



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**AHMEDNAGAR JILHA MARATHA VIDYA PRASARAK
SAMAJ'S, INSTITUTE OF HOTEL MANAGEMENT AND
CATERING TECHNOLOGY, AHMEDNAGAR**

**RESIDENTIAL HIGH SCHOOL GROUND, LAL TAKI ROAD, AHMEDNAGAR
414001**

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Information of Society:

The Society, Ahmednagar Jilha Maratha Vidya Prasarak, Ahmednagar, established in 1918 is a government registered establishment. It has made significant progress in the propagation of education mainly in the Ahmednagar district. The vision statement of the society is '*Tejo Si Tejo Me Dehi*'

About Institute:

A.J.M.V.P.S., Institute of Hotel Management and Catering Technology, Ahmednagar has been established in 1997 by the society. It is a private, recognized and unaided unit. The institute is located in the heart of the Ahmednagar city. It has an independent campus with a fully developed infrastructure and other facilities, as required for the proper functioning of an educational unit.

Information of Programs:

1. Bachelor in Hotel Management and Catering Technology [BHMCT] -

This is a four years under graduate program introduced in 1997 in the institute. It has the approval of the All India Council for Technical Education, Government of Maharashtra, Director of Technical Education (Mumbai) and is affiliated to the Savitribai Phule Pune University.

2. Bachelor of Science in Hospitality Studies. [B.Sc.HS]

This is three years under graduate program introduced in 2005 as Bachelor in Hotel Management, Travel and Tourism (BHMTT). From 2006 it was renamed as B.Sc.HS The course has the approval of the Government of Maharashtra and is affiliated to the Savitribai Phule Pune University.

Admission Process:

The admission to BHMCT program is carried out by Admission Regulatory Authority through the Common Entrance test followed by Centralized Admission Process. The admission to the B.Sc.HS course is carried out at the institute level as per the eligibility norms prescribed by the S. P Pune University.

Syllabus:

The S. P. Pune University frames the syllabus for both the programs BHMCT and B.Sc.HS which is revised regularly. The programs are conducted in a semester pattern and at present the Choice Based Credit System has been implemented. The syllabus is robust and covers all important as well as allied subjects necessary for the hospitality industry. The continuous evaluation process involves internal, external and practical examinations. Industrial training in a three star and above rated hotels is mandatory as a part of syllabus.

Vision

'Tejo Si Tejo Me Dehi'

This Sanskrit phrase, on translation means, 'I will burn my life to enlighten the life of others'.

Mission

- To provide educational access to all strata's of the society.
- To impart comprehensive hospitality education.
- To inculcate moral and ethical values for social and national integration and progress.
- To develop cordial relations with the industry for research, training and placement.
- To enhance professionalism in aspirants to attain global competency.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The Management of the society always provides a strong support for the overall development of the institute in a continuous manner.
- The institute is strategically located in the heart of Ahmednagar city which is well connected by public and private transport systems. It is also the districts headquarter, which is well connected by rail and road with the rest of the Maharashtra State. Airport facilities are available at Pune, Aurangabad and Shirdi which are about 100 kilometers away.
- For the day to day functioning a separate well developed infrastructure with all amenities are available. The classrooms for theory classes are spacious and ICT enabled. The laboratories have the essential tools, equipments and facilities in adequate numbers. These are always maintained in good working conditions.
- In the vicinity of the institute other higher educational units, managed by the same society are also located. The resources and facilities of these units can also be availed by the institute on a sharing basis.
- The library in the institute has a large collection, reference, text books on a wide range of subjects. It also subscribes to number of journals and magazines. The book bank facility is also available to the needy students.
- Well developed computer centers with adequate number of computers, connected by LAN and Internet facility are available for faculty and students. Moreover the Wi-Fi facility is also available.
- A number of curricular and extra-curricular activities are regularly conducted in the institute to increase the interest, skills and confidence among the students.
- A strong support is provided to the students from the office for receiving government benefits like scholarships and freeships and concession as well for other purpose.
- The Training and Placement cell is active in providing proper help for arranging industrial and vocational training facility and placement in star rated hotels.
- The faculty carries out their activities in a regular and systematic manner.
- The faculty is always encouraged towards self development through attending seminars, refresher courses and faculty development programs.

Institutional Weakness

- Most of the students joining the programs are from the rural areas. Their education is in the vernacular language. This hampers the progress in the initial stage of their studies.
- Government freeship, scholarship and concessions are not available for certain category of students. Thus students from low income groups face financial difficulties in paying fees and in maintenance.
- Separate hostel facilities for boys and girls are available but on a sharing basis and in a limited number. As a result outstation students who don't get this facility thus have to bear extra expenses.
- The employment in the hospitality sector requires good English communication skills and good personality. The faculty have to take extra efforts on students to make them reach the expected levels.
- Star rated or 'A' grade hotels are not located in the city. Thus student exposure to hands on training and outdoor catering activities is hampered.
- Regular promotion activities like visits, conduct of seminars are required to be undertaken for the creation of awareness of the programs among the students in rural areas.
- The percentage of passing out students placed in the industry is on the lower side.
- Difficulties are encountered in attracting duly qualified and experienced faculty as there are few post graduate centers of study.

Institutional Opportunity

- Introduction of certificate courses relating to skill development, value addition and personality development can be undertaken.
- For the improvement of English Communication in the students, remedial courses and classes can be conducted.
- To remove obsolescence in the facilities modernization of laboratories, addition of equipments, as well as addition of computers, hardware and software can be undertaken.
- In order to develop financial support to the needy, facilities for hands on the job training can be established with local hotels. It will also help to improve the professional skills and develop confidence among the students.
- The student interest can be enhanced by promoting use of the library and internet resources for completion of assignments and project work.
- Additional professional skills (fruit and vegetable carvings, mocktail preparations, chocolate and sugar art, baking, etc.) can be developed among the students by conducting seminars and workshops by expertise from the industry.
- Harmonious and fruitful relations can be developed with the industry for placement, training facilities and conduct of seminars and workshops.
- Entrepreneurship abilities can be promoted by conducting activities that enable the students to develop in an independent manner.
- To promote research, development and consultation activities amongst the faculty.

Institutional Challenge

- A large number of prospective students are deprived from this education due to financial reasons.
- Additional efforts need to be taken upon the students to develop their abilities, skills and profile to make them industry ready.
- Non availability of scholarship, freeships and concession to large section of the students.

- The employability of students in bigger cities is hampered due to lower salary structure of the industry.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The University prepares the syllabus for the courses conducted by the institute. They are regularly revised to meet the current trends and requirement of the industry. The syllabus gives due importance to the theory as well as the practical aspects. The University has implemented the CBCS pattern for the BHMCT and B. Sc. HS programs. The academic activities are systematically planned and executed so that the semester requirements are completed within the stipulated time. The various plans envisaged for this purpose includes preparation of academic calendar, timetable, allocation of work and preparation of teaching plans and question banks. The faculty is actively engaged in following the timetable, reaching their objectives, forehand preparation of teaching materials, displaying proper practical skills / techniques as well as in evaluation and recommending remedial actions. They also provide knowledge to develop personality and etiquettes among the students as per the industry requirement.

The continuous internal evaluation of students is attained through regular tests, preliminary examination, assignments, completion of journals and attendance. For external evaluation the university conducts examination for the theory as well as practical. The schedule and the timetable for evaluation are displayed in advance and are strictly followed.

The teaching faculties have been regularly participating in the university examination responsibilities as examiners, paper setters and in centralized assessment program. The faculty has also participated in the revision of curriculum by university.

For the purpose of curriculum enrichment numbers of activities have been carried out. These relate to the development of theoretical knowledge, practical skills, human values, environment awareness, removal of gender biasness and development of professional ethics. In order to have the actual insight of work in different areas, field visits and induction visits have been regularly carried out. Moreover industrial and vocational training are also contributing towards the enhancement of professional skills among the students. As a part of ascertaining the quality and relevance of the curriculum for industrial use, feedback forms are received from various stakeholders.

Teaching-learning and Evaluation

The institute accords importance to impart quality education. In order to attain this objective it commits itself to the proper planning and dissemination of the targeted aspects of the syllabus. A disciplined progress in this attitude provides positive results. In order to achieve this, sufficient number of qualified and experienced faculties are on its roll. At the start of each term faculty meeting is conducted. This allows proper coordination, eliciting interest in teaching areas and allocation of weekly workload. The faculty is also instructed about the fulfillment of responsibilities like proper planning, timely completion of syllabus, maintaining of records, assessment and providing timely solutions to the difficulties encountered by the students in learning.

The teachers make use of conventional as well as ICT enabled teaching methods. They provide study materials like notes and list of reference books to the students. They are also required to maintain a proper record of

attendance, communication with parents and records of unit tests as well as preliminary exam.

In order to have a proper environment for learning the institute has well developed classrooms, facility for conduct of practical, computation, library as well as other ancillary facilities. In order to improve the learning abilities of the students activities like conduct of bridge course, field visits, preparation of question banks, promoting student participation in events, encouraging vocational training, promoting library usage and counseling are carried out. The co-curricular activities in the institute are helpful to promote student perception and dedication. This also increases the confidence, enhances skills, develops good interpersonal relations and motivates them to excel. The workshop and seminars are helpful to learn additional skills, improve knowledge of the industry as well as avenues for career development.

The evaluation of the students is determined in a continuous manner at the end of each semester. The internal assessment is through unit tests and preliminary examination. The University evaluation has components like theory and practical. The final result is declared by the university provides information of student progress and attainment of objectives.

Research, Innovations and Extension

Research activities are helpful to ignite the analytical attitude to produce beneficial result for improving the quality of education. The activities in this aspect are in the form conducting state level seminars and research publications. The institute has conducted state level seminars on important aspects of research and skills enhancement for the benefit of teachers and students. Subject experts were invited from the academics as well as the industry. One such seminar was partially funded by the S. P. Pune University under its QIP activity. The teachers are motivated to undertake research activities. For this faculty had attended seminars and conferences for which they are provided duty leave as well as grants. Some teachers have published research papers in National as well as UGC recognized journals and in the proceedings of conferences.

The expertise of the faculty has also been beneficial for societal extension program. In this aspect it has carried out the Demonstration of Bakery Product Preparations on two occasions (2018 and 2019) for the benefit of rural youths, at **ICAR** approved Krishi Vigyan Kendra. It has also conducted a Workshop on Food Processing (2016-17), under the Technical Entrepreneurship Development Program of the **DST, GOI** in collaboration with Maharashtra Centre for Entrepreneurship Development. A Workshop on Bakery Product Preparation was undertaken for the benefit of the local population (2018). Voter Registration activity was carried out (2017). The faculty has been invited as Subject Experts for Lectures, Judging Competitions and Events as well as for Demonstration on number of occasions.

A large number of extension activities have been regularly carried out to sensitize the students. The activities conducted include Tree plantation, Swacha Bharat Abhiyan, Blood Donation Camp and Societal contributions. Recognition for these are received in the form of certificates and trophies.

The institute has developed linkages and understanding with number of agencies. These have been regularly used for the benefit of students to obtain Industrial and Vocational Training facility, Field visits to Hotel, Bakery, Vineyard and Laundry as well as for conducting Flower arrangement workshops.

Infrastructure and Learning Resources

The institute has an independent campus and a separate building for the conduct of the academic programs. The available facilities are,

- **Administrative area:** Principal Office, General Office, Conference Hall, HOD and Faculty Room.
- **Instructional area:** Classrooms (4), Kitchens (3, Advance, Quantity and Basic), Training Restaurant (2, Advance and Basic), Housekeeping with Guest Room, Jr. Suite Room, Computer Laboratory (2), Library, Reading hall and Seminar Hall.
- **Amenities:** Toilets for Boys, Girls, Faculty, Separate Common Room for Boys and Girls, Common Seating Area with attached canteen
- **Circulation area:** Staircases, Corridors, Pathways and Lawn

All the areas in the building, has sufficient daylight, good aeration and proper electrification. The classrooms are equipped with LCD projector and internet facility, which is used as ICT teaching aid. The laboratories are spacious, clean and well maintained. These are as per the requirement of the course and equipped with the sufficient numbers of essential tools, equipment, articles, vessels, crockery and cutlery. All these are in clean condition and properly stacked. A proper disposal system for the removal of garbage is also present.

The Library has a rich collection of reference and textbooks (4623) which are registered in the library management software, "Soul 2.0" and in the accession registers. The hard prints of international (2), national journals (9), magazines (6) and newspapers (5) are also available. A few online journals are also available. The library facility utilization is systematically recorded in the software as well as in usage register. It also possess reprographic and internet facility which can be used by the staff and students.

The computer laboratory has sufficient numbers of computers, laptops, printers and scanners. Internet facility with a speed of 75 mbps and Wi-Fi facility is available and freely utilized.

The ambience of the environment is enriched with a well laid out landscape. There are large number of healthy trees, plants and lush green lawns. The area has pathways for proper movement. Essential facilities for the differentially abled are also installed.

