



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Ahmednagar Jilha Maratha Vidya Prasarak Samaj's Institute of Hotel Management and Catering Technology Ahmednagar
• Name of the Head of the institution	Prof. Mrs. Yogita Sanjay Sadre
• Designation	Principal (I/C)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02412326778
• Mobile No:	9822522733
• Registered e-mail	ihmctajmvps@gmail.com
• Alternate e-mail	principal@ihmct.in
• Address	Residential High School Ground, Lal Taki Road, Ahmednagar 414001
• City/Town	Ahmednagar
• State/UT	Maharashtra
• Pin Code	414001
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Savitribai Phule Pune University				
• Name of the IQAC Coordinator	Prof. Gokul Tryambak Sonawane				
• Phone No.	02412326778				
• Alternate phone No.	02412326778				
• Mobile	9922947640				
• IQAC e-mail address	iqac@ihmct.in				
• Alternate e-mail address	gtsonawane@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.ihmct.in/wp-content/uploads/2021/10/Final-Self-Study-Report.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ihmct.in/wp-content/uploads/2022/12/Academic-Calendar-2021-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.27	2022	22/03/2022	21/03/2027
6.Date of Establishment of IQAC			07/03/2019		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Assessment and Accreditation from NAAC on 22nd March 2022.		
Improved scope of internship for students across India.		
Upgradation of infrastructure.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Application for Assessment and Accreditation	Institute is accredited by NAAC on 22nd March 2022	
13.Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Nil	Nil	
14.Whether institutional data submitted to AISHE		

Year	Date of Submission
2020-2021	21/02/2022

15. Multidisciplinary / interdisciplinary

Institute is in a preliminary stage of preparing itself to implement NEP 2020. We are trying to understand the concept in depth so that it can be implemented successfully.

The National Education Policy (NEP)-2020 highlights on overall personality development of individual by inculcating 21st Century education skills to learners.

The curriculum that will be revised by the university shall give emphasis on all-inclusive approach and will ensure the flexibility in course. The institute is preparing itself to bring in the changes in tune with that of university. In this process, development of skills like critical abilities, self-governance, problem solving and communication will be given due importance.

Keeping in view the challenges that will be faced by the students for their career prospects; the college is planning to set up short term and vocational courses. In order to develop the all-round capacities of the students - intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the college is preparing to include multidisciplinary add on courses within the approved framework of university.

The aim is to make the students well equipped with varied skills, so that they can confidently march towards their career and few can also pave a way towards self-employment.

16. Academic bank of credits (ABC):

Regarding the implementation of Academic Bank of Credits, as per the directions of university, institute appointed the nodal officer to guide the students to register for Academic Bank of Credits. All the students were informed the need and importance of having an account on digilocker and have been successfully registered for ABC through either abc.gov.in or digilocker.gov.in. All the students now have their ABC id and same has been communicated to university so that their credits can be transferred to their account.

17. Skill development:

The institute believes in Value-Based Quality Education and thus gives emphasis conducting activities that will inculcate positivity among the learners. Institute thus celebrates National festivals like Independence Day and Republic Day. The institute also celebrates Constitution Day, cultural and regional festivals thus ensure environment of cultural diversity. Institute takes diverse oaths and pledges to inculcate inclusive environment through activities like Sadbhavana Diwas, Vachan Prerana Divas and Ekta Diwas. Observing Birth Anniversary of our National leaders helps in understanding their contribution in Nation's development and therefore inculcates the good values among the students.

The IQAC has taken an initiative and has identified the need of introducing the course in soft skill development which has been allotted credits as per the guidelines given by university.

The institute also has collaborated with renowned institute to provide advanced skills in the area of bakery and confectionary.

The students of the institute undertake online certificate courses offered on SWAYAM and MOOC platform which helps in development of the students. The credits of these courses are considered by the university.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Regarding the adoption of Indian languages, though the program of Hotel Management offered in the institute is in English medium, institute believes that students understand the concept better if it is explained in mother tongue. Majority of the students admitted to this institute are from vernacular medium. Therefore it becomes more significant to make use of combination of English, Hindi and Marathi languages while teaching theory and practicals at the initial stage. It helps to develop confidence among the students and it is found that students can make better progress. The faculty therefore are briefed to follow the practice of delivering the lectures in bilingual mode so as to put the students at ease while they are learning the subjects.

Institute organises various cultural events in the institute on few occasions like Annual Day, celebration of Tourism Day, Theme Dinner and Food Festival.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-based education (OBE) gives an emphasis on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the school system.

Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery and assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels.

Since the study of Hotel management is more of skill based education, the OBE becomes more relevant. This education system focuses on the actual outcome of the course and not just grades.

Since the OBE model measures the progress of graduates in three parameters, through:

- Program Outcomes (PO)
- Program Educational Outcomes (PEO) and
- Course Outcomes (CO)

The institute has clearly stated Program Specific Outcomes, Program Outcomes and Course outcomes. It is developed by the senior faculty of the institute after reviewing the syllabus thoroughly. The institute ensures that both teachers and students are aware of stated program.

Program Specific outcomes guide the faculty to adopt methods to impart employability skills among the students to compete at national and international level.

The institute plans and executes the academic, curricular and co-curricular activities in a systematic manner so as to achieve its program outcomes.

Course Outcomes (COs) are the measurable parameters which evaluates each student's performance for each course that the student undertakes in every semester. The various assessment tools for measuring Course Outcomes include unit tests, assignments and project work.

Institute thus makes sure that it has a right focus on Outcome Based Education.

20.Distance education/online education:

The institute has a good set up for conduct of online/distance education. It has ICT enabled classrooms. There is good internet connectivity with the speed of 200 mbps in computer laboratories and also in the library. The campus is Wi-Fi enabled.

The students are informed about various relevant online courses available on the platforms like SWAYAM and MOOC. Students of this institute opt for such courses and earn the credits for the same.

Institute also has a 55 inches android TV set, where it has subscribed program related TV channels like Food Food, Travel and Living etc. It is also used by the faculty for showing various subject related videos. Thus institute is giving emphasis on blended learning.

Extended Profile

1.Programme

1.1	63
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	171
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	30
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	View File	
2.3		73
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		7
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		9
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		05
Total number of Classrooms and Seminar halls		
4.2		4479754
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		22
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Institute of Hotel Management and Catering Technology, Ahmednagar is affiliated to the Savitribai Phule Pune University and conducts two under graduate programs namely Bachelor of Science in Hospitality Studies (B.Sc.HS) and Bachelor of Hotel Management and Catering Technology (BHMCT). The syllabus is framed by the university and the desired objectives are achieved through following actions.

- At the beginning of every semester the faculty meeting is conducted to discuss academic activities. The academic committee looks into distribution of workload, planning for semester, preparation of time table and execution of academic work.
- Teachers prepare a teaching plan which allows systematic approach and ensures timely completion of syllabus.
- The internal assessment consists of assignments, presentations and unit tests.
- External University Examinations are conducted as per the university norms.
- Counselling is carried out for students with low attendance, unsatisfactory performance in tests and also for their career planning.
- Various co-curricular activities conducted include Theme Lunch/ Dinner, Food Festival, Bread Day, Tourism Day, Visits to star rated hotels, wineries and laundry.
- To impart current information and advance knowledge seminars, workshops, guest lectures by academicians and professionals are conducted.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.ihmct.in/wp-content/uploads/2023/01/1.1.1.-Curriculum-Delivery.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute 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. It contains planning for teaching activity, examination schedule and details of various co-curricular and extra-curricular activities along with tentative dates.
- Subjects are distributed according to expertise and interests of staff members in academic committee meeting and the time table for theory and practicals are prepared.
- For enhanced learning and to create interest in the subjects co-curricular and extra-curricular activities are planned and conducted. Faculty Coordinators are appointed for each of it.
- An examination committee prepares the time table for tests, which is displayed well in advance. Internal marks are given on the basis of performance in unit tests, assignments, participation in activities, journals, attendance in theory and practicals. Marks are uploaded onto university web portal as per the schedule announced by the university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.ihmct.in/wp-content/uploads/2023/01/1.1.2.-conduct-of-CIE.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The methods employed for developing Professional Ethics, Gender, Human Values, Environment are as follows-

- **Enhancing Professional Ethics:** Professional ethics are the essential part of curriculum of hospitality education. Institute ensures to impart the same throughout the degree program. Faculty ensures that these ethics are followed by students in the institute and it also helps them during trainings.
- **Gender Equality is respected and followed in the institute.** Both boys and girls work together in practicals as well as participate in all events and activities. No discrimination is made.
- **Good human values are developed among the students by conducting activities beneficial for the society.** This includes donations from students and staff to NGOs during Diwali celebrations. The college celebrates events like Birth Anniversaries of national leaders and social reformers.
- **Contribution to Environment Development -** A green cover is developed on the front side of the building by planting number of trees and hedges. The institute is practicing use of LED lights. The dry and wet garbage generated in the laboratories is segregated and deposited to the Municipal Corporation.

