

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF
HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR
LalTaki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune

Criterion 6 – Governance, Leadership and Management		
Key Indicator – 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		
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AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 INST.CODE NO. C001863

Ref. No. :

Date : / / 20

NOTICE


A meeting of **Internal Quality Assurance Cell (IQAC)** will be held on **Friday, 25th June 2021** in **Aroma Training Restaurant** of the institute at **11:30 am**. We will be highly pleased if you can kindly attend the meeting and provide invaluable guidance and suggestions for the progress of the institute.

The agenda of the meeting is as follows:


- Item no. 1.** To confirm the minutes of the meeting held on 27th August 2019.
- Item no. 2.** To review the progress for preparation towards accreditation
- Item no. 3.** To consider and recommend suggestions for finalization of SSR
- Item no. 4.** Any other items for discussion, with due permission

Date: 17th June 2021

Place: Ahmednagar


Mr. G. T. Sonawane
IQAC Coordinator




Prof. Y. S. Sadre
IQAC Chairperson
I/c. Principal
Institute of
Hotel Management and Catering Technology
Lal Taki Road, Ahmednagar-414 001



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Ref. No. :

Date : / / 20

MINUTES OF THE MEETING

A meeting of **Internal Quality Assurance Cell (IQAC)** was held on **Friday, 25th June 2021** in 'Aroma' Training Restaurant of the institute at **11:30 am**. Following members were present for meeting.

Name of the Member	Designation	Signature
Hon. Mr. N. B. Zaware Patil	Special Invitee	
Hon. Mr. R. H. Dare	Management Representative	
Hon. Mr. G. D. Khandeshe	Member – Employer	
Mrs. Yogita S. Sadre	Chairperson	
Mr. Balasaheb R. Shendage	Teacher Representative	
Mr. Vahid U. Maniyar	Teacher Representative	
Ms. Rachana R. Khatavkar	Teacher Representative	
Ms. Prachi R. Chavan	Teacher Representative	
Mr. Sagar P. Malwade	Teacher Representative	
Mr. Popat B. Idhate	Sr. Administrative Officer	
Mr. Mukesh M. Mulay	Member – Industrialist	
Mr. Shivjeet B. Doke	Member - Local Society	—
Mr. Amit S. Dalvi	Member - Alumni	—
Mr. Yashraj V. Maid	Member – Student	—
Mr. Santosh P. Kharmale	Member – Stakeholder	—
Mr. Gokul T. Sonawane	Coordinator IQAC	



The minutes of the meeting are recorded as below:

Principal Prof. Y. S. Sadre welcomed all the members of Internal Quality Assurance Cell (IQAC) and stated the purpose of the meeting.

Item no. 1. To confirm the minutes of the last meeting

Recorded: The committee confirmed the minutes of meeting held on 27th August 2019.

Item no. 2. To review the progress for preparation towards accreditation

Recorded: Prof. Gokul Sonawane informed the committee about the progress of preparation towards accreditation. It was further submitted that the IIQA for the NAAC Assessment and Accreditation has been submitted on 23rd February 2021. On preliminary evaluation NAAC has issued some queries within IIQA. All these queries have been responded positively with supporting documents. Thus the acceptance is expected to be received within a short time. During the intermittent time preparation of the SSR will be continued so that it can be submitted within the deadline.

Item no. 3. To consider and recommend suggestions for finalization of SSR

Recorded: The IQAC coordinator submitted the preparations of the SSR to the committee. The committee considered the contents of the SSR and made invaluable suggestions. The committee also considered other factors like developmental works, addition in infrastructure and facilities so as to be fully prepared for accreditation. It was further suggested that for all developmental purposes, the permission of Hon. Secretary of Ahmednagar Jilha Maratha Vidya Prasarak Samaj should be obtained.

Item no. 4. Any other items for discussion, with due permission

Recorded: The need for beautification of the entrance gate was initiated by the Principal Y. S. Sadre. The requirement was discussed at length. The committee directed to design and erect an attractive gate with ACP paneling under the guidance of Hon. Secretary of the trust.



The IQAC coordinator then proposed the vote of thanks to all the Hon. Office Bearers of Ahmednagar Jilha Maratha Vidya Prasarak Samaj and the other members for their valuable suggestions and guidance. Thus the meeting was concluded.

Date: 25th June 2021

Place: Ahmednagar



Mr. G. T. Sonawane
IQAC Coordinator



Prof. Y. S. Sadre
IQAC Chairperson

I/c. Principal
Institute of

Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001





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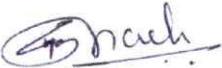
AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 INST.CODE NO. C001863

Ref. No. :


Date : / / 20

ACTION TAKEN REPORT
(IQAC Meeting – 25th June 2021)

Sr. No.	Particulars	Action taken
1	To review the progress for preparation towards accreditation	<ul style="list-style-type: none">• IIQA accepted by the NAAC on 6th July 2021. The SSR filled and submitted to NAAC on 16th August 2021.
2	To consider and recommend suggestions for finalization of SSR	<ul style="list-style-type: none">• All the precautionary measures have been taken. Website administrator gave full support during the submission of data to NAAC online.• Internet speed was increased to 70 mbps from 40 mbps for smooth functioning of work.• Interrupted power backup was ensured.
3	Any other items for discussion with due permission	<ul style="list-style-type: none">• Beautification of the entrance gate – quotations invited, design discussed and finalized, approved and work order released. Work completed in the month of Dec 2021.


Mr. G. T. Sonawane
IQAC Coordinator




Prof. Y. S. Sadre
IQAC Chairperson
I/c. Principal
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Ref. No. :

Date : / / 20

NOTICE


A meeting of **Internal Quality Assurance Cell (IQAC)** will be held on **Wednesday, 20th April 2022** in the **Aroma Training Restaurant** of the institute at **11:30 am**. We will be highly pleased if you can kindly attend the meeting and provide invaluable guidance and suggestions for the progress of the institute.

