



SINHGAD TECHNICAL EDUCATION SOCIETIES

SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

LONAVALA

Dt.04.01.2021

NOTICE

This is to inform all IQAC members that there is a meeting on **06/01/2021 at 3pm on Microsoft Teams platform.**

AGENDA

1. **Academic activities** for the even semester jan2021-june 2021
2. **Allocation of subject and teaching load** for the EVEN SEMISTER for the year 2020-2021
3. **Allotment of new mentors** for 2020-2021 for the students.
4. Examination related & innovations to be incorporated in the system
5. Formation of new committees & their role for 2020-2021
6. confirmation of the teaching platform.
7. **Opening** of college for **new batch of Fybsc (Hs) & reopening of regular BSCHS & BHMCT**
8. Any other suggestions/recommendations.

Dr.Ayesha Siddiqui

Principal

IQAC coordinator



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Dt. 06/01/2021

MINUTES OF IQAC MEETING HELD ON 07/01/2021

Points were discussed in detail & following decisions were taken

- 1-New activities to be planned like online webinars and workshops to enrich the students with knowledge apart from the online teaching.
- 2- New time table, Daily class conduction sheet, staff teaching load, Subject allocation for BSCHS & BHMCT need to be prepared by **Prof. S A Godse** for the semester Jan 2021- june2021
- 3- Two class mentor for each class & their role& responsibilities are finalized for the even semester by IQAC.
4. Faculty to prepare the PO's and PEO's for the new subjects allocated in the semester.
5. 2008, 2015, 2016 examination patterns, its marking scheme are discussed & 2 set of question paper by way of google forms for internal exam and the results to be submitted to exam department.
6. Reopening dates of regular BSCHS & BHMCT are tentatively finalized on 15 jan21 but final decision to be taken as per the SPPU AND DTE instructions.
7. Online teaching to be done on the Microsoft Teams platform and online class conduction sheet to be filled.



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9. PO and PEO to be prepared by the faculty members for the subjects allocated.

10. Odd semester PO and PEO's and attendance sheets to be submitted to the IQAC and files to be maintained by Prof. Hitesh Muzumdar.

Dr.Ayesha Siddiqui

Principal

IQAC coordinator



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Dt.30/03/2021

ACTION TAKEN REPORT

- Academic activities like online webinar conducted on the latest trending topics and workshop on food production conducted.
- Subject allocation chart for **BHMCT & BSCHS** prepared by **by Prof S.A. Godse** & circulated to all concerned faculties.
- All faculties prepared PO and PEO's for the allotted subjects.
- Allotment of new class mentors for all the classes is done & circulated to all concerned faculties for the academic year 2020-21.
- New committees list (**co-coordinator & member**) for semester Jan 2021 is circulated to all faculty & non-teaching staff along with their role & responsibilities.
- College reopening dates are yet to be expected. The faculties started teaching on MS Teams and daily conduction sheets are updated.

Dr. Ayesha Siddiqui

Principal

IQAC coordinator



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Dt.28.06.2021

NOTICE

This is to inform all IQAC members that there is a meeting on **30/06/2021 at 3pm on Microsoft Teams platform.**

AGENDA

1. Submission of the activity reports.
2. Submission of the online webinar and workshop reports.
3. Submission of PO and PEO with the attendance sheets for the semester.
4. Submission of the daily conduction sheets and syllabus completion report.
5. Updation of the study materials with the library.
6. Planning of Admission promotion strategy
7. Semester closing and mode of examination.
8. Any other suggestions/recommendations.

Dr.Ayesha Siddiqui

Principal

IQAC coordinator



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Dt. **02/07/2021**

MINUTES OF IQAC MEETING HELD ON 30/06/2021

Points were discussed in detail & following decisions were taken

1 The activities done under the student training programme to be conducted and reports to be made by faculties.

2- Daily class conduction sheet, staff teaching load, Subject allocation for BSCHS & BHMCT need to be prepared by **Prof. S A Godse** for the year Jan,21 submitted.

3- submission of all PO and PEO prepared by the faculty members for the subjects allocated to IQAC and the files to be maintained in IQAC ROOM by Prof. Hitesh Muzumdar.

4. The Practical exam also to be conducted on the online mode as per the guidelines given by the SPPU.

7. The physical reopening of college will be done as per the instructions of AICTE, DTE and SPPU.

Dr. Ayesha Siddiqui

Principal

IQAC coordinator



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Dt.10/07/2021

ACTION TAKEN REPORT

1. Course files with PEO &PO'S, attendance sheet, log books & all activity reports were collected by IQAC.
3. BHMCT term is to be ended on 30th june2021.

Dr.Ayesha Siddiqui
Principal

IQAC coordinator



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IQAC MEETING ATTENDANCE

DATE _____

SNo	Name of Person	Designation	
1	Dr . Ayesha Siddiqui	Chairman	
2	Prof Saudagar Godse	Coordinator IQAC	
3	Prof Rahul Shende	Member	
4	Prof Hitesh Muzumdar	Member	
5	Prof Partha Nath	Member	
6	Dr. Manik Gaikwad	Management Member	
7	Dr .S.U.Gawade	Management Member	
8	Mr Debashish Mahapatra	Alumni Representative	
9	Mr Jagar Thakur (VP- fariyas Resorts)	Industry Representative	
10	Ms Sujata Angadi	Nominee of local society	
11	Mr Sonu Prajapati	Student Representative	
12	Ms Savi Wakchaure	Student representative	

PRINCIPAL
SIHMCT