Regular upgrading of facilities are undertaken to ensure smooth functioning and maintaining of the quality of education.

Student Support and Progression

The support provided by the institute is as follows,

- At the time of admissions, proper counseling of the program is undertaken. Visit to the facilities is allowed. The information of document requirements, payment of fees for admission is given.
- Induction meet is arranged for introduction of staff, facilities, methodology of work, timing of work etc.
- Fresher and Parents meet are arranged to know one another and develop cordial and harmonious relations.
- Accurate information is provided about the syllabus, detailed timetable for academics, schedule and timetable for internal test, preliminary examination, submission of assignments, journals, project and training reports.
- Circulars, schedule and document requirements are displayed for availing scholarships, freship, and

ensuring timely submission to the approving authority. Student share / refund is released at the earliest.

- Documents like bonafide certificate, fee structure certificate, recommendation letters, original documents after proper verification, transfer certificates, concession certificates, copies of exam mark list and student verification reports are issued when required.
- Students are notified about the existence of committees like Anti ragging, Internal Complaints Committee, Grievance Redressal Committee along with their purpose and actions.
- Students are notified about University Examination schedule, time table and result, reports of verification of marks, revaluation and information about convocation. All other exam related problems are solved.
- Industrial and Field visits are arranged to understand the actual working of the facilities.
- Improvement in additional subject related skills is undertaken by conducting relevant demonstrations and workshops.
- Human, Societal and National values are developed by appropriate co-curricular activities.
- Importance of good personality and communication skills are explained and necessary inputs suggested for improvement and regular practice.
- The good interaction and relations with the industry has helped the placement of students in reputed hotels for vocational and industrial training as well as placements.
- Seminars by experienced and reliable professionals are conducted. This provides valuable information about overseas opportunities for training and employment.
- Interaction with the alumni is regularly held to understand their progress in the career. The sharing of their experiences with students motivates current students to plan their career.

Governance, Leadership and Management

The institute has a well-established governance system in place. This ensures that every stakeholder is aware of its roles and responsibilities which ultimately facilitate the institute to grow and prosper. The institute makes sure that all decisions made are well aligned with its vision, mission and its core educational values.

The efficient functioning of the institute is possible only because of its stated policies and well established administrative set up which involves Governing Council, College Development Committee, IQAC, Principal and other stakeholders.

The institute exercises participative management effectively. The staff has representation in various committees and their valuable inputs are always considered. The institute follows practice of decentralization which involves delegation of authority and sharing of responsibilities. This assures quality in education and other day to day activities.

In College Development Committee meetings, initiatives for quality education and requirements of the institute in terms of development are considered. These are discussed in detail and perspective plan is made. It is later implemented by the Principal under the supervision of Hon. Secretary of the trust.

The institute maintains records of its income and expenditure and has a proper system to ensure optimum utilization of resources. Teaching faculty attends trainings, workshops, conferences, seminars and Faculty Development Programs. Financial support is provided to attend the same.

In order to bring transparency in financial aspects of the institute, it carries out financial audit by a duly certified Chartered Accountant appointed by the society office on a regular basis. Audit reports are submitted to

General Council for final approval.

The IQAC plays a pivotal role to enhance quality education in the institute. It has made a significant contribution towards enhancing standards in the teaching and learning process of the institute. The institute has implemented e-governance in the areas of Administration, Examination and Students Admission and support. Collaborative activities are always initiated by the institution.

Institutional Values and Best Practices

The social responsibilities and proper values are developed in the following manner,

Institutional values:

Gender equality is promoted by co participation in events, activities and practical. Separate common and rest room facilities are provided. The safety measures are CCTV installations and interaction by women faculty. Internal complaints committee also established.

A roof top solar PV tapping facility of 100 KV connected to the power grid is installed by the Society. LED tube lights and equipments are used to conserve energy. Signage boards are fixed to indicate proper usage of electricity.

The solid waste is efficiently disposed by segregation and removal by the Municipal collection vehicle. The liquid waste is discarded through a drainage system connected to the municipal facility. The e-waste in different forms is transferred to other units or is sold to scrap merchants.

Water conservation is achieved by storage in tanks and supply through pipelines. Regular maintenance of the facility is practiced. Well water is available for cleaning and gardening.

A proper landscaping with plantations in good condition exists. Pedestrian pathways are also laid and entry of vehicles is restricted. Plastic use is discouraged and signage boards installed.

The quality audits have been undertaken and the reports presented. Beyond the campus environmental promotion is by tree plantation and cleaning of heritage sites.

The ramps, railings, signage boards are installed for the benefit of the disabled. Proper information is provided by the office and faculty.

The sensitization of constitutional obligations is achieved by celebrating Independence and Republic Day, Voter enlisting and by taking Preamble Oath, New India Pledge and Integrity Pledge.

The code of conduct for administrators, faculty, students and other staff are prepared. They are circulated and displayed on the website.

The national and international commemorative days and events are celebrated which includes World Tourism Day, International Bread Day, etc.

Best practices:

1. ***'Build Your Own Dream'*** - Developing Entrepreneurship Attitude.
2. ***'Together We Can Make a Difference'*** - Initiating Societal and Nation building awareness.

The activities for these purposes are regularly carried out for the benefit and development of student's career and inculcating good human values.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	AHMEDNAGAR JILHA MARATHA VIDYA PRASARAK SAMAJ'S, INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, AHMEDNAGAR
Address	Residential High School Ground, Lal Taki Road, Ahmednagar
City	AHMEDNAGAR
State	Maharashtra
Pin	414001
Website	www.ihmct.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Yogita Sanjay Sadre	0241-2326778	9822522733	0241-2326778	ihmctajmvps@gmail.com
IQAC / CIQA coordinator	Gokul Tryambak Sonawane	-	9922947640	-	iqac@ihmct.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
Date of establishment of the college		01-07-1997		
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	Savitribai Phule Pune University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	30-04-2019	12	Yearly Approval

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Residential High School Ground, Lal Taki Road, Ahmednagar	Urban	1	1699.47

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Not Applicable	36	HSC Pass	English	60	41
UG	BHMCT,Not Applicable	48	HSC Pass	English	30	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				8			
Recruited	0	0	0	0	0	1	0	1	6	2	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				8			
Recruited	0	0	0	0	0	1	0	1	6	2	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	5	1	0	6
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	5	1	0	6
Yet to Recruit				3

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	1	0	2	0	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	1	0	4

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		3	1	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	38	0	0	0	38
	Female	3	0	0	0	3
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	16	19	18	24
	Female	2	1	2	2
	Others	0	0	0	0
ST	Male	1	0	1	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	30	32	48	55
	Female	0	0	1	3
	Others	0	0	0	0
General	Male	67	96	108	118
	Female	4	4	4	4
	Others	0	0	0	0
Others	Male	23	21	31	32
	Female	0	1	1	3
	Others	0	0	0	0
Total		143	174	214	242

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
102	86	80	78	65
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
242	213	174	143	123
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
45	45	45	45	45

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
70	38	26	42	35

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	8	8	9

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	20	20	20

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 5

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
54.05883	58.19564	47.79793	37.16010	37.98394

4.3

Number of Computers

Response: 30

4.4

Total number of computers in the campus for academic purpose

Response: 22

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Ahmednagar Jilha Maratha Vidya Prasarak Samaj (A.J.M.V.P.S.) Ahmednagar, is an Educational Trust promoting education since 100 years. It has established a number of institutes of higher education. This Institute of Hotel Management and Catering Technology Ahmednagar, affiliated to the Savitribai Phule Pune University conducts two under graduate programs, Bachelor of Hotel Management and Catering Technology (BHMCT) and Bachelor of Science in Hospitality Studies (B. Sc. HS). The syllabus framed by the university is effectively imparted and the desired objectives achieved through following actions.

Academic Planning:

At the starting of each semester the faculty meets to discuss academic activities. The academic committee carries out important work like distribution of workload, preparation of time table, monitoring the progress, timely completion of syllabus and maintenance of attendance records. The academic committee also plans and executes the curricular and co-curricular activities.

Teaching Methodology:

At the starting of a semester every teacher prepares a teaching plan which allows systematic approach, satisfactory progress and timely completion of syllabus. Classroom teaching is done by making use of green boards as well as ICT facility. Learning material for the syllabus is provided. Additional learning resources are also suggested. The sets of university question papers or question banks prepared are circulated to the students. For practical's students are briefed earlier. They are asked to note the details like menu planning, identification of materials and methodology of work. Practicals are conducted, recorded in journals and verified.

Internal Assessment:

The Continuous Internal Assessment of students is taken care by the Internal Examination Committee. The assessment consists of two unit tests and preliminary examination. The schedule and detailed time table is prepared and circulated. For conduct, question papers are prepared, and teachers appointed for invigilation. After assessment the results are displayed. The internal marks are calculated and forwarded to the university.

External University Examination:

The University schedule, the timetable for the examinations are brought to the notice of the students. These are conducted as per the university norms.

Counseling:

Counseling is carried out for students with low attendance, unsatisfactory performance in tests and for individual problems. The class teacher considers the difficulties and appropriate remedial measures are suggested for improvement.

Co-curricular Activities:

The co-curricular activities conducted are related to content of the syllabus. A teacher acts as coordinator and executes the event with the help of students. Such activities allow students to apply their acquired knowledge and developed skills. This helps in confidence building and motivation. The various activities conducted include Theme Lunch/ Dinner, Food Festival, Bread Day, Tourism Day etc. Visits to star rated hotels, bakery, wineries, laundry and airports are also conducted.

Advance Knowledge building:

To impart current information and knowledge seminars, workshops, guest lectures of eminent, experienced academicians and professionals are conducted. For additional references students are suggested about the reference books, journals, magazines in the library and websites.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The university prepares a detail academic calendar which includes commencement and conclusion of the term. It also finalizes a schedule of the external examination. Keeping this in mind the institute has to carry out the continuous evaluation of the students for awarding the internal marks. For this purpose the various modalities followed are:

- The institute follows the university academic calendar and accordingly prepares the academic plan for the institute at the beginning of each semester. This includes the dates of commencement and conclusion of the term.
- It has examination schedule and details of various co-curricular and extra-curricular activities along with tentative dates. It provides guidelines for the faculty to plan their teaching accordingly.
- The academic committee prepares time table for the classes. For this purpose courses are allocated to the faculty by considering their interest and expertise. Workload distribution is done accordingly.
- For every co-curricular and extra-curricular activities conducted in the institute throughout the semester a faculty coordinator is appointed.
- The coordinator ensures that the activity takes place according to plan. The system followed for the conduct of the activity is as follows:

- The coordinator finds out the various requirements of the activity
- Then different areas of work are identified which are as Food Production, Food and Beverage Service, Accommodation department, Electronics department and Reception and registration and responsibilities of the areas are allotted to faculty members according to their expertise.
- Every faculty then selects a team which involves students from different classes according to their interest. This gives an opportunity to the students to deal with responsibility allotted to them.
- The faculty guides and supervises the students in their team to complete the tasks.
- After the completion of event, faculty coordinator prepares a report of the activity and submits it to academic coordinator.
- An examination committee is appointed which consists of coordinator who is assisted by one other faculty. Committee prepares the time table for tests for internal assessment which is displayed well in advance.
- The preliminary examination is conducted on completion of the syllabus which is usually three weeks before the university examination.
- After conduct of each test and preliminary examination, answer sheets are assessed by the respective faculty. The results are then displayed and brought to the notice of the students.
- Answer sheets are circulated among the students and discussion are carried out.
- Test and preliminary examination marks are considered for the calculation of internal marks for each course.
- Internal marks are then uploaded onto university web portal as per the schedule announced by the university.

Thus, due to the systematic approach the institute is able to complete the internal evaluation within the time frame.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

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

during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

1.3 Curriculum Enrichment

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

Response:

For the students to acquaint with such social issues it is essential to sensitize and educate them. Eventually they will practice and can also disseminate them to the society. The methods employed for developing them are as follows-

Enhancing Professional Ethics:

Curriculum of core subjects in hospitality studies impart and enhance professional ethics as well as through management subjects in the syllabus. These ethics are followed by students in the institute and during trainings. Due to good ethics numbers of students have received appreciation certificates during training.

Respecting Gender Equality:

Ways and means of gender inclusion are identified and participation by all students is promoted in the institute. Both boys and girls work together in practicals as well as participate in all events and activities. The institute has functional Internal Complaint Committee and Grievance Committee to resolve the grievances of the students.

Inculcating Human values:

Good human values are developed among the students by conducting activities beneficial for the society. This includes, Blood Donation a noble activity is regularly conducted in the campus since last 15 years in collaboration with a Blood Bank.

Donations in different forms are collected and distributed to orphanages, other agencies and NGO's which work for child right protection. Every year students and staff also contribute the funds towards National Flag Day and Salvation Army.

The college celebrates events like Birth Anniversaries of national leaders and social reformers. It helps in remembering such personalities, also good values and virtues possessed by them.