The agenda of the meeting is as follows:


- Item no. 1.** To confirm the minutes of the meeting held on 11th January 2022
- Item no. 2.** To present the result of NAAC Assessment and Accreditation of the institute
- Item no. 3.** To discuss and analyze the performance of the institute in NAAC Assessment and Accreditation
- Item No. 4.** To consider and discuss recommendations by NAAC
- Item No. 5** To consider introduction of certificate courses

Date: 9th April 2022

Place: Ahmednagar


Mr. G. T. Sonawane
IQAC Coordinator




Prof. Y. S. Sadre
IQAC Chairperson
I/c. Principal
Institute of
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Ref. No. :

Date : / / 20

MINUTES OF THE MEETING

A meeting of **Internal Quality Assurance Cell (IQAC)** was held on 20th April 2022 in Aroma Training Restaurant of the institute at **11:30 am**. Following members were present for meeting.

Name of the Member	Designation	Signature
Hon. Mr. N. B. Zaware Patil	Special Invitee	
Hon. Mr. R. H. Dare	Management Representative	
Hon. Mr. G. D. Khandeshe	Member - Employer	
Mrs. Yogita S. Sadre	Chairperson	
Mr. Balasaheb R. Shendage	Teacher Representative	
Mr. Vahid U. Maniyar	Teacher Representative	
Ms. Rachana R. Khatavkar	Teacher Representative	
Ms. Prachi R. Chavan	Teacher Representative	
Mr. Sagar P. Malwade	Teacher Representative	
Mr. Popat B. Idhate	Sr. Administrative Officer	
Mr. Mukesh M. Mulay	Member - Industrialist	
Mr. Shivjeet B. Doke	Member - Local Society	
Mr. Amit S. Dalvi	Member - Alumni	
Mr. Yashraj V. Maid	Member - Student	
Mr. Santosh Kharmale	Member - Stakeholder	
Mr. Gokul T. Sonawane	Coordinator IQAC	



The minutes of the meeting are recorded as below:

Principal Prof. Y. S. Sadre welcomed all the members of Internal Quality Assurance Cell (IQAC) and stated the purpose of the meeting.

Item no. 1. To confirm the minutes of the meeting.

Recorded: The committee confirmed the minutes of meeting held on 11th January 2022.

Item no. 2. To present the result of NAAC Assessment and Accreditation of the institute

Recorded: The result of the NAAC Assessment and Accreditation of the institute was presented to the committee. The members noted that Institute was awarded with 'B' grade and CGPA of 2.27. All the committee members congratulated the institute and appreciated the efforts taken by the team members of the institute during accreditation process.

Item no. 3. To discuss and analyze the performance of the institute in NAAC Assessment and Accreditation.

Recorded: The Committee was provided with the report prepared by peer team. Further the committee also discussed the metric wise details and score provided by the NAAC. The Committee discussed the areas in which institute needs the improvement and suggested to work on the same for better results in subsequent cycles of NAAC Assessment and Accreditation.

Item No. 4. To consider and discuss recommendations by NAAC

Recorded: On the due consideration of the NAAC report the SWOC provided by the report were noted. The Committee recommended that all the suggestions be brought to the notice of all the faculty for appropriate and necessary improvements so that a better accreditation result can be obtained in the next cycle



Item no 5: To consider introduction of certificate courses

Recorded: On consideration of the NAAC report, the committee suggested that appropriate value added and other skill oriented certificate courses be conducted by the institute. These should be as per the norms approved by the NAAC.

No additional item was discussed. The meeting was concluded with vote of thanks by IQAC Coordinator to all the Hon. Office Bearers of Ahmednagar Jilha Maratha Vidya Prasarak Samaj and the other members for their valuable suggestions and guidance.

Date: 20th April 2022

Place: Ahmednagar



Mr. G. T. Sonawane
IQAC Coordinator



Prof. Y. S. Sadre
IQAC Chairperson

I/c. Principal
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**ACTION TAKEN REPORT
(IQAC Meeting – 20th April 2022)**

Sr. No.	Particulars	Action taken
1	Performance improvement	Institute has identified the areas on which improvement is needed. The entire faculty has been informed about the same.
2	Introduction of certificate course	Institute has planned to conduct Certificate course on Bakery and Confectionery in the AY 22 – 23. For the same, institute has plans to approach specialists.


Mr. G. T. Sonawane
IQAC Coordinator




Prof. Y. S. Sadre
IQAC Chairperson

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NOTICE

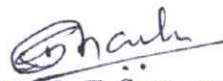
A meeting of **Internal Quality Assurance Cell (IQAC)** will be held on **Tuesday, 11th January 2022** in the '**Aroma**' Training Restaurant of the institute at **11:30 am**. We will be highly pleased if you can kindly attend the meeting and provide invaluable guidance and suggestions for the progress of the institute.

The agenda of the meeting is as follows:


- Item no. 1.** To confirm the minutes of the meeting held on 25th June 2021.
- Item no. 2.** To consider the submission of SSR and its approval.
- Item no. 3.** To review the preparations for the upcoming NAAC peer team visit.
- Item no. 4.** To consider the need for addition of infrastructure developments, if any.

Date: 4th Jan. 2021

Place: Ahmednagar


Mr. G. T. Sonawane
IQAC Coordinator




Prof. Y. S. Sadre
IQAC Chairperson
I/c. Principal
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Mr. Gokul T. Sonawane	Coordinator IQAC	



The minutes of the meeting are recorded as below:

Principal Prof. Y. S. Sadre welcomed all the members of Internal Quality Assurance Cell (IQAC) and stated the purpose of the meeting.

Item no. 1. To confirm the minutes of the meeting

Recorded: The committee confirmed the minutes of meeting held on 25th June 2021.

Item no. 2. To consider the submission of SSR and its approval

Recorded: The coordinator informed the committee that the SSR was submitted on NAAC Website along with the necessary document and fees. The NAAC has approved the SSR and has finalized the dates for the PEER team visit which are 19 and 20th Jan 2022.

Item no. 3. To review the preparations for the upcoming NAAC peer team visit.

Recorded: The Committee reviewed the preparation of the institute for upcoming NAAC peer team visit. They were requested by the Principal to visit all the areas and review the preparations. The details during the actual visit of Hon. Peer team on 19th and 20th Jan was discussed in the meeting.

