SURYADATTA COLLEGE OF HOSPITALITY MANAGEMENT & TRAVEL TOURISM, PUNE (SCHMTT)

Minutes of the IQAC Meeting

The minutes of IQAC Meeting held on 12th May 2017 at 3.00 pm in the office of the Principal. The following members were present: The agenda for the meeting was establishing of IQAC.

Prof. Anthony D'Souza, Principal
Dr. Kimaya Gandhi, Director SEF, Representative of Management
Prof. Atul Deshpande, Asst. Professor
Prof. Ulhas Chaudhari, Asst. Professor
Prof. Samira Naik, Asst. Professor
Prof. Preeti Kumtha, Asst. Professor
Prof. Nitin Shinde, Asst. Professor
Prof. Prajakta Parasnis, Asst. Professor
Prof. Prem Suryawanshi, Store-Keeper
Ms. Nutan Gawli, Registrar
Mr. Ravi Chaudhary, PVST(Pune Vaibhav Sanskruti Trust)
Dr. Vinod Shah, Janaseva Foundation Trust
Mr. Kulkarni, SOS Children's Village
Mr. Aroop Chatterji, Food & Bev Manager, Hotel Four-Points Sheraton
Mr. Lalit Mokashi, Ex-student
Ms. Sanika Kotastane, Ex-student

Ms Nivedita Kanitkar had taken permission to remain absent for the meeting

1. The IQAC is being established with the following members:
    a) Prof. A M DSouza – Head of the Institution- Chairman
    b) Dr. Kimaya Gandhi, Director SEF, Representative of the Management
    c) Prof. Atul Deshpande, Asst. Professor- Member
    d) Prof. Samira Naik, Asst. Professor
    e) Prof. Preeti Kumtha, Asst. Professor
    f) Prof. Nitin Shinde, Asst. Professor
    g) Prof. Prajakta Parasnis, Asst. Professor
    h) Prof. Nivedita Kanitkar, Asst Professor
    i) Prof. Prem Suryawanshi, Store-Keