

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

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

Criterion VII – Institutional Values and Best Practices		
Key Indicator - 7.1 Institutional Values and Social Responsibilities		
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.		
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CODE OF CONDUCT

In an educational institute number of stake holders are involved. They include the Management, Principal, faculty, non-teaching staff, maids and Students. It is thus very necessary to identify a well defined set of rules or a frame work of conduct of each entity. These shall be morally binding on the stakeholder. If these are strictly and routinely followed in the day to day activities it will allow proper, smooth and disciplined functioning and will lead to a harmonious environment and maintain good relations.

CODE OF CONDUCT FOR ADMINISTRATOR

1. The conduct of the Administrator should be of the highest order with regards to morality, integrity and devotion to the office and in the interest of the institute.
2. The Administrator will act in a manner that it respects the higher authority like AICTE, UGC, Government Agencies, the University and the Governing Council. It should follow order, rules and regulations received from time to time.
3. All guidelines, approval, and directions with regards to finance, policies, development and solutions to difficulties encountered should be discussed in details with the Secretary of the Governing Council.
4. The Administrator shall ensure proper, systematic and quality conduct and timely completion of all academic and other activities for the overall development of the students.
5. The Administrator should act through decentralization of authority and appoint various committees for timely and successful completion of all tasks, events, activities and responsibilities.
6. The Administrator shall give due consideration to suggestions received from the faculties and students and thus initiate proper necessary steps.
7. The Administrator shall urgently take due notice of all the complaints received by its office and needful action should be initiated as early as possible.
8. The Administrator should regularly conduct meetings of the College Development Committee, faculty and student bodies.



9. The Administrator shall provide the College Development Committee with all information regarding admission, progress of academic and co-curricular activity, examination result, financial details and all developmental plans for consideration and approvals.
10. The Administrator shall conduct regular meetings of the faculty for preparation of academic plan, reviewing academic progress, continuous academic assessment of student, conducting university examination, library development and other emerging subjects.
11. The Administrator shall encourage the faculty to attend seminar, conferences and faculty development programs to enrich their knowledge.
12. The Administrator should promote research activities and publications of research paper among the faculty and provide them the necessary resources.
13. The Administrator should act in fair manner with all faculties, non teaching staff and students without any bias attitude as well as not indulge in discriminations in any form.
14. The Administrator should be vigilant with regards to all finances of the institute. All income and expenditure should be properly verified, recorded and preserved by an established method. At the end of financial year the Audit of all financial transactions should be carried out from the duly appointed chartered accountant and thus obtain a report and certified audited statement from the authority.
15. The Administrator shall ensure that all responsibilities regarding affiliation, approvals, payments of fees, submission of documents, conduct of examination and other activities related to various authorities are completed within the stipulated time.
16. The Administrator should bring to notice of the students all information regarding examination, scholarships.
17. The Administrator shall ensure the reporting of attendance and student performance to the parent on a regular basis.
18. The Administrator should be vigilant in the proper preservation and security of records generated in the institute.
19. The Administrator should continuously strive to improve, implement new ideas, changes so that the quality of the education moves towards excellence and efficient professional graduates from the institute.
20. The Administrator shall plan, coordinate and assign various responsibilities of conduct of seminars, conferences, visits, value added life courses and short term courses to the faculty.