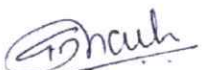
Item no. 4. To consider the need for addition of infrastructure developments, if any

Recorded: Hon. President of the society N. B. Zaware Patil saheb suggested the up gradation of facilities through installation of railings along the staircase and addition of air coolers.


No additional item was discussed. The meeting was concluded with vote of thanks by IQAC Coordinator to all the Hon. Office Bearers of Ahmednagar Jilha Maratha Vidya Prasarak Samaj and the other members for their valuable suggestions and guidance.

Date: 11th January 2022

Place: Ahmednagar


Mr. G. T. Sonawane
IQAC Coordinator




Prof. Y. S. Sadre
IQAC Chairperson
I/c. Principal
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ACTION TAKEN REPORT

(IQAC Meeting – 11th January 2022)

Sr. No.	Particulars	Action taken
1	Preparations for the upcoming NAAC peer team visit	<ul style="list-style-type: none">• Institute has identified facilities for accommodation and transportation to be provided to NAAC peer team during the visit.• Good hotels with all the facilities were identified and informed to NAAC.• Air conditioned cars were hired for the pickup and drop facility to peer team.
2	Addition of facilities – <ul style="list-style-type: none">• Railing at the staircase• Air coolers	<ul style="list-style-type: none">• Quotation was invited, discussed, approved and work order released for railing at the staircases and the installation of the same was completed within time.• Air coolers were ordered through Grahak Bhandar and received.

Mr. G. T. Sonawane
IQAC Coordinator



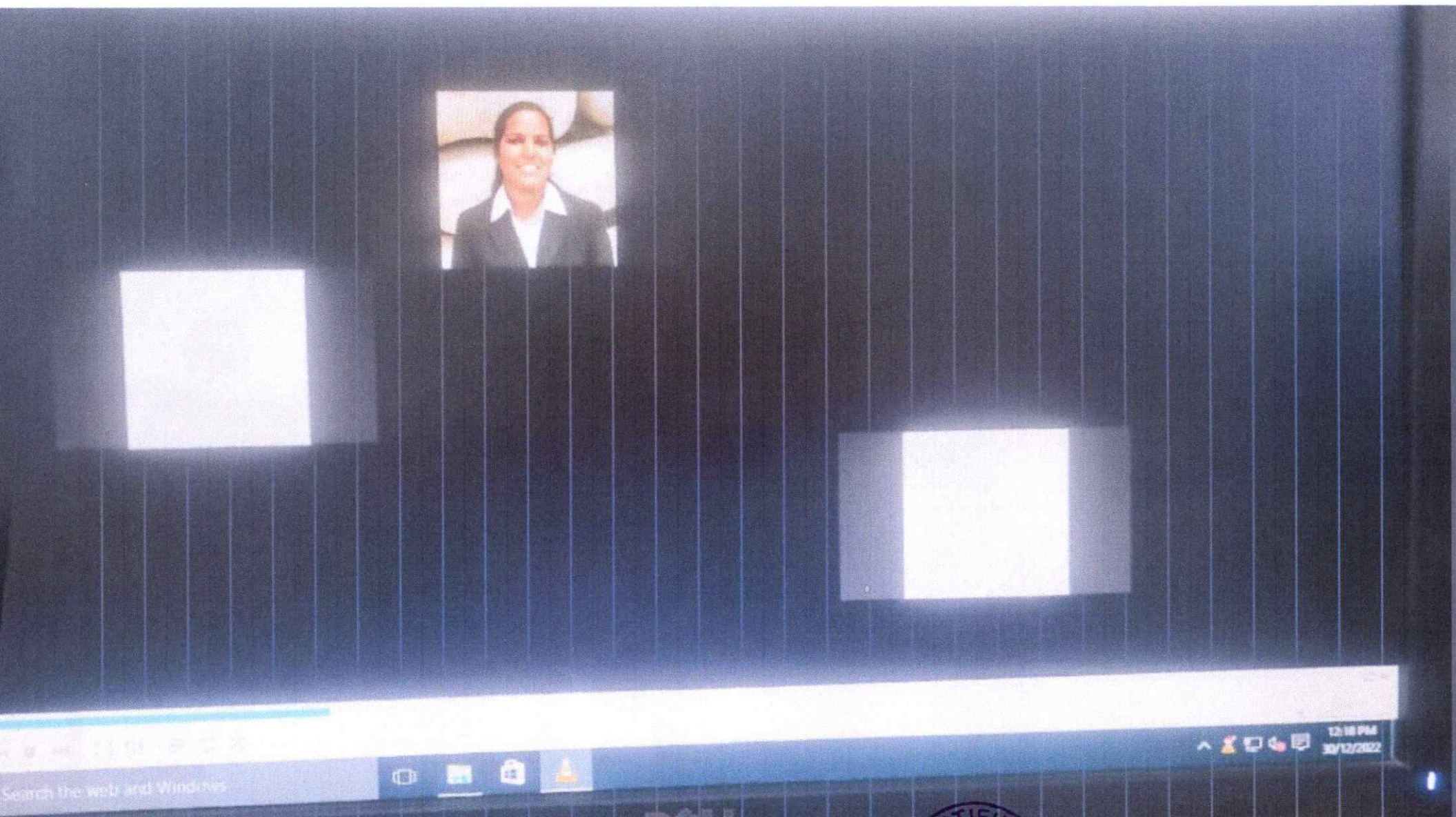
Prof. Y. S. Sadre
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• **Other Milk Products**

- Kulfi
- Gulab Jamun mix Powder
- Channa Kheer
- Channa Murki
- Kalakand
- Pantooa
- Ghee
- Buttermilk
- Milk drinks
- Apple milk shake
- Chikku (sapota) milk shake
- Banana milk shake





INTRODUCTION TO HOUSEKEEPING

Prof. Rachana Khatavkar

1

Introduction to housekeeping

- The aim of an introduction module is to provide the students with a clear overview of the industry and its working conditions, the role of the housekeeper.
- Working under a manager, managing their own staff, the housekeeper is responsible for the cleanliness and appearance of the hotel.
- The level of service, the quality of the work and the appearance of the hotel are directly related to the housekeeping department.
- Both management and guests consider the cleaning of the hotel as one of the most important services to be provided by a hotel to ensure a top quality guest experience.
- The cleanliness and appearance of bedrooms and bathrooms, with the most critical area for guests, when booking their room.
- The housekeeping department takes pride in keeping the hotel clean and comfortable for its guests to "come back from home".

2

Importance of housekeeping

- Get housekeeping may be defined as the maintenance of a clean, comfortable, safe and aesthetically appealing environment.
- Get Housekeeping is an essential department in a hotel which is responsible for the appearance, maintenance and the operational excellence of the hotel to ensure the housekeeping.
- The housekeeping department is typically called the backbone of the hotel since it is the most visible and the most critical part of the hotel.
- With all the tasks to be done, the housekeeping department is the most important part of the hotel, as it is the most visible and the most critical part of the hotel.
- It is the most visible and the most critical part of the hotel.

3

Responsibilities and functions of housekeeping.

- Define the maximum standards to be maintained in terms of the appearance and cleanliness of the hotel.
- Coordinate with the other departments to ensure the smooth running of the hotel.
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4

- Coordinate with the other departments to ensure the smooth running of the hotel.
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5

Hotel lobby



8

Banquet hall



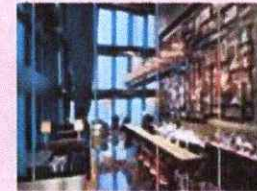
9

Gymnasium



10

Bar



11

Restaurant



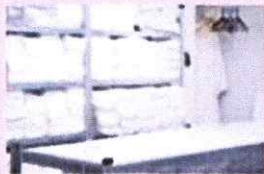
12

Back of the house

- BOH: The functional areas of the hotel in which employees have little or no guest contact.
- Examples: Laundry, linen room, storage area, management offices etc.

15

Back of the house department



16

Uniform room



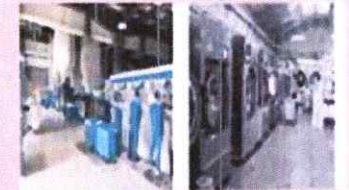
17

Floor pantry



18

Laundry



19



STUDENTS FEEDBACK 2021-2022
ANALYSIS

Who has responded?

Email:

vivekchambute2000@gmail.com
parvezshaikh4127@gmail.com
akashchavan2650@gmail.com
akshay7040405166@gmail.com
sujitborate4321@gmail.com
shaikhawez80@gmail.com
jadhavgauri197@gmail.com
krishnarathod6167@gmail.com
prajwalsonawane644@gmail.com
abhijitmhaske38@gmail.com
mandarjoshi2016@gmail.com
shivrajshingade2000@gmail.com
snehakarale655@gmail.com
shaikhsharif3437@gmail.com
adarshgaikwad667@gmail.com
avinashlate07@gmail.com
vaishnaviadigopul@gmail.com
maharnoravindra@gmail.com
vishalwandhekar795@gmail.com
rohitdhumal959@gmail.com
gauravbhapkar3839@gmail.com
omsonsale385@gmail.com
niranjanpatil1711@gmail.com
dhirajsayambar45@gmail.com
saishdhawale7@gmail.com
abhikardile3341@gmail.com
akshaygarkal452@gmail.com
abhishekgaikwad0011@gmail.com
sabalesumeet8@gmail.com
suyashbhagwat3603@gmail.com
tusharadamane07@gmail.com
shivamnawale71@gmail.com
sohebshaikh3011@gmail.com
sadaphalshivraj3499@gmail.com
bhoryogesh2001@gmail.com
saurabhchavandada123@gmail.com
chaudharishubham423@gmail.com

dhirajkale18999@gmail.com
gajananhalkude1995@gmail.com
aadeshthorat2508@gmail.com
shubhambondarde503@gmail.com
srkadam1233214@gmail.com
bhushanchavhan13102002@gmail.com
monteiroivo63@gmail.com
nileshgode56@gmail.com
ughademayur417@gmail.com
dhirajbhagat02018@gmail.com
vrushabhr@gmail.com
rutiklondhe0712@gmail.com
vivekanandgaikwad813@gmail.com
ninadpandhade99@gmail.com
swapnilgaikwad171@gmail.com
gauravrandhawa73@gmail.com
nikhilsharma29092001@gmail.com
shreyashhon2002@gmail.com
ayyub0313@gmail.com
sanket26801@gmail.com
satyjitdhaktode@gmail.com
tejasjoshi808@gmail.com
rajkharmale7771@gmail.com
sunilgavhane6728@gmail.com
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shubhamburde9984@gmail.com
gauravpawar2870@gmail.com
rohankohak158@gmail.com
dhanu.hande10@gmail.com
deorekalpesh30@gmail.com
tanishagalfade@gmail.com
tambolisaba297@gmail.com

Contact No. (WhatsApp):

