like, Foot ball, Cricket, Volley Ball, Athletics etc. The students representatives played active role in this event. The role involved, communication with the students, increasing the participation of the students, formation of college level teams, organizing sports practice activities, Selection etc. The students are found more comfortable to communicate with their colleagues and that make the event successful. 4. Cultural Committee: Under the same event KARANDAK, the cultural activities were also planned. The student representatives here also played active role. The cultural event included Singing competition, Fashion Shows, Solo Competitions, Drama etc. The college level gathering was organised. The selections and eliminations took place in college gathering that generated the participants for inter college cultural competitions. The presence of the students representatives made this task very easy and smooth. 5. ISR NSS Committee Under this committee Students takes part different like Swachhta Abhyan, Camp in Village, Bl

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

As per the act 1860 under the section 21 we got registered our alumni association with Asstt. Registrar of society Pune on dated 5/1/12 Pune and Registration number is Mah. 10/2012/Pune. Under this association we organises Alumni meet which is named as Nostalgia.

5.4.2 – No. of enrolled Alumni:

90

5.4.3 – Alumni contribution during the year (in Rupees) :

90000

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings/activities organized by Alumni Association : International Yoga Day was celebrated at SIHMCT on 21st June 2018. 50 Students volunteers and SIHMCT Teaching and Non Teaching Staff participated in the lecture followed by the demonstrations. An alumni of SIHM who is the Yoga instructor was invited for the event as a Yoga Expert. In the examination SIHMCT needs to call the external examiner for conduction of university practical. The SIHMCT student who was working professional from a well known Hotel from Pune was invited as the External Examiner for the University Examination dated November 2018 and April 2019.,

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The institute believes in the values of decentralization and participative management. The management has given the authority to the IQAC team that is actively working towards the quality improvement. It has set up the strong

monitoring system, through the exhaustive documentation and records. 2. The institute level governance needs to be monitored under following headings like Academics Excellence and Research, Training and placement of the students, Sports and cultural issues, Institute has to look after the expenditures and purchases of institute, repairs and maintenance of infrastructure and equipments also. There are some issues like Staff grievances and women related issues, Students related issues like Hostel and mess related Issues. These are also to be looked after. The institute is sensitive towards Social and National Concerns. To address all the above SIHMCT college has formulated various committees which work towards the dedicated issues. The committees are: Internal Quality Assurance Cell, Women Grievance Redressal Committee, Internal Complaint Committee, Examination Cell, Research Committee, Purchase Committee, Repairs and Maintenance Committee, Academic Monitoring Committee, Training and Placement Cell, Hostel Committee, Cultural Committee, Sports Committee, ISRNSS etc. In the year 201819 the institute managed to work smoothly under the above system. IQAC and academic monitoring committee looked after the routine academics operations. The course review was done for BSc HS. and suggestions from faculties were obtained. Exam cell looked after the internal as well as University exams that also happen in the institute. The cell works under the guidance of SOP of SPP university. The Training and placement cell working towards industrial training of the students, sent the second year BSc Hospitality Students and third year BHMCT students during the year 201819. The students completed the training successfully. During the training tenure the Training and placement cell members were in continuous contact with the hotel properties where the students were sent. The minor issues of students on training like handling students absentees, counselling were managed successfully. The MOUs with various Hotel Properties were also followed during the year. Training and Placement cell managed to place about 85 students through the campus and on site interviews. Few students were also successfully encouraged towards start ups. The anti Ragging committee arranged a sensitization lecture for the fresher students during the year 201819. The senior students were also made aware of the consequences of entering in ragging disputes. In all the committee successfully managed to "No ragging issues" during the year 201819. The Repairs and maintenance committee as always worked towards the equipment maintenance. This activity is done before the examinations. New purchase were planned and sent for the approval of the higher management by the Purchase committee. SIHM has a separate hostel in the campus. There is a Hostel Committee of the institute which looks after and monitor the Hostels and mess. The mess committee members are the institute faculty members residing in the campus. They take the hostel and mess rounds periodically. They monitor the students address their issues related to lodging and food of the

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Institution has the mechanism for well planned curriculum delivery and documentation. The IQAC team is established for this task. It governs the aspect of Curriculum Development. Various committees are formed and the selected faculty members are delegated the responsibility. The committees meet periodically and discuss the issues



came across during normal working. They are solved unanimously towards the best possible outcome. The IQAC team monitors all the processes and asks for the records like minutes of meeting, event reports, photographic proofs etc. from the different committees. The IQAC team also collect the feedbacks from various stake holders like Students, Parents, Alumni, Teachers etc. These are helpful in taking the positive steps towards curriculum development.