Such activities help to impart good values among the students.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

53

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.ihmct.in/wp-content/uploads/2022/12/1.4.2.-Feedback-Forms-Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

60

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

21

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The students admitted to B.Sc. HS program come from various streams like science, commerce, arts and MCVC. Initially learning levels are assessed based on the marks scored in board exams and later during the introductory lectures /orientation program.

Learning levels are further assessed after first unit test. The area of weakness is identified.

Programs for slow learners -

- Counseling by mentor
- Open book test and checking the answer sheets and guidance for correctness of the answers
- Pairing them with advance learners during practicals
- Encouraging the students to participate in various activities under leadership of advance learners

Programs for advance learners-

- Emphasis on additional references for enhanced learning
- Participation in intercollegiate competitions
- Responsibility as a team leader during various activities and events in the college
- Act as a mentor to junior students

File Description	Documents
Link for additional Information	https://www.ihmct.in/wp-content/uploads/2022/12/2.2.1.-The-institution-assesses-the-learning-levels-of-the-students-and-organizes-special-Programmes-for-advanced-learners-and-slow-learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
171	7

File Description	Documents
Any additional information	View File

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

Institute has implemented varied practices for enhanced learning experiences of the students. It is as follows-

Experiential learning- A visit to a star rated hotel is arranged for the first year students. Here the students actually get to see different departments of the hotels and its functioning. It helps them to understand the subjects better.

Second and third year students visit commercial laundry as well as a winery. Such visits gives direct exposure to functioning of the areas and clarify their concepts.

Participative learning - Institute organizes various events and activities during the academic year. The students are involved actively in it as a part of learning process. The skills acquired during the practicals conducted are applied here. Students participate in these activities in various roles. The activities conducted this year includes Bread Day, Annual day, Lunch on meetings etc. Such participation enriches their skills and also develops their abilities of interpersonal skills, coordinated working, leadership qualities, team work and others.

Problem solving methodologies - Hotel industry during its functioning face varied issues / complaints from the guests. Such situations are mock practiced during the practicals so as to develop the abilities of the students to deal it.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/2.3.1-Student-centric-methods.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty of the institute uses ICT enabled teaching aids along with traditional classroom teaching. All the classrooms are well equipped with LCD projectors and screens and have wi fi connectivity. ICT enabled teaching and learning processes makes it student-centric and it results in better learning for students.

Teachers use ICT enabled tools to enhance quality of teaching - learning in following manner-

- Faculty make use of PPT, Videos, you tube links and online sources to deliver advanced knowledge. This helps to increase student engagement.
- During pandemic, faculty made use of online platform for teaching and learning like Zoom, Google meet and Webex.
- Classwise WhatsApp group are used as platforms to communicate, make announcements and share information.
- All teaching and instructional material are uploaded by faculty members on Google Classroom. Tests are conducted online.
- E- Journals and e-books are available in the library to faculty and students. All can access subscribed e-journals and open source databases of DELNET and National digital library.
- Library uses SOUL 3.0 software for automated functioning.
- The institute conducts webinars and guest lectures by Industry experts and Alumni on Zoom platform.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.ihmct.in/wp-content/uploads/2022/12/2.3.2.-ICT-enabled-facility-use-by-teachers.pdf

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

2.3.3.1 - Number of mentors

7

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

7

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

11

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institute has Internal Examination Committee which looks after all the internal assessment activities throughout the year. The assessment is conducted in a fair and transparent manner.

The internal assessment committee works in following manner:

- Academic calendar is displayed at the commencement of session. It includes tentative schedule of internal exams and assessment.
- The committee prepares a detailed timetable for the conduct of unit tests and practical examination and it is informed to the students at least 8 days in advance.
- Institute conducts two unit tests for each semester. During pandemic, first semester examination was conducted through online mode using MCQ format.
- For every subject students have to submit two or three assignments.
- Students have practicals for each core subjects. Their performance is assessed throughout the semester.
- The records of all the assessment is maintained and communicated to the students.
- Internal marks for the university submission are calculated based on their performance in unit tests and assignments submitted and are then uploaded on the university website within the stipulated date.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/2.5.1-Mechanism-of-internal-assessment-is-transparent-and-robust-in-terms-of-frequency-and-mode.pdf

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

On declaration of the results by the university, a notice is displayed on the notice board by the institute informing the students about the request the photocopies, revaluation and verification of answer sheets by the university. This information is also provided to the students by the university by messaging system. The students have to first apply for the photocopies of answer sheet on online basis on the university website. The hard copy of the application along with the necessary fees is submitted to the institute. The institute then forwards the application form and the fee to the university within the mentioned time frame. Subsequently the students receive the photocopies of the answer sheets. If a student is not satisfied by the marks awarded, they further apply for revaluation and reverification. For this online form has to be submitted to the institute with the hard copy along with the necessary fees.

The university carries out the necessary steps for verification and revaluation and then communicates it back to the students. If the student is declared as passes, necessary changes are then made by the university and a new mark list is issued. From the above submission it indicates that there is a well-established mechanism in the institute and the university to consider examination grievances received from the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/2.5.2-Mechanism-to-deal-with-internal-examination-related-grievances-is-transparent-time-bound-and-efficient.pdf

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.

The course outcomes clearly state what the students shall be able to learn at the completion of a particular course.

The institute has clearly stated Program Specific Outcomes, Program Outcomes and Course outcomes in alignment of those published by university. It has been made available on the institute website. It is developed by the senior faculty of the institute after reviewing the syllabus thoroughly. The institute ensures 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 in the respective areas.
2. Program Outcomes, Program Specific 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 available in the institute.
4. Faculty considers Program Outcomes, Program Specific Outcomes and Course Outcomes while preparing teaching plans and ensures that it is implemented.
5. For every course, concerned faculty discusses course outcomes of the course to the students in details.
6. Same procedure is followed for the practicals as well.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.ihmct.in/wp-content/uploads/2022/12/2.6.1.-PSOS-POS-COS.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Attainment of Program Specific Outcomes:

- The institute ensures that the students are familiarized with practical aspects of industry through curriculum as well as field visits to various sectors of industry.
- The institute train 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:

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 academic year.
- It involves planning for timetable, conduct of unit tests so as to enable internal evaluation.
- Various curricular & co-curricular activities are planned for the year which is also a part of academic calendar.
- The attainment of PO's further can be evaluated when students get selected for placement in industry.

Attainment of Course Outcomes:

- 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 students and boosts their confidence.
- The internal and external examinations conducted by S.P. Pune University also measure the attainment of PO's, PSO's, and CO's.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.ihmct.in/wp-content/uploads/2023/01/2.6.2.-Attainment-of-programme-outcomes-and-course-outcomes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

65

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.ihmct.in/wp-content/uploads/2022/12/SSS-2021-2022.pdf>

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

The institute always make every effort to inculcate moral and ethical values among the students during their tenure in the institute. For this it organizes various extension activities to sensitise the students towards community needs.

Like every year during Diwali festival all the stakeholders of the institute donated cash voluntarily. It was utilised for buying food grains, cooking oil, sweetmeats and also hygiene kits. It was then donated to the places like orphanages, old age home, school for dumb and deaf and a charity organization Mauli Seva Pratishthan working for homeless women. This activity helps in sensitizing the students with the social issue of orphans and their struggle in life.

To educate the students about overseas opportunities for their career, institute organized seminars by the agencies that have expertise in this area.