Contribution to Environment Development:

Considering the current scenario of problems like global warming, air and water pollution, unwarranted

use of plastics, waste management, ozone depletion and water scarcity, the institute has taken following steps -

The dry and wet garbage generated in the laboratories is segregated and deposited to the Municipal Corporation.

A green cover is developed on the front side of the building, by planting number of trees and hedges. Proper maintenance is undertaken to keep it in a good condition.

Tree plantation is a regular activity practiced every year. Trees are planted on forest land and other areas around the city.

A course on environmental management issues is also a part of the syllabus. Government program 'Clean India' is practiced in the campus. It includes thorough cleaning and disposal of unwanted material. Such activity is also carried out at various historical places in the city usually after national holidays.

The institute is practicing replacing of fused tube lights and bulbs to LED. This helps to cut down the electricity consumption and allows financial savings. Electricity is used as per requirement. Optimum use of LPG is advocated by teacher during practical in kitchens.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 7.23

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
05	08	04	06	06

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 27.27

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 66

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 71.78

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
80	80	82	56	25

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
90	90	90	90	90

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 55.11

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
30	34	30	25	5

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The students admitted to the BHMCT and B.Sc. HS program are mostly from the rural background and are educated in the local language. It is thus seen that they lack in English communication. On admission, the institute conducts two day induction program, during which lectures are given on important aspect of hospitality industry. It mainly includes information about various departments in the star rated hotels and its working, grooming standards, etiquettes and manners required by the hotel industry and various opportunities available on the completion of course.

For the B.Sc. HS program the syllabus prescribes the conduct of a bridge course. This course is mainly helpful for students from the arts and commerce stream. This is mainly carried out to make them aware of important scientific areas that will be required in the course.

The institute also conducts various field visits to specific areas like laundry, airport, theme parks, restaurants, bakery and winery. Such visits make the students aware of other allied areas where employment is possible. During such interaction with students, it is possible for the teacher to identify them as advanced and slow learners.

Moreover performance of students in the monthly unit tests as well as during conduct of practical, teacher interacts with the students which help them to identify such category of students. On identification of these students, different steps are initiated to provide thrust into the education of both slow and advance learners.

These can be seen by the steps outlined below:

For Slow learner:-

- Question banks are prepared on earlier university examination papers on chapter wise basis and distributed among students.
- The students are given assignments to develop proper answer to the question in the question banks.
- On Assessment of unit test and preliminary examination, the mistakes are identified, brought to the notice of students and proper suggestion are made.
- To develop proper interest students are motivated to participate in different events and activities along with advanced learners. This helps to boost their confidence and thereby improve their performance
- Class teachers keep a track of attendance and performance of the students and discuss them with other teacher for strengthening of slow learners.

For advanced learner :-

- Advanced learners are identified on their behavioral attitude with regards to the understanding of syllabus, interest in the subjects and their desire to gain further knowledge.
- Such students are encouraged to obtain additional information through reading of additional books

and magazines.

- They are motivated to work as leaders in the organization of various events and functions.
- Such students are regularly motivated to undertake vocational training on the completion of each term.
- Advanced learners are also made to assist teachers in the conduct of various workshops.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 34.57

File Description	Document
Any additional information	View Document

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

Response:

“The teaching must be modified according to the needs of the taught”- Swami Vivekananda.

The institute is continuously engaged in developing students so that they attain global standards by adopting student centric methods which are also known as two-way teaching and learning processes.

Experiential Learning:

Experiential learning also known as is the process of learning through experience. It can also be called as hands-on learning. Experiential learning involves the actual participation of students which gives them an opportunity to express their skills, obtain additional knowledge, developing team spirits and leadership qualities.

- To inculcate experiential learning, students in the institute actively organize various events such as food festival, theme dinner, bread day, fresher’s party and farewell party. This gives them a hands-on experience of organizing the events which is the core part of hospitality industry. This also provides prospect for students where they can learn and develop a wide range of operational as well as professional skills.

- Industrial visits are organized during the course at places like star rated hotels, winery, bakery, laundry, and nursery. This gives students an exposure to the operational areas of the industry and it allow students to actually perceive various practices that are taught in theory classes.
- Students also undertake vocational and industrial trainings in star category hotels so as to get on the job working experience.
- Self-development plays important role in reaching higher paths of career. To develop such a habit students are given assignments for preparation of pictorial and informative charts, preparing actual 3D models. These exercises develop a creative mind and interest in the subjects. Such process goes on in indefinite manner throughout the career.

Participative Learning:

Participatory Learning involves increased students participation in the learning process so it is basically student centered.

- The institute organizes various workshops like flower arrangement, chocolate art, cocktail and mocktail preparation and presentation, fruit carving, embrace a value added exposure for students. Students later actually practice these at their ease.
- For the purpose of developing good communication skills the institute indulges in promoting communication in the English language. All stake holders in the institute are advised to communicate in English language. This is further enhanced through conduct of group discussions, extempore and presentations of their reports. For further motivation alumni's are also requested to interact and share their experiences with the students.

Problem Solving Methodologies:

- During the teaching of theory and practical of operational courses, faculty discusses various problems related to the topics encountered during the day to day functioning of the hotels. Ideas for the solutions are encouraged. Later the realistic solution is given.
- When students undertake 20 weeks internship in hotels, they come across many such problems and also witness the handling of situations. This enhances their experience.
- Students have active participation in organizing various events and activities in the institute. During the process, they face various difficulties and try to solve them. This gives them practical exposure to situation handling.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The use of ICT in teaching learning process enables an individual to improve their teaching skills. It also

helps them in making teaching interesting using various methods such as through power point presentations, videos and many more. This adds to the effectiveness of the lecture in the classroom where students can actually visualize the things; listen to the words, which help them to understand the subject and the topic better. ICT thus supports, enhances and optimize the delivery of information which is smoother and the learning becomes easier. ICT is seen as a tool to help teachers to create more student centric learning environment and improving the quality of education in the institute. Both teachers and students can present their ideas more effectively and in a relevant ways.

ICT enables access to the information whenever and wherever they want. Faculty takes advantage of this by updating themselves about latest trends and practices in the hotel industry worldwide which is then shared with the students. This is effectively conveyed to the students using multimedia like computers, laptops, LCD projectors. It creates the perfect learning environment which helps them to expand the topic of discussion, discuss them at the length, recap the topics with ease and assess the performance of the students in a very less time. This has significant and positive impact on student's learning. Thus the faculty in the institute makes use of technology in classroom and practical laboratory to create teaching learning exciting.

Faculty shares the notes, video clips and links to important information with the students through official Whatsapp groups so that students have easy access to it. The campus is wi-fi enabled.

The Smart School ERP enables to record Students Information, Faculty Information, Student's attendance and E-notice.

Students can access subscribed e-journals, open source database of National digital library and Shodhganga. Library uses SOUL 2.0 software for automated functioning.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 35:1

2.3.3.1 Number of mentors

Response: 07

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 45

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 0

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 8.43

2.4.3.1 Total experience of full-time teachers

Response: 59

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The institute has Internal Examination Committee which looks after all the internal assessment activities throughout the year. The committee consisting of a Coordinator and to be assisted by a faculty member is appointed by the Principal to supervise this activity. The committee acts in an independent manner and considers all the requirements of the continuous assessment process and thus prepares a framework. As a result the assessment is conducted in a fair and transparent manner.

The internal assessment committee works in following manner:

- The committee studies the syllabus prepared for the course and thus obtains information with regards to the internal assessment requirement.
- The committee prepares a detailed schedule for the conduct of unit tests, preliminary examination and practical examination based on academic plan of S. P. Pune University.
- This information is brought to the notice of the faculty through the circulation of the notice. The students are also informed about the examination schedule through its display on the notice board and also on Whatsapp media.
- The internal examination committee prepares a skeleton of the unit and a preliminary examination question papers, the marking scheme and brings this to the notice of staff.
- The committee obtains the question paper from the respective teacher on the examination email id or in the printed and sealed form.
- The committee further prints the question papers well in advance and keeps them ready.
- The allotment of supervision is made and circulated amongst the faculty.
- On the day of examination the committee provides the question papers and answer books to the supervisors.
- The attendance report is prepared in a specific manner that provides information about the student, his signature, number of students present and absent. This is certified by the supervisor.
- Answer books received are then forwarded to the respective faculty for assessment.
- On completion of the assessment, all the assessed answer books and the mark sheet are collected by the committee.
- The committee then stores these documents in a secured manner.
- The marks are communicated to the students in the classroom and by displaying them on the notice board.
- On completion of all the activities in the term a consolidated report containing unit test marks, preliminary examination marks, assignment marks, and marks for attendance is prepared and the final internal marks for each subject is determined.
- As per the university directives individual teachers upload the internal marks on the university website within the stipulated date.

- Grievances if any, received from the students are given due consideration by the committee and proper remedial action is taken.
- For the program of B. Sc. HS, first year examination is conducted at the college level. University provides the examination papers which are set by the examination committee of the university. The examination is conducted as per the university norms. Assessment for these papers is done by the institute through a CAP process.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The Internal examination Committee is responsible for the smooth conduct of unit tests and preliminary examination conducted in the institute for both the programs throughout the year. For each semester unit tests and a preliminary examination is conducted for the students. After the examination the answer sheets are checked within stipulated time and are submitted to the Internal Examination Committee. The concerned faculty shows the answer sheets to the students in the classroom. If the students have any doubts they are resolved immediately.

As per university examination system, the term examinations and assessment of theory and practicals of First Year B. Sc. HS program are conducted internally. The Chief Examination officer of the institute is in-charge of the internal examination process of the University. The results are declared within forty days of last theory paper as per university norms. On declaration of the result by the institute, a notice is displayed on the notice board informing the students about the request for photocopy, revaluation and verification of answer sheets. As per the schedule, students are required to apply for photocopy of an answer sheet. It is usually ten days of time after declaration of result. The students need to make an application and pay necessary fees. The photocopy of the answer sheet is given to the student within eight days. If the student is not satisfied by the marks awarded, they further apply for revaluation and re-verification by paying necessary fees. The Chief Examination officer then carries out the necessary steps for verification and revaluation and then communicates it back to the students. The result either 'Change' in marks or 'No Change', is then communicated to the student. If the student is declared as passes, necessary changes are then made and a new mark list is issued.

From the above submission indicates that there is a well-established mechanism in the institute and the university to consider examination grievances received from the students.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

The main aim of higher education is to deliver exhaustive and quality subject knowledge. The course outcomes clearly state what the students shall be able to learn at the completion of a particular course. It also facilitates faculty and other academic processes about what they are expected to deliver while teaching a course.

The institute has clearly stated Program Specific Outcomes and Program Outcomes. Course outcomes are developed by the senior faculty of the institute after reviewing the syllabus thoroughly. The institute has a proper mechanism in place to ensure that both teachers and students are aware of stated program and course outcomes offered by the institute-

1. Program Outcomes are prominently displayed in the institute.
2. Program Specific Outcomes, Program Outcomes and Course Outcomes are published on the website.
3. The soft copy of the syllabus is made available on the website and hard copy is always available in the institute for the reference to faculty and students.
4. During the academic meetings at the beginning of each semester, the course outcomes are discussed and teaching plans are made accordingly.
5. Each semester, for every course concerned faculty describes course outcome of the course with the students in details. This gives clarity to the students what they are expected to learn in the course.
6. Same procedure is followed for the practicals as well.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

Attainment of Program Specific Outcomes:

- The institute ensures that the students are familiarized with theoretical as well as practical aspects of industry through curriculum as well as visits to various sectors of industry such as hotels, bakery, winery, laundry and airport.
- Guest lectures are arranged to impart industry related knowledge to the students.
- The institute tries to equip the students with skills for self-development.
- It imparts employability skills among the students to compete at national and international level.

Attainment of program outcomes:

The PO's have been identified and institute takes sincere efforts to ensure that on successful completion of the course, students have a thorough knowledge of hospitality industry, which helps them get a professional identity and have all required qualities for a professional to enter into the hospitality industry. This reflects in students being placed in hotels in India and many of the students get opportunity to work in foreign countries as well. Few of the students start their own units and thus become an entrepreneur.

In order to evaluate attainment of PO's identified by the institute, a systematic approach is followed:

- The academic calendar is planned at the beginning of each academic year.
- It involves planning for timetable, conduct of unit tests, preliminary examinations so as to enable internal evaluation.
- Various curricular & co-curricular activities are planned for the year which is also a part of academic calendar. These activities are planned in such a way so that participation in it helps the students develop their planning abilities and professional attitude. It results in boosting confidence and developing qualities like leadership and teamwork.
- In some cases attainment is also visualized through the feedback from co-organizers, partners and guest attending events.
- During the final year of the program faculty identify the strength & weakness of the students and guide them so as to make them job ready.
- The PO's further can be evaluated when students get selected for placement interviews.

- The institute maintains the record of the students working in India, in foreign countries and those who are entrepreneurs.

