



Sinhgad Institutes

SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

(Approved by AICTE, New Delhi, Recognized G. of Maharashtra Es Affiliated to Savitribai Phule pune University)

Gat No 309, 310 & 314, Kusgaon (Bk.), Off Mumbai-Pune Expressway, Lonavala, Pune- 410 401

Phone : 02114- 673313/14, E-Mail - principal.sihmct@sinhgad.edu Website: www.sinhgad.edu

Accredited by NAAC with 'A Grade

Prof.M.N. Navale

M.E(Elect.), MIE, MBA

FOUNDER - PRESIDENT

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B.A, M.P.M., Ph.D.

FOUNDER - SECRETARY

Dr. (Mrs.) Ayesha Siddiqui

DHMCT. BA, Msc, HTM, Ph.D,

PRINCIPAL

Best Practices

A)

1. Title:

Paperless Governance

2. Objective:

A paperless office is a workplace that minimizes the use of physical rim of paper in favour of digital documents rather than storing of paper documents in a file cabinet. Adopting a paperless system it can solve challenges and achieve benefits as saving time spend on locating and retrieving physical file.

3. The Context:

Due to the sophistication of modern information technology, it is now possible to have a completely paperless office. Obviously, going paperless is a far more environmentally friendly option compared to the offices of past year that used numerous reams of paper on a daily basis. However, it is important to consider a few factors such as the difficulty of truly eliminating paper from the office. Going completely paperless will be very hard for most of the time.



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4. The Practice:

We SIHMCT institute realized that the millennial students are technology oriented and demanding quick response on rendered services. The computerized education systems improve administrative efficiency and reduce a toll on management and faculty to process paper documents on students, courses and exams. We had incorporated electronic communication process for any kind of communication, upload the same on website and sends individual institute letter through email, whatsapp.

5. Evidence of success:

With the incorporation of the software we SIHMCT also stepping towards paperless operations. Software is specially designed for the management of all kinds of administrative activities of an institute. Going paperless benefits both the administrative staff as well as the students. The institute software also stores staff data such as staff attendance, leave records, qualifications, medical history, etc., which provides excellent assistance while managing the staff. It also helps in fee management as it keeps a record of fee payments, bills, due dates, outstanding fees, etc.

6. Problem Encountered and Resources Required:

The problem encountered and resources required to implement the practice-

a) The Cost of Hardware and Software

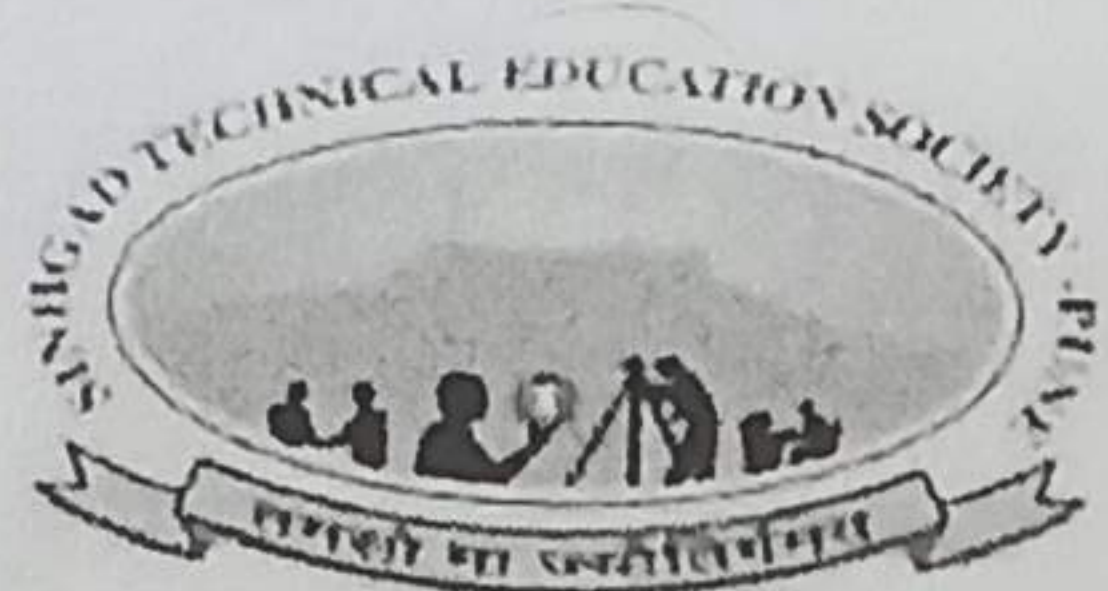
If you decide to keep your data on premises, you face the expense that comes with constantly updating hardware and software. Along with this, there is the cost of keeping IT personnel on staff and that of keeping all of your data secure.

b) The Need for Training

One of the big challenges of a paperless governance revolves around employee education. We have to train all of our staff, which takes time. We found that some of our employees are more willing to adapt to the new system than others. Getting everyone on the same page it take even more time.

c) Hardware Failure

Hardware failure that results in lost data is among the major threats in a paperless office/governance.



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B) Best Practice

1. Title

Students interface with industry

2. Objective:

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.

3. The Context:

Prepares students for a wide variety of careers in different sectors of hospitality, enables students to transform the industry with innovative ideas, and offers student exciting global opportunities.

4. The Practice:

The institute organizes the various event to create physical interface of student with industry like seminars, visit, workshop, alumni meet program which encourages students. We call professional from industry as jury member to judge and interact with our student and make them understand the level of skill which is required in industry.

5. Evidence of Success:

The College have conducted various seminar in association with industry, and have good alumni base network which help placement and entrepreneurial ventures.

The following changes have been noticed by conducting the event-

- Better Communication Skills
- Enhanced personality and self confidence
- Better Academic outcomes
- Some of the students got jobs offers in the esteemed organization.



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6. Problems encountered:

The problems encountered are mainly is the matching of schedule of industry and academic like exam and various events.

Dr.Ayesha Siddiqui

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