Celebrations of Women's Day, International Yoga Day are other such activities which help in holistic development of the students.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/3.3.1.-Extention-and-outreach-activity-conducted.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from

Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

1

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

96

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

For the day to day functioning various facilities in the institute include-

1) There are four ICT enabled classrooms for the theory classes with LCD Projectors and screens.

2) Laboratories:-

- Three different well equipped training kitchens with modern facilities for food production practicals.
- Two training restaurants basic and advance for the purpose of training the students for the Food and Beverage Service subject.
- Well-equipped housekeeping lab is for conducting of the housekeeping practicals. There are two guest rooms in the institution to provide simulation training of a hotel guestroom to the students.
- Front Office Laboratory is functioning in one of the classroom and is equipped with a LED TV to which various TV channels are coupled to view subject related programs like Food Food, Discovery Channel.
- Two computer laboratories each with 10 numbers of computers with latest version and internet facility provided through LAN.

3) Library Facility: - It has 4663 digitally recorded books, and journals and magazine. The library uses 'SOUL 3.0' software. Reprographic facility is available in the library. It has computers in reading room with access to e-resources.

4) Seminar Hall: - It is well equipped with an audio-video facility, LCD projector and screen.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/4.1.1.-Infrastructure-photos.pdf

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

To develop good health and fitness, institute gives utmost importance for indulging in various sports activities by the students.

In the vicinity of the institute various types of well-established indoor and outdoor sports facilities are available on shared basis.

Indoor sports facilities like carom, chess and badminton 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.

Sports week is regular activity conducted every year. In this activity interclass sports competitions in cricket, Kabbadi, badminton; chess, carom and athletics are held. Winners of these competitions are awarded a certificate.

'Yoga Day' is celebrated every year on 21st June. For this purpose a Yoga expert was invited. A program of about one hour was conducted online Zoom platform. In the program various types of Pranayama and Yogasanas are exhibited by the experts and practiced by the participants including teachers and students.

Cultural activities in different forms like dancing, singing, presenting skits; one act play, poem recitation and entertainment games were conducted during Annual Day function.

Students actively participated in all the events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/01/4.1.2.-Facilities-for-Cultural-sports-games-etc.-activities.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/4.1.3-Number-of-classrooms-and-seminar-halls-with-ICT-enabled-facilities-such-as-smart-class-LMS-etc..pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11.38796

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library in the institute is well established and well operated. The institute is well acclaimed and proud to have a collection of 4663 books. All these books are registered as well as recorded on a library integrated management software SOUL3.0 of INFLIBNET. The books in the library have also been identified by specific bar codes which can be read by a scanner and the entries noted in the software as a result it is very easy to track the issue of the book to an individual receipt or arrival of the book in the library as well as the identity of the issuer and the movement of the book. It also has an inter loan library membership with the neighbouring New Arts, Commerce and Science College's main library. The library has

installed two separate internet ready computers of latest type to access e-resources such as access to DELNET, e-journals and e-books. Such facility offers an additional resource for learning. The library also has a display unit where daily newspapers, current magazines and journals 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	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.ihmct.in/wp-content/uploads/2022/12/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS-1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.45450

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

1.64

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has well developed and updated IT facilities.

- There are 30 personal computers that are regularly upgraded with latest configuration. These facilities are used by the staff and students and in various departments. All the personal computers are loaded with antivirus software to take care of cyber security.
- Internet facility is with a speed of 100 mbps subscribed on a yearly basis. This facility is available free of charge to the faculty and students during working hours of college.
- With a view to develop smart class room, it has permanently fixed LCD projectors and screens.
- Seminar hall has LCD projector and screen. In this hall lectures and presentation can be made with the help of Lectern.
- The library is well developed and modernized. All procured books are properly recorded in the software SOUL 3.0 procured from INFLIBNET. The library has DELNET subscription and interlibrary loan facility.

Maintenance:- All the computers, scanners, printers, reprographic

machine are always maintained in a good working condition by regular checks which is done by a qualified technician.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/4.3.1-Institution-frequently-updates-its-IT-facilities-including-Wi-Fi.pdf

4.3.2 - Number of Computers

22

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

43.62338

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Infrastructural development and maintenance:-

The institute has well developed infrastructure and is always maintained in a clean state. Maintenance of infrastructure is done with permission of the management, which is taken by the Principal. A team of skilled technician is available from society's office for maintenance work such as electricians, plumbers, carpenters which is out sourced. Thus all type of maintenance is taken care by them. The maintenance work required in any area of the building is communicated to the office and office bearers contact the service providers and ensure that it is carried out.

All facilities are properly developed and equipped with essential items. All areas are maintained, cleaned with help of attendants and workers. Wash rooms are daily cleaned and this task is outsourced.

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 at a number of places ensuring continuous availability of potable water.

Front of the building is landscaped which is regularly maintained by a gardener.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/02/4.4.2.-Maintenance-of-Facilities.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

53

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	https://www.ihmct.in/wp-content/uploads/2022/12/5.1.3.-Capacity-building-initiatives.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

The students of the institute actively participate in functioning of day to day activities. Students of the institute have representation in following committee.

- 1) College Development Committee
- 2) Internal Quality Assurance Cell
- 3) Grievance Redressal Committee.

4) Class Representative.

College Development Committee and Internal Quality Assurance Cell have students' representatives. They act as a link between students and institute administration. Their suggestions are given due importance.

Grievance Redressal Committee also has student's representative in the committee. This helps in handling the grievances in a fare manner.

During various co-curricular and extra- curricular activities in the institute, 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 who works under the guidance of faculty. They with help of other students work towards making the event successful. The duties are allotted in rotation.

Class representatives help to maintain discipline and also help in circulating the notes, conveying the messages or instructions to the class.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/02/5.3.2.-Students-representation-and-engagement.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

- Alumni of the institute are working in good positions in different sectors of the industry in India and across the world.
- Institute organizes alumni meet to interact with the students in order to effectively communicate industry requirements, new trends, practices and happenings in the industry. It helps current students to make right decisions to develop their career.
- The alumni accept the invitation of the institute to deliver the guest lecture to current student on various aspects of industry and career.
- Alumni donate the books to the college and thus contribute to enrich the library
- They also keep Training and Placement Coordinator abreast about vacancies available in the industry. It is then shared with the students of the institute as well as on what's app group of alumni.
- Our alumni also have representation on CDC and IQAC. They attend the meetings and give valuable suggestions for the development of institute and the students. The alumni working in other countries guide the current students willing to go to those countries and provide them necessary information about the country, accommodation or any other information needed at the initial stage.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/5.4.1-Alumni-engagement-1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

The institute adheres to its vision and mission to serve better to students. For effective governance, the empowered team of the college involving Governing Council, College Development Committee, Principal, IQAC Committee, convener of different committees, teaching-staff, non-teaching and supporting staff plays an important role. Along with academic responsibilities, the office administration like admissions, finance, public relations is a part of duties of the Principal. Preparation and submission of important reports to various authorities are carried out under the guidance of the Principal. The IQAC frames a prospective plan of the institute which focus different aspects includes -

- Reach to remote areas of Ahmednagar district for admission promotion.
- Improvement in academic performance.
- Up gradation 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.
- To introduce certificate programs.

These are discussed in CDC meetings. The committee member gives necessary directions. These are then implemented effectively.

Students also participate in the governance of the institute through effective representation in Student Council and other committees.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/02/6.1.1.-Institutions-Governance.pdf
Upload any additional information	View File

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

The institute believes participative management for efficient functioning of the institute. The quality in education, academic and physical infrastructure is always given a top most priority. Institute value the importance of decentralization and thus while taking policy decisions, suggestions from the faculty are given due importance. Their suggestions are considered by the IQAC. The following case study is reflective of the same.