Attainment of course outcomes:

- At the beginning of every semester each faculty informs the students about the expected course outcome for all the concerned subjects in the first lecture.
- The student's attainment of PSO's, PO's and CO's are assessed from time to time.
- The necessary remedial actions are taken if the students are lacking behind the expectations.
- The institute provides opportunities to the students to showcase their skills and knowledge they have acquired by organizing various activities during the course of time. This motivates the students and enhances their confidence.
- The internal and external examinations conducted by SP Pune University also measure the attainment of PSO's, PO's and CO's.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 58.17

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
66	17	15	27	6

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
69	37	23	41	33

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.6

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	01	01	01

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 31

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
05	06	06	08	06

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.5

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	00	03	00

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.38

3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	00	00	02

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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 last five years.

Response:

The vision of the institute is directed to inculcate moral and ethical values for social and national integration and progress. The motivation for this aspect is enhanced through various activities. These are,

Environmental issues: Increasing human population and urbanization has raised environmental issues leading to disastrous impact on all forms of life. It is thus necessary to protect and enrich it with proper related exercises mentioned below,

a. Tree plantation: This activity is usually carried out with cooperation of Forest Conservation Department. The staff and students plant the purchased saplings of traditional and medicinal plants on the allotted land during the rainy season.

b. Swachh Bharat Abhiyan: Cleanliness activity is carried out by the students either in the institute or other places. In the institute thorough cleaning of all areas are undertaken. The activity is also carried out at historical places in and around the city. Visitors litter the place with different forms of garbage. These are collected and properly disposed off thus sanitizing the area.

c. Creation of awareness: Awareness regarding conservation of heritage sites is also undertaken to educate students as well as society. Placards and banners are displayed at vintage points near historical sites indicating the importance of protecting of historical sites.

Human Values: The human value of sharing of resources is developed through the following activities,

a. Blood donation camp: Blood donation is always referred to as activity for a noble cause that helps to save human life. It is conducted in collaboration with registered Blood Bank. This blood bank carries out scientific analysis and blood products are made available to needy on no loss no profit basis.

b. Donations: The students generously make donations, either in cash or kind. These are donated to NGOs

involved in the field of maintaining orphanages, to armed forces welfare fund, Flag Day collection.

Other activities includes following:

- Workshop on Bakery conducted in May 2018
- Workshop on Food Processing conducted in collaboration with Maharashtra Centre for Entrepreneurship Development during 20th December 2016 to 15th January 2017. It was funded by Department of Science and Technology, Govt. of India.
- Our faculties are invited to deliver lectures on career guidance, personality development as well as to judge various cooking competitions related to at events organized by local community.
- On premises Catering services were provided for other units in the campus for important committees including NAAC Peer Teams.
- Participation in Hygiene First activity organized by a city based NGO for improvement of sanitation and hygiene at the food stalls and restaurants within the city.
- Demonstration of Bakery Products at Krishi Vigyan Kendra, Dahigaon-Ne, Ahmednagar.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	00	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 22

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., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
05	06	04	02	05

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 165.83

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., year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
523	251	342	205	191

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 8

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

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	01	01	02

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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.

Response:

The institute has a separate well planned infrastructure with total area of 2515 sq. meter. All the essential facilities have been established and are well developed and equipped which helps in the conduct of activities in smooth and disciplined manner. The infrastructure is fragmented into instructional, administrative, amenities and circulation areas.

Instructional areas:

Classrooms:- There are four classrooms available for conduct of classes. These are well lighted, ventilated and with required electrical fittings. Each classroom has a green board and ICT facilities installed. Sufficient benches are placed for students to seat.

Laboratories:-As per the requirement of the course, various laboratories are established which are functional. These are as:

- **Training Kitchens:-** To conduct food production practicals institute has three different kitchens which are Basic Training Kitchen, Quantity Training Kitchen and Advance Training Kitchen. These are equipped with required equipments and facilities for working.
- **Training Restaurant:-** For the training purpose of Food and Beverage Services two training restaurants are used. AROMA – The training restaurant is well developed, has a modern ambience and has good set up of a mock bar.
- **Guest Room:-** There are two guestrooms available namely single room and junior suite room. This facility helps to impart simulation training of a hotel guestroom to the students.
- **Front Office Lab:-** A front office lab is functioning in one of the classroom. This lab helps to conduct various front office practicals.
- **Computer labs:-** Institute has two computer labs connected through LAN which are equipped with 10 computer machines each, printers and scanners.

Seminar Hall:- The institute has a seminar hall equipped with LCD projector, screen, LED TV with a Dish.

Library Facility:- The library is rich in numbers of books, journals, magazines and newspapers. There are more than 4500 books on a variety of subjects. These are manually recorded in Library Accession Register when issued and also recorded in the software. The library has reprographic and book bank facility for everyone. The reading section is adequate and furnished with tables and chairs. The area is well lighted, ventilated and is fitted with fans. This has 2 internet ready computers for the students to access e-resources and reference work.

Administrative areas: The administrative areas include Principal's office, General office, Faculty room, IQAC, Examination Control room, Training and Placement. These areas are well lighted, ventilated, and

easy to access. The areas are provided with proper seating arrangement and computational facilities.

Amenities areas: The amenities are mainly provided to the benefit and use of students. There are separate common areas are available for boys and girls and are equipped with lockers, seating arrangement. Potable water facility is installed at number of points and well water is also available for miscellaneous use. Firefighting facility put into place at the ends of the corridors.

Circulation Area: This includes corridors, staircase, porch, garden and canteen facility. These are spacious and well lighted. The porch is surrounded with beautiful landscaped lawn and a garden. The flora is lush green and well maintained.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Educational institutes should always strive to develop a sound mind, healthy body, good sportsman spirit and good interpersonal relations among the students. In order to achieve such attribute the institute conducts a variety of activities throughout the year.

In the vicinity of the institute various types of indoor and outdoor sports facilities are available on shared basis. These facilities are well established and maintained as well as available to this institute as and when required. Various facilities for indoor sports like carom, chess, table tennis, wrestling, badminton; judo and weight lifting are available. Outdoor facilities for other games like Kho-Kho, Volley ball, Cricket and Athletics ground are also available. All facilities are developed as per the standards. Interested students are free to use these facilities.

The sports week is a regular feature accounted in the planning of activities. During the sports week interclass sports competitions in Cricket, Kabaddi, Badminton, Chess, Carom and Athletics are held. Winners of these competitions are felicitated and awarded a certificate.

As per the directives 'Yoga Day' is celebrated every year on 21st June since 2014. For this purpose a Yoga expert is invited. A program of about four hours is conducted on this day. In the program various types of Pranayama and Yogasanas are exhibited by the experts and practiced by the participants including teachers and students.

Cultural events are generally held as a part of fresher's welcome party and farewell party for the final years. To make it interesting these are theme based, where ambience is created and students dress accordingly. Cultural activities are in different forms like dancing, singing, presenting skits, one act play, poem recitation and entertainment games.

Competitions like Rangoli, Mehendi, poster making, Elocution competition, and classroom decoration competition are organized as a part of different events. Students actively participate in all such activities and exhibit their skills.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 05

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 6.49

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
5.24	1.32	7.82	1.39	0.14

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The library in the institute is well established and well operated. The institute is proud to have a collection of more than 4500 books. The number of the titles is also high. This indicates a rich collection of the library. The books are registered (hard form) in the accession register as well as entered into library integrated management software named SOUL 2.0 obtained from INFLIBNET. The books are also tagged with specific bar codes which can be read by a scanner and the entries are noted in the software. As a result it is very easy to track the movement of the books. This work is also supplemented by use of manual method involving book cards, and entry of issue and submission. The library software allows various advantages of making information available in the form of modules which includes administrative module. It helps in the entire administration of library. Cataloguing of books is done by the help of catalogue module. Circulation module helps in the performing the circulation of books through software. Importing helps to store the entered information in the software on the excel sheet. Acquisition module helps us to know the number of books that are newly acquired by the institute. Managing of book serial numbers is done by the serials module. It also offers the database backup system which is generally placed in the D drive. A user friendly hand book is provided by the company for installation procedure of the software. It also provides a WebOPAC Installation module.

The library is operational during the working hours of the institute in which borrowing and returning of books is allowed.

Additional learning resources available in the library include journals and magazines. The library is also in possession of large number of CDs and DVDs that can be viewed to obtain additional information. More over the institute has downloaded a number of books in the electronic form which are stored in CD. The library reading room has also installed two separate internet ready personal computers of latest configuration for augmentation of learning. The library is also in possession of reprographic facility which is made available at a nominal rate.

The library also has a display unit where daily newspapers current magazines and journals as well as new arrivals of books are on display. Thus all these details indicate that the library is an efficiently working, richly stacked and provides additional resources for learning.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: D. Any 1 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.57

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.37795	0.75242	0.80666	0.53715	0.35764

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 1.61

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

Response: 4

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institute has a well-developed IT facilities and it is maintained and upgraded regularly. The details are-

Computing facility: - Computing facilities have been made available to important area like office, computer center, library, reading hall and other areas. The personal computers have regularly upgraded by replacement with latest type of machines. At present the institute has procured 30 personal computers with advance specification and large size LED screens. 18 computers of the latest versions were added in 2017. At Present there are there are 3 laptops which are used by the faculty for teaching through ICT methods. Advanced printers, scanner and reprographic facilities have been regularly upgraded by addition of new ones and are in sufficient numbers. These facilities are used by the staff and students for routine work. All the personal computers are also loaded with antivirus software to take care of cyber security.

Internet and Wi-Fi facility: - Internet and Wi-Fi facilities are subscribed on a yearly basis. At present the internet with the speed of 40 mbps is available. This facility is available for the faculty and students.

Classrooms: - With a view to develop smart class room, LCD projectors and screens have been permanently fixed in the classrooms. Faculty can use this facility along with the available laptops for development and delivery of lectures and presentations.

Seminar and AV hall: - The institute has well developed seminar hall with LCD projector, screen, LED TV with dish connection and internet connectivity.

Library: -The library is well established and modernized. All procured books are properly recorded in accession registers and also in the library management software, SOUL 2.0. The Library also has collection of VCD's which can be used to learn the art of personality, soft skill development and other subjects. The library also has a reprographic facility which is used by the staff and the students.

Maintenance: - All the computers, scanners, printers, reprographic machine are always maintained in a

good working condition by regular checkup which is done by a qualified technician.

Uses of IT for students and faculty: -The institute has a two computer laboratories with 10 computers each, are connected with LAN and internet ready. This facility is used by the faculty for reference purposes. Students also use the facility for preparation of assignments, projects reports and training report. This facility is also used for conducting the interviews of the students through Skype towards the selection process of training and placement.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 11:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 47.03

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

2019-20	2018-19	2017-18	2016-17	2015-16
23.24	30	25.16	17.54	15.48

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

The day-to-day functioning of the institute is carried out under the supervision of the Principal. Augmentation of infrastructure is done with prior permission of the management, which is taken by the Principal. The Principal is helped by faculty members. The faculties are entrusted with tasks which help in the proper maintenance and utilization of various facilities.

Infrastructural development and maintenance:-

The institute has a separate building within which all facilities are available. The facilities includes:-

Laboratories:- Various types of laboratories are established as per requirement. These include training kitchens [Basic Training Kitchen, Quantity Training Kitchen, Advanced Training Kitchen], Training restaurants [Basic training restaurant and Aroma – The Training restaurant], housekeeping and front office. All these are equipped with necessary tools and equipments which are recorded in the stock registers. The facilities of laboratories function as per the time table prepared for the term. The faculty engaged with practicals ensures that the respective laboratory is properly cleaned and good hygienic standards are maintained. The faculty also reports for any type of maintenance that is required in the laboratory. Maintenance is mainly with respect to electricity connections, plumbing, and maintenance of equipments. The concerned faculty discusses the issue with the Principal and the required maintenance is carried out immediately. A skilled technician is available from society's office for maintenance or the work is out sourced.

Computer laboratory:- There are two computer labs which are well equipped with latest types of personal computers with LCD monitors. All these 20 computers are connected with LAN. There is also provision for printing and scanning. The computers are regularly checked and for any repairs and maintenance they are attended by a qualified technician and thus all the computers are in good working condition.

Library: - The library has proper stacking facility for storage of books. This is in the form of metal see through window cupboards which can be securely locked. All books purchased are properly entered and numbered in accession register as well as simultaneously it is entered into the software. For lending and tracking purpose each book is appended by a lenders card. During borrowing of books, the book card and students' library card are collected together and stacked properly. The journals and magazines subscribed by the institute are regularly checked for their receipts. These are also placed separately. The entry of the staff and students in the library is noted in the register. Damaged books are regularly sent for proper binding. At the end of each academic year physical verification of the library books is accomplished by the

librarian and a report is submitted to the Principal. The librarian ensures that the seating area is properly maintained by the attendant. The tables and chairs are also properly cleaned and arranged.

Classroom: -The classrooms are spacious and have proper seating arrangement. It is equipped with LCD projectors which are securely enclosed. All classrooms are well equipped with ICT facilities. Cleaning and mopping activities are carried out on regular basis. The Principal verifies cleanliness of the area during the routine rounds.

