YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
• Name of the Head of the institution	Dr. Ayesha Siddiqui
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02114673313
• Mobile No:	8411887334
• Registered e-mail	principal.sihmct@sinhgad.edu
• Alternate e-mail	iqac.sinhgad@gmail.com
• Address	Gate no. 309/310, Kusgaon (BK), Lonavala.
• City/Town	Lonavala
• State/UT	Maharashtra

• Pin Code	**410401**	

2.Institutional status

• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**Self-financing**
• Name of the Affiliating University	**Savitribai Phule Pune University**
• Name of the IQAC Coordinator	**Prof. Saudagar A. Godase**
• Phone No.	**02114673319**
• Alternate phone No.	**02114673313**
• Mobile	**9326041572**
• IQAC e-mail address	**iqac.sinhgad@gmail.com**
• Alternate e-mail address	**sagodase.sihmct@sinhgad.edu**
3.Website address (Web link of the AQAR (Previous Academic Year)	**www.sinhgad.edu**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is	**http://www.sinhgad.edu/SinhgadInstitutes-**

uploaded in the Institutional website Web link:	HMI/Inner-pages/naac.html				

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.11	2017	27/11/2017	26/11/2022

6.Date of Establishment of IQAC	02/03/2017

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	0	0

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	**View File**
9.No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken	**View File**

Report	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

Academic Calendar for the academic year 2020-2021 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. E-Time Table for all subjects of BHMCT & BSc H.S. were sent to the repective students of all the Years WhatsApp is the mode of communication used to convey all official information to students in regards to the Time Table, University notifications, Government notifications, Institute notices, etc. Google Classroom is the online platform used to share notes, ppt's, assignments and other data to students of BHMCT & BScH.S. Assignments of BHMCT & BScH.S. students were received via Google classroom or email Detail examination plan with dates for Internal, Practical and external examinations for BHMCT & BScH.S. was displayed on notice board. Internal Examinations were conducted via Google Forms for BHMCT & BScH.S. Course files, log books and all activity reports were collected by IQAC as per NAAC guidelines. IQAC discussed with all faculty members for preparation of e-contents for all subjects of BHMCT & BSc H.S. for the forthcoming semester. After discussion with faculty IQAC proposed to adopt suitable online platform for teaching learning. Microsoft Teams is the digital/online platform implemented for conducting online theory and practical classes for students during the pandemic Attendance Sheet, Daily Conduction Sheet, Course Completion Sheet for all subjects of BHMCT & BSc H.S. are implemented via Google sheet.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
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 2020- 21 is circulated to all teaching and non teaching staff along with their role and responsibility.	All activities are done smoothly and maintained detailed documentation.
Microsoft Teams is used as the online platform for theory and practical classes	All faculties are been successfully able to switch from offline to online mode
WhatsApp Communication	All official information to students of BSc HS & BHMCT in regards to the Time Table, University notifications, Government notifications, Institute notices, etc. were conveyed successfully through WhatsApp

Google Classroom and Email	All Faculty used this platform to share notes, ppt's, assignments and other data to students of BHMCT & BScH.S. Students submitted their assignements through the same mode
Google Forms	Internal Examinations were conducted via Google Forms for BHMCT & BScH.S.
Google Sheet	Attendance Sheet, Daily Conduction Sheet, Course Completion Sheet for all subjects of BHMCT & BSc H.S. were shared and updated via Google Sheet.
Quality Improvement Programmes planned, workshop planned. Student participation in other Institute activity.	Webinar on the Uses and Benefits of House Keeping Chemicals, Food Photography Essentials, Day with a Sommmelier, Yoga, Immunity Boosting Programs were conducted in coordination with the respective industry personnel to balance and boost the students professionally and personally.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	11/12/2021

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	101

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	306

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	153

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	109

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	16

File Description	Documents

Data Template	View File

3.2 Number of Sanctioned posts during the year	21

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	6
4.2 Total expenditure excluding salary during the year (INR in lakhs)	39.35
4.3 Total number of computers on campus for academic purposes	38

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 Daily Conduction Sheet through Google Sheets monitored by the IQAC Coordinator against the classes taken.

4. 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.

5. IQAC also uses the Feedback system for the improvement of Academic Quality such as Feedback from Teachers, Students, Alumni, Employer and Parents.

6. The Institute and the IQAC promotes the teaching faculties for professional knowledge up-gradation.

7. The new normal of using technology and digital platforms were implemented. a.) Microsoft Teams was procured by the Institute to conduct online theory and practical classes for UG programmes. b). WhatsApp is the mode of communication used to convey all official information to students of BSc HS & BHMCT in regards to the Time Table, University notifications, Government notifications, Institute notices, etc. c) Google Classroom - All Faculty used this platform to share notes, ppt's, assignments and other data to students of BHMCT & BScH.S. d) Assignments of BHMCT & BScH.S. students were received via Google classroom or email. e) Internal Examinations were conducted via Google Forms for BHMCT & BScH.S. f) Attendance Sheet, Daily Conduction Sheet, Course Completion Sheet for all subjects of BHMCT & BSc H.S. were shared and updated via Google Sheet

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 institution met the parents on Microsoft Teams and they were 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. Workshops, field visits live demonstrations etc are effective tools used to initiate creativity in the student. The institute from time to time encouraged the students to participate in the activities arranged by the institute under the guidance of the expert faculty members. Due to the pandemic such online activities were conducted to boost the student morale and continue to keep them motivated.

10.   Student's enthusiasm is of utmost importance and the

institute takes care of making sure that the students are active and motivated by arranging various NSS-ISR activities such as tree plantations in their home vicinity, mask making and distribution, educated them in the seriousness of the Covid 19 disease and the pandemic and to spread awareness in their area; yoga etc..

11.   The institute has a dedicated Training and Placement(T&P) 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. Students had been deputed for Outdoor Catering in 05 Star Hotels during the pandemic situation. 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 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 performance of the institute towards the achievement of academic excellence.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is prepared by the IQAC Team in coordination with Principal and the HOD's of the departments. Upon approval it is displayed on all the Notice Boards for students. Normally only minor changes are made in the Academic Calendar is possible after Principal's approval. The Activity Calendar includes the academic start and end dates, the tentative schedule dates of internal/ external/ practical examinations, vacations.

Attached are Timetable, Program Educational Objective and

Program Objectives, Internal Examination Schedule, University Examination Schedule.

File Description	Documents
Upload relevant supporting documents	**View File**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**View File**
Institutional data in prescribed format (Data Template)	**View File**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**View File**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

`00`

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**View File**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

`Our Institution integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum.`

`Moral Values, Human Values & Professional Ethics`

`A one week Induction programme related to values and ethics`

is an integral part of the curriculum of the first year. Professional Morals and Ethics are inculcated in the students from time to time and time and again. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these courses. The topics provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life. College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day, Constitution Day, etc. These celebrations nurture the moral, ethical and social values in the students.