Case Study: Faculties are bestowed with the responsibility of handling an event

Academic plan is prepared before the commencement of the semester. According to the academic plan various events are planned for overall development of the students. Various events include tourism day, theme dinner, fresher's party, farewell party, housekeeping week, vachan prerana diwas etc. Individual faculty is appointed as coordinator for each event. A plan for the events is finalized by consulting with Principal. For successful conduct of an event, responsibilities are shared amongst the faculty and student representatives. They ensure that the event is executed successfully. The collaborative work and team work ensures the successful conduct of the event.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.1.2.-Decentralization-and-Participative-management.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plan for the institute is designed so as to give emphasis on imparting quality education. Each process is regularly reviewed. The focus is given on the following aspects:

- Based on the academic schedule published by the affiliating university, academic calendar is prepared by the Academic Committee.
- Organizing orientation programs for the students.
- Applying the innovative teaching learning methods.
- Arranging industrial visits, trainings and guest lecture for students.
- Arranging workshops and seminars for the students.
- Sign MoU for field visits, workshops and training and placement abroad
- Introduce Certificate / Value Added Courses.
- Student's Overall Development through Participation.
- Alumni Interaction and Outreach activities.
- Growth in Research and Development
- Escalating Placements

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.2.1.-Institutional-Strategic-Plan.pdf
Upload any additional information	No File Uploaded

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.

Administrative set up consists of following-

Governing Body is mainly involved in the day to day supervision and the functioning of all its educational units.

College Development Committee deals with all important aspects like educational progress, developmental actions, financial management and academic progress.

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

The Principal is entrusted with responsibility of proper academic planning, curricular and co-curricular planning. The duties also include administrative work; conduct of exam, looking after other activities as well as handling of grievances of different nature.

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 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 allowing the institute function effectively.

Appointment Policies -In the recruitment of teaching faculty, the norms and eligibility criteria of concerned authorities are given due importance. Rules framed with regards to reservations are also followed by generating a proper roster.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.2.2.-The-functioning-of-the-institutional-bodies-is-effective-and-efficient.pdf
Link to Organogram of the Institution webpage	https://www.ihmct.in/wp-content/uploads/2021/07/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institute takes measures in different forms for the welfare of teaching and non-teaching staff. These are listed below.

1. Leaves:-

The staff avails the casuals and medical leaves as per university norms as well as holidays declared by university. The institute allows duty leaves that are granted for faculty development programs, university work, university examination work, attending seminars, conferences and for other official works of the institute.

2. Contributory PF:-

The staff in the institute avail the facility of provident fund under partial Pension Scheme EPF act.

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. 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.

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	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.3.1.-The-institution-has-effective-welfare-measures-for-teaching-and-non-teaching-staff.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

8

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.3.5.-Appraisal-forms.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute ensures that the finances are managed and recorded appropriately and resources are mobilized effectively. It involves following-

- Internal approval system for all the purchases to be made. These are approved by the Principal.
- All the expenses to be made higher than certain limit needs approval from Hon. Secretary of the trust.
- Internally Institute's vouchers and bills are periodically checked by Institute's accountant and a proper record of fees received and bills / vouchers for expenses are maintained.
- 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.
- 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.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/01/6.4.1.-Institutes-Audit.pdf
Upload any additional information	View File

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

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

0.10

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institute is private and self-financed and does not get any financial grant. Availability of funds and its appropriate mobilization is thus carried out very carefully.

Funds are generated through collection of fees. The system of mobilization of funds is mentioned below

- 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, expenses for infrastructure augmentation, addition of new facilities, purchasing of equipment etc. The budget is presented to the College Development Committee. After discussions and due approval the expenditure is initiated.
- The institute follows a systematic mechanism and obtains approval from the authority for amount to be withdrawn from the bank.

- In case if additional expenditure is expected beyond sanctioned budget, permission is taken in a College Development Committee meeting.
- Conduct of regular 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.
- A proper control system has been developed by the institute to ensure that expenditure is in tune with income.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/01/6.4.3.-Mobilization-of-funds.pdf
Upload any additional information	View File

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

The main focus of IQAC has always 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-

- In order to facilitate online teaching, necessary facilities were created
- Constant review of the teaching learning process, methodologies of operations and learning outcomes was taken at periodic intervals.
- The IQAC ensured the effective implementation of quality initiatives through continuous reviews and periodic meetings.
- Regular inputs through feedback from students were considered for improvement in quality of teaching by all concerned.
- In the post pandemic situation the institute made sure that students were placed in quality star rated hotels for the training.
- The institute also made sure that passing out students were placed in hotels as job trainee.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.5.1.-IQAC-Contribution.pdf
Upload any additional information	View File

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

The IQAC of the institute at periodic intervals take review of teaching learning process at the institute and identify various areas that needs improvement.

IQAC reviews the following-

- The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.
- Students are apprised of the Time-Table, Program structure, syllabi of the courses before the semester commences.
- Preparation of teaching plan for each Semester
- To enhance the use of ICT tools to strengthen the teaching-learning process.
- Promote industrial involvement in academic practices by organizing industrial training, industrial visits and field visits
- Conducting quality programs i.e.seminars, webinars, guest lectures, workshops and conferences
- Effective internal examination and evaluation systems
- Analysis of Students' results
- Establishment of the Mentor-mentee process and its effective implementation.
- Establishment of system to take feedback/surveys from various stakeholders.
- To ensure that the campus ragging-free and develop the discipline among the students
- Establishment and functioning of grievance redressal cell

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/02/6.5.2.-Incremental-Improvements-of-IQAC-A.Y.-21-22.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Institute has inclusive work culture. It ensures that equal opportunities are provided to everyone.

The institute has created a favorable environment that allows every individual to nurture and flourish their talent with no gender discrimination.

Institute follows participatory teaching learning process. Equal attention is given to boys and girls in the classroom and

practicals. Anti-ragging policy is strictly implemented. Homogeneous group of boys and girls are formed for various activities and events. Grievance Redressal Committee is also functional.

The institute considers following aspects for the promotion of gender equity in the institute:

- Boys and girls are given equal treatments in all the activities conducted in the institute.
- Regular visit by Anti Ragging Committee and Anti Ragging Squad are carried out in the premises.
- Faculty counsel the students regarding academic performance, career plans and personal issues.
- Separate common rooms and washrooms are in place for use by ladies and Gents.
- Locker facility is available in the common room.
- Various committees are in place to deal with complaints if any. It assures security amongst the stakeholders.
- Celebrations of International Women's Day.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ihmct.in/wp-content/uploads/2023/01/7.1.1-Measures-initiated-by-the-Institution-for-the-promotion-of-gender-equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

Solid waste is collected in the garbage bins. The wet waste is generated during food production practical and leftover food. It is also obtained from the cutting of lawn and as dried leaves. All of the waste is transferred to the vermicompost plant.

The solid waste generated in the toilet is disposed off through well established sanitary drainage system attached to the municipal corporation sewage line.

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 from leftover material and is used for decoration purpose etc. The old linen is further used as dusters and wiping cloths.

Liquid Waste Management:

Such waste is generated in the kitchen and the washrooms. 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 is sold to the agency approved by the society. If old version computers are required to be replaced then those are transferred to other sister units.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.ihmct.in/wp-content/uploads/2023/01/7.1.3.-Geotagged-photos-of-facilites-for-waste-management.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the D. Any 1 of the above

campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

Institute is committed to its 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.

The extension activities conducted in the institute are directed towards allowing a holistic environment for student development.

Initiative taken by the institute for providing inclusive environment:

- Allowing students 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.

- Promotion and protection of all the human rights through functioning of various committees such as anti-raging committee, internal complaints committee, grievance redressal committee.

The institute celebrates Constitution Day, cultural and regional festivals thus ensure environment of cultural diversity. Institute takes diverse oaths and pledge to inculcate inclusive environment through following activities conducted:

Sadbhavana Diwas (20th Aug) to promote national integration and communal harmony among people of all religions, languages and cultures.

Vachan Prerana Diwas is to encourage the readers.

Ekta Diwas (31st October) National Unity day.

Constitution Day (26 November) celebrated in India every year to commemorate the adoption of the Constitution of India.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institute believes that all the stakeholders should realize that as a part of society they have some prime rights, duties and responsibilities towards it. Thus the institute looks forward to the academics as well as activities that include mental, physical and social development of the students. The institute therefore tries to instill a basic sense of constitutional obligation among its students and employees.