Teaching and Learning

? Teaching and Learning The institute has well maintained mechanism for development of teaching and learning. Each faculty is made to maintain the Course file which necessarily should contain syllabus, Personal Timetable of the faculty member, Program Outcomes, Program Educational Objectives, Teaching Plan, Assignment list, Attendance of the students, Study notes to be delivered to the students, List of Practical, etc. Every month the above file is checked by the IQAC team for its updation. The faculty member also fills the Log Book in front of the IQAC Coordinator against the classes taken. The Mentor Book is maintained to monitor the students issues that may affect the academics. The issues like low attendance, difficulty in understanding the topic in ant related subjects and other issues related to academics like subject notes are also dealt. The remedial classes are arranged for low performing students assessed on the basis of their attendance and assignments submissions. The Institute and the IQAC promotes the teaching faculties for professional knowledge upgradation. The Parents Teacher meet is arranged to convey the parents, the efforts institution is taking and planning in future for the academic and professional development of their ward. The suggestions from the parents are welcomed and taken immediate cognizance for further development. Various efforts like Theme Lunch, Inter institutional Competitions, Guest Lectures and Seminars etc are taken to upgrade the student and sensitize him towards the industry standards and working. The institute has a dedicated Training and Placement cell that groom the student, arrange seminars and training workshops

for the professional development of the students in order to be well accepted by the Industry.

Examination and Evaluation

? Examination and Evaluation The institute has well formed examination and evaluation system. Examination cell with its separate office looks after the examinations of the students. The cell looks after the aspects of university exams and follows the strict norms laid by Savitribai Phule Pune University from time to time. It looks after the aspects like getting the university forms filled by the students, Communicating with the university, finalizing the lists of appearing students, Setting up the exam centre, storing and maintaining exam related stationary, Finalizing and making of time tables, communicating with faculties and students through notices and Exam invigilation scheduling of faculties, arranging final practical as per syllabus, all aspects related to practicals like inviting the external examiner, conducting the viva voce, exam expenditures like remuneration for external and internal examiners etc all is taken care by the Examination cell. Apart from the University exams, the Internal examinations for all semesters are also arranged by the Exam cell. Preparation of examination class rooms, Getting internal papers set drafted and printed, preparing invigilation schedules, actual examination conduction, and later on Evaluation and the result are also taken care by the dedicated examination cell.

Research and Development

? Research and Development The institute is among the few institutes of Hotel Management that promote research and development in the related areas of the field. The institute from time to time encourage the faculty members to take up the research in their concerned field of expertise. The institute has Research committee with well formed research policy and clear vision towards the outcome of the efforts. The research committee actively meets periodically to discuss and solve the issues related to research. It is the credit of the well organized research approach of the institute that the 4 faculty members of



the institute are PhD holders. The research cell from time to time communicates the knowledge about research opportunities to all the faculty members. It has laid down the condition that each faculty member shall attain at least two conferences or workshops. Research cell also financially support the effort of the faculty members to move forward in research field. The research cell also encourages the students to develop the research acumen among the students. The committee arranges various seminars and guest lecture for the students who are interested in the field of professional research.

Library, ICT and Physical Infrastructure / Instrumentation

? Library, ICT and Physical Infrastructure / Instrumentation The SIHMCT has a separate professional library dedicated 7240 books CD, etc. in the field of Hotel Management. The library posses the book related to the core subjects like Food Production, Food and Beverage Service, Hotel Housekeeping, and Front office. Also the books for allied subjects like management subjects, Law, Hotel Engineering, Accountancy and Financial Management etc are available for the students and faculty members. The rare collection of Books and Costlier versions which are normally unaffordable by the students is also made available under the Reference books section. The Library has its own well equipped reading room where the student can sit and study with the help of reference material available in the library. There is the facility of E learning made available for the students. The Library of the Institute has 386 E Books specially purchased for the students. To promote the research inclination, the institute library is maintaining 6 Journals and 1 EJournal. To promote the reading culture among the students the Library is proactive in arranging the various events like Wachan Diwas (Reading Day). Students make the most out of this facility and are benefitted in study and professional development. The library is the member of National Digital Library of India. The institute has smart class rooms well equipped with LCD projector. All the departments like Food Production, Food and Beverage

Service, Housekeeping, Front Office have the latest gadgets for quality learning. Wifi Internet facility is available for students in the campus.