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Lal Taki Road, AHMEDNAGAR

CODE OF CONDUCT FOR FACULTY

1. The faculty shall strictly follow all the rules, regulations, guidelines and expectations of the various authorities namely AICTE, UGC, Govt. of Maharashtra, S. P. Pune University and the Governing Council.
2. They shall work under the authority of the Principal and strictly follow all notices, assignments, job requirements, academic work, assessment, administrative and advisories in true spirits and accomplish them.
3. As a part of their academic activity they should prepare a academic plan, weekly duty plan, prepare synopsis of activities, maintain attendance record, counsel students, perform assessment duties, communicate attendance and progress of students to parents and maintain record of the same.
4. They should readily accept additional responsibility of execution of seminars guest lectures, field visits, competitions, etc. under the guidance of Administrator. Students shall be made aware of student oriented short term courses for skill enhancement and human value additions.
5. The faculty should involve themselves in the preparations ICT based teaching modules for the benefit of the students.
6. The faculty should be active in respect of self development like participation in seminars, conferences, attending orientation, refresher and faculty development programs, improvement in qualifications.
7. The faculty should make use of the library facility extensively to enrich their knowledge as well make recommendation toward addition of new books, journals and periodicals.
8. The faculty should undertake research and consultation activities. The research outcome can be presented in paper reading form in a conference or publish them in recommended journals. All such activities are beneficial for self development as well as for the institute.
9. The faculty should not exhibit a bias attitude nor favor or discrimination in any form among the students and maintain good moral and ethical relations with them.



10. They should involve in maintaining overall discipline among the students and be vigilant to prevent immoral and unethical incidence in the campus.
11. The faculty should maintain strict confidentiality of all important aspects of the institute and should not divulge it to any other person or office without the permission of the Administrator.
12. The faculty should have the desire to develop excellence in the teaching and leadership ability.
13. The faculty should follow all duties in diligent manner and by to fulfill them as per the required standard schedule.
14. The faculty should complete all responsibility like teaching, assessment, preparation, examination, counseling and work in a fear manner.
15. The faculty should focus on development of student by imparting detail of the syllabus and providing all study materials.




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CODE OF CONDUCT FOR STUDENTS

1. All students should remain present in the classroom and practical hall at least 5 minutes before the starting time.
2. All students should be in the clean, tidy and ironed uniform prescribed for the specific purpose and in a properly groomed condition. Student shall wear Id Card in the campus all the time.
3. All students should carry their tool kits, dusters, journals and other items required for the practical.
4. All students shall maintain proper discipline in the campus and respect one and all.
5. Students should regularly read the notice for important information like university examination, unit test, scholarship, freeship, training, and placement and do the needful within the stipulated time limit. Students will be solely responsible for any delay or non compliance.
6. Students should ensure a minimum attendance of 75% for theory and practical. Failure to follow will result in rejection of government scholarship, freeship and debarred from university examination.
7. Should complete all responsibility like appearing for continuous assessment, submission of assignments, completion and certification of journals within the prescribed time and date.
8. Students should pay the college fees as per decided schedule.
9. Students should not indulge in consumption of intoxicating substance like tobacco, pan, ghutka, cigarette, e-cigarette or alcohol within the college premises.
10. Students shall not engage in ragging cases. Strict action will be taken as per law.
11. Students should strictly follow the rules of the library and computer labs and handle the books and computers in a proper manner and should maintain silence in the place
12. The internet facility made available by the institute should be used only for the purpose of study and not for any other illegal or immoral activities.



13. The students should not indulge in any immoral, harmful, illegal or unlawful activities within the premises of the institute.
14. Students should not entertain or allow the entry of their friends or any other known persons into the premise of the institute.
15. All students should take proper care of all materials while at work and should not damage any property of the institute.
16. During Industrial training students should strictly follow the rules of the hotels and should exhibit good discipline, proper conduct, respect for others, high regularity and obey and complete all assigned duties.
17. Students should engage themselves in proper studies and strive to develop into a true professional.




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Name of Activity	"Parents Teachers Meet"
Year	5th Aug. 2023
Venue	Seminar Hall, IHMCT Ahmednagar
No. of participants	27
Faculty In-Charge	Prof. V.U. Maniyar
Purpose of Event	<ul style="list-style-type: none"> • To make parents aware about Rules and Regulation of the Institute • To have interaction between Parents and Teacher
Outcome	<ul style="list-style-type: none"> • Parents understand the Rules and Regulation of the Institute • Parents also acquainted with standard of Hospitality industry





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REPORT ON

“Parents Teachers Meet”



Prepared By:

Prof. Vahid Maniyar

Date: 5th Aug. 2023

Academic Year

2023-24



Date: 5th August 2023

Function: “Parents Teachers Meet”

Details of the Programme

Sr. No.	Particulars
1	Welcome
2	Saraswati Pujan and Lighting of lamp
3	Felicitation of Parents Representatives
4	Communicating Code of Conduct, rules and regulations
5	Interaction with parents
6	Speeches by Parents representative
7	Speech by Principal
8	Speech by Director
9	Vote of Thanks
10	Working Lunch





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(NAAC Accredited with 'B' Grade)

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

Ref. No. :

Date : / / 20

NOTICE

Parents teachers interaction promotes a good relationship between parents, teaching staff and students. It helps in creating the smooth working of the institute, maintaining the good discipline and highest academic standards.