Institute thus conduct various activities in order to achieve this -

- Promotes Humanity: The institute takes initiative and contributes to social and national causes in their own capacities. It involves few charitable endeavors where students and employees willingly give donations to the orphanage or underprivileged before Diwali festival. It is in

the form of gifts and are distributed to orphanages or to schools for special children. Students also make contribution towards Salvation Army and Flag Day donations.

- Attending Independence Day and Republic Day flag hosting.
- 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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. It helps to create and spread awareness of their contribution in nation building. These are mentioned below:

1. National important days: Republic Day (26th January) and Independence Day (15th August) are celebrated with joy and gaiety..
2. Conduct of anniversary programs: Anniversaries of national leaders and social reformers are observed regularly.

National and International Commemorative Days:

World Tourism day:

Institute celebrate World Tourism day every year on 27th September, based on theme decided by United Nation World Tourism Organization. This year various competitions based on theme 'Tourism for Inclusive Growth' were organized in online mode.

The day is celebrated to highlight significance of tourism as a tool for global development and cultural enlightenment.

International Bread Day:

It is celebrated internationally on October 16 every year which is initiated by the International Union of Bakers and Confectioners (UIBC). This year online demonstration on bread preparations by a professional chef was organized.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice No. 1

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

The institute in its academic plan 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. Theme Dinner titled 'World Food Tour' was organized by final year BHMCT students. The activity involved planning of the menu which included popular recipes across the globe, distribution of duties in various areas like food production, F & B service and accommodation, decorating the areas based on theme, display of the menu and service of the same. The students conducted the event successfully. Such events give opportunity to the students to showcase their skills and abilities.

Best Practice No. 2

Title of the Practice: 'Together We Can Make a Difference" - Initiating Societal and Nation Building Awareness

The institute imparts quality education as well as nurtures and develops good human values among the students. As a result of this, students and staff of the institute voluntarily contributed and donated daily needs hamper kits and Diwali sweetmeats to the places like orphanages and old age homes.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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.

Institute gives due importance to impart quality education to the students. Emphasis is given on assignments, projects and trainings. Along with academics, importance is also given for inclusion of co-curricular activities and extracurricular activities. The students

are continuously counseled about the development of soft and communication skills required by the industry and for proper professional advances. Such activities help to instill appropriate skills, aptitude and comprehensive knowledge so as to reach the expected level for the industry.

The industrial training helps to provide a platform where students acquire added knowledge and enhanced professional skills. It also helps in confidence building among the students. After graduation huge opportunities are available in India and across the globe. Result of all these efforts have been reflected in number of students being placed in industry in India, few are working in the countries like USA, Maldives, Australia and so on and few are entrepreneurs.

Thus it can be said that we are successfully moving towards enhancing professionalism amongst students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Institute of Hotel Management and Catering Technology, Ahmednagar is affiliated to the Savitribai Phule Pune University and conducts two under graduate programs namely Bachelor of Science in Hospitality Studies (B.Sc.HS) and Bachelor of Hotel Management and Catering Technology (BHMCT). The syllabus is framed by the university and the desired objectives are achieved through following actions.

- At the beginning of every semester the faculty meeting is conducted to discuss academic activities. The academic committee looks into distribution of workload, planning for semester, preparation of time table and execution of academic work.
- Teachers prepare a teaching plan which allows systematic approach and ensures timely completion of syllabus.
- The internal assessment consists of assignments, presentations and unit tests.
- External University Examinations are conducted as per the university norms.
- Counselling is carried out for students with low attendance, unsatisfactory performance in tests and also for their career planning.
- Various co-curricular activities conducted include Theme Lunch/ Dinner, Food Festival, Bread Day, Tourism Day, Visits to star rated hotels, wineries and laundry.
- To impart current information and advance knowledge seminars, workshops, guest lectures by academicians and professionals are conducted.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.ihmct.in/wp-content/uploads/2023/01/1.1.1.-Curriculum-Delivery.pdf

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

Internal Evaluation (CIE)

The institute 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. It contains planning for teaching activity, examination schedule and details of various co-curricular and extra-curricular activities along with tentative dates.
- Subjects are distributed according to expertise and interests of staff members in academic committee meeting and the time table for theory and practicals are prepared.
- For enhanced learning and to create interest in the subjects co-curricular and extra-curricular activities are planned and conducted. Faculty Coordinators are appointed for each of it.
- An examination committee prepares the time table for tests, which is displayed well in advance. Internal marks are given on the basis of performance in unit tests, assignments, participation in activities, journals, attendance in theory and practicals. Marks are uploaded onto university web portal as per the schedule announced by the university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.ihmct.in/wp-content/uploads/2023/01/1.1.2.-conduct-of-CIE.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

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

during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The methods employed for developing Professional Ethics, Gender, Human Values, Environment are as follows-

- **Enhancing Professional Ethics:** Professional ethics are the essential part of curriculum of hospitality education. Institute ensures to impart the same throughout the degree program. Faculty ensures that these ethics are followed by students in the institute and it also helps them during trainings.
- **Gender Equality** is respected and followed in the institute. Both boys and girls work together in practicals as well as participate in all events and activities. No discrimination is made.
- **Good human values** are developed among the students by conducting activities beneficial for the society. This includes donations from students and staff to NGOs during Diwali celebrations. The college celebrates events like Birth Anniversaries of national leaders and social reformers.
- **Contribution to Environment Development** - A green cover is developed on the front side of the building by planting number of trees and hedges. The institute is practicing use of LED lights. The dry and wet garbage generated in the laboratories is segregated and deposited to the Municipal Corporation.

Such activities help to impart good values among the students.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

53

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.ihmct.in/wp-content/uploads/2022/12/1.4.2.-Feedback-Forms-Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

60

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

21

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The students admitted to B.Sc. HS program come from various streams like science, commerce, arts and MCVC. Initially learning levels are assessed based on the marks scored in board exams and later during the introductory lectures /orientation program.

Learning levels are further assessed after first unit test. The area of weakness is identified.

Programs for slow learners -

- Counseling by mentor
- Open book test and checking the answer sheets and guidance for correctness of the answers
- Pairing them with advance learners during practicals
- Encouraging the students to participate in various activities under leadership of advance learners

Programs for advance learners-

- Emphasis on additional references for enhanced learning
- Participation in intercollegiate competitions
- Responsibility as a team leader during various activities and events in the college
- Act as a mentor to junior students

File Description	Documents
Link for additional Information	https://www.ihmct.in/wp-content/uploads/2022/12/2.2.1.-The-institution-assesses-the-learning-levels-of-the-students-and-organizes-special-Programmes-for-advanced-learners-and-slow-learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
171	7

File Description	Documents
Any additional information	View File

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

Institute has implemented varied practices for enhanced learning experiences of the students. It is as follows-

Experiential learning- A visit to a star rated hotel is arranged for the first year students. Here the students actually get to see different departments of the hotels and its functioning. It helps them to understand the subjects better.

Second and third year students visit commercial laundry as well as a winery. Such visits gives direct exposure to functioning of the areas and clarify their concepts.

Participative learning - Institute organizes various events and activities during the academic year. The students are involved actively in it as a part of learning process. The skills acquired during the practicals conducted are applied here. Students participate in these activities in various roles. The activities conducted this year includes Bread Day, Annual day, Lunch on meetings etc. Such participation enriches their skills and also develops their abilities of interpersonal skills, coordinated working, leadership qualities, team work and others.

Problem solving methodologies - Hotel industry during its functioning face varied issues / complaints from the guests. Such situations are mock practiced during the practicals so as to develop the abilities of the students to deal it.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/2.3.1-Student-centric-methods.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty of the institute uses ICT enabled teaching aids along with traditional classroom teaching. All the classrooms are well equipped with LCD projectors and screens and have wi fi connectivity. ICT enabled teaching and learning processes makes it student-centric and it results in better learning for students.