Human Resource Management

? Human Resource Management SIHMCT is running two Courses in Hotel Management. One is four year AICTE approved course called BHMCT and the other one is three year degree course named as BSc Hospitality Studies approved by Pune University. With this reference this the Institute has recruited teaching faculties and nonteaching staffs as per norms of AICTE and University norms. As of now there were 18 teaching faculties and 25 non teaching staff. The management allows CL, Medical Leaves, Vacations, Special Leaves for non teaching gives the teaching staff whenever required the Onduty permission to attain the seminars, conferences higher education etc. The management facilitates the teaching as well as non teaching employees with Staff quarter, Provident fund, Maternity leave, Insurance, Increments, Promotions, Bus facility for commuting. The SIHMCT management appraises the staff on regular basis against the performances. Staff members are motivated for further skill enhancement and personal development.

Industry Interaction / Collaboration

The training and placement cell of the institute is continuously engaged in generating expert contacts that helps the institute to be connected to the contemporary professional updates. The different organisations and consultants such as Kareer Crafter, Improvels, New Education Vision consultancy, Highgate Academy India, etc. are conducted presentations on placement 201819 for students. The MOU's have been signed with industry and placement consultants that benefit the students in way of obtaining Industrial Trainings and Placements. The experts from the industry are invited on the regular basis for guest lectures and demonstrations. 30 students from BHMCT and BSc HS are benefitted and placed in abroad whereas 44 students were selected by various reputed hotel properties within the country. 3 students started their own business in the hotel field.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>? Planning and Development ? The management has given the authority to the IQAC team that is actively working towards the quality improvement. It has set up the strong monitoring system, through the exhaustive documentation and records. ? The management looking into the success and popularity of BSc Hospitality Studies course among the students and Industry approved and authorized the institute to apply for additional seats. Accordingly the institute submitted the plan to the higher management which was approved and the procedure for applying for the additional seats was initiated. ? The management asked the institutes for required reforms and suggestions. As per institute demand the management approved and decided to upgrade the laboratories and Class rooms where ever necessary. Under this the Proposal for purchase of LCD projector is submitted to the university to approve this on grant basis. In the same way the Up gradation of Housekeeping laboratory was also initiated</p>
<p>Administration</p>	<p>? Administration: The institute has adapted the e governance for smooth working and speedy management. The staff Performance Appraisal is evaluated though online appraisal system. The staff attendance is also registered online. The staff is allotted unique Email ID for online communication. The staff leaves management system is operated through the online sources. The Institute maintains the updated website for displaying the information about the institute itself, also notices for students, admission related information, College level event , achievement of College and students etc in order to support the students. The faculty members report the necessary information like attendance records of students, activity reports to the IQAC by online communication system.</p>
<p>Finance and Accounts</p>	<p>The institute govern the financial matters related to the academics by online sources. Staff salary is deposited online in their respective accounts. The Software package TALLY is</p>