8010262814

9834035821

7744036509

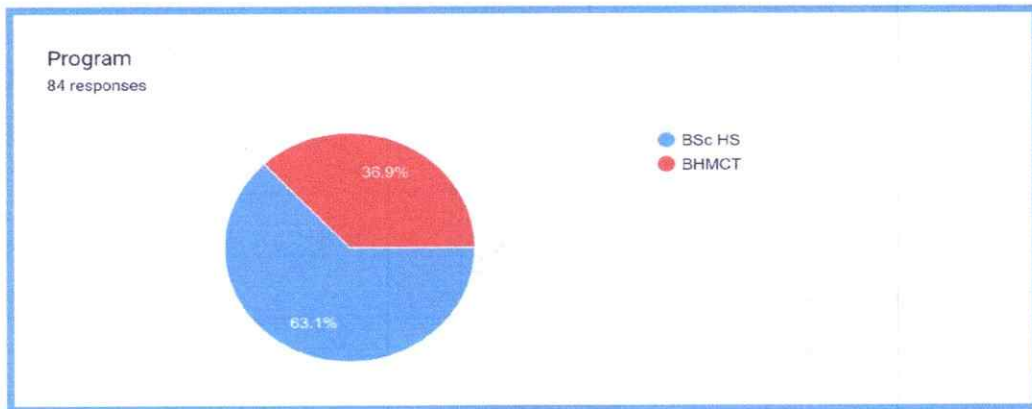
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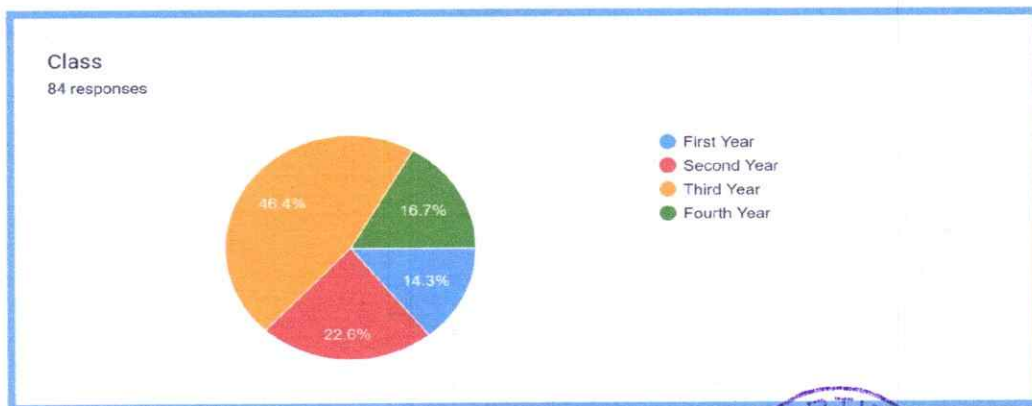
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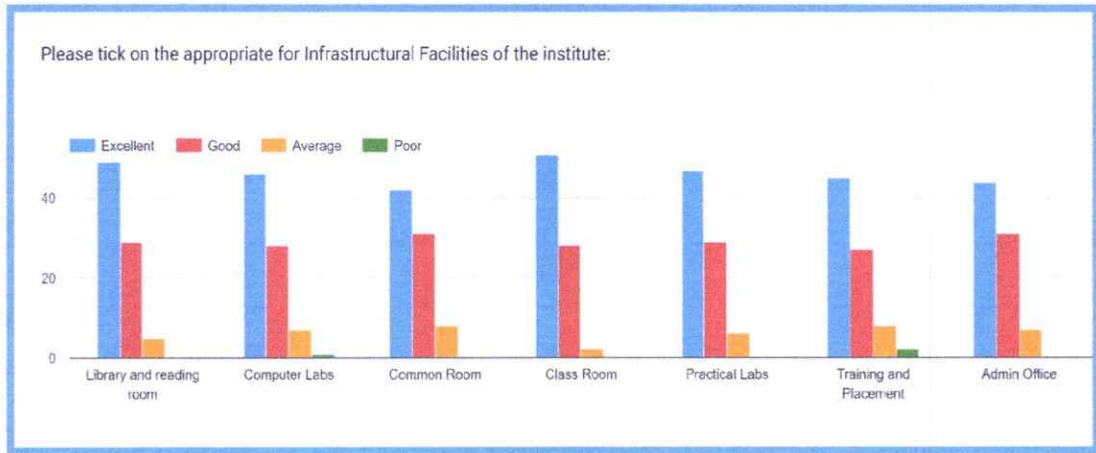
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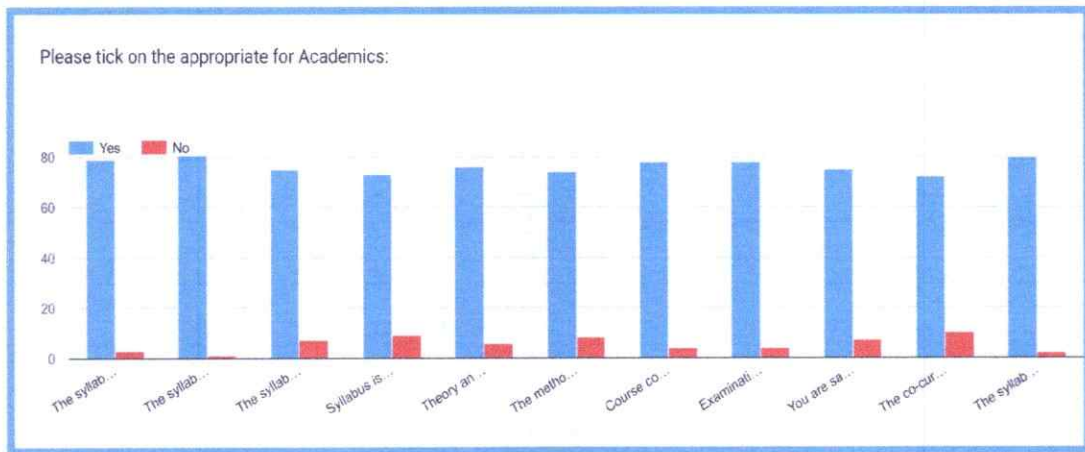
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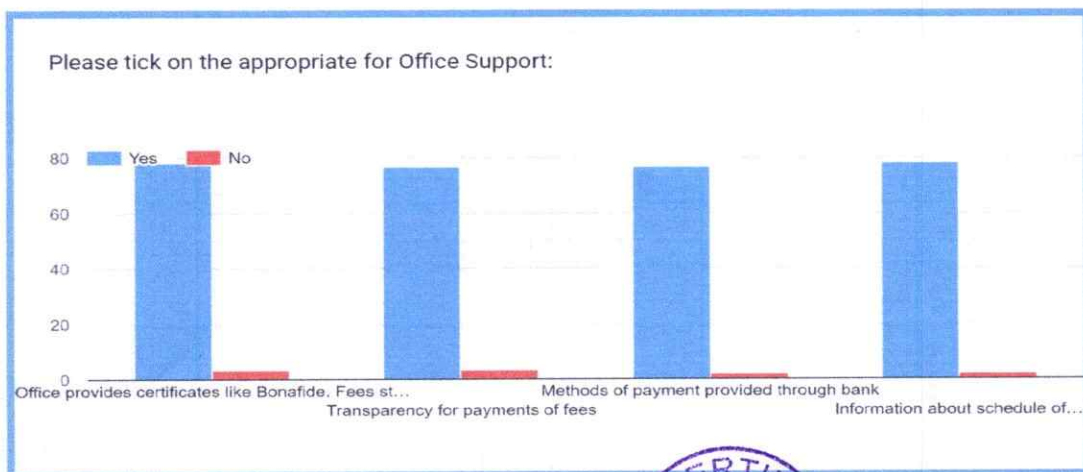
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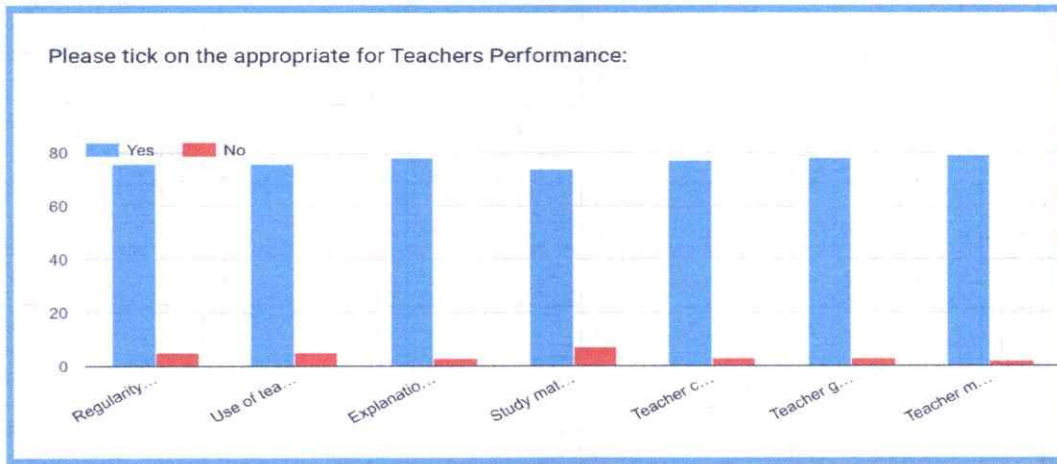
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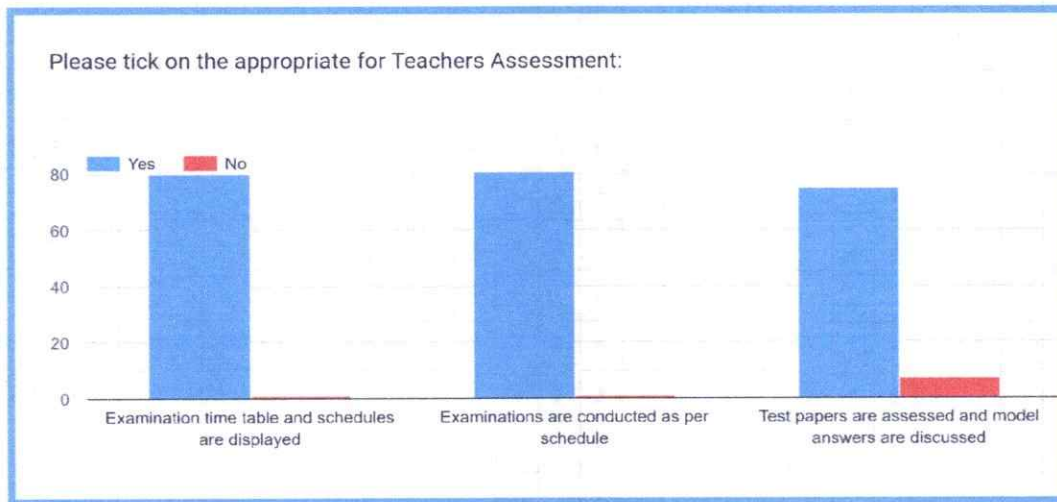
Office Support:



