



SINHGAD TECHNICAL EDUCATION SOCIETIES

SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

LONAVALA

Dt.02.07.2020

NOTICE

This is to inform all IQAC members that there is a meeting on **06/07/2020** at **4pm** on zoom platform.

AGENDA

1. **Academic calendar** for the Academic year 2020-2021
 2. **Allocation of subject** for the year 2020-2021
 3. **Allotment of new mentors** for 2020-2021
 4. **Re-Admission process & fees** for BHMCT & BSC (HS) for 2020-2021.
 5. Examination related & innovations in system.
 6. Formation of **new committees** & their role for 2020-2021
 7. **Opening** of college for **new batch of Fybsc(Hs)** & reopening of **regular BSCHS & BHMCT**.
 8. To start **online Teaching** for TYBScHS, SYBHMCT AND FINAL YEAR BHMCT on Google classroom / Microsoft Teams platform.
 9. to start working to **create E- content** and notes to prepare.
- Any other suggestions/recommendations.

Dr. Ayesha Siddiqui
Principal

IQAC coordinator



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Dt. **07/07/2020**

MINUTES OF IQAC MEETING HELD ON 06/07/2020

Points were discussed in detail & following decisions were taken

- 1-Detail academic calendar with working days, holidays, term end & examination for the full year need to be prepared by **Prof. S.A. Godse** before 1st August 2020.
- 2-Subject allocation for BSCHS & BHMCT need to be prepared by **Prof. Rahul Shende** for the year 2020-2021 before 20th July 2020.
- 3-Two class mentor for each class & their role & responsibilities are finalized by IQAC.
4. Detail admission process, eligibility criteria fees CET dates, data collection, promotion for BHMCT & BSC (HS) were discussed.
5. Due to pandemic situation, Google form question paper method to be adopted with MCQ questions.
6. Various committee co-coordinator & members are identified & their role & responsibilities to be prepared by Prof. Godse by 20th July 2020.
7. Reopening dates of regular BSCHS & BHMCT are finalized & tentative dates for opening of for new batch of Fybsc (HS) are planned.
8. To start **online Teaching** for TYBSCHS, SYBHMCT AND FINAL YEAR BHMCT on Google classroom / Microsoft Teams platform.
9. To start working to **create E- content** and notes to prepare and keep ready.
10. Online Re-admission form to be filled and part / full fees can be paid.
11. New IQAC committee is formed from 1st July 2020

Dr. Ayesha Siddiqui
Principal

IQAC coordinator



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Dt.30/08/2020

ACTION TAKEN REPORT

New IQAC committee is formed from 1st July 2020.

- Academic calendar for the Academic year 2020-2021 prepared by **Prof. Prof. S.A. Godse** for full academic year & displayed on college notice board.
- Subject allocation chart for **BHMCT & BSCHS** prepared by **Prof. Rahul Shende** & circulated to all concerned faculties.
- Allotment of new class mentors for all the classes is done & circulated to all concerned faculties for the academic year 2020-21
- The full process of admission for **BHMCT & BSCHS** along with the **CET** dates, **DTE CAP** rounds & fees will be displayed on college notice board along with all relevant information & dates
- New committees list (**co-coordinator & member**) for year 2020-2021 is circulated to all faculty & non teaching staff along with their role & responsibilities.
- College reopening dates are finalized & displayed on college notice board.
3rd August 2020 for SYBSCHS, SYBHMCT & TYBSCHS and final year BHMCT.

For new **FYBSCHS** will start the academics from **1st September, 2020** subject to the GR of Govt of Maharashtra and SPPU on safety on new norms of COVID.

Dr. Ayesha Siddiqui
Principal

IQAC coordinator



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Dt.01/09/2020

NOTICE

This is to inform all IQAC members that there is a meeting on **03/09/2020** at **3pm** on Microsoft Teams platform.

AGENDA

1. Collection of course files, activity report, log book of 2019-20.
2. Submission of PPT and attendance to the NAAC computer in Board Room.
3. Collection of feedback from students on Online teaching .
4. Submission of E- content and notes to the library.
5. Updation of PO and PEO as per each subject allotted.
6. Tentative date finalization for the online Practical classes to start.
7. Pending fees collection calls to student and parent.
8. Class test exam date to be finalized for the internal marking MCQ based.
9. Guest lecture activity reports to be submitted.
10. Daily Reporting Sheet to be developed.

Dr.Ayesha Siddiqui

IQAC coordinator

Principal



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Dt. **12/09/2020**

MINUTES OF IQAC MEETING HELD ON 3/09/2020

Points were discussed in detail & following decisions were taken

1. The course files, activity report, log book of 2019-20 to be submitted to IQAC.
2. Submission of PPT and attendance to the NAAC computer in Board Room up to 31st August 2020.
3. ONLINE feedback to be developed and feedback to be taken from students on Online teaching.
4. All faculty to submit of E- content and notes to the library before 10th of sep 2020.
5. All faculty to Update PO and PEO as per each subject allotted.
6. Tentative date finalized 15SEP2020 for the online Practical classes to start for accommodation subjects and for production to plan the practical and keep ready to be conducted.
7. Pending fees collection calls to student and parent to be done by counselors.
8. Class test exam date finalized on 1st week of Oct2020 for the internal marking MCQ based.
9. Guest lecture activity reports to be submitted.
10. Daily Reporting Sheet to be developed.

Dr.Ayesha Siddiqui

IQAC coordinator

Principal



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ACTION TAKEN REPORT

30/10/2020

1. The course files, activity report, log book of 2019-20 submitted to IQAC.
2. Submission of PPT and attendance to the NAAC computer in Board Room was done.
3. ONLINE feedback was developed and feedback forms circulated to students on online teaching.
4. All faculties submitted of E- content and notes to the library before 15th of sep 2020.
5. All faculties to Updated PO and PEO as per each subject allotted.
6. Tentative date finalized 15Sep 2020 for the online Practical classes started for accommodation subjects and for production live demo practicals conducted from institute kitchen
7. Pending fees collection calls to student and parent were done by counselors.
8. Class test exam date finalized on 2nd week of Oct 2020 for the internal marking MCQ based.
9. Guest lecture activity reports submitted.
10. Daily Reporting Sheet was developed and faculties started maintaining daily records of classes.

Dr.Ayesha Siddiqui
Principal

IQAC coordinator



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IQAC MEETING ATTENDANCE 6/7/2020

Sr.no	Member	Designation	Sign
1	Dr. Ayesha Siddiqui	Chairman	
2	Prof. S.A.Godse	Coordinator	
3	Prof. Partha P Nath	Asst. professor	
4	Prof. Hitesh Muzumdar	Asst. professor	
5	Prof. Rahul Shende	Asst. professor	
6			
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IQAC MEETING ATTENDANCE 3/9/2020

Sr.no	Member	Designation	Sign
1	Dr. Ayesha Siddiqui	Chairman	
2	Prof. S.A.Godse	Coordinator	
3	Prof. Partha P Nath	Asst. professor	
4	Prof. Hitesh Muzumdar	Asst. professor	
5	Prof. Rahul Shende	Asst. professor	
6			
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