	used for managing and maintaining the financial records. The Internal and External Auditing is supported by online mechanism through which the reports are generated and communicated to the concerned official.
Student Admission and Support	the Students admission related information is displayed on the website of the institute the Contact person's cell numbers are also shared through websites so that the queries are answered immediately. The DTE/ AICTE admissions are done online with facility of online applications, documentation and fee submission. Through online admission students have chance to opt the institute of their choice. The BSc admissions are also announced online on the institute website from where the student can contact the institute.
Examination	The institute has well formed examination and evaluation system. Examination cell with its separate office looks after the examinations of the students. The cell looks after the aspects of university exams and follows the strict norms laid by Savitribai Phule Pune University from time to time. The examination forms are available on line and can be filled and submitted online too. Whereas the student need to submit a hard copy of the online filled form to the institute. The examination question paper are sent to the centre by the university through the online mechanism ½ an hour prior to the written examination. This is then downloaded by the institute which is acting as the university examination centre, and used for examination purpose. The internal and Practical marks are communicated to the university through its online marking system, online by the institute. The examination results are also declared online which students can access from anywhere around the world.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2018	Prof. Rahul Shende	Chef Connect	WICA	0
2018	Prof. Amol Wandre Prof. Shilpa Branger	Emerging career in niche hospitality	AISSMSCHMCT, Pune	0
2018	Prof. Shilpa Branger	Innovation in Hospitality Tourism	DY Patil IHMCT, Pune	0
2018	Dr. Ayesha Siddiqui	Emerging Opportunities in Tourism	HRAWI	56800
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Emerging theories and Techniques in Hospitality operations		27/02/2018	28/02/2018	16	0
2019	FSSAI (Food Safety Training)		17/01/2018	17/01/2018	15	0
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Chef Connect	1	15/10/2018	15/10/2018	1
Emerging career in niche hospitality	2	06/02/2019	08/02/2019	3
Innovation in Hospitality Tourism	1	10/04/2019	11/04/2019	2
Emerging Opportunities in Tourism, SriLanka	1	28/06/2018	30/06/2018	3
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	2	25	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff quarters, Provident fund, Maternity leave, Insurance, Increments, Promotions, Bus facility for commuting.	Staff quarters, Provident fund, Maternity leave, Insurance, Increments, Promotions etc.	Freeship Scholarship, Medical Insurance, Hostel Allowances, fee waiver scheme etc.

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institute has undergone the Internal and external financial audits regularly in every year comply with the applicable norms on Auditing as prescribed by the Institute of Chartered Accountants of India. The M/s. K. S. Mali Co. is the one of the firm who is conduct the Internal and external audit regularly in our Institute. This firm is the independent of the society in accordance with the code of Ethics and the ethical requirement that are relevant to Audit of Financial statements and they have fulfilled our ethical responsibilities in accordance with these requirements and the code of ethics. All financial records such as Income Expenditure, balance sheet, all sources of incomes, corpus funds, expenses etc. of the Institute are checked by the charter firm. The firm have provided some views and suggestions for the improvement of the Institute Financial positions and maintaining of financial records.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Tools Equipment NSS Activities QIP Exam Grant	411940	Lab Innovation. Social cause Research Development
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

10039275
----------

**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	IQAC
Administrative	Yes	NAAC	Yes	CDC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The Parents Teacher meet is arranged at least one per semester to convey the parents, the efforts institution is taking and planning the future for the

academic and professional development of their ward. The suggestions from the parents are welcomed and taken immediate cognizance for further development. The support Institute get from Parent teacher Association: ? The data collected from the Parents in the Feed Back Form is used to design the teaching plan for the future. ? The Students personal issues that came across teaching sessions are communicated to the parents. Taking the parents in confidence the solutions are designed. ? The Training and placement cell also comes in contact directly with the Parents and counsel them for the betterment of the student.

6.5.3 – Development programmes for support staff (at least three)

Training program conducted for the use of new administrative software(ERP) to accounts and establishment staff. Administrative staff deputed for various workshops conducted by DTE and University of Pune and understood the various schemes available for students, knowledge about university eligibility procedures, examination reforms.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? After the NAAC accreditation, following initiatives have been taken for up gradation: ? The IQAC team took charge and started actively working towards the quality improvement. It has set up the strong monitoring system , through the exhaustive documentation and records. ? The institute looking into the success and popularity of BSc Hospitality Studies course among the students and Industry, decided to apply for more amount of seats. Accordingly the planning was done and the procedure for applying for the additional seats was initiated. ? The management decided to upgrade the laboratories and Class rooms. Under this the Proposal for purchase of LCD projector is submitted to the university to approve this on grant basis. ? Up gradation of Housekeeping laboratory was also initiated. ? After the NAAC Accreditation the two of the faculty members successfully completed their research work and were awarded PhD.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Kitchen Garden	01/02/2019	01/02/2019	15/02/2019	35
2019	Water Conservation	14/01/2019	14/01/2019	17/01/2019	10
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male