All the First year students are hereby informed that, the 'Parents Teachers Meet' is being organized on 5th August 2023; Saturday. All students should inform their parents to remain present for the meeting.

Time: 10.30am onwards

Venue: Dining Hall, 3rd Floor, IHMCT Ahmednagar.

Place: Ahmednagar

Event Coordinator



Principal

Principal

Institute of

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कार्यक्रम पत्रीका

1. स्वागत	11.00
2. पालकप्रतिनीधीची निवड	11.00
3. सरस्वती पुजन	11.05
4. सत्कार	11.10
5. प्रास्ताविक	11.15
6. महाविद्यालयीन नियम व कामकाजांची माहिती	11.20
अ. प्रवेश शुल्क, वेळ, सुट्या,शिष्यवृत्ती, अंतर्गत मुल्यमापन, शैक्षणिक दर्जा,	
ब. जर्नलस, टर्निंग रिपोर्ट,प्रोजेक्ट रिपोर्ट	
क. वैयक्तीक स्वच्छता, विद्यार्थ्यांची उपस्थिती,	
ड. उपक्रम, ॲन्टीरॅगींग बाबत,महाविद्यालयाशी नियमितसंपर्क	
इ. शिस्तविषयक नियम	
7. पालक प्रतिनीधी व पालकांचे मनोगत.	12.10
8. प्राचार्यांचे भाषण.	12.25
9. आमार् प्रदर्शन.	12.35
10. भोजन.	12.40
11. शिक्षक पालक चर्चा	1.20



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Work Schedule for Parents Teachers Meet

Sr. No.	Particulars	Teacher Incharge	Student Coordinator
1	Reception Desk	Prof. Prachi Chavan	Charleen Gaikwad
2	Welcome and Anchoring	Prof. Balasaheb Shendage	
3	Selection of Parents Representative	Prof. Vahid Maniyar	
4	Stage Setup	Prof. Vahid Maniyar	Payal Kamble
4	Saraswati Pujan	Prof. Vahid Maniyar	Khushi Ashtekar
5	Felicitation of Representatives	Dr.N.R Jagtap and Prof. Y.S. Sadre	Khushi Pawar
6	Communicating Code of Conduct	Prof. Balasaheb Shendage Prof. Gokul Sonawane Prof. Vahid Maniyar	
7	Speech	Parents, Principal and Director	
8	Vote of Thanks	Prof. Gokul Soawane	
9	Feedback and Report	Prof. Vahid Maniyar	Tanaya Bhapkar Ankita Dagdiya
10	Food Production	Prof. Sagar Malawade	Dhiraj Bhagat Om Dhadage
11	Food and Beverage Service	Prof. Gokul Sonawane	Tanisha Galphade Rohan Dhumal
12	Electronic and Geotagged photos	Prof. Prachi Chavan	Harish Pawar Akshay Garkal
13	Closure after the meeting	Prof. Gokul Sonawane Prof. Sagar Malawade Prof. Vahid Maniyar	Food Production, Service and Accommodation team


Event Coordinator




Principal

Registration Desk:



Refreshment to the Parents at The Aroma Restaurant:



Felicitation of Parents Representative



Parents Expressing their views and Opinion



Parents enjoying the Food made by Students....