Sports Complex: -Sports facilities for indoor and outdoor games are available on sharing basis. These are adjacent to the campus. All facilities are properly developed, maintained and equipped with essential items.

Circulation areas:- Circulation areas include corridors, staircases, porch and garden. All these areas are maintained, cleaned with help of attendant and workers. Wash rooms are daily cleaned with cleaning agents and the task is outsourced. Care is taken to ensure the proper working of all facilities as well as continuous supply of water.

Other Facilities: -The other facilities that are also available in the premise that includes Principal office, general office, faculty room, store room, IQAC office, Training and Placement office, separate common rooms for boys and girls, examination control room and canteen. Separate washroom facilities are also available at different floors in the building. Front of the building is landscaped. It has lawns which are regularly maintained by a gardener. Ample water for such facility is readily available. This facility is regularly used for the events like food festivals and theme dinners. All the facilities are always well maintained.

Drinking water facility: - Clean drinking water is received from the corporation which is stored in the overhead tanks. The cleaning of the overhead tanks is done regularly by outside agency. Water purifiers and coolers have been installed ensuring continuous availability of potable water.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 41.08

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
90	72	65	69	60

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.19

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 1.47

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
6	1	4	3	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 17.09

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
9	6	4	9	7

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 2.86

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 02

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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)

Response:

The progress of the institute is possible only with the active involvement of all its stakeholders, students being most important ones. Students play a key role in day to day functioning of the institute. There is a need to have a good coordination between the students and the faculty members for routine functioning of the institute.

Under the provision of the Maharashtra Universities Act, 1994, the institute constitutes a students' council which comprises of following representatives-

1. Principal / Director – Chairman
2. One Lecturer, nominated by the Principal
3. Teacher in-charge of NCC
4. NSS Programme officer
5. One student from each class, who has shown academic merit at the examination held in the preceding year and who is engaged in fulltime studies in the College nominated by the Principal or Director
6. Director of Sports and Physical Education if any
7. One student from each of the following activities, who has shown outstanding performance , nominated by the principal, namely:
 1. Sports
 2. NSS
 3. NCC
 4. Cultural Activities
8. Two lady student members nominated by the Principal/ Director

The members of Students' Council act as a mediator between the students and teaching faculty. They take lead in arranging various co-curricular and extracurricular activities in the institute. They motivate other students to actively participate in all the activities. They also help the discipline committee to maintain the discipline in the institute. They provide platform to the students where they can share their views, opinions or ideas.

During the conduct of co-curricular and extracurricular activities, for every activity the work is distributed in different departments. The responsibility of each department is given to one of the student who has been identified as advance learner. The duties are allotted in rotation. The leaders with help of other students work towards making the event successful.

This indicates that students' represent and engage in various administrative, co-curricular and extracurricular activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	1	4	2

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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

Response:

The institute is proud of its alumni who have made their career in various sectors of hospitality industry and are successfully representing the institute across India as well as at the international level

Institute invites and organizes alumni meet. When they visit the institute, the students of the institute are benefited as alumni interact with them; they guide the students and make them understand the important of career development and how it can be planned. Those alumni who are not able to make to attend alumni meet, they ensure to visit institute when they are free and interact with faculty, share new trends, practices and current happening in the hospitality world. This helps the faculty to update student of the institute with all these happenings.

Moreover the alumni accept the invitation of the institute to deliver the guest lecture to current student on various aspects of industry and career.

Alumni also have donated the books to the college and thus contributed to enrich the library. Many of the alumni who are either working in the different sectors of the industry in various capacities or having own

business keep the training and placement officer of the institute abreast about vacancies available there by providing information about job opportunities. Such information is then shared with the students of the institute as well as on what's app group of alumni formed by the institute.

Our alumni have representation on CDC and IQAC. They attend the meetings and give valuable suggestions for the development of institute and of the students.

The alumni who are working in other countries help the students who are willing to go those countries by providing them necessary guidance with respect to information of the country, accommodation or any other information needed at the initial stage.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

Ahmednagar Jilha Maratha Vidya Prasarak Samaj is one of the oldest and pioneering societies which have been promoting education since 1918. The main focus of the society has been to provide education to the economically backward community, the famine stricken and hilly regions of Ahmednagar district over the years.

About the Institute:

The institute was established in 1997 and provides education in hospitality sector. It has received the approval of various authorities like AICTE, DTE, Govt. of Maharashtra, and Savitribai Phule Pune University for the conduct of the courses.

Vision of the Institute:

'Tejo Si Tejo Me Dehi' - This when translated means – 'I will burn my life to enlighten the life of others'.

Mission of the Institute:

- To provide education access to all strata's of the society.
- To impart comprehensive hospitality education.
- To inculcate moral and ethical values for social and national integration and progress.
- To develop cordial relations with the industry for research, training and placement.
- To enhance professionalism in aspirants to attain global competency.

Governance of the institution:

The responsibility of day to day activities, effective implementation and functioning of the institute is vested upon the Principal. Along with academic responsibilities, it also includes the responsibilities of office administration like admissions, finance and public relations. Preparation and submission of important reports to various authorities are carried out under the guidance of the Principal. Based on reviews taken from stakeholders for various activities conducted in the institute, future development plans are prepared. These plans are discussed in CDC meetings. The committee member gives necessary suggestions, directions and recommendations. These are then efficiently implemented under the guidance of Hon. Secretary of the Trust.

Perspective plan:

For the hospitality professionals to remain competitive, they are required to be updated with latest trends and practices. Keeping this in mind, the CDC has framed a prospective plan of the institute which focus different aspects which includes -

- Reach to remote areas of Ahmednagar district for admission promotion.
- Improvement in academic performance.
- Upgradation of the infrastructure
- Increased numbers of activities are to be planned so as to give more exposure to the students to develop right attitude needed for their career.
- To increase scope of training across India by strengthening the institute-industry relations so as to benefit the students.

Participation of Teachers:

Teachers have representation in IQAC and CDC. Their suggestions in discussion help in quality enhancement in academic and other areas of institutional development. Various committees of teachers are functional in the institute for different purposes such as Academic, Anti Ragging, Training and Placement, Examination, Co-curricular and extracurricular activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institute believes in participative management for the efficient functioning of the institute. The quality in education, academic and physical infrastructure is always given a top most priority by the institute. Institute value the importance of decentralization and thus while taking policy decisions, suggestions from the faculty and nonteaching staff are given due importance. Their suggestions are considered, put in front of the College Development Committee and discussed in the meetings for its necessity, the decisions are taken which are then implemented.

The following case study is reflective of the same:

Case Study: Up gradation of Computer Lab

Use of IT for academic institutions has benefited in many ways. It offers teaching advantage to the faculty as well as learning advantage to the students. It is used for various purposes like reference, assignment, project work, presentation and visual learning. IT lab provides a place for students to explore, create, and connect to develop digital literacy. Computers are thus a need of time.

The institute has two computers labs with 10 PC's each. One of the computer lab and library had 14 personal computers till 2017 with Pentium 4 processors; the other lab had 10 desktop computers with core 2 duo processors. With changing and advance technology, it was found by the faculty that the old version PC are out dated, they don't support new software efficiently and thus there is a need to replace them.

The faculty of the institute thus gave an application to principal to upgrade the facilities. It was then presented to CDC. The meeting of CDC was held on 24/10/2017 during which this point was taken into consideration. The issue was thoroughly discussed in the meeting. The details of existing computer system and need of up gradation was considered and agreed upon. It was decided that the new requirement should be identified, budgeted and finalized under the authority of Hon. Secretary of the trust. The resolution was unanimously passed and approved. At the same time it was decided that the old Pentium 4 computers to be donated to the schools of the trust which are located in the remote areas of the district. In later stage in consultation with the Hon. Secretary of the trust order was placed for 18 new generation i3 processor computers having 4 gigabits of ram and 1 terabyte hard disk and purchased.

The above process is indicative of various stakeholders involved in the institutional practices and exhibit the decentralization and participative management.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institute has to continuously look into its planning, development and progress. The College Development Committee meeting was held on 24th October 2017. In the meeting, items pertaining to the renovation of educational areas namely Advance Training Kitchen and Training Restaurant were discussed. The total cost towards renovation and modernizations and implementation was also discussed. It was unanimously decided that this renovation activity should be properly budgeted and necessary action be taken and finalized under the authority of the Hon. Secretary of the Trust. The resolutions was unanimously passed and approved.

In later stage these renovations works were discussed at length with the Hon. Secretary of the trust. Definite directions were received regarding the methodology or directive to be followed. A brief design of developmental work was identified. Methodology of reconstructive studies of various rates were prepared and submitted to the Hon. Secretary for considerations and approval. On receiving the approval further works were carried out. The period when the work was being carried out the Hon. Secretary of the society regularly paid visits, supervised the work and issued necessary suggestions.

Renovation of Advance Training Kitchen:-

The vendors for the supply of the kitchen set up (work stations) were invited for discussions, quotations and finalization of the prices. After due consideration of the quality of work and pricing, a final order was placed. The vendor compiled the work within the stipulated time as per the design and specification of material. During the intervening period the plaster from the kitchen wall was removed and glazed tiles

were placed. Moreover required electrification and plumbing work was also undertaken. The whole activity of kitchen renovation was completed within 3 months.

Renovation of Training Restaurant:-

Detailed discussion was first undertaken with all the faculty members. During this discussion various types of interior designs, lighting and color schemes were considered and then finalized. Work order was released. The renovation work included the erection of false ceiling; the reconstruction work by wall mounting process, a fresh coat of paint was applied to the walls. As per specification, later on electrification process was carried out. In this regards LED bulbs have been fixed to save power consumption. The work was completed as per specifications.

Due to the combined involvement of the Society, Management, Principal and staff as well as the vendors and service providers the developmental activity could be completed within a short time and as per the expectation. As a result of this work the training restaurant has received a modern look which has been widely appreciated.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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.

Response:

The functioning of institution is well organized, planned and properly operational. As a result of this all the functions of each stakeholder is properly identified and executed, thus developing simplicity and smooth functioning. The Organizational structure and functions as well as other important information are discussed below.

Administrative set up:-

Governing Council:

The governing council consists of 11 trustees. The governing council is mainly involved in the day to day supervision and the functioning of all its educational units.

College Development Committee:

This committee is formed in the institute as per the directives. It has a President who also happens to be the President of the Society. Other office bearers of the society are also members of the committee. This Committee is further expanded by inclusion of representatives of teaching and non-teaching, alumni and other representatives from the society. This Committee deals with all important aspects like educational

progress, developmental actions, financial management, and academic progress. This facilitates the institute to foster excellence in all its areas.

The IQAC plays a major role to ensure that the institute has a learner centric environment. It plays a key role in quality enhancement of the institute.

The Principal is the head of the institute and is entrusted with responsibility of proper academic scheduling, curricular and co-curricular activities planning. The duties also include administrative work; conduct of exam, looking after other activities as well as handling of grievances of different nature. The Principal, for smooth functioning of institute performs the duty by decentralization of work through inclusion of faculty and non-teaching staff.

The teaching staff makes sure that the academic as well as curricular and co-curricular activities are conducted as per the plan. Office staff performs their assigned duties efficiently.

Institutional policies:-

The institute is able to function effectively because of its well-developed policies. Its functions are broadly divided into administrative work, academic work and other activities involved in day to day functioning of the institute. The systems have been developed for each area and all entities make sure that these are followed, thus allowing the institute function effectively.

Appointment Policies:-

In the recruitment of teaching faculty the norms and eligibility criteria's of authorities like AICTE, DTE, S. P. Pune university are given due importance. Rules framed with regards to reservations are also followed by generating a proper roaster. Depending upon the workload and teachers requirement, the posts are advertised in leading newspaper. After due approval from the universities the selection committee appointed by the university as well as other members meet on a pre-agreed date, time and place. Candidates who fulfill all the conditions are interviewed by the committee, which later makes recommendations. Based on these recommendations appointment and approval from university are obtained.

Service Rules:-

The service of the teaching and non-teaching staff is governed by the rules of various authorities which include AICTE, UGC, Government of Maharashtra, DTE, S. P. Pune University as well as those framed by the society from time to time.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institute gives due importance for the welfare of teaching and non-teaching staff. Such measures can be seen in different forms. These are listed below.

1. Leaves:-

As per the university norms the staff is allowed 15 casual days leave in a year. Apart from this, the staff avails the holidays declared by university. Paid medical leave is also sanctioned for a period as per requirement towards health recovery. The institute allows duty leaves that are granted for university work, university examination work, attending seminars, conferences, and for other official works of the institute. Duty leaves are also granted for faculty to undertake faculty development programs (MHRD and UGC). Paid maternity leaves are availed by the staff. Staff is encouraged to upgrade their educational qualification. They are allowed leaves for appearing for examination.

2. Contributory PF:-

The staff in the institute avail the facility of provident fund under partial Pension Scheme EPF act. Contributions are made by the staff and the institutes which are regularly deposited to EPFO office. Such funds are available for the use by the staff as per the rules.