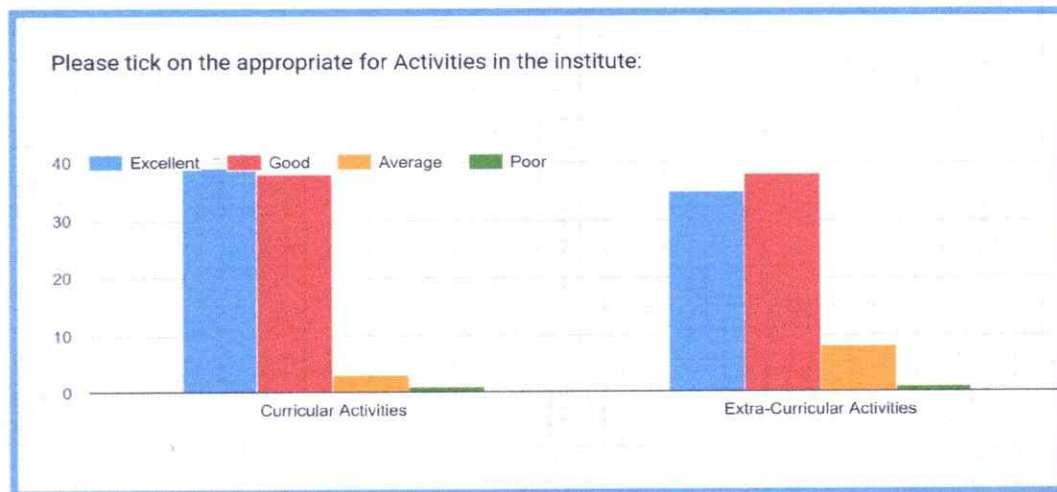
Teachers Performance:



Teachers Assessment:



Activities in the Institute:



Name the curricular and extra-curricular activities you participated:

1. Theme Dinner
2. No
3. Food festival, theme dinner, etc
4. Food festival, theme dinner , tourism day
5. Arabian nights
6. Food festival, theme dinner.
7. Better Kitchen Culinary Challenge 2022
8. Vachan prerna divas , annual function, etc
9. Annual function
10. NAAC
11. Participated at college competition
12. Food festival, annual day, bread day, traditional day, independence day, freshers party, and many more small function
13. Tree plantation , food festival
14. Dance
15. College farewell
16. FOOD FESTIVAL
17. Annual function
18. Industrial visit
19. Sport game Competition
20. NAAC Committee visit team, freshers party
21. Annual Day
22. PPT presentation
23. NAAC, Food festival
24. Yoga day and nac visit
25. Quiz, competition of making food etc
26. NAAC
27. Participated at Food Festival
28. NAAC Visit
29. Annual Day
30. Food festival
31. Annual day



communication, like speaking in English should be compulsory on campus and off campus.