Gender Equality

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security. There are separate Boys & Girls hostel (In-campus) for providing the safe environment to all students.

Environment & Ecology

Environmental Studies is a curriculum of the second year and third year of BSc HS. University prescribed this course for creating awareness and developing importance of environment among students. Awareness about Environment is necessary for the protection of the environment and survival of human life. Tree plantation is done on Foundation Day and Eco-Tourism Day.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**View File**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**View File**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**View File**
MoU's with relevant organizations for these courses, if any	**View File**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**View File**

1.3.3 - Number of students undertaking project work/field work/ internships

153

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**View File**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**View File**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**View File**

Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**https://drive.google.com/file/d/1dM6jJa5x9QZQeb3urqv3z03smXmcBAi3/view?usp=sharing**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

480

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**View File**

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

153

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their HSC marks and the entry level personal discussion conducted at institute level. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners. The tutors of the respective classes extend valid support in classifying the students with reports based on observation and class tests.

- **The institution organizes Orientation programmes/Induction programmes for freshers at the college level. The facilities in the college and the scope of the subjects being learnt are introduced in these sessions. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.**
- **Bridge Courses are conducted to lift the students to the level of higher education. The Institute conduct bridge courses at the beginning of the academic year for the non-subject students enabling them to cope with the programme to which they are enrolled. At institute level we conduct communication and English bridge Course in Basic English Grammar to enable students to cope with the course.**
- **Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their**

- peers.
- Group Study System is also encouraged with the help of the advanced learners.
- Academic and personal counselling are given to the slow learners by the tutor, mentor and the counselling cell.
- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding
-

Provision of simple and standard lecture notes/course materials Strategies for the advanced learners

- Special guidance and counselling is also given in Skill Development Programme like Communicative English, Aptitude and Placement.
- Advanced learners are encouraged to enroll in MOOC Courses — Swayam, EdX
- Provision of additional learning and reference material · Assignment and Student Seminars on contemporary topics to enable them for placement
- Advanced Learners are provided with student development programme for interviews.
- Students are encouraged to participate in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Students representing the college in various inter-collegiate meets are provided with the benefit of retest.
- Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving — Decision Making Exercises and Quiz Programmes are also encouraged. · Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- The academic achievements of the students are extremely motivated and highly praised by the College.
- The college organizes guest lectures of eminent persons, students" seminar, and project to inspire and motivate advanced learners

File Description	Documents
Link for additional Information	Nil

Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
306	**15**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- **The Institute practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.**
- **Courses of the Institute are defined highlighting course objectives, programme specific objectives and programme outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps them in self-evaluating their performance at the conclusion of the course. Feedback of the Course and teachers, given by students at the end of each semester provides an opportunity to identify any lacunae which can then be addressed.**
- **Practical's and workshops in all individual and group work under the guidance of teachers are also conducted.**
- **Guest lecture by eminent experts from industry and academics from across the nation are organised to**

supplement the teaching process and provide experiential learning.

- Group Learning Method allows the slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members. Group Discussion, Management Games, Group Projects or Assignments are conducted by the Institute under group learning method

- Faculties make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Google Classroom, Industrial Visits, Workshops, Field Work and Projects are some of the means utilize by the institute faculties to provide experiential and participative learning.

- Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and hone style, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.

- Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under discussion. Ability Enhancement, Generic and Skill Enhancement courses are offered to provide and prepare students for life. Non-CGPA courses include sports provided to evolve aesthetics of the students. NSS Cell sub-unit have been set-up for the students to participate, integrate and learn and conduct social activities which boost their moral and sensitivity towards nation and social responsibility.

- Student representation in administration is an important initiative taken by the Institute. Representatives of students serve as members on various committees like Internal Quality Assurance Cell, Internal Complaints Committee, Grievance Cell in order to involve them in the decision-making process and maintain transparency apart from inculcating a sense of responsibility in them.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. Our Institute uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute ICT Tools:

1. Projectors- 7 projectors are available in different classrooms/labs

2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.

3. Printers- They are installed at Staff room, Exam room, Admin office, and all prominent places.

4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are 2 photostat machines available in campus.

5. Scanners- Multifunction printers are available at all prominent places.

6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.

7. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.

8. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)

Use of ICT By Faculty

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.

B. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.

D. Video Conferencing- Students are counselled with the help of Zoom / Google meet applications.

E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.

F. Online competitions- Various technical events and management events such as Poster making, Cookery competitions, Project presentations, cocktail competition, paper presentations etc. are being organized with the help of various Information Communication Tools.

G. Workshops- Teachers use various ICT tools for conducting workshops

File Description	Documents
Upload any additional information	**View File**
Provide link for	https://drive.google.com/file/d/1LB3cSI3zpZ5d8yyIJLzcI-I3FimBJvMt/view?usp=sharing

webpage describing the ICT enabled tools for effective teaching-learning process	

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**View File**
Circulars pertaining to assigning mentors to mentees	**View File**
mentor/mentee ratio	**View File**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**View File**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents

Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	**View File**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

12

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**View File**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings along with Exam CEO and team of the faculties and directs them to ensure effective implementation of the evaluation process set by university and institute.

  - **At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level.**
  - **Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation.**
  - **Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit**

tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students.

- Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust for internal assessment, the following mechanisms are conducted: -

1. Examination Committee.
2. Question Paper Setting.
3. Conduct of Examination.
4. Result display.
5. Interaction with students regarding their internal assessments.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared as

per the university and communicated to the students well in advance.

- To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination.
- The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the department notice board.
- The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.
- Noting the values in observation and validating the theoretical aspects student must submit lab record regularly.
- Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
- For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.
- For the quality of the projects reports & training reports, the evaluation is done by Project Review Committee along with the project guides.
- To ensure the transparency and curb the mall practices the university has introduced jumbling system and theory end examinations are conducted at a center other than the college.
- The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University.

Redressal of grievances at institute level:

- Faculty Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and Principal.

- **Institute Level: The Institute appoints a CEO and Senior Supervisor for smooth conduction of examinations of SPPU. If students are facing any problems, they are solved by the institution Chief Examination Officer appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.**
- **Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled at SPPU examination section after forwarding such queries through the college examination section. Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the Institute offering the concerned program after rigorous consultation with all faculty and the stakeholders. After attainment of consensus, the same are widely propagated and publicized through various means such as display and/or communication specified hereunder.

- **Website**
- **Curriculum /regulations books**
- **Class rooms**
- **Lab Notice Boards**
- **Laboratories**
- **Student Induction Programs**
- **Meetings/ Interactions with employers**

- Parent meet
- Faculty meetings
- Alumni meetings
- Professional Body meetings
- Library

While addressing the students, the subject faculties create awareness on POs, PSOs and COs. The faculty members, class teachers, mentors, course coordinators also inform the students and create awareness and emphasize the need to attain the outcomes.

Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program. The programme co-ordinators prepare the PSOs, usually two to four in number, in consultation with course coordinators. The BOS, subject experts, of the individual subject will discuss the same and approve it after endorsement by the Principal.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The Course Outcomes are prepared by the course coordinator in consultation with concerned faculty members teaching the same course. The course coordinator will verify it. Finally, they are discussed in the meeting with concerned faculty course-wise and approved.

The POs/PSOs of the programme are published through electronic media at institute website located on the http://www.sinhgad.edu/SinhgadInstitutes-HMI//. The COs of the courses are also published through electronic media at the on the Institute website: http://www.sinhgad.edu/SinhgadInstitutes-HMI//. In all the interactions with the students, awareness on POs, PSOs and COs is consciously promoted.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**View File**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Each course has a defined set of course outcomes and corresponding evaluation criteria. The course outcomes are mapped to the program outcomes which are used to provide the quantitative measurement of how well the program outcomes are achieved. The performance of the students in the examinations during the semester in each course is used to compute the level of attainment of the POs and PSOs through the mapping of questions to COs and COs to POs and PSOs. CO-PO & PSO mapping for all the courses in the program is prepared by the program coordinator in consultation with other faculty members.

CO Attainment

Assessment methods include direct and indirect methods. The process of course outcome assessment by direct method is based on mid examinations, semester end examination and quiz. Each question in mid/semester end/assignment/quiz is tagged to the corresponding CO and the overall attainment of that CO is based on average mark set as target for final attainment.

1. **Mid Examinationsare conducted twice a semester and each of them covers the evaluation of all the relevant COs attainment.**
2. **Semester End Examinationis descriptive, and a metric for assessing whether all the COs are attained.**

The indirect assessment is done through the course end survey.

Rubrics

Rubrics are formulated for the assessment of Laboratory, Mini Project, Major Project, Seminar and Internship courses. The attainment of Course Outcomes of all courses with respect to

set attainment levels are given under.

% of CO attainment

>=70%

>=60% &< 70%

>=50% &< 60%

<50%

CO attainment level

3

2

1

0

The attainment of each CO is computed by setting the class average mark as the target. The COs of each course are mapped to POs & PSOs with weightages of 3 (Strong), 2 (Medium) and 1 (Weak). The value obtained for CO attainment is multiplied by 1 for strong, 0.8 for medium and 0.6 for low correlation with the PO.

Assessment of Course outcomes of Lab courses

The course outcomes of a practical course should satisfy at least any one or more of the defined program outcomes. These describe what students are able to demonstrate in terms of knowledge, skills, and values upon completion of the said course. Percentage of students who score more than 80% marks in each measured criterion is taken for calculating CO attainment.

Attainment of Program Outcomes and Program Specific Outcomes

All the courses which contribute to the PO are identified and these courses are evaluated through the Course Outcomes using direct (Internal (20% weightage) and External exam (80% weightage) and indirect (Course end survey) assessments. The

overall results from the assessments of the PO are compared
with the expected attainment. The PO is considered satisfied
on attainment of the expected level.

For each course, the level of attainment of each CO is
compared with the predefined targets, and if not attained,
the course coordinator takes necessary steps for improvement.
If the target criterion level is not reached, then faculty
suggest for improvement to attain the same.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

105

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination	View File

(Data Template)	
Upload any additional information	No File Uploaded
Paste link for the annual report	https://drive.google.com/file/d/11Ijv7YJ_Jez_LeNHKdcwa muKSRg7tuiL/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.sinhgad.edu/SinhgadInstitutes-HMI/Inner-pages/naac.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**View File**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

14

File Description	Documents
Report of the event	**View File**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**View File**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	**No File Uploaded**

List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	**View File**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. Yoga day-

Today on dated (21/06/2021) Sinhgad Institute of Hotel Management & Catering Technology, Lonavala has conducted Webinar on International Day of Yoga at 8:30 AM in collaboration with The Art of Living. The Yoga session was coordinated by Prof. Saudagar Godase, and the Principal Dr. Ayesha Siddiqui.

Around 45 Faculties and students of SIHMCT, Lonavala has attended the Yoga session. Prof. Saudagar Godase has welcomed to the guest specker, Yoga instructor, Principal, teaching, non-teaching staff, students and all participant. And addressed the value of international yoga day. Followed with this session Principal of SIHMCT Dr. Ayesha Siddiqui has welcomed the Guest specker and guided to the participants about importance of Yoga and meditation in today's life.

The actual session has conducted by the Guest speaker and Yoga Instructor Mr. Sandip Lohar (Faculty with Art of Living) on occasion of international day of Yoga. The speaker has given instructions and show the live demo of the different types of Yoga Asan and way of meditations. The participants have also done the performance of different types of Yoga

Asan and meditations.

2. Mask making and distribution campaign was organised by sihmct in association of NSS cell and SPPU. In this campaign the NSS student were guided by the NSS coordinator to prepare the masks and distribute to the poor people in the neighbourhood in view spreading covid pandemic.

3. Tree plantation -

SIHMCT Lonavala took a great initiative to organize tree plantation program on the occasion of Foundation day of Sinhgad Technical Education Society (STES) on 12th August.. This was an important step of afforestation to maintain the ecological balance of nature.

The program started at 10. a.m . Dr. Ayesha Siddiqui inaugurated the event . Teaching & non teaching staff were present there for tree plantation.The Activity was During the pandemic situation therefore physical presence of the students was not possible at the college campus.. Only teaching and non teaching staff were present at the college campus.Dr. Ayesha Siddiqui gave a speech on benefits of planting trees, how it helps cleaning environment and uses of medical plants.

A range of 50 plants were planted in the college garden and periphery of the college playground to create a awareness about saving trees.Online session for the students started at 11.00 pm.Students were asked to plant at least two saplings in the premises of their house as part of this program. After planting sapling, students were told to share photographs on thecollege whats app group.

4. Covid Awareness programme - A covid awareness programme was conducted in the workshop format in the campus level and our students act as volunteers and helped educating the people in the neighbourhood and also helped the covid volunteer and assisting local police as police mitra even preparing food for the covid patients.

5. Improving Immunity booster by Art of living foundation – A workshop was conducted by Art of living foundation at campus level on line mode to boost the immunity by breathing

exercise. It was a 3 days online camp at 6.30 evening.

NSS day – National Social service day was celebrated on ONLINE MODE. Mr Sudesh Landge Social Activist spoke on the stress management and how to take steps to keep it away. Mr Swamiraj Bhise –NSS officer , SPPU, Pune spoke on importance of social service, it bring the sense of commitment, importance of team work, togetherness and how it impacts the upliftment of villages, leading to the upliftment and betterment of the society.