PARENTS TEACHERS MEET

5th August 2023

REGISTRATION FORM

Sr. No.	Name of Parent	Name of Student / Ward	Signature
1.	Diana Nexo	Nexo Asher	D. V. Nexo
2.	Marale Suchitra [M]	Marthak Marale	Marale
3.	Shanad Dhadge [F]	Om Dhadge	S. K. Dhadge
4.	Vishnu Netke [F]	Mangesh Netke	Netke
5.	Abhay A. Chopda [M]	Neha A. Chopda	Chopda
6.	Nausar Shaikh [F]	Pauvez Shaikh	Shaikh
7.	Rajendra Jagdale [F]	Ganesh Jagdale	Jagdale
8.			Jagdale
9.	Manisha Ralebhat	Pranit Ralebhat	Ralebhat
10.	Vinod Patekar	Sushant Patekar	Patekar
11.	Savita hazare	Atish hazare	hazare
12.	Sarika Surve [M]	Aryan Surve	Surve
13.	Nana Mutkule [S/F]	Dhanshree Mutkule	Mutkule
14.	Ramesh Akolkar [M]	Vishal Akolkar	Akolkar
15.	Vasant Mukhekar [F]	Vaibhav Mukhekar	Mukhekar
16.	Sanjay Pund [F]	Vibhav Pund	Pund
17.	Kailas dhawade [F]	Shubham dhawade	dhawade
18.	chaitali Vande (sister)	Suraj Gaikwad	Gaikwad
19.	Jyoti daware [M]	Shreyash daware	daware
20.	Santosh kadam [F]	Poanav Kadam	Kadam
21.	Urmila Adhav [M]	chanchal Adhav [M]	Adhav
22.	Shashikant Gaikwad [F]	Ashish Gaikwad [M]	Gaikwad
23.	Anil dake [F]	Awdhoot dake	dake



"Parents Teachers Meet"

5th Aug 2023

Refreshment

Tea/ Coffee

Menu for Lunch

Veg Biryani

=====

Mix Veg Raita

=====

Pineapple sheera

=====



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Parents Feedback

क्र.सं.	विद्यार्थी नाव	दूरध्वनी क्रमांक	आपला मुलगा/मुलगी याची परीक्षा	टीप
1	Durga Kato	9058311414	It was good	D.V. Nale
2	Urmila Suchitra	7027009117	very good	Urmila
3	Chavand Shadpe	808150576	चावंधांनी शांती केली	28.02.2017
4	Nishnu Netke			
5	Abhay Chopda	9226959555	आम्हीला चांगला भावना मिळाली आहे	Dr. G. G.
6	Nasirun Shaikh	888059109	आम्हीला चांगला भावना मिळाली आहे	Dr. G. G.
7	Rajendra Jagdale	9921763677	आम्हीला चांगला भावना मिळाली आहे	Dr. G. G.
8	Manisha Kulkarni	7620228130	very good thank you	Dr. G. G.
9	Vinod Patilkar	9130784073	आता	Dr. G. G.
10	Savita Hingane	9767803912	आता	Dr. G. G.
11	Shweta Shinde	8767802030	आता	Dr. G. G.
12	Nana Muthule	9521531125	very good	Dr. G. G.
13	Ramish Dholekar	9011823939	आता	Dr. G. G.
14	Prant Makhikar	9703550550	आता	Dr. G. G.
15	Sanjay Pund	9922700271	आता	Dr. G. G.
16	Kailas Shinde	9628202470	आता	Dr. G. G.
17	Shitali Ufande	8408005107	fabulous programme	Dr. G. G.
18	Jyoti Desai	9970818449	Amazing food	Dr. G. G.
19	Sanjay Kadam	7020716235	आता	Dr. G. G.
20	Urmila Adhar	7020284453	आता	Dr. G. G.
21	Shashikant Gaikwad	7840922432	आता	Dr. G. G.
22	Shil Lake	98022451412	Good	Dr. G. G.
23	Sanjay Jayu	9881968609	आता	Dr. G. G.
24	Nita Mahashikar	8830090808	आता	Dr. G. G.
25	guti Dage	962390475	very nice	Dr. G. G.
26	Sanjay Bathe	987333142	आता	Dr. G. G.
27	Sanjay Udar	9767235949	आता	Dr. G. G.



Dr. G. G.
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