3. Welfare funds:-

Under the wings of society, a welfare fund has been registered for different educational units. The staff makes a regular contribution to these units which are deposited in the funds. The fund provides a loan to

the extent of 1.5 lacs. The refund of these loans are deducted from the salary and forwarded to the welfare fund. Moreover the welfare fund also allows the total payment of amount and also sanctions and pay total amount spent on critical hospitalization and treatment.

4. Financial and Documental Assistance:-

Faculties are provided with financial assistance for attending workshops, seminars, conferences and Faculty Development Programs. The staff is provided with necessary documents in order to assist to apply for loan from the banks.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 66.75

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

2019-20	2018-19	2017-18	2016-17	2015-16
8	4	6	4	4

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	1	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 18.93

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	0	0	0

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Performance appraisal system is practiced in the institute. Due importance is given to the appraisals of the teaching staff carried out at the end of each academic year. The faculty fills up the relevant information in the contents of the appraisal form. Evaluation of the appraisal forms are carried out in an unbiased manner and necessary noting are done. Recommendations are then brought to the notice of management, to the Secretary of the society. Along with evaluation of the performance as per established norms, this practice also helps to identify scope for improvement, progress and growth of the employee. Necessary steps are initiated for rectification. Thus Performance appraisal system motivates the faculty and helps in analyzing their strengths and weaknesses thereby understanding the areas of development.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institute ensures that the finances are managed and recorded appropriately and resources are mobilized effectively. Institute follows an internal approval system for all the purchases to be made. Purchases may be suggested by the faculties or are a part of regular expenses. These are approved by the Principal. All the expenses to be made higher than certain limit needs approval from Hon. Secretary of the trust. This ensures proper management of finances. Internally Institute's vouchers and bills are periodically checked by Institute's accountant and maintain a proper record of Fees received, expenses and bills.

The college has external audit in place which is carried out by independent (firm) chartered accountant appointed by parent organization - Ahmednagar Jilha Maratha Vidya Prasarak Samaj. Once every year, minute audits are carried out by the auditor by checking the receipts and expenditure for the courses. The audited reports of all the units are then placed to the General Council of the society for final approval. Copies of the audited statement are regularly submitted by the society to the Charity Commissioner as well as to the Income Tax authorities.

The audited statement of accounts is placed before Management Committee/College Development Committee for consideration and approval. Special care is taken so as to standardize all the processes and continuous improvement of the process. The major source of income for the institute comes from Tuition fee and Development fee. In case of deficit it is covered from Corpus Fund of Ahmednagar Jilha Maratha Vidya Prasarak Samaj Society.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.1	0.1	0.1	0.1	0.1

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institute is private and self-financed, thus does not get any financial grant. Availability of funds and its appropriate mobilization is very important for the development and smooth functioning of the organization.

The institute has a proper system to ensure effective and efficient availability and mobility of funds and also proper utilization of resources. Funds are generated through collection of fees. Since, the students of this institute in majority come from average income group, the institute allows them to pay the fees in 2 or 3 installments. Thus it becomes more challenging to monitor the utilization of available funds without hampering the quality of education.

The system of mobilization of funds is mentioned below-

1. For every financial year the institute prepares a budget proposal keeping in mind various routine expenditure which broadly includes expenditure on salary, administrative expenses, academic expenses and library expenses. The expenditure for infrastructure augmentation, addition of new facilities, purchasing of equipments etc. is also considered keeping in mind the priority and provision is made in the budget. The budget is presented to the College Development Committee. After discussions and due approval the expenditure is initiated.
2. The institute follows a systematic mechanism and obtains approval from the authority for amount to be withdrawn from the bank.
3. In case if additional expenditure is expected beyond sanctioned budget, permission is taken in a College Development Committee meeting.
4. The institute carries out financial audits to check the receipts and expenditure for the courses and statement of account with details of income and expenditure and balance sheet is presented to College Development Committee.

Optimum Utilization of Resources

The resources in HEI's needs to be managed effectively and efficiently in order to achieve its desired goals. A proper control system has been developed by the institute to ensure that expenditure is in tune with income. All the facilities are maintained in good condition so that they can be utilized to its best capacity. Adequate funds are allocated and used for development and maintenance of infrastructure.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The IQAC came in existence in the institute in March 2019. Since then it has taken initiatives in enhancing quality in education and has developed new strategies for better teaching learning processes. The main focus has been on imparting quality educational culture in the institute thereby improvement in overall performance of the students.

Following are the examples of institutional reviews and implementation of teaching learning reforms that has recorded incremental improvement-

1. Improved Scope of Industrial Training for the students:

The students of both the courses (BHMCT and B.Sc.HS) have to undertake industrial training of four months in star rated hotels as a part of essential component of their curriculum. This training helps the students understand work culture of the industry as well as boost their confidence. Initially the students would take on the trainings at limited hotels. In the IQAC meeting held on 11/03/2019, the review of placement of students for industrial training was taken. It was discussed if it is possible to send the students across India involving varied group of hotels. This will help the students to get exposure to working culture in various national and international brands of hotels. This also gives an opportunity to the institute to increase its linkages which will further help for placements of the students. The suggestion of IQAC was considered and in the coming years the scope of the Industrial training was expanded to more hotels across India. Few students also completed their training at France and USA.

2. Redecoration of model Housekeeping Guest Room.

Hotel management being a skill based course, well equipped laboratories are an essential component of the course. The institute had a model Guest Room for Housekeeping practicals with a basic layout. For the students to get a feel of a star rated hotel guest room and to facilitate simulation training of housekeeping practicals, requirement of up-gradation of guest room with addition of new furniture was put forth in the IQAC meeting on 11/03/2019. It was discussed in detail. It was decided that a survey of various furniture

showrooms should be carried out for availability, designs, quality and pricing in and around Ahmednagar. The quotations to be invited, compared and finalized under the guidance of Hon. Secretary of Society. The process was followed as per his directions. It has resulted in changed look of the model Guest Room.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of the institute at periodic intervals take review of teaching learning process at the institute and identify various areas that needs improvement. It is then discussed and IQAC takes review and recommends steps to improve the quality of teaching learning process. The reforms suggested by the IQAC were in the form of following examples where institutional reviews and implementation of teaching learning reforms that has recorded incremental improvement-

1. Up-gradation of Seminar Hall:

The institute was having a seminar hall but there was a need to upgrade the same and to change the ambience of it. This need was considered in the IQAC meeting held on 27th August 2019. The members agreed upon it and Hon. Zaware Patil Saheb directed that a well-equipped seminar hall should be developed under the guidance of Hon. Secretary of Society. Prof. B. R. Shendage suggested that since the course of Hotel Management is a skill based program, the courses can be better explained and understood if audio visual modes are used.

It was discussed that the operational courses of BHMCT and B.Sc.HS programs have practicals which are the core part of the curriculum. In order to understand theoretical and practical concepts even better or to give more insight of advance skill set, a dish connection should be purchased and few industry related channels like Food Food, Travel Trendz, Fox Life, TLC, and few News and sports channels can be subscribed. In addition to this, faculty can also play course related You Tube channels. As a result of discussion Tata Sky dish was purchased.

2. Development of database of learning material:

In the process of shifting from traditional teaching methods to most recent methods, the faculties of the institute are making use of ICT tools to teach the students. Upon recommendation of IQAC to build and record database of the study material, faculty started recording it in soft copy. It includes chapter wise

power point presentations, notes, and related videos on the topics. These study material is updated from time to time. Thus it becomes readily available for reference at any time. In order to facilitate easy availability of books, e-books are also made available in the library for students for references in CD form.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

Institute has strong inclusive work culture. It ensures that equal opportunities are provided to everyone irrespective of their gender, culture, language, region or religion. Safety and security of every individual is the prime concern of the institute.

Gender equity & sensitization refers to adaptation of behavior by developing awareness of gender concerns and to make every person more sensitive towards problem of women. The institute thus has created a favorable environment that allows every individual to nurture and flourish their talent with no gender discrimination. This has been achieved by implementing following practices -

- Teaching learning process in the institute is more participatory
- Equal attention is given to both boys and girls in the classroom and in practical laboratories.
- Providing space to everyone to express themselves
- Incorporating gender sensitive parameters that promote gender sensitivity in classroom transaction and in curricular and co curricular activities.
- In the first year of the course itself, all the students are made aware about their expected behavior in the institute.
- Strict implementation of anti- ragging policy.
- Girls and boys are allowed to work in a team for practicals
- Homogeneous group of boys and girls are formed for various activities and events.
- Seek feedback from the ladies in case of any problems faced by them in the institute.
- Suggestion box is provided where anyone can put their suggestions or complaints
- Online grievance system is available on the institute website. Grievance Redressal Committee is also functional.
- Separate hostel for boys and girls

The institute considers following aspects in a proper manner and necessary action are taken for safety and security, counseling and provision of common rooms in the institute:

- Compulsory wearing of identity cards by students and faculty members
- CCTV cameras are installed in the premises for surveillance, monitoring movements, for control and security purpose.
- Security guards are appointed at campus and college entrance.
- Regular visit by Anti Ragging Committee and Anti Ragging Squad are carried out in the premises.
- First Aid Box with all required amenities is readily available.
- Fire fighting facility is installed at number of places. It includes a fire extinguisher cylinder, sand and water buckets.
- All the ladies are free to approach the Principal in case of any difficulties.
- Formal and informal avenues are available for counseling both male and female students.
- Class teachers are always in contact with students to understand their requirements, difficulties and

offer proper guidance.

- Separate common rooms and washrooms are in place for use by ladies and Gents.
- Separate whatsapp group of female staff and girl students is in use.
- Locker facility is available in the common room.
- Provision of enclosed changing area has been provided in the girls common room
- Sanitary pad vending machine is also made available in girls common room
- Seating facility is available in girls and boys common rooms.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The various steps taken for management of wastes are as follows –

Waste management has become important requirement in order to control pollution and health hazards and needs additional national expenditure. It is thus essential to properly manage disposal of all wastes. In the institute waste is generated in different forms like solid, liquid and e-waste. The modes of disposal of wastes are mentioned below,

Solid Waste Management:

Solid waste is generated in the institute at different times and in different forms. During the course of daily cleaning of the premises, office and laboratory the waste is generated in dry solid forms. Such waste is collected in the garbage bins and is collected by the municipal corporation. During the conduct of practical dry and wet solid waste is generated. These are collected in separate garbage bins and are placed at different location. All stakeholders are directed to keep the campus clean.

Recycling of dry waste is also practiced in different ways like using the blank side of a printed page for printing of notices and circulars, preparation of artifacts used for decoration purpose, etc. The old linen in the form of used table cloths, bed sheets, slip cloths are further used as dusters and wiping cloths.

The wet waste generated is usually during food production practicals and leftover food. It is also obtained from the cutting of lawn and as dried leaves. This waste is disposed out into Municipal Corporation vehicle, as per their schedule and further Municipal Corporation would process on it. The solid waste generated in the toilet is disposed off through well established sanitary drainage system attached to the municipal corporation sewage line and carried for further treatment.

Sign boards are displayed at various places to discourage the use of solid plastics and encourage using bio-degradable solid material. This can be in the form of using paper bags, colligated boxes and use of cotton cloth bags for purchasing of regular needs.

Liquid Waste Management:

Such waste is generated in the kitchen and the washrooms. In training kitchens liquid waste is generated during washing of raw vegetables, fruits, grains, washing of utensils, equipment and cleaning of floors. This waste is channelized into a well maintained drainage line which is further attached to the municipal drainage system.

E-waste management:

E-waste is generated in the form of CD's, DVD's, old version printers, keyboard, mouse, PC's, accessories and cable cords. Such waste is sold to the agency approved by the society. If old version computers are functional are required to be replaced then old ones are transferred to other sister units.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

Institute takes pride in its commitment made in mission statement that states its determination to provide education access to all strata's of the society and also to inculcate moral and ethical values for social and national integration and progress.

Stakeholders associated with institute belong to different culture, region and religion. Institute believes in love and peace and it does not discriminate based on ethnicity. Institute has inclusive environment where students and staff from varied socioeconomic background study and work together.

Institute is determined towards upward mobility of low and middle income background students. It takes efforts to bring all the students on same platform. Thus student from different social status feel a sense of belongingness.

Learning opportunities are provided equally to all the students. The institute tries to nurture high achieving aspiration among all the students through mentoring/counseling and extending academic and professional

opportunities.

Initiative taken by the institute for providing inclusive environment:

- Due to weak financial background of many students, institute allows them to pay their fees in installments.
- Helping the students by counseling and providing support to improve communication skills specially students with vernacular medium educational background.
- Equal opportunities are provided to the students during various events and activities.
- Promotion and protection of all the human rights through functioning of various committees such as anti-raging committee, internal complaints committee, grievance redressal committee.
- Institute take diverse oaths and pledge to inculcate inclusive environment through following activities conducted:

1. **Sadbhavana Diwas (20/8/2015)** - The theme of Sadbhavana Diwas is to promote national integration and communal harmony among people of all religions, languages and religions. The idea behind observance of Sadbhavana Diwas is to abstain from violence and to promote goodwill among the students

2. **Azadi 70 (23/08/2016)** - The Ministry of HRD, Government of India had urged all the institution to conduct activities to focus on the theme of 'Yaad Karo Qurbani'. The day is observed to learn about the sacrifices made in the freedom struggle.