NSS CAMP: Waru Bhramoli for self defense for girls, importance of hygiene and sanitation and health	14/01/2019	20/01/2019	9	41
WOMENS DAY CELEBRATION : Women empowerment	08/03/2019	08/03/2019	25	0
Swatch Abhiyan: To make the students understand the importance of keeping the surrounding clean	30/10/2018	30/10/2018	10	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
? Used of LED lights a instead of regular bulbs ? Solar energy used for water heating at the students hostels ? Recycling of washbasin water and used in gardening ? Water conservative and accumulation ? Tree plantation after every three months ? Cleaning drive within the campus by the individual institutes in their premises

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	0	15/08/2018	1	Dont Drink and Drive abhiyan	Harmfulness of driving while you are drunk	20
2018	0	0	29/08/2018	1	Traffic and Safety	Awareness regarding traffic	20



						rules and how to drive safely	
2018	0	0	16/10/2018	1	ZP Health Drive	Awareness of health hygiene and sanitation in ZP Schools	20
2018	0	0	19/07/2018	1	Blood Donation	Importance and awareness of blood donation	40
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
STES admission	01/06/2018	the booklet explains the rules and regulation of the admission .it also depicts the eligibility and admission procedure for the academic year It shows the qualification and fee structure of the courses
STES HOSTEL	01/06/2018	The brochure explains rules and regulation, code of conduct and prohibition in the campus premises and also in the hostels It also explains the anti ragging procedure

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga day:	21/06/2018	21/06/2018	40
Vachaan Diwas	15/10/2018	15/10/2018	50
Unity Day oath	31/10/2018	31/10/2018	60
Tree Plantation	16/07/2018	16/07/2018	40
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>1. Swatch Abhiyan 2.Tree Plantation 3.Recycling of water used in gardening 4.Solar panel installed in campus for heating water at the hostels 5. Paperless governance use of official mails for circulating the information and circulars around the campus</p>
--

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

? Paperless governance and use of software for improved systems for example Zoom software ,GEMS Software, Tally ? Paralleling with the industry to upkeep with the latest trends in the industry and to make them industry ready to take up a challenging career

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.sinhgad.edu>

## 7.3 – Institutional Distinctiveness

### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As our vision is "To emerge as the most preferred Hospitality Institute with global recognition and develop competent and socially sensitive professional committed to excellence". The Institute has worked on creating social awareness by conducting various activities along with students. We have organised activities like DO NOT DRINK AND DRIVE ABHIYAN where students have created and designed posters on awareness of the negative impact it has to drink alcohol and drive. They displayed posters and banners related to drunk and driving at the main junction of Lonavala The students also participated in Traffic Safety awareness in Lonavala city to make the society of Traffic Rules and Road Safety and also to safeguard our lives, benefits of using Helmet and seatbelts were shown through various posters A Cleanup drive was organised under the SWATCH Bharat initiative on the occasion of Gandhi Jayanti and make the society understand the importance to hygiene and sanitation. Under the National Social Service, the institute has adopted a village Waru Bhramnoli, where the students and faculty initiated the omen to be self motivated and defend themselves. They were also were given a detailed information on the importance of Hygiene and Sanitation The institute has received global recognition through our students who are placed in the global community of various countries such as USA, UK, Australia, Canada, New Zealand, France ,UAE where they have created a niche for themselves and created a goodwill for the Institute To keep up with the growing demand for Hospitality Professionals and the reputation and goodwill of our institute we have planned of accepting a additional intake for our BSCHS Programme as we have gained popularity and most preferred choice amongst the student fraternity.

Provide the weblink of the institution

<http://www.sinhgad.edu>

## 8.Future Plans of Actions for Next Academic Year

FUTURE PLANS • Strengthening stake holder participation for growth development by involving alumni and industry stalwarts to share their expertise. • Allotment of resources for research, increased research publication, encouragement for higher education of faculty through enrollment for Ph.D, exposure to various hospitality assignments, workshops seminars. • Effective utilization of resources and creation of avenues for additional revenue. • Up gradation of laboratories Kitchens by purchase of additional modern equipments. • Collaboration with international faculty and student exchange programme. • Introduction of short term skill based certificate courses for 10th 11th students or dropouts.