6. PARYAVARAN SWACCHTA DOOT - This cleanliness campaign drive was conducted by the SIHMCT STUDENTS AND TEACHERS in association with NSS, SPPU and SIHMCT from 29june to 23 july2020 for cleanliness and sanitation, health awareness, Tree plantation -green driveon pandharpur dindi road, Pune.

Blood donation camp –

A great initiative of organizing a blood donation camp was organized by SIHMCT, Lonavala in association with Rural Health Training Centre, on 26th January 2021 at the campus of Sinhgad Technical Education Society (STES) . The blood donation program was held from 09.00 am morning with a short inaugural function by the Principal - SIHMCT , Dr. Ayesha Siddiqui and Chief Medical Officer of Rural Health Training Center. Dr. Harshita Agarwal. All the students along with the professors were seen to take greater initiative.

The PRINCIPAL of SIHMCT- Dr. Ayesha Siddiqui acknowledged the college authority and students for such great initiative and said to have more such programs.Dr. Harshita Agarwal addressed on the growing need of blood in the state and encouraged the young volunteers for their noble act.

A group of doctors and nurses were present on the campus for conducting the camp. The donors were asked to fill a medical form to give details about their health-related information. Before the donation, checking weight, pressure, and body temperature were measured so that the one donating blood does have to face further. The one donating blood was taken to the relaxation room for the rest of a few minutes and given certificates and refreshments.The camp ended at 4.00 pm. Total 90 unit of blood restored by this camp

International Women's day – On 8th March, 2021, "Lakshay Our voice is the future we dream beyond" under International Women's Day Celebration was organised centrally by STES Lonavala Campus through online platform. The program started with welcome speech by Prof. Pradnya Kamble followed by valuable speech of Campus Director, Dr. M. S. Gaikwad. More than 200 participants were there including Teaching, Non-Teaching staff and students from Lonavala Campus.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/162qgUgNkFQdMpXAJikfi37MgrtSKnKxvTiyedcPl22c/edit
Upload any additional information	**View File**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution

through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	**View File**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**View File**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

50

File Description	Documents
Report of the event	**View File**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**View File**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

88

File Description	Documents

e-copies of linkage related Document	**View File**
Details of linkages with institutions/industries for internship (Data Template)	**View File**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

16

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**View File**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**View File**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

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 center, gym, shopping complex, student's activity center and securities. Other sports/ recreational facilities are available like cricket ground, cultural center, swimming pool, football ground and others. Student activity center is a facility available wherein indoor games are made available such as chess, carom, gymnasium and yoga center 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.

- Equipment's, instruments and appliances involved in the teaching learning process require a continuous maintenance and repair.
- Advanced Equipment's The Advanced and Expensive Equipment's are maintained by Annual Maintenance Contract (AMC).
- 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 time to time.
- Classrooms, seminar hall Our College have classrooms, seminar hall and staffroom. Classrooms and seminar hall are provided with sufficient sitting capacity, LCD with

- **necessary software.**
- **Drinking water The quality of drinking water is tested time to time. The fire extinguishers are refilled timely. Overhead water tanks are cleaned by Estate Office periodically**

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://docs.google.com/presentation/d/1MESsCy6Ft0xljxJr LhMVfMgoAAsbfFd/edit?usp=sharing&ouid=108136690768704635640&rtpof=true&sd=true**

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Cultural:

College has provided a number of facilities for supporting extracurricular activities related to culture, creativity, arts and recreation. One auditorium called Amphi Theater with a seating capacity of 1000 was established for conducting Literary and cultural events. College will encourage students to participate in various college level, state level and

national level competitions by providing financial support

College has established Literary and Sinhgad cultural center(SCC) headed by Principal of a committee including staff and student members. The student members are formed in to a group named "SCC".

The Institute have different teams like Cricket, Football, Dance group, Music group and volunteers. The SCC teams actively organize different events under different cultural events throughout the year. Apart from cultural events SCC organizes Student-Parent meet, Freshers' Day celebrations, National level technical, cultural and sports fest and Annual day celebrations every year.

Other than organizing events students are allowed to take coaching in various sports activity and dance.

Sports and Games:

The Institute provide the necessary infrastructure that helps the students to inculcate good habit of playing games but also to develop the sportsmanship and comradeship.

1. The college had earmarked proper land for Outdoor games namely: Cricket, Volley Ball, Basket Ball, Ball Badminton, Throw Ball, Tennis court and multipurpose ground for Soft Ball, Foot Ball and Hockey.
2. The college is provided with Indoor games which is furnished with Gymnasium and accommodating the indoor games like Table Tennis, Caroms, Chess etc., to horn the skills in the respective games as well as to enhance the physical fitness of the students and faculty.
3. The institution provides indoor game facilities for Table Tennis, Shuttle, and Badminton. Coaches are there to trains students in caroms, chess, table tennis and students participate in National tournaments.

File Description	Documents
Upload	**View File**

any additional information	
Paste link for additional information	**https://drive.google.com/file/d/1burUeuEazZF2F55eKeO6zqKm5Yvwk2aH/view?usp=sharing**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	**View File**
Paste link for additional al	**https://docs.google.com/presentation/d/1MESsCy6Ft0xljxJr LhMVfMgoAAsbfFd/edit?usp=sharing&ouid=108136690768704635640&rtpof=true&sd=true**

information	
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5385722

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**View File**

Upload Details of budget allocation, excluding salary during the year (Data Template)	**View File**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

ILMS Details:

The Institute installed Integrated Library Management System (ILMS) namely "AUTOLIB" in the year 2005. Library has provision of such as AUTOLIB software and OPAC (Online Public Access Catalogue) for students & faculty members to search books by title/ author name etc.

Function of AUTIOLIB

1 Student & Staff Membership Entries

2 Books Entries

3 Books Issue & Returns

4 OPAC

5 Students Barcode Print

6 Books Barcode Print

7 Books Spine Labels Print

8 Books Card Print

9 Stock Checking

10 View the Reports

File Description	Documents
Upload	**View File**

any additional information	
Paste link for Additional Information	**https://docs.google.com/document/d/1cqytSMLPMDU99CoDMUBvHbdQKE3yHi82/edit?usp=sharing&ouid=108136690768704635640&rtpof=true&sd=true**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**View File**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

12859

File Description	Documents
Any additional information	**No File Uploaded**

Audited statements of accounts	**View File**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**View File**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

62

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**View File**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Computer lab is well-equipped with branded PC's adequately supported by 17Mbps leased lines for internet connectivity. It is also equipped with a wide range of licensed system software and application software. The entire campus is connected with LAN Messenger. Computer labs are well connected to the internet help students and faculty to carry out their academic and other work.