34. Practical should be taken in deep (all information about individual practical or dishes).
35. Over all college is excellent, the staff is good ,the facilities are provided by clg are great, the library has enough books and magazines. And from my prospective the institute is much more better that Pune colleges. I miss my college and college days.
-



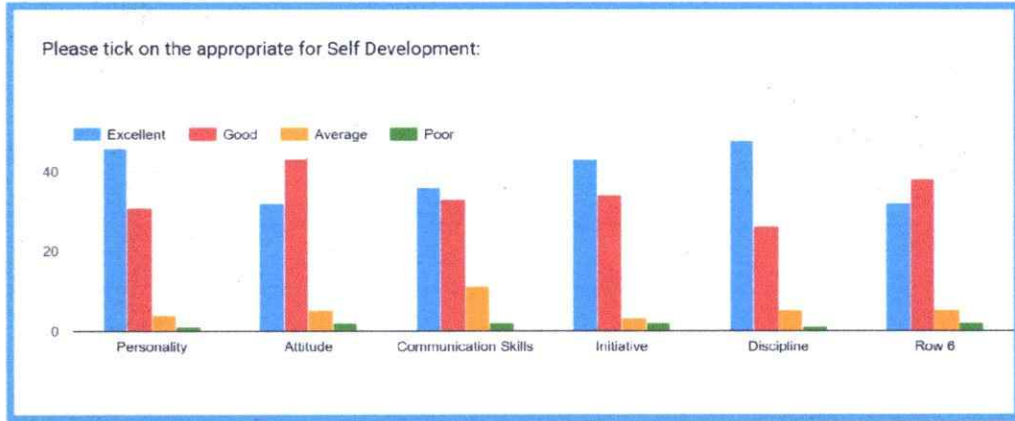
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Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

7. College in my life ☐☐
8. Thank you so much for supporting us & personally in me. I miss my college in my whole life
9. No suggestions our college is best
10. I am satisfied with the support i received from this institute.
11. Need more activities that can helps to individual student to improve English speaking skills
12. I am very thankful for giving me admission in this college. This college is excellent.
13. Yes
14. Improvement in production practicals
15. No suggestions
16. It was really good
17. Improvement in practical .
18. Game Activity
19. Very Good
20. No
21. Needs to take sports activities
22. vineyard visit
23. Every thing is good ☺☐
24. All are excellent
25. Insufficient ingredients are brought for production practicals. Please give us practical skills in food production. Please conduct all the practicals which are given in a syllabus
26. Everything is good
27. Excellent
28. I am satisfied with this college
29. Everything is good
30. The institute is very beautiful
31. All the teachers are good in teaching, all practicals & theory are complete in time.
Overall very good institute in my life....
32. It's good
33. Institute explain the topic very excellent but I like to improve them and explain the topic in more deeply and Teachers give students low, few assignments then the students more concentrate in the studies. Institute should give more attention on

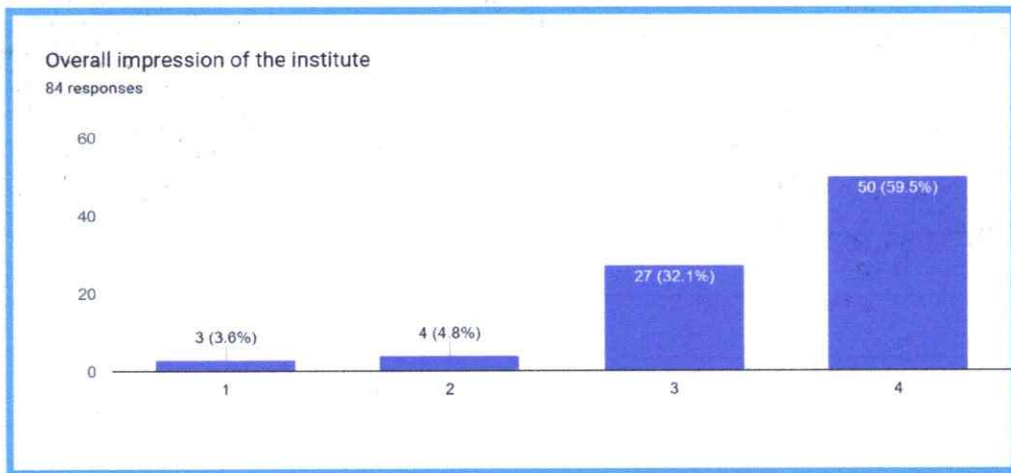


32. Theme dinner, food festival,etc
33. Institute visit Aurangabad
34. Tree plantation
35. Yoga programs
36. Food festival, theme dinner, annual day, tourism day, Sports activities etc.

Self-Development:



Overall Impression of the Institute:



Give Suggestions for overall development of the institute and the individual Responses:-

1. No
2. No suggestions
3. Good
4. Excellent
5. 5. Good
6. No need to suggestions it's was excellent





GOLDEN TULIP

Date: 29th November 2021

TO WHOM SO EVER IT MAY CONCERN

This is to certify that *Ms. Vaishnavi Dattatraya Adigopul* has worked with us as in the capacity of *Industrial Trainee* in all Department from 15th August 2021 TO 29th November 2021. During her working tenure she was found good.

We wish her for best future endeavor.

With best wishes!