3. **Vachan Prerana Divas (15th October)** - The central government has directed all the schools, colleges and offices to observe 15th October, a birth anniversary of former president Dr APJ Abdul Kalam, as 'Vachan Prerna Divas' (Inspire to Read Day). Claiming that technology and gadgets have almost taken over the habit of reading, the government has urged educational institutions to cultivate the habit of reading among youngsters.

4. **Martyrs Day (30/01/2016)** - Martyrs Day in India is observed to pay homage to the victims who fought for the freedom and sacrificed their lives. This day is observed to memorize all the Indian Martyrs and pay tribute to them.

5. **Ekta Diwas (31st October)** - National Unity day (also known as Rashtriya Ekta Diwas) is celebrated on 31st of October to commemorate the birth anniversary of Sardar Vallabhbhai Patel. It intended to makes Indian citizens to realize that how a national integrity helps in defeating the actual and potential threats for unity, integrity and security of the nation.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The institute believes that students admitted to the institute should not only be concerned about their grades and degree of passing the examination but they should also realize that as a part of society they have some prime rights, duties and responsibilities towards it. Thus the institute looks forward not only to the academics but also holistic and overall development of the students that includes their mental, physical and social development. The institute therefore strives to imbibe a basic sense of constitutional obligation among its students and employees.

Institute thus conduct various activities in order to achieve this -

- Promotes Philanthropy:

The institute takes initiative to sensitize the students to contribute to social and national causes in their own capacities. It is involved in few charitable endeavors. Students and employees willingly give donations to the orphanage or underprivileged. The institute follows the motto 'Giving back to the society'. Every year before Diwali festival students and employees contribute some amount voluntarily. Gifts are purchased and distributed to orphanages or to schools for special children. Students also make contribution towards Salvation Army and Flag Day donations.

- NSS- Under National Service Scheme various activities are conducted. Some of these are -

1. Campaign for spreading awareness about maintaining cleanliness at historical monuments
2. Cleaning drive at historical monuments at Ahmednagar
3. Participation in seven days NSS Camp organized by New Arts, Commerce and Science College, Ahmednagar

- Perform Swachha Bharat Abhiyan at institute and also at other places in Ahmednagar
- Every year institute conducts Tree Plantation activity at nearby places of Ahmednagar
- Attending Independence Day and Republic Day flag hosting
- Institute has been successfully conducting Blood donation camp every year.
- Voters Registration Camp
- Vigilance integrity-pledge

The institute also follows Fundamental rights of a citizen such as Right to equality, freedom of religion, cultural and educational right, and constitutional remedies against exploitation.

Institute tries to encompass values such as peace, non discrimination, equality, justice, non-violence, tolerance, to live in peace and security, respect for human dignity.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: C. 2 of the above

File Description	Document
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 Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institute regularly conducts various days, events and festivals. To highlight the importance of various national and international days, it observes birth and death anniversaries of our national heroes with pride to create and spread awareness of their contribution in nation building among the students. These are mentioned below:

1. **National Important Days:** Republic Day (26th January) and Independence Day (15th August) are celebrated with joy and gaiety. All staff and a large number of students attend the National Flag hoisting and also recite the National Anthem with due respect, within the campus along with sister concern organizations of the trust.
2. **Conduct of Anniversary Programs:** Anniversaries of National leaders and Social Reformers are observed regularly. The function is conducted by the faculty and the students at a fixed time. A photograph of the personality is placed at vantage point and is properly decorated. Garlands and flowers offered and obeisance is offered by all.

National and International Commemorative Day:

World Tourism day:

Tourism and hospitality industry go hand in hand. To highlight its importance institute celebrate World Tourism day every year on 27th September, based on theme decided by United Nation World Tourism Organization. Tourism has become one of the fastest growing economic sectors in the world. Thus this is celebrated to highlight significance of tourism as a tool for global development and cultural enlightenment.

The various activities/competitions such as poster presentation, chart preparation, drawings, rangoli and presentations highlighting importance of tourism destinations based on the theme are organized. Students take active participation in the activity with lot of energy and enthusiasm. The themes of world tourism day celebrated in the institute for previous years are as follows.

Year	Theme
2019	"Tourism and Jobs — A Better Future For All
2018	"Tourism and the Digital Transformation"
2017	Sustainable Tourism- A tool for Development
2016	Tourism for all – promoting universal accessibility”
2015	One billion tourist's one billion opportunities
2014	Tourism and Community Development.

International Bread Day:

It is celebrated internationally on October 16 every year which is initiated by the International Union of Bakers and Confectioners (UIBC). Bread is one of the popular and traditionally prepared foods. The institute celebrate international bread day in different manner. Under the supervision of faculty students prepare variety of breads and display it for visitors. A team plans and prepares various bread products such as French bread, Italian Bread, Pizza, Burger, Sandwiches along with dessert preparations of bakery and confectionary. These are made available for sale to the students, faculties and visitors. This gives opportunity to the students to use various management skills such as planning of menus, organizing and allocation of resources, advertising and selling.

File Description	Document
Geotagged photographs of some of the events	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice No. 1

Title of the Practice: *'Build Your Own Dreams'* - Developing Entrepreneurship attitude

Objective of the Practice:

Formal education is fundamentally essential and is imparted to the students through the syllabus. The outcome of such exercise helps the students to acquire the subject knowledge in term of the hard and soft skills. This is of immense help to obtain employment as well as to make a career in hospitality industry. During the course of study students undertake vocational and industrial training, gain hands on working experience, participate in group based events at college and hone their skills. Such practices provide proper platform for self development and career planning.

The Context:

The courses taught in the institute are related to hospitality industry. If the academic curriculum is supplemented with related co-curricular activities, then opportunities are made available to the students to develop enterprising ideas. In such activities students participate actively and try to give out their best performance in terms of exhibiting their acquired knowledge and demonstrating skills. The satisfaction so garnered orients their thoughts and, ideas towards hidden entrepreneurship ideas. Thus the institute in its academic plan also includes various co-curricular activities like Bread Day Celebration, Theme Lunch / Dinner and Food Festival. Such activities act as a platform for developing entrepreneurship attitude within the students. These are in the form developing innovations, novel ideas, proper planning and deployment of manpower, arranging material and resources and successful conduct of the event.

The Practice:

The Food Festival is an annual activity which attracts sizable number of guests. All faculty and students participate actively and whole heartedly. It helps to develop good interpersonal relations, mutual understanding, sharing of ideas, learning new trends and developing positive attitude among the students. It is conducted as follows,

1. Preliminary Step: A formal meeting of the staff and the students is conducted to discuss purpose of the event and ignite the critical thinking. The students freely express their innovative ideas and creativity, apply their skills and knowledge for planning and development.

2. Decision making steps: On consideration of views and ideas, an action plan is finalized to select a theme of the festival, develop unique and delicious recipes for the menu, select attractive decorations, prepare invitation cards, budget and allot responsibilities. A faculty member acts as a coordinator and is assisted by others. Student groups are formed depending upon their areas of interest. An active student who is also an advance learner acts as a group leader. All groups coordinate with one another. The groups formed include Food Production, Food and Beverage Service, Accommodation and Sales and Marketing.

3. Planning and Development: The roles and functions of different groups are outlined below,

- **Food Production Group:**

This group identifies the menu and conducts Food preparation trials for standardizing the recipes. These are evaluated by the teachers and the team for taste, color, consistency and presentation. Opinions are freely expressed and ultimately the menu is finalized. The later part includes indenting of ingredients, identifying the quantities required, costing and budgeting. Purchases are made well in advance, properly recorded, stored and distributed. On the date of the event systematic and hygienic preparations starts early

and ends before the start of the event.

- **Food and Beverage Service Group:**

This group is mainly responsible for the service of food. They develop a proper buffet setup, placement of service equipments, crockery, cutlery and display of carvings. The list of service materials, articles and accessories is made. The sources for these materials are identified and transportation arranged. The students pick up the food, serve it to the guest and also clear the used articles. Table service is provided to VIP and elderly guests.

- **Accommodation Group:**

This group has the responsibility to create an ambience for hosting the function. A proper décor is selected, attractive artifacts prepared, good lighting and sound is ensured. Proper arrangement for reception is installed. They are responsible in welcoming the guests and marking their attendance. They also obtain the feedback during the departure of the guests.

- **Sales and Marketing Group:**

This group designs attractive brochures, tickets and advertisement flex boards. They seek sponsorship from business houses. They identify prospective guest for selling of the tickets and keep proper account of the received money.

- **Constraints Faced:**

There is paucity of funds due to lack of sponsorships. It is also difficult to convince the guests about the event, cost of the tickets and thus selling them. Moreover sponsorship are not received in sufficient amount. Thus all expenditure are appropriated on the basis of the ticket sale.

Evidence of success:

Festivals conducted by the institute have always been successful. The success of the event is viewed as follows:

- **Participation of students**

The idea of food festival when projected is a risk taking factor as everything is not definite. It starts with visualization of ideas, planning, management and execution. Thus slowly and steadily uncertainty is converted into reality. In all these aspects the involvement of students is highly appreciable. The student venture into unknown areas and build up the event through innovation, motivation, creativity and attitude. For this purpose they are given a free hand which help in confidence building. They share up responsibilities with dedication, develop innovations, creativity and team spirit as well as develop a positive attitude. For achieving high standards of quality they employ proper management and technology procedures, good sanitary practices and proper hygiene. On completion the students express self satisfaction which itself speaks of success. The result casts an everlasting happiness and develops an attitude of being a entrepreneur.

- **Appreciation by the Guest**

The analysis of the feedback form from the guest always reflects appreciation of the efforts under taken by the student in different forms. It reflects the satisfaction of the guest with respect to the quality of the food, standards of the service, the attitude of the students and overall ambience created for the event.

- **Development of entrepreneurship attitude**

As a result of this Food Festival activity it is seen that a number of students have engaged themselves in their own start up like food joints, small restaurants and catering services. This acts a booster to passing out students.

Problems encountered:

The main problem encountered during the conduct of the event is in the form of receiving sufficient sponsorship and sales of ticket. For the event extra expenditure is also incurred for hiring and transportation of equipments and materials. Since minimal sponsorship is received the tickets have to be priced on the higher side. This is due to the high quality and elaborated menu, high overhead expenditure and large number of student participation. Thus convincing the guest to purchase tickets requires lot of visits and persuasion. Moreover food preferences also add to the problems of ticket selling. However in the absence of sponsorship, proper budgeting, planning of menu and control over expenses enables the conduct of the event. In case of deficit the institute bears the required expenditure.

Best Practice No. 2

Title of the Practice: *'Together We Can Make a Difference'* - Initiating societal and nation building awareness

Objectives of the Practice:

All educational institutes have the responsibility of imparting quality education as well as bestowed with additional responsibility of nurturing and developing good human values among the students. These are the future pillars and assets of the nation. Thus it is fundamentally necessary to develop citizens of high morals, proper attitude and sacrificial attitude to have a good blend in the society so that a strong nation is built. The objectives of the practice are:

- To develop a responsible citizen who understands the need of nation building and thus contributes towards its progress.
- To inculcate such values that will be supportive for social and national causes.
- To instill permanently good values that can be practiced in the times of need.

The Context:

India is diverse country with regards to regions, languages, practices and resources. It is categorized as a developing nation. In the development process it is confronted with major hurdles or challenges. These include:

- Increasing pollution
- Depletion of natural resources
- Natural calamities

- Eradication of poverty
- Enhancing quality of human life
- Developing of modern facilities and infrastructure

The government on its part is continuously making efforts to overcome the hurdles and move ahead. However it requires the sincere and active support of all citizens and voluntary organizations. Educational institutes also have a major role of developing a sense of responsibility among the students through conduct of activities which are easy to practice, less time consuming, cost effective and easy to implement. Such considerations have been helpful in the implementation of activities for the benevolence of the society.

The Practice:

The institute focuses to enlighten the students about the importance of developing a positive attitude towards societal needs, its improvement and building a strong civilized nation. For this purpose the institute plans and executes a number of co and extra activities. Some of these are discussed below:

Voluntary Donation:

Students in the institute are happy to make voluntary donation either in the form of cash or kind. Such resources are gifted to the needy, which include orphanage and other social centers in the cities. A large number of hamper kit containing daily required essentials are packed and donated as gifts. Prepared sweets or raw food ingredients are donated to the needy. Cash contribution from students are also collected and been forwarded to the Armed Forces Welfare Board and the Salvation Army. Such practices help to inculcate the value of sensitivity and generosity to the needy section of the society.

Blood Donation:

Blood is the only material which cannot be substituted or produced. It is mainly required in medical emergencies, for saving precious human life. A supply of this is only possible through donation of blood by healthy individuals. The institute carries out regular blood donation activity since a number of years. This activity is planned in association with a government approved blood bank. The blood bank works in a systematic and scientific manner. It has the facilities to carry out separation of blood into three different components. Thus from one donor three recipients can be benefited. This noble activity thus helps to create social awareness among students. A big number of students participate in this activity.