Lab assistants are available to support students and faculty in their queries. The institute has total 40 computers with a configuration of I3, 2 GB RAM, 500GB HD = DELL390

LAN facility: 3-Layer Switching (Core, Distributed and Access) model is implemented. Core layer switches in the buildings are connected with the Optical Fiber Ring Network. This core switching is further extended to Distributed Switching for departments. Where 100/1000 Mbps (Gigabit Switches) are installed. As per the requirements of access point 10/100 (Megabits) or 100/1000 (Gigabit Switches) are used.

Wi-Fi facility: IT department extend the complete support to the students. It is made available by setting and installing the Wi-Fi zones at various locations such as Reading halls,

Hostels, Department corridors and at the Green lawn area. Staff and Students can access this facility on their Laptops by registering themselves. The institute has currently state-of-art RAILTAIL &TATA Wi-Fi access points to provide the Wi-Fi internet access through Wi-Fi zones. The institute is planning to extend this further to create and establish a Wi-Fi enabled campus.

Intercom Facility: The campus is well connected with a well-planned Telecom Network with intercom facilities is provided. Four additional BSNL land line connections are available.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://drive.google.com/file/d/1rFvEifWo4zwc8eZvqW2oli Hf872SGngM/view?usp=sharing**

4.3.2 - Number of Computers

38

File Description	Documents
Upload any additional information	**View File**
Student – computer ratio	**View File**

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS

File Description	Documents

Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**View File**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5385722

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**View File**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**View File**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Civil Maintenance

Maintenance of civil works is needed for getting uninterrupted services which facilitate smooth and efficient functioning of the institution. The maintenance of civil works includes

- **Maintaining cleanliness and sanitation in the Institute.**
- **Repair of frequently damaging components like window glasses, plumbing components, sanitary ware, floor tiles, doors, classrooms, benches, boards, furniture, faculty rooms etc**
- **Internal roads maintenance.**
- **Water supply and over head/underground water tank maintenance.**

Course of action:

- A request comprising the problem, through Principal, has to be received.
- As per the stock availability the problem is attended and resolved
- If any material is required to purchase, to get the approval from the principal for purchase of the same.
- If the cost of the requirement is higher, approval must be obtained from the management.
- If the work involves more financial support, quotations are invited from the vendors.
- Preparation of the comparative statement and placing purchase order.
- On receiving material, resolving the problem.

MECHANICAL MAINTENANCE

The standard procedure followed for service and maintenance of equipment/machinery as follows

- If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect.
- After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible.
- If not, identify the persons outside the organization who repair the equipment, if necessary, contact the supplier of the equipment.
- If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
- If items are required then send a proposal to the purchase in-charge through proper channel.
- After the items are purchased, the equipment will be repaired by the person.
- The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

Laboratory maintenance:

Regular Upkeep and maintenance of equipment as well as repair

of equipment is important for proper functioning of any laboratory. As soon as the complaint is received with details, (including Guarantee Period etc.) following procedure is followed.

If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in- house or in the supplier premises based on the nature of defect. After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible. If repair cannot be done by technicians of institution, then it is repaired by the persons outside the organization. If no items are required to purchase for repairing the equipment, the equipment is repaired immediately. If items are required then a proposal is sent to the purchase in-charge through proper channel (concerned HOD). After the items are purchased, the equipment will be repaired by the respective person. The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

Sports:

The sports committee conducts timely meetings for the purpose of discussing about budget proposal, conduct of Intramural and Inter collegiate tournaments for each academic year. The order is placed with prior approval of the purchase committee.

The sports related materials are issued to the students by maintaining an issue/return register which reflects the utility and demand of the items along with the students' interests. Subsequently it facilitates the proposals to be made for the next academic years. Students who are selected for the college teams of various events are provided with uniform to participate in the same. Equipment related to various physical activities and sports are updated on a regular basis. The up keeping of the sports items in an efficient way is done through regular monitoring using required work force. This includes all the sports facilities like Gym, Cricket ground, Tennis, Volleyball, Basketball courts etc.,

Repairs and maintenance of Computer / Network (LAN) / Projector / UPS / WiFi/ EPABX:

- **Service / repair request is placed through Institute.**
- **The request will be processed by concerned person.**
- **Appropriate personnel will be allotted to take up the service / repair work by the concerned person**
- **Service request status can be checked through the same system.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

76

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**View File**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents

Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**View File**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**http://www.sinhgad.edu/SinhgadInstitutes-HMI/Inner-pages/naac.html**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

108

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

108

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**View File**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**View File**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

35

File Description	Documents
Self-attested list of students placed	**View File**
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	Documents
Upload supporting data for student/alumni	**View File**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**View File**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	**View File**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**View File**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students Participation in various committees has always been very crucial in SIHMCT campus. Following committees have

student's representatives.

- Anti Ragging Committee
- Internal Complaints Committee
- Women's Grievances
- NSS
- Cultural Committees
- Sports Committee

Institute was observing lockdown during the period of 2020-2021. Hence these committees were not in action.

Virtual Events were carried out such as Tree Plantation at institute on the occasion of birthdays of Principals staying on campus.

Yoga Day was celebrated as a part of virtual activity, Mr. Sandeep Lohar was the guest of honor for this event.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1R1NhxRWMdtA9d6YEJaq0UetqQKF8MhSl/view
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Institute has always received great support from Alumni members. Our students are working at very responsible levels in industry in India as well as abroad. Many of them contribute to the institute's growth & well being time and again. Institute hasn't received any monetary assistance for student's welfare activities till date but have always received great response when it comes to the interactive sessions with current students studying in the institute. Great amount of career guidance is received and lots of positive inputs were received by the students.

One of the Alumni Member Mr. Hardik Mahadik conducted a phenomenal online workshop for Hand-rolled Italian Pasta in October 2020.

Our Alumni Mr. Anurag Mohan Nair conducted webinar on Chef @ Chat Square on 20/10/2020.

The passing out students of 2020-21 have contributed 1000/- per student in favcour of the aluminii association funds. There are 108 aluminii is the year 2020-21 and their total contribution to the aluminii funds is Rs.108000/-

File Description	Documents
Paste	**https://drive.google.com/file/d/19btEDeDCMLgIikgHlRBWr**

link for additional information	**Cjgg8DaqbEf/view**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	**View File**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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Vision:

To emerge as the most preferred hospitality education
institute with global recognition & developing competent &
socially sensitive professionals committed to excellence.