Teachers use ICT enabled tools to enhance quality of teaching - learning in following manner-

- Faculty make use of PPT, Videos, you tube links and online sources to deliver advanced knowledge. This helps to increase student engagement.
- During pandemic, faculty made use of online platform for teaching and learning like Zoom, Google meet and Webex.
- Classwise WhatsApp group are used as platforms to communicate, make announcements and share information.
- All teaching and instructional material are uploaded by faculty members on Google Classroom. Tests are conducted online.
- E- Journals and e-books are available in the library to faculty and students. All can access subscribed e-journals and open source databases of DELNET and National digital library.
- Library uses SOUL 3.0 software for automated functioning.
- The institute conducts webinars and guest lectures by Industry experts and Alumni on Zoom platform.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.ihmct.in/wp-content/uploads/2022/12/2.3.2.-ICT-enabled-facility-use-by-teachers.pdf

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

2.3.3.1 - Number of mentors

7

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

7

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

11

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institute has Internal Examination Committee which looks after all the internal assessment activities throughout the year. The assessment is conducted in a fair and transparent manner.

The internal assessment committee works in following manner:

- Academic calendar is displayed at the commencement of session. It includes tentative schedule of internal exams and assessment.
- The committee prepares a detailed timetable for the conduct of unit tests and practical examination and it is informed to the students at least 8 days in advance.
- Institute conducts two unit tests for each semester. During pandemic, first semester examination was conducted through online mode using MCQformat.
- For every subject students have to submit two or three

assignments.

- Students have practicals for each core subjects. Their performance is assessed throughout the semester.
- The records of all the assessment is maintained and communicated to the students.
- Internal marks for the university submission are calculated based on their performance in unit tests and assignments submitted and are then uploaded on the university website within the stipulated date.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/2.5.1-Mechanism-of-internal-assessment-is-transparent-and-robust-in-terms-of-frequency-and-mode.pdf

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

On declaration of the results by the university, a notice is displayed on the notice board by the institute informing the students about the request the photocopies, revaluation and verification of answer sheets by the university. This information is also provided to the students by the university by messaging system. The students have to first apply for the photocopies of answer sheet on online basis on the university website. The hard copy of the application along with the necessary fees is submitted to the institute. The institute then forwards the application form and the fee to the university within the mentioned time frame. Subsequently the students receive the photocopies of the answer sheets. If a student is not satisfied by the marks awarded, they further apply for revaluation and reverification. For this online form has to be submitted to the institute with the hard copy along with the necessary fees.

The university carries out the necessary steps for verification and revaluation and then communicates it back to the students. If the student is declared as passes, necessary changes are then made by the university and a new mark list is issued. From the above submission it indicates that there is a well-established mechanism in the institute and the university to consider examination grievances received from the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/2.5.2-Mechanism-to-deal-with-interna-l-examination-related-grievances-is-transparent-time-bound-and-efficient.pdf

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.

The course outcomes clearly state what the students shall be able to learn at the completion of a particular course.

The institute has clearly stated Program Specific Outcomes, Program Outcomes and Course outcomes in alignment of those published by university. It has been made available on the institute website. It is developed by the senior faculty of the institute after reviewing the syllabus thoroughly. The institute ensures 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 in the respective areas.
2. Program Outcomes, Program Specific 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 available in the institute.
4. Faculty considers Program Outcomes, Program Specific Outcomes and Course Outcomes while preparing teaching plans and ensures that it is implemented.
5. For every course, concerned faculty discusses course outcomes of the course to the students in details.
6. Same procedure is followed for the practicals as well.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.ihmct.in/wp-content/uploads/2022/12/2.6.1.-PSOS-POS-COS.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Attainment of Program Specific Outcomes:

- The institute ensures that the students are familiarized with practical aspects of industry through curriculum as well as field visits to various sectors of industry.
- The institute train 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:

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 academic year.
- It involves planning for timetable, conduct of unit tests so as to enable internal evaluation.
- Various curricular & co-curricular activities are planned for the year which is also a part of academic calendar.
- The attainment of PO's further can be evaluated when students get selected for placement in industry.

Attainment of Course Outcomes:

- 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 students and boosts their confidence.
- The internal and external examinations conducted by S.P. Pune University also measure the attainment of PO's, PSO's, and CO's.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.ihmct.in/wp-content/uploads/2023/01/2.6.2.-Attainment-of-programme-outcomes-and-course-outcomes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

65

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.ihmct.in/wp-content/uploads/2022/12/SSS-2021-2022.pdf>

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

The institute always make every effort to inculcate moral and ethical values among the students during their tenure in the institute. For this it organizes various extension activities to sensitise the students towards community needs.

Like every year during Diwali festival all the stakeholders of the institute donated cash voluntarily. It was utilised for buying food grains, cooking oil, sweetmeats and also hygiene kits. It was then donated to the places like orphanages, old age home, school for dumb and deaf and a charity organization Mauli Seva Pratishthan working for homeless women. This activity helps in sensitizing the students with the social issue of orphans and

their struggle in life.

To educate the students about overseas opportunities for their career, institute organized seminars by the agencies that have expertise in this area.

Celebrations of Women's Day, International Yoga Day are other such activities which help in holistic development of the students.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/3.3.1.-Extention-and-outreach-activity-conducted.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

1

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

96

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

For the day to day functioning various facilities in the institute include-

1) There are four ICT enabled classrooms for the theory classes with LCD Projectors and screens.

2) Laboratories:-

- Three different well equipped training kitchens with modern facilities for food production practicals.
- Two training restaurants basic and advance for the purpose of training the students for the Food and Beverage Service subject.
- Well-equipped housekeeping lab is for conducting of the housekeeping practicals. There are two guest rooms in the institution to provide simulation training of a hotel guestroom to the students.
- Front Office Laboratory is functioning in one of the classroom and is equipped with a LED TV to which various TV channels are coupled to view subject related programs like Food Food, Discovery Channel.
- Two computer laboratories each with 10 numbers of computers with latest version and internet facility provided through LAN.

3) **Library Facility:** - It has 4663 digitally recorded books, and journals and magazine. The library uses 'SOUL 3.0' software. Reprographic facility is available in the library. It has computers in reading room with access to e-resources.

4) **Seminar Hall:** - It is well equipped with an audio-video facility, LCD projector and screen.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/4.1.1.-Infrastructure-photos.pdf

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

To develop good health and fitness, institute gives utmost importance for indulging in various sports activities by the students.

In the vicinity of the institute various types of well-established indoor and outdoor sports facilities are available on shared basis.

Indoor sports facilities like carom, chess and badminton 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.

Sports week is regular activity conducted every year. In this activity interclass sports competitions in cricket, Kabbadi, badminton; chess, carom and athletics are held. Winners of these competitions are awarded a certificate.

'Yoga Day' is celebrated every year on 21st June. For this purpose a Yoga expert was invited. A program of about one hour was conducted online Zoom platform. In the program various types of Pranayama and Yogasanas are exhibited by the experts and practiced by the participants including teachers and students.

Cultural activities in different forms like dancing, singing, presenting skits; one act play, poem recitation and entertainment

games were conducted during Annual Day function.

Students actively participated in all the events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/01/4.1.2.-Facilities-for-Cultural-sports-games-etc.-activities.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/4.1.3-Number-of-classrooms-and-seminar-halls-with-ICT-enabled-facilities-such-as-smart-class-LMS-etc..pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11.38796

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library in the institute is well established and well operated. The institute is well acclaimed and proud to have a collection of 4663 books. All these books are registered as well as recorded on a library integrated management software SOUL3.0 of INFLIBNET. The books in the library have also been identified by specific bar codes which can be read by a scanner and the entries noted in the software as a result it is very easy to track the issue of the book to an individual receipt or arrival of the book in the library as well as the identity of the issuer and the movement of the book. It also has an inter loan library membership with the neighbouring New Arts, Commerce and Science College's main library. The library has installed two separate internet ready computers of latest type to access e-resources such as access to DELNET, e-journals and e-books. Such facility offers an additional resource for learning. The library also has a display unit where daily newspapers, current magazines and journals 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	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.ihmct.in/wp-content/uploads/2022/12/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS-1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
--	--------------------------------------

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.45450

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

1.64

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has well developed and updated IT facilities.

- There are 30 personal computers that are regularly upgraded with latest configuration. These facilities are used by the staff and students and in various departments. All the personal computers are loaded with antivirus software to take care of cyber security.
- Internet facility is with a speed of 100 mbps subscribed on a yearly basis. This facility is available free of charge to the faculty and students during working hours of college.
- With a view to develop smart class room, it has permanently fixed LCD projectors and screens.
- Seminar hall has LCD projector and screen. In this hall lectures and presentation can be made with the help of Lectern.
- The library is well developed and modernized. All procured books are properly recorded in the software SOUL 3.0 procured from INFLIBNET. The library has DELNET subscription and interlibrary loan facility.