Hotel Golden Tulip, Jaipur



Human Resource



International standards, local flavours



GOLDEN TULIP

Date: 29th November 2021

TO WHOM SO EVER IT MAY CONCERN

This is to certify that *Mr. Ninad Satish Aswar* has worked with us as in the capacity of *Industrial Trainee* in all Department from 15th August 2021 TO 29th November 2021. During his working tenure he was found good.

We wish him for best future endeavor.

With best wishes!

Hotel Golden Tulip, Jaipur



Re: Offer Letter - F&B Service Apprenticeship - Shaikh Aavesh Salim

From Aavesh Shaikh
To training@ihmct.in
Date 2022-08-17 08:16
Summary Headers Plain text

On Wed, Aug 3, 2022, 6:15 PM <Hr.Whcoimbatore@itchotels.in> wrote:
Dear Shaikh Aavesh Salim,

Namaste..!!

Congratulations !!!!

You have been selected for one year apprentice programme.

Kindly be advised that your joining date will be on 25th August, 2022

Your Stipend will be Rs. 9500/- per month, with food and accommodation.

As Welcomhotel Coimbatore raises the bar of the hospitality industry by offering the finest services for our guests, We would also offer new benchmarks for providing training opportunities to the interns, with the belief that you would be part of our future employment pool and ITC Hotels being their 'Employers of Choice'.

We request you to please send all the documents enlisted below,

1. BGV form (attached in mail)
2. 10 th Mark sheet
3. 12th Mark sheet
4. Course Completion Certificate
5. Identity proof - PAN card, Ration card, Voter ID, Driving Licence

Kindly Note: Covid Vaccination : Double Vaccination is must.

(See attached file: BGV form Matrix.doc)

Responsibly yours,

Human Resources Department,
ITC Limited - Welcomhotel Coimbatore,
TS# 1266/14, West Club Road, Race Course,
Coimbatore, Tamil Nadu, India - 641018.
<https://goo.gl/maps/zGz9d5a9fCmeGjjF9>
Tel : +91 422 2226555, (Direct) +91 422 3935155
Mobile: +91 7397754270
E-mail: hr.whcoimbatore@itchotels.in




I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

Confirmation of OJT in Kitchen

From Pande, Neeraj

To training@ihmct.in

Cc Gholap, Sanyukta

Date Wed 14:56

Summary Headers Plain text

Dear Mr.Sagar,

Greetings from Courtyard by Marriott Pune, Hinjewadi!!

We would like to confirm the OJT of Mr. Sharif Yusuf Shaikh (Food Production) program with us,

OJT will start from 01st September, 2022 for 6 months in Food Production Department.

So kindly inform him to report to Human Resources Department on 01st September, 2022 at 11:00 AM and bring the below mentioned necessary things at the time of Joining-:

1. College id Card Xerox
2. College NOC Original
3. Government ID Proof
4. 02 Passport size Photos
5. Medical Fitness Certificate (Australian Antigen & Widal test report required)
6. RTPCR test report
7. Vaccination certificate (If vaccinated)
8. Bank Details

Need to wear his own formal uniform (Chef Coats(3), black trouser, oxford black shoes & black socks) & Grooming standard as per industry norms.

Hotel will provide Rs. 4000 as Stipend & duty meals and laundry facility for uniform

Thanks & Regards,
Dattatray Chikane
Human Resources




I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR - 414 001

Confirmation of OJT in Kitchen

From Pande, Neeraj

To training@ihmct.in

Cc Gholap, Sanyukta

Date Fri 10:17

Summary Headers Plain text

Dear Mr.Sagar,

Greetings from Courtyard by Marriott Pune, Hinjewadi!!

We would like to confirm the OJT of Mr. Niranjan Patil And Sumeet Sunil Sabale (Food Production) program with us,

OJT will start from 15th September, 2022 for 6 months in Food Production Department.

So kindly inform him to report to Human Resources Department on 15th September, 2022 at 11:00 AM and bring the below mentioned necessary things at the time of Joining-:

1. College id Card Xerox
2. College NOC Original
3. Government ID Proof
4. 02 Passport size Photos
5. Medical Fitness Certificate (Australian Antigen & Widal test report required)
6. RTPCR test report
7. Vaccination certificate (If vaccinated)
8. Bank Details

Need to wear his own formal uniform (Chef Coats(3), black trouser, oxford black shoes & black socks) & Grooming standard as per industry norms.

Hotel will provide Rs. 4000 as Stipend & duty meals and laundry facility for uniform

Thanks & Regards,
Neeraj Pande
Human Resources Executive
M +91.8956039328




I/c. Principal
Institute of
Hotel Management & Catering Technology
La: Taki Road, AHMEDNAGAR-414 001

Confirmation of OJT in Kitchen

From Pande, Neeraj

To training@ihmct.in

Cc Gholap, Sanyukta

Date 2022-09-30 12:47

Summary Headers Plain text

Dear Mr.Sagar,

Greetings from Courtyard by Marriott Pune, Hinjewadi!!

We would like to confirm the OJT of Mr. Prajwal Kamble (Food Production) program with us,

OJT will start from 07th October, 2022 for 6 months in Food Production Department.

So kindly inform him to report to Human Resources Department on 07th October, 2022 at 11:00 AM and bring the below mentioned necessary things at the time of Joining-:

1. College id Card Xerox
2. College NOC Original
3. Government ID Proof
4. 02 Passport size Photos
5. Medical Fitness Certificate (Australian Antigen & Widal test report required)
6. RTPCR test report
7. Vaccination certificate (If vaccinated)
8. Bank Details

Need to wear his own formal uniform (Chef Coats(3), black trouser, oxford black shoes & black socks) & Grooming standard as per industry norms.

Hotel will provide Rs. 4000 as Stipend & duty meals and laundry facility for uniform

Thanks & Regards,

Neeraj Pande

Human Resources Executive

M +91.8956039328

COURTYARD BY MARRIOTT PUNE, HINJEWADI

S.No – 19&20, Rajiv Gandhi Infotech Park, Phase 1 Hinjewadi
Pune, Maharashtra 411057




I/c. Principal
Institute of

Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001