Mission:

To make incessant enterprise in translating our vision into a
reality & achieve the following objectives:

   • To create state of the art facilities for advance level
     of teaching & hands on training & encouraging
     entrepreneurship.
   • To continuously grow through consistent performance in
     academics & healthy industry interface.
   • To develop students as global citizens with conscience
```

commitment & dedication.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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, ISR-NSS etc.**

In the year 2020-21 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 2020-21. 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 80% 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 2020-21. 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 2020-21.

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 residing students.

Sports and Cultural Committee worked towards the sports and cultural events for the students those were arranged in the month of January 2020 under the event Josh. The committee encouraged the students to participate in the online cultural events.

ISR- NSS committee planned various social concern activities for students during the year 2020-21. Blood donation camp for all STES staff and students was arranged at SIHM. Also the students of SIHM gave their support services to the Health check up camp arranged by a well known NGO for the Zillha Parishad School Students in the year 2020-21.

Activities under Swachha Bharat Abhiyan, Tree Plantation activity, Road safety, Traffic rules Awareness camp, NSS day etc.

STES has adopted a village under Social Responsibility concern. SIHM students extended and contributed their services during January 2020.

1. STES management makes the efforts to reach the prospective students by way of arranging counselling sessions at STES campus as well at various other destinations. In the beginning the series of meetings is organized at the campus level headed by the Campus Director and Head of the Institution. The faculty members are invited to participate the thinking process. The suggestions from the faculty members are invited and thought upon. The strategies are planned and the teams are organized for execution. The budget is approved and funded by the management. The Central Admission committee takes charge of the task.

The campus level counselling sessions are arranged and attended by the team of faculties.

Also various teams of faculties contact various schools, Junior colleges and Tuition Classes. The classroom sessions are arranged by prior appointments. The faculties visit the schools, give their presentations, converse with the students and parents, answer their queries and also collect their data for further counselling if felt needed. The students are benefitted greatly by this process as they get first hand information of all major streams under one roof. The task can be best done by the faculty members only as they are the real dealers in the area of education and are right people to answer the converse with the parents and students.

The Admission committee at institute level works towards crystallizing the prospective admissions. The data collected

by the various above mentioned ways is referred to contact the students who are then called at the institute counselling centre. The committee member personally talk with the students and parents. They are technically guided by the faculties. The BHMCT students are selected through the CET whereas the BSc students are admitted at the institute level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	**View File**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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 up-gradation. 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

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

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 3 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

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 E-Journal. 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. Wi-fi Internet facility is available for students in the campus.

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 non-teaching staffs as per norms of AICTE and University norms. As of now there were 15 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 On-duty 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 2020-21 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. 35 students from BHMCT and BSc HS are benefitted and placed in abroad whereas 45 students were selected by various reputed hotel properties within the country. 5 students started their own business in the hotel field.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	**http://www.sinhgad.edu/SinhgadInstitutes-HMI/Inner-pages/naac.html**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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

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.

Finance and Accounts: 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 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 quarries 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.sinhgad.edu/SinhgadInstitutes-HMI/Inner-pages/naac.html
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation,	View File

Administration etc (Data Template)	

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The management allows CL (15 CL for Teaching and 08 CL for Non Teaching staff), Medical Leaves, Vacations, Special Leaves for non teaching gives the teaching staff whenever required the On-duty 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.

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.

Welfare schemes for

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	**View File**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

`1`

File Description	Documents
Upload any additional information	**View File**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**View File**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

`10`

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**View File**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

`10`

File Description	Documents
IQAC report summary	**View File**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**View File**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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.

File Description	Documents
Paste link for additional information	**http://appraisals.sinhgadinstitutes.info/teaching/index.php/login/**
Upload any additiona	**View File**

l information on	

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 firms 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**

Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**View File**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the principal of the institute and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.

· Mobilization of Funds, the student Tuition fee is the major source of income for the institute.

· The management provides need-based loans to individual colleges.

· Various government and non-government agencies sponsor events like seminars and workshops.

· Alumni contribute to the institute by raising funds to purchase items like water coolers, wall clocks, etc.

· Sponsorships are sought from individuals and corporate for cultural events and fests.

Utilization of Funds

· A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses

· The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.

· The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters

like pricing, quality, terms of service, etc.

· The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

· Before the financial year begins, Principal and departments head prepare the college budget.

· The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.

· It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.

· The budget is scrutinized and approved by the top management and Governing Council.

· Accounts department and Purchase department monitor whether expenses are exceeding budget provision.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**View File**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

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 Daily Conduction Sheet through Google Sheets monitored by the IQAC Coordinator against the classes taken.
4. 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.
5. IQAC also uses the Feedback system for the improvement of Academic Quality such as Feedback from Teachers, Students, Alumni, Employer and Parents.
6. The Institute and the IQAC promotes the teaching faculties for professional knowledge up-gradation.
7. The new normal of using technology and digital platforms were implemented.

1. Microsoft Teams was procured by the Institute to conduct online theory and practical classes for UG programmes.
2. WhatsApp is the mode of communication used to convey all official information to students of BSc HS & BHMCT in regards to the Time Table, University notifications, Government notifications, Institute notices, etc.
3. Google Classroom - All Faculty used this platform to share notes, ppt's, assignments and other data to students of BHMCT & BScH.S.
4. Assignments of BHMCT & BScH.S. students were received via Google classroom or email
5. Internal Examinations were conducted via Google Forms for BHMCT & BScH.S.
6. Attendance Sheet, Daily Conduction Sheet, Course Completion Sheet for all subjects of BHMCT & BSc H.S. were shared and updated via Google Sheet

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 institution met the parents on Microsoft Teams and they were 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. Workshops, field visits live demonstrations etc are effective tools used to initiate creativity in the student. The institute from time to time encouraged the students to participate in the activities arranged by the institute under the guidance of the expert faculty members. Due to the pandemic such online activities were conducted to boost the student morale and continue to keep them motivated.