Maintenance:- All the computers, scanners, printers, reprographic machine are always maintained in a good working condition by regular checks which is done by a qualified technician.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/4.3.1-Institution-frequently-updates-its-IT-facilities-including-Wi-Fi.pdf

4.3.2 - Number of Computers

22

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
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File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

43.62338

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Infrastructural development and maintenance:-

The institute has well developed infrastructure and is always maintained in a clean state. Maintenance of infrastructure is done with permission of the management, which is taken by the Principal. A team of skilled technician is available from society's office for maintenance work such as electricians, plumbers, carpenters which is out sourced. Thus all type of maintenance is taken care by them. The maintenance work required in any area of the building is communicated to the office and office bearers contact the service providers and ensure that it is carried out.

All facilities are properly developed and equipped with essential items. All areas are maintained, cleaned with help of attendants and workers. Wash rooms are daily cleaned and this task is outsourced.

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 at a number of places ensuring continuous availability of potable water.

Front of the building is landscaped which is regularly maintained by a gardener.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/02/4.4.2.-Maintenance-of-Facilities.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

53

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above
File Description	Documents
Link to institutional website	https://www.ihmct.in/wp-content/uploads/2022/12/5.1.3.-Capacity-building-initiatives.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
2	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
2	

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
---	----------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

The students of the institute actively participate in functioning of day to day activities. Students of the institute have representation in following committee.

- 1) College Development Committee
- 2) Internal Quality Assurance Cell
- 3) Grievance Redressal Committee.
- 4) Class Representative.

College Development Committee and Internal Quality Assurance Cell have students' representatives. They act as a link between students and institute administration. Their suggestions are given due importance.

Grievance Redressal Committee also has student's representative in the committee. This helps in handling the grievances in a fair manner.

During various co-curricular and extra-curricular activities in the institute, 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 who works under the guidance of faculty. They with help of other students work towards making the event successful. The duties are allotted in rotation.

Class representatives help to maintain discipline and also help

in circulating the notes, conveying the messages or instructions to the class.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/02/5.3.2.-Students-representation-and-engagement.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

- Alumni of the institute are working in good positions in different sectors of the industry in India and across the world.
- Institute organizes alumni meet to interact with the students in order to effectively communicate industry requirements, new trends, practices and happenings in the industry. It helps current students to make right decisions to develop their career.
- The alumni accept the invitation of the institute to deliver the guest lecture to current student on various

aspects of industry and career.

- Alumni donates the books to the college and thus contribute to enrich the library
- They also keep Training and Placement Coordinator abreast about vacancies available in the industry. It is then shared with the students of the institute as well as on what's app group of alumni.
- Our alumni also have representation on CDC and IQAC. They attend the meetings and give valuable suggestions for the development of institute and the students. The alumni working in other countries guide the current students willing to go to those countries and provide them necessary information about the country, accommodation or any other information needed at the initial stage.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/5.4.1-Alumni-engagement-1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

The institute adheres to its vision and mission to serve better to students. For effective governance, the empowered team of the college involving Governing Council, College Development Committee, Principal, IQAC Committee, convener of different committees, teaching-staff, non-teaching and supporting staff plays an important role. Along with academic responsibilities, the office administration like admissions, finance, public relations is a part of duties of the Principal. Preparation and submission of important reports to various authorities are carried out under the guidance of the Principal. The IQAC frames

a prospective plan of the institute which focus different aspects includes -

- Reach to remote areas of Ahmednagar district for admission promotion.
- Improvement in academic performance.
- Up gradation 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.
- To introduce certificate programs.

These are discussed in CDC meetings. The committee member gives necessary directions. These are then implemented effectively.

Students also participate in the governance of the institute through effective representation in Student Council and other committees.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/02/6.1.1.-Institutions-Governance.pdf
Upload any additional information	View File

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

The institute believes participative management for efficient functioning of the institute. The quality in education, academic and physical infrastructure is always given a top most priority. Institute value the importance of decentralization and thus while taking policy decisions, suggestions from the faculty are given due importance. Their suggestions are considered by the IQAC. The following case study is reflective of the same.

Case Study: Faculties are bestow with the responsibility of handling an event

Academic plan is prepared before the commencement of the semester. According the academic plan various events are

planned for overall development of the students. Various events includes tourism day, theme dinner, fresher's party, farewell party, housekeeping week, vachan prerana diwas etc. Individual faculty is appointed as coordinator for each event. A plan for the events is finalized by consulting with Principal. For successful conduct of an event, responsibilities are shared amongst the faculty and student representatives. They ensure that the event is executed successfully. The collaborative work and team work ensures the successful conduct of the event.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.1.2.-Decentralization-and-Participative-management.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plan for the institute is designed so as to give emphasis on imparting quality education. Each process is regularly reviewed. The focus is given on the following aspects:

- Based on the academic schedule published by the affiliating university, academic calendar is prepared by the Academic Committee.
- Organizing orientation programs for the students.
- Applying the innovative teaching learning methods.
- Arranging industrial visits, trainings and guest lecture for students.
- Arranging workshops and seminars for the students.
- Sign MoU for field visits, workshops and training and placement abroad
- Introduce Certificate / Value Added Courses.
- Student's Overall Development through Participation.
- Alumni Interaction and Outreach activities.
- Growth in Research and Development
- Escalating Placements

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.2.1.-Institutional-Strategic-Plan.pdf
Upload any additional information	No File Uploaded

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.

Administrative set up consists of following-

Governing Body is mainly involved in the day to day supervision and the functioning of all its educational units.

College Development Committee deals with all important aspects like educational progress, developmental actions, financial management and academic progress.

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

The Principal is entrusted with responsibility of proper academic planning, curricular and co-curricular planning. The duties also include administrative work; conduct of exam, looking after other activities as well as handling of grievances of different nature.

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 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 allowing the institute function effectively.

Appointment Policies -In the recruitment of teaching faculty, the norms and eligibility criteria of concerned authorities are given

due importance. Rules framed with regards to reservations are also followed by generating a proper roaster.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.2.2.-The-functioning-of-the-institutional-bodies-is-effective-and-efficient.pdf
Link to Organogram of the Institution webpage	https://www.ihmct.in/wp-content/uploads/2021/07/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institute takes measures in different forms for the welfare of teaching and non-teaching staff. These are listed below.

1. Leaves:-

The staff avails the casuals and medical leaves as per university norms as well as holidays declared by university. The institute allows duty leaves that are granted for faculty development programs, university work, university examination work, attending

seminars, conferences and for other official works of the institute.

2. Contributory PF:-

The staff in the institute avail the facility of provident fund under partial Pension Scheme EPF act.

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. 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.

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	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.3.1.-The-institution-has-effective-welfare-measures-for-teaching-and-non-teaching-staff.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

8

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.3.5.-Appraisal-forms.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute ensures that the finances are managed and recorded

appropriately and resources are mobilized effectively. It involves following-

- Internal approval system for all the purchases to be made. These are approved by the Principal.
- All the expenses to be made higher than certain limit needs approval from Hon. Secretary of the trust.
- Internally Institute's vouchers and bills are periodically checked by Institute's accountant and a proper record of fees received and bills / vouchers for expenses are maintained.
- 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.
- 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.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/01/6.4.1.-Institutes-Audit.pdf
Upload any additional information	View File

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

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

0.10

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institute is private and self-financed and does not get any financial grant. Availability of funds and its appropriate mobilization is thus carried out very carefully.