Tree Plantation:

Uncontrolled cutting of trees has caused deforestation. This had lead to number of ecological problem, like oxygen depletion, soil erosion, and loss of biodiversity. The government is carrying out forestation work on large scale. This is supplemented by non government organizations and individuals. The institute has given top priority for this activity also. Tree plantation is carried out at sites made available by the government department or on land belonging to trusts. All the students whole heartedly participate in this activity. This activity is also helpful for nation building.

Evidence of Success:

All discussed activities are routinely practiced and effectively implemented. The evidence of success of

each activity is mentioned below:

Voluntary Donation:

All students readily come forward and make generous donations. The donations made are highly appreciated and acknowledged by the recipient organization. The student are thus motivated us to carry out such activity as and when required.

Blood Donation camp:

Most of participant in this activity are first time donors. Hence there is a fear in the minds of such students. With the help of proper counseling the fear is removed. As a result the students donate and thus become regular blood donors in the later part of their study as well in future. They also motivate the new comers to participate. The data received from the blood bank indicates that the percentage of blood donors is high in relation to the number of students in the institute. From this activity the students get valuable personal information like blood group, body weight, hemoglobin percentage. The blood donors also receive a card which is useful during emergency to receive blood.

Tree plantation:

This work has been carried out in an enthusiastic manner with increasing number of saplings planted every passing year. The success story can be visualized by plantations in and around the premises. They have survived and grown up into tall vegetation. This has also helped to improve the aesthetic nature of the surrounding.

Problems Encountered:

Different types of difficulties are faced in the conduct of each activity. Some of the problems faced are mentioned below,

Blood Donation:

Since the students are first time donor a fear is there in their mind. This fear is removed by a qualified medical doctor and the public relation officer of the blood bank before the donation camp. Many a times student students are eager to donate blood but low hemoglobin count, underweight or other medical problems are deterrent. A low hypoglycemic state of the student may cause adverse problem, this is avoided by providing breakfast before the start of the camp.

Tree Plantation:

The problem encountered in this activity is the limitation of vacant land in the campus for this plantation. Thus activity had to be carried out at places around the city (about 10-15 km away). The government and trust have to be requested to allow such activity. Proper and safe travel arrangement has to be arranged for transportation of students.

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

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institute's mission states "**Committed to impart comprehensive hospitality education and enhance professionalism to attain global competency**" It has always strived to fulfill the commitment made in its mission statement.

The students joining the course of hospitality management in this institute come from a wide range of strata which includes low income group as well as from rural and semi urban areas. These are exposed to the subject for the first time. The syllabus designed by the University act as a bible and is helpful to impart comprehensive education of the subject. Thus the content of the syllabus are tenaciously followed for the overall development of the students. Along with proper planning and execution of academics, importance is also given for inclusion of co-curricular activities.

The academic plan prepared at the starting of the year helps to remind one and all about progress and timely completion of responsibilities. A detailed time table is prepared for academic dissemination of the syllabus, thus a proper disciplined approach is followed. It is strictly followed by all faculties and students. As a result the academics are duly completed within time. During the progress of the academic term enrichment is also emphasized through assignments, projects and trainings. The academic progress is assessed by way of continuous assessment which includes internal test and preliminary examination, for theory as well as practical.

The students are continuously counseled about the development of soft and communication skills required by the industry and for proper professional advances. These are routinely followed and practiced during the study period. Along with this large numbers of co curricular and extracurricular activities are also conducted. These include interclass competition, food festival, bread day, theme dinner, tourism day, and industrial visits. They help to implant other human values and virtues. The activities help to instill appropriate skills, aptitude and comprehensive knowledge so as to reach the expected level for the industry. In these activities student learn to make use of managerial skills for success of events. The success acts as a booster and thus motivates the students to make further progress.

A sense of social responsibility is developed through encouraging active student participation in activities like blood donation, Swachha Bharat Abhiyan, environment awareness, sanitation of historical sites, tree plantation and donations. The attitude developed among the students remains imbibed within them and are easily practiced during their careers.

The industrial training which is a part of the course helps the students to understand the actual working of the star rated hotels. It helps to provide a platform where students can demonstrate and exhibit their

acquired technical knowledge and skills. It also helps in confidence building among the students. As a result students make progress towards becoming a true professionals and reach greater heights. The institute also arranges number of seminars on opportunities for higher education, training and internship in foreign countries.

After graduation scope of working is not restricted to the hotel industry, students also have opportunities in allied sectors such as cruise lines, malls, facility and so on. Opportunities are available globally and it has huge demand. Therefore institute take efforts to improve communication skills and impart required skills in operations so that students can be easily absorbed by the industry and in various countries. Result of all these efforts have been reflected in number of students undertaking training during the course or working in foreign countries. Few students have completed their training in the countries like USA, France, Singapore and Malaysia. Many students after graduation have worked and are working in the countries like USA, Canada, Australia, Dubai, New Zealand and so on. Thus institute is proud to mention that as stated in the mission statement, we are successfully moving towards enhancing professionalism amongst students to attain global competency.

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

5. CONCLUSION

Additional Information :

Need for Accreditation:

In the initial period after establishment, the institute has faced a number of adverse conditions. However over the period of time, developmental activities were undertaken to attain the required norms for proper functioning and imparting the education. The admissions to the programs have improved gradually and moreover the daily functioning is practiced regularly and in a disciplined manner. Thus it is now desired that the institute should undertake an evaluation of the total system with the help of a well established, independent authority like the National Accreditation and Assessment Council. The systematic assessment and subsequent result will be beneficial to the Society and the Institute to obtain valuable information. The inferences will thus be helpful to undertake reformist steps in various areas like administration and academic functioning, state of the art facilities, deficiencies and other vital areas. As a result the quality of education and confidence among the stake holders can be improved. The patronage of the institute and its stature can be enhanced.

A step towards Accreditation:

The institute has entered into an understanding with the New Arts, Commerce and Science College, Ahmednagar. The said college has been approved by the UGC under the **Paramarsh Scheme**. As per the objective of the scheme New Arts, Commerce and Science College, Ahmednagar is a mentor for this college (mentee institution). The mentor has provided timely support and invaluable suggestions for the preparation of the proposal for NACC Assessment. The institute is highly obliged to the mentor for their noble act. The association will definitely be helpful to upgrade all aspects in the institute, leading to the development of enriched standards of education.

Concluding Remarks :

The society has a rich experience in managing educational units. It is highly supportive and is a driving force for quality enhancement. The institute is in existence for more than two decades thus has acquired an expertise in the satisfactory conduct of academic programs.

The systematic planning and proper execution has always been helpful to fulfill its responsibilities. The institute is always committed to fulfill the norms of all the authorities and thus affiliation and continuation to the programs are obtained regularly.

The systematic approach of the institute has resulted in completing the academic schedule in a timely manner. In this attainment, the teachers follow the academic plans, are regular in their duties, make use of ICT tools, provide the necessary teaching materials, conduct the assessment diligently and counsel the students. They also play an important role in the placements of students for industrial and vocational training. Due to the conduct of large number of co-curricular and extracurricular activities the students have been enriched with the tenets required for the industry. These are helpful to develop a platform for the students to exhibit their skills freely, develop appreciable personality, ancillary trade skills and confidence. The positive attitude towards human

values, societal and national needs is also instilled.

The institute provides the necessary resources and support to the students for admissions, obtaining scholarships, providing certificates, access to library and laboratories, computer facilities, examination schedules and timetables. As a result of such working student grievances are rarely received. The institute also considers the financial constraints among the students and permits payment of fees in installments. A proper care is taken to maintain the records and documents like admission details, fee receipts, financial expenditure, scholarship details, assets, university results, student register, student documents, cash books, ledgers, audited statements etc.

The society and the institute have a progressive attitude. This allows the introduction of newer ideas, trends and removal of obsolescence. This aids to move toward reaching excellence, develop patronage and also enhance the prosperity of the students.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>07</td> <td>08</td> <td>04</td> <td>06</td> <td>06</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>05</td> <td>08</td> <td>04</td> <td>06</td> <td>06</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	07	08	04	06	06	2019-20	2018-19	2017-18	2016-17	2015-16	05	08	04	06	06
2019-20	2018-19	2017-18	2016-17	2015-16																	
07	08	04	06	06																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
05	08	04	06	06																	
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors</p> <p>Answer before DVV Verification : 09</p> <p>Answer after DVV Verification: 07</p> <p>Remark : Input edited as per the metric 3.1</p>																				
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers</p> <p>Answer before DVV Verification : 70</p> <p>Answer after DVV Verification: 59</p> <p>Remark : Input edited as per the supporting documents provided by HEI and also referred 3.1 metric</p>																				
3.1.3	<p>Number of Seminars/conferences/workshops conducted by the institution during the last five years</p> <p>3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>07</td> <td>06</td> <td>06</td> <td>08</td> <td>06</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	07	06	06	08	06										
2019-20	2018-19	2017-18	2016-17	2015-16																	
07	06	06	08	06																	

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
05	06	06	08	06

Remark : Input edited as per the document provided in clarification by HEI.

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	00	04	00

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	00	03	00

Remark : Input edited as per the link provided in supporting document by HEI.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	00	01	02

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	00	0	0

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

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., year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
06	07	04	02	05

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
05	06	04	02	05

Remark : 1) Input edited as per the report provided by HEI. 2) Only Extension activities are considered.

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

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., year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
526	253	342	205	191

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
523	251	342	205	191

Remark : Input edited w.r.t 3.3.3 metric

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

3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
19	21	22	20	16

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

0	0	0	0	0
---	---	---	---	---

Remark : 1) DVV partner asked for the collaboration and linkages e-copy but HEI has not submitted. 2) MoU copies are not considered under this metric hence the input is edited.

3.4.2 **Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
04	04	04	04	04

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	01	01	02

Remark : Input edited MoU copies submitted in clarification by HEI.

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5.33368	3.50161	14.71906	1.61331	0.29339

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5.24	1.32	7.82	1.39	0.14

Remark : Input edited as per the audited statement provided by HEI.

4.2.2 **The institution has subscription for the following e-resources**

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

6. Remote access to e-resources

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: D. Any 1 of the above

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
24.59891	31.8556	27.47062	20.22814	19.58927

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
23.24	30	25.16	17.54	15.48

Remark : Input edited as per the audited statement provided by HEI.

5.1.3 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

5.1.4 **Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	1	4	3	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
6	1	4	3	0

Remark : Observation accepted, edited accordingly.

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9	6	4	9	7

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
9	6	4	9	7

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

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) year-wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : In clarification HEI replied, E-copy of award letter is not available hence the input is edited.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
08	08	04	08	04

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	1	4	2

Remark : Input edited as per the document provided in clarification by HEI.

6.3.2 **Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9	5	7	4	6

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
8	4	6	4	4

Remark : Input edited as per the audited statement, policy document & list of teachers provided with financial support.

6.3.3 **Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	1	0

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

6.4.2.1. **Total Grants received from non-government bodies, individuals, Philanthropers year-**

wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0.5775	0.2	0.395	0.1	0.15

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.1	0.1	0.1	0.1	0.1

7.1.2

The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

7.1.6

Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

Remark : Option 1,3&5 is considered as per the previous and clarification document.

7.1.7

The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: A. Any 4 or all of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>107</td> <td>97</td> <td>87</td> <td>82</td> <td>61</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>102</td> <td>86</td> <td>80</td> <td>78</td> <td>65</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	107	97	87	82	61	2019-20	2018-19	2017-18	2016-17	2015-16	102	86	80	78	65
2019-20	2018-19	2017-18	2016-17	2015-16																	
107	97	87	82	61																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
102	86	80	78	65																	
2.3	<p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>66</td> <td>17</td> <td>15</td> <td>27</td> <td>06</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>70</td> <td>38</td> <td>26</td> <td>42</td> <td>35</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	66	17	15	27	06	2019-20	2018-19	2017-18	2016-17	2015-16	70	38	26	42	35
2019-20	2018-19	2017-18	2016-17	2015-16																	
66	17	15	27	06																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
70	38	26	42	35																	
3.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>9</td> <td>8</td> <td>9</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>8</td> <td>8</td> <td>8</td> <td>9</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	9	9	8	9	9	2019-20	2018-19	2017-18	2016-17	2015-16	7	8	8	8	9
2019-20	2018-19	2017-18	2016-17	2015-16																	
9	9	8	9	9																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
7	8	8	8	9																	
3.2	<p>Number of sanctioned posts year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>12</td> <td>14</td> <td>14</td> <td>14</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>15</td> <td>20</td> <td>20</td> <td>20</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	12	12	14	14	14	2019-20	2018-19	2017-18	2016-17	2015-16	15	15	20	20	20
2019-20	2018-19	2017-18	2016-17	2015-16																	
12	12	14	14	14																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
15	15	20	20	20																	

NAAC