10. Student's enthusiasm is of utmost importance and the institute takes care of making sure that the students are active and motivated by arranging various NSS-ISR activities such as tree plantations in their home vicinity, mask making and distribution, educated them in the seriousness of the Covid 19 disease and the pandemic and to spread awareness in their area; yoga etc..

11. The institute has a dedicated Training and Placement(T&P) 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. Students had been deputed for Outdoor Catering in 05 Star Hotels during the pandemic situation. 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 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 performance of the institute towards the achievement of academic excellence.

14. faculty is encouraged to attend various professional development programmes on online teaching, food safety , reserach methodology, hygiene sanitation etc.

15. The IQAC submits regular AQAR reports to NAAC annually on time.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

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.
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3. In addition to the above system the faculty member needs to maintain the Daily Conduction Sheet through Google Sheets monitored by the IQAC Coordinator against the classes taken.
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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 performance of the institute towards the achievement of academic excellence.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.sinhgad.edu/SinhgadInstitutes-HMI/Inner-pages/naac.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity in education means that boys and girls students have equal opportunities in terms of economic, social, cultural, and political developments. If gender equity is exactly achieved this will contribute to future of all students.(women & men). Sensitization of the students is done through special lectures and functions.

The Internal Complaint Committee was formed with objective to sensitize & equip students with issues related to gender sensitization, women empowerment etc. Also separate Women grievance cell is formed specially to address issues of women employees and girl students.

Female employees also get maternity leave, child care leave and are also entitled to avail leave on adoption of child.

Students apprised of the gender issues during the Orientation/Self Induction Program held for newly admitted students each year.

Central physical work out facility provided for students. Indoor & outdoor games for boys & girls students and staff were held on various occasions.

Institute has taken several measures to enhance safety & security on campuses by constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing round the clock security. The security guards are also available at Girls hostels. Faculty has been directed to keep the door of the lecture hall open during classes.

The ICC ensures that posters promoting gender equity & sensitization are placed on the Notice Boards. A Complaint Box is placed in the corridor of building - A. Mobile numbers of the ICC Chairperson and members are made available on the Notice Board. Strict confidentiality is maintained by the ICC to encourage the complainant to lodge complaint without fear.

Counselling is provided to the complainants and the respondents independently by the ICC. The Counsellor of the institute provides counselling to students of all departments. Training & Placement cell also conducted special

lectures, mock interviews etc. for career counselling of students.

Institute also organised training programmes, seminars, workshops etc. on gender equity and sensitization.

https://drive.google.com/drive/folders/1z8WfUN46nxkC0jalC2_6u8IKy1M03jeF

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/drive/folders/1z8WfUN46nxkC0jalC2_6u8IKy1M03jeF

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	**View File**
Any other relevant information	**View File**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Solid waste management:

Daily garbage is collected by housekeeping personnel and handed over to Municipal garbage vehicle. Institute has installed sewage disposal plant of 2.31 Lakh litre capacities. FAB reactor of 3.55 Lakh litres is used to treat around 3.5 lakh litre wastes from the campus.

1. Liquid waste management

All waste water lines from toilets; bathrooms etc. are connected to Municipal drainage mains after passing through sewage disposal plant. Secondary tube settler of 0.77 lakh litres, Sludge dig ester tank of 1.485 lakh litre, chlorine contact tank of 1.485 lakh litres, pressure sand filter and activated carbon filter of 10 lakh litre each are set up at waste disposal plant. In Lonavala there are large no. of water fall, so the institute has plans to adopt the rainwater harvesting to tap this natural resource to recharge the tube wells on the campus. These tube wells supply a major chunk of the water to the campus habitation after being treated in the plant.

Processingplant

Garbage from staff Waste from toilets bathroom and kitchen

Collection through pipe

1. Biomedical waste management

Biomedical waste from institute hospital and hostels is collected at the RHTC Department as per the category of waste. This waste is transported to Pune at Shrimati Kashibai Navale Hospital of STES. Collectively waste is given to the agency to dispose.

Collection in separate bins

Biomedical Waste from hospital and hostels

Processing through agency

4. E-waste management

The e-wastes are disposed of periodically through a professional e-scrap vendor. Inspection of computer and different E material is done periodically by expert teams. The waste is segregated

Inspection by expert team

Collection of E waste

Selling to agency

5. Waste recycling system

Recyclable waste material like plastic, papers, etc. are collected and sold out to scrap vendor from time to time. Use of old one side papers is done to do the rough printing which saves paper

Sold to recycling agency

Non- reusable waste

Reusable papers

Collection of recycling material every year

Used for rough printing

File Description	Documents
Relevant documents like agreements/ MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**https://drive.google.com/drive/folders/1z8WfUN46nxk C0jalC2_6u8IKy1M03jeF**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Any other relevant information	**View File**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles**	**B. Any 3 of the above**

3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	

File Description	Documents
Geo tagged photos / videos of the facilities	**View File**
Any other relevant documents	**View File**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**View File**
Certification by the auditing agency	**View File**
Certificates of the awards received	**View File**
Any other relevant information	**View File**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**View File**
Policy documents and information brochures on the support to be provided	**View File**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Summary:

SIHMCTLonavala carries out various activities for providing and inclusive environment, activities such as JOSH - annual gathering of college in which traditional days are celebrated and cultural ethics inculcated to students. To Maintain tolerance and harmony toward regional, linguistic and other diversities, activities like dandiya festival, shiv-jayanti are Celebrated.

Response:

  1. JOSH:

JOSH is an annual gathering event organized by SIHMCT. JOSH offers a platform to the students to show their skills other than academics. Every year JOSH was organized in the second semester Jan or Feb month. Various events were organized like Solo Singing, Duet Singing, Solo Dance, Duet Dance, Group Dance, Fashion Show, Mr. and Miss SIHMCT, Stage Play, Ages of Rock, etc. Students from various departments are participating in this event and get chance to explore their extra-curricular skills apart from their academics. Various judges from different fields were invited to judge the students performance and select the best among them. Event is aimed at overall development of the students.

1. Outdoor Caterings & Part time jobs

Institute has supported students financially by supporting for part time jobs in the industry. Secondly students are deputed for Outdoor caterings in hotels and Conventions or exposure and training which also supports tem financially.

1. Cultural Activities:
2. Workshops & Seminars
3. Group activities & Competitions.:
4. Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The Institution is organizing the following national festival days and on great Indian leader's birth anniversaries. India is worldwide known for its cultural diversity and colorful festivals.

SavitribaiPhulejayanti- : 03 January

Every year, on this day, in our College NSS unit hoists the SavitribaiPhuleJayanti in the College premises to commemorate and addresses the faculty and students.

Republic Day -26th January:

Every year, on this day, in our STES Campus Chief Guest/Principal hoists the National flag in the campus premises to commemorate Republic Day and addresses the faculty and students.

1st May: Labour Day is celebrated at campus level by hoisting flag in presence of teaching staff and non teaching staff, to understand the importance of Labour in the country.

Independence Day - 15th August:

Every year, on this day, in our STES Campus Chief Guest/Principal hoists the National flag in the campus premises to Commemorate Independence Day and addresses the faculty and students.

Teacher day - 5th September:

Teachers' Day is a special day for the appreciation of teachers, and may include celebrations to honour them for their special contributions in a particular field area, or the community. We are organizing Teachers' Day Celebrations and felicitating teachers who obtain higher qualification and academic achievements during the current academic year.