Funds are generated through collection of fees. The system of mobilization of funds is mentioned below

- 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, expenses for infrastructure augmentation, addition of new facilities, purchasing of equipment etc. The budget is presented to the College Development Committee. After discussions and due approval the expenditure is initiated.
- The institute follows a systematic mechanism and obtains approval from the authority for amount to be withdrawn from the bank.
- In case if additional expenditure is expected beyond sanctioned budget, permission is taken in a College Development Committee meeting.
- Conduct of regular 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.
- A proper control system has been developed by the institute to ensure that expenditure is in tune with income.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/01/6.4.3.-Mobilization-of-funds.pdf
Upload any additional information	View File

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

The main focus of IQAC has always 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-

- In order to facilitate online teaching, necessary facilities were created
- Constant review of the teaching learning process, methodologies of operations and learning outcomes was taken at periodic intervals.
- The IQAC ensured the effective implementation of quality initiatives through continuous reviews and periodic meetings.
- Regular inputs through feedback from students were considered for improvement in quality of teaching by all concerned.
- In the post pandemic situation the institute made sure that students were placed in quality star rated hotels for the training.
- The institute also made sure that passing out students were placed in hotels as job trainee.

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2022/12/6.5.1.-IQAC-Contribution.pdf
Upload any additional information	View File

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

The IQAC of the institute at periodic intervals take review of teaching learning process at the institute and identify various areas that needs improvement.

IQAC reviews the following-

- The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.
- Students are apprised of the Time-Table, Program structure, syllabi of the courses before the semester commences.
- Preparation of teaching plan for each Semester
- To enhance the use of ICT tools to strengthen the teaching-learning process.
- Promote industrial involvement in academic practices by organizing industrial training, industrial visits and field visits
- Conducting quality programs i.e.seminars, webinars, guest lectures, workshops and conferences
- Effective internal examination and evaluation systems
- Analysis of Students' results
- Establishment of the Mentor-mentee process and its effective implementation.
- Establishment of system to take feedback/surveys from various stakeholders.
- To ensure that the campus ragging-free and develop the discipline among the students
- Establishment and functioning of grievance redressal cell

File Description	Documents
Paste link for additional information	https://www.ihmct.in/wp-content/uploads/2023/02/6.5.2.-Incremental-Improvements-of-IQAC-A.Y.-21-22.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality

B. Any 3 of the above

**initiatives with other institution(s)
Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Institute has inclusive work culture. It ensures that equal opportunities are provided to everyone.

The institute has created a favorable environment that allows every individual to nurture and flourish their talent with no gender discrimination.

Institute follows participatory teaching learning process. Equal attention is given to boys and girls in the classroom and practicals. Anti-ragging policy is strictly implemented. Homogeneous group of boys and girls are formed for various activities and events. Grievance Redressal Committee is also functional.

The institute considers following aspects for the promotion of gender equity in the institute:

- Boys and girls are given equal treatments in all the activities conducted in the institute.
- Regular visit by Anti Ragging Committee and Anti Ragging Squad are carried out in the premises.
- Faculty counsel the students regarding academic

performance, career plans and personal issues.

- Separate common rooms and washrooms are in place for use by ladies and Gents.
- Locker facility is available in the common room.
- Various committees are in place to deal with complaints if any. It assures security amongst the stakeholders.
- Celebrations of International Women's Day.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ihmct.in/wp-content/uploads/2023/01/7.1.1-Measures-initiated-by-the-Institution-for-the-promotion-of-gender-equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste is collected in the garbage bins. The wet waste is generated during food production practical and leftover food. It is also obtained from the cutting of lawn and as dried leaves. All of the waste is transferred to the vermicompost plant.

The solid waste generated in the toilet is disposed off through well established sanitary drainage system attached to the municipal corporation sewage line.

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 from leftover material and is used for decoration purpose etc. The old linen is further used as dusters and wiping cloths.

Liquid Waste Management:

Such waste is generated in the kitchen and the washrooms. 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 is sold to the agency approved by the society. If old version computers are required to be replaced then those are transferred to other sister units.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.ihmct.in/wp-content/uploads/2023/01/7.1.3.-Geotagged-photos-of-facilites-for-waste-management.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

<p>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</p>	
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

Institute is committed to its 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.

The extension activities conducted in the institute are directed towards allowing a holistic environment for student development.

Initiative taken by the institute for providing inclusive environment:

- Allowing students 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.
- Promotion and protection of all the human rights through functioning of various committees such as anti-raging committee, internal complaints committee, grievance redressal committee.

The institute celebrates Constitution Day, cultural and regional festivals thus ensure environment of cultural diversity. Institute takes diverse oaths and pledge to inculcate inclusive environment through following activities conducted:

Sadbhavana Diwas (20th Aug) to promote national integration and communal harmony among people of all religions, languages and cultures.

Vachan Prerana Diwas is to encourage the readers.

Ekta Diwas (31st October) National Unity day.

Constitution Day (26 November) celebrated in India every year to commemorate the adoption of the Constitution of India.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institute believes that all the stakeholders should realize that as a part of society they have some prime rights, duties and responsibilities towards it. Thus the institute looks forward to the academics as well as activities that include mental, physical and social development of the students. The institute therefore tries to instill a basic sense of constitutional obligation among its students and employees.

Institute thus conduct various activities in order to achieve this -

- Promotes Humanity: The institute takes initiative and contributes to social and national causes in their own capacities. It involves few charitable endeavors where students and employees willingly give donations to the orphanage or underprivileged before Diwali festival. It is in the form of gifts and are distributed to orphanages or to schools for special children. Students also make contribution towards Salvation Army and Flag Day donations.
- Attending Independence Day and Republic Day flag hosting.
- 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

<p>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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p>	<p>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. It helps to create and spread awareness of their contribution in nation building. These are mentioned below:</p> <p>1. National important days: Republic Day (26th January) and Independence Day (15th August) are celebrated with joy and gaiety..</p>
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2. Conduct of anniversary programs: Anniversaries of national leaders and social reformers are observed regularly.

National and International Commemorative Days:

World Tourism day:

Institute celebrate World Tourism day every year on 27th September, based on theme decided by United Nation World Tourism Organization. This year various competitions based on theme 'Tourism for Inclusive Growth' were organized in online mode.

The day is celebrated to highlight significance of tourism as a tool for global development and cultural enlightenment.

International Bread Day:

It is celebrated internationally on October 16 every year which is initiated by the International Union of Bakers and Confectioners (UIBC). This year online demonstration on bread preparations by a professional chef was organized.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice No. 1

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

The institute in its academic plan 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. Theme Dinner

titled 'World Food Tour' was organized by final year BHMCT students. The activity involved planning of the menu which included popular recipes across the globe, distribution of duties in various areas like food production, F & B service and accommodation, decorating the areas based on theme, display of the menu and service of the same. The students conducted the event successfully. Such events give opportunity to the students to showcase their skills and abilities.

Best Practice No. 2

Title of the Practice: 'Together We Can Make a Difference' - Initiating Societal and Nation Building Awareness

The institute imparts quality education as well as nurtures and develops good human values among the students. As a result of this, students and staff of the institute voluntarily contributed and donated daily needs hamper kits and Diwali sweetmeats to the places like orphanages and old age homes.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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.

Institute gives due importance to impart quality education to the students. Emphasis is given on assignments, projects and trainings. Along with academics, importance is also given for inclusion of co-curricular activities and extracurricular activities. The students are continuously counseled about the development of soft and communication skills required by the industry and for proper professional advances. Such activities help to instill appropriate skills, aptitude and comprehensive knowledge so as to reach the expected level for the industry.

The industrial training helps to provide a platform where

students acquire added knowledge and enhanced professional skills. It also helps in confidence building among the students. After graduation huge opportunities are available in India and across the globe. Result of all these efforts have been reflected in number of students being placed in industry in India, few are working in the countries like USA, Maldives, Australia and so on and few are entrepreneurs.

Thus it can be said that we are successfully moving towards enhancing professionalism amongst students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Institute's plan of action for the next academic year will be as follows -

1. Registration of all the students for ABC id. (Academic Bank of Credits ID).

2. To conduct a Certificate Course in Bakery and Confectionery in collaboration with Academy of Pastry and Culinary Arts (APCA), Mumbai. The certificate course offers two credits to the participants.

3. Preparation for Implementation of National Education Policy 2020 -

- To attend various workshops on National Education Policy 2020 to understand the concepts and methodology of NEP.
- Preparing towards the implementation of NEP at the institute.

4. Research publications by the faculty of the institute.

5. Additional MoU's and collaborations with industry for internship, field visit etc.