



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

**INSTITUTE OF  
HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR**

(NAAC Accredited with 'B' Grade)

Lal Taki Road, Ahmednagar - 414 001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to S.P.Pune University

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, 25<sup>th</sup> 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 27<sup>th</sup> 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: 17<sup>th</sup> 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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**MINUTES OF THE MEETING**

A meeting of **Internal Quality Assurance Cell (IQAC)** was held on **Friday, 25<sup>th</sup> 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 27<sup>th</sup> 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 23<sup>rd</sup> 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: 25<sup>th</sup> June 2021

Place: Ahmednagar



Mr. G. T. Sonawane  
IQAC Coordinator



Prof. Y. S. Sadre  
IQAC Chairperson

I/c. Principal  
Institute of  
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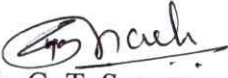
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Date : / / 20

**ACTION TAKEN REPORT  
(IQAC Meeting – 25<sup>th</sup> June 2021)**

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

  
Mr. G. T. Sonawane  
IQAC Coordinator

  
Prof. Y. S. Sadre  
IQAC Chairperson  
I/c. Principal  
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**NOTICE**

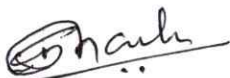
A meeting of **Internal Quality Assurance Cell (IQAC)** will be held on **Tuesday, 11<sup>th</sup> January 2022** in the '**Aroma**' Training Restaurant of the institute at **11:30 am**. We will be highly pleased if you can kindly attend the meeting and provide invaluable guidance and suggestions for 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 25<sup>th</sup> 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: 4<sup>th</sup> Jan. 2021

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 **Tuesday, 11<sup>th</sup> January 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. Khataavkar	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 25<sup>th</sup> 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 20<sup>th</sup> 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 19<sup>th</sup> and 20<sup>th</sup> 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: 11<sup>th</sup> January 2022

Place: Ahmednagar

  
Mr. G. T. Sonawane  
IQAC Coordinator

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

(IQAC Meeting – 11<sup>th</sup> January 2022)

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

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 **Wednesday, 20<sup>th</sup> 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 11<sup>th</sup> 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: 9<sup>th</sup> April 2022

Place: Ahmednagar

  
Mr. G. T. Sonawane  
IQAC Coordinator

  
Prof. Y. S. Sadre  
IQAC Chairperson  
I/c. Principal  
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**MINUTES OF THE MEETING**

A meeting of **Internal Quality Assurance Cell (IQAC)** was held on 20<sup>th</sup> 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	
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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 11<sup>th</sup> 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: 20<sup>th</sup> 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 – 20<sup>th</sup> 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

I/c. Principal  
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