2nd October- Gandhi Jayanti and Lal Bahadur Shastri Jayanti is celebrated by organising guest lectures from eminent persons from the industry who speak on values given by great personalities.

Unity Day- 31st October – We pay tribute to Sardar Vallabbhai Patel on his birth anniversary to commemorate the importance of being United India.

Reading Day Dr. A.P.J. Abdul Kalam Birthday - : 15 October

Every year, on this day, in our College Library unit hoists the Reading Day to the students.

Constitution Day- 26th November – The teachers and students gather in a seminar hall and read out the preamble of the constitution so that everyone has the awareness of their duties and responsibilities as a citizen.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**View File**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SIHMCT Lonavala carried out various activities for students & employees to add values, rights, duties to make them a responsible citizen. For that purpose we organise different activities such as tree plantation, blood donation, cleanliness drive, visit to orphanage, NSS camp visits to

different villages & many more

Response:

1. Tree Plantation:

Our Institute comes under big campus with lot of open spaces. So we launched an extensive Tree Plantation Programme on the occasion of the World Environment Day. The students and teachers selected the empty places and to plant saplings in a well-organised way.

The saplings were supplied by the local government nursery. In order to restore the eco-balance of the afforestation drive was taken with all seriousness.

2. Blood Donation:

Blood is a significant component of our body which constitutes almost 7% of the body weight. Blood donation is a noble act where a healthy person donates blood for the use of ailing people. Our institute organises blood donation camp each year by taking help of Smt Kashibai Nawale Medical Hospital. In this drive teachers as well as students take part. Each year we are able to collect more than 100 bottles of blood through this drive.

Blood donation camps are held in our campus to spread awareness about the importance of blood donation so that more people can contribute towards the process of saving lives.

3. Swachhbharatabhiyan (Cleanliness Drive):

Mahatma Gandhi rightly said, "Sanitation is more important than independence". Swachh Bharat Abhiyan was launched by the Government of India to solve the problems of sanitation and waste management in India by ensuring hygiene across the country. We, Sinhgad institute organized cleanliness drive in our campus as well as in nearby villages by taking help of our NSS students.

4. Visit to Orphanage:

An orphanage houses children of various ages who either have no family or have lost their families in natural calamities.

The home usually has a care-taker who monitors the children of the orphanage and a few helpers to take care of the residents.

A visit to an orphanage is a life-changing experience as it is filled with emotions and sentiments. We, as an institute each year collect money, grains, cloths & other things which are required for orphanage. Then few staff members along with students visit to orphanage, they spend a day with those children & give them love with necessary things.

5. NSS camp to village for water conservation:

Water conservation is the only way to save water in the future to solve the problem of water scarcity. In India and other countries of the world, there is a major shortage of water. By considering this issue NSS of SIHMCT Lonavala visited a village, they spent couple of day over there to clean natural water source & build a BANDHARA made up of bags filled with sand & stone.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**View File**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	**View File**

Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**View File**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution organizes every year various National Festivals and birth anniversaries of the great Indian personalities which are as follows:

National Service Day

On the occasion of NSS Day, 24th September, NSS Unit of SIHMCTCollege organized a many social events for the students. In 1958 Jawaharlal Nehru introduced the idea of the social service. Aim of that NSS unit is to provide experience of young students about the community service.On this day a cleanliness drive was conducted in the campus.

- **Republic Day and Independence Day**

In every year 26 January and 15 August institute celebrates the Republic day and Independence day .The Republic day commemorates the constitution of India which comes into effect from 26 January 1950.The constitution was framed by Dr. B. R. Ambedkar who is the known as "architect oftheIndianconstitution. On the day 15 August 1947, India becomes independent from British rule. This day also reminds us the struggle of freedom fighter.

Every year institute celebrate Republic Day and Independence Day with all teaching, non- teaching staff and students from Sinhgad Campus Lonavala. The program starts with Flag Hosting at the hands of Chief Guest. After that National Anthem is going on. March Past, Patriotic songs, and various acts and skills are presented to the gathering by the school students. After that speech was delivered by Chief Guest about the significance of that day and lastly Sweets are distributed to all.

- International Yoga day
- Sinhgad Institute of Hotel Management & Catering Technology, Lonavala organized "YOGA DAY CELEBRATION" at 08:30 AM- 9.30 AM. The event was co ordinated by Prof. Saudagar Godse, and the Principal Dr. Ayesha Siddiqui has initiated and addressed the session. The resource person of today's YOGA SESSION was Mr. Sandip Lohar (Faculty with Art of Living Foundation)) who delivered his expertise and conducted YOGA SESSION with faculty, students and non- teaching staff of SIHMCT.
- Around 50 students, all teaching and non teaching staff of SIHMCT, Lonavala have attended the International Yoga Day Session The speaker (Mr. Sandip Lohar) initiated the session by explaining the importance of yoga in daily life. Prof Saudagar Godse welcomed all perticipants and delivered the session information. Principal Dr Ayesha Siddiqui welcomed the guest and put light on importance of Yoga in this pandemic situation. Mr Sandip Lohar demonstrated various Asanas and their benefits. Also a meditation session and breathing exercises were conducted towards the end of yoga session. The principal objective of this celebration was to emphasize on importance of yoga , meditation, breathing for well being of human body.
- In this today's session students also cleared their doubts by asking the questions to the resource person so that it's beneficial to the entire audience. The session really relaxed everyone and made a refreshing and stress free experience.

  This "INTERNATIONAL YOGA DAY" was successful due to active participation of all the students as well as teaching non-teaching faculty members. For successful conduction of the event we are thankful to our Principal Dr. Ayesha Siddiqui.

- National Voters Day
- Every year this day is celebrated by NSS unit and give the message to students and staff regarding registration for voter. This program is create awareness regarding voting.
- Savitribai Phule Jayanti
- In 18 th century women has no freedom .women did not have right to education. In such a situation Mahatma Pfule taught Savitribai to read and write .In 1948 Savitibai

Phule and Mahtma phule established first school for girls in Pune. She is the first female teacher.Savitibai Phule worked against the horrific practices such as child murders, child marriages. On this occasion all students, faculty members and our principal we all come- together and worship the image of Savitribai Phule.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**View File**
Geo tagged photographs of some of the events	**View File**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

TWO INSTITUTIONAL BEST PRACTICES

- Paperless governance by use of software for improved systems like Tally, Paywiz, Aspire (Admissions). Environment friendly practices followed at institutional & Campus level by "Going Green"

- Paralleling with the industry to upkeep with the latest trends in the industry and to make the students industry ready to take up a challenging career

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

http://www.sinhgad.edu

http://www.sinhgad.edu/SinhgadInstitutes-HMI/pdfs/Best_practices_2021.pdf

File Description	Documents
Best practices in the Institutional web site	**View File**
Any other relevant information	**View File**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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 thrust and priority of the institute is holistic development of students as professionals & good human beings.

Therefore, in line with the vision and thrust, 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, A Clean-up drive was organized 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 taken an additional intake for our BSCHS programme as we have gained popularity and most preferred choice amongst the student fraternity.

Personality development sessions for final year students,

workshops, field visits, competitions, activities related to subjects all contribute to a complete holistic development of students.

http://www.sinhgad.edu

File Description	Documents
Appropriate web in the Institutional website	**View File**
Any other relevant information	**View File**

7.3.2 - Plan of action for the next academic year

FUTURE PLANS

• Strengthening stake holder participation for growth development by involving alumni and industry stalwarts to share their expertise.

• Membership of Professional bodies for sharing of knowledge.

• 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.

• Collaboration with international faculty and student exchange programme.

• Collaboration with various foreign placement agencies for placement of students for work and further studies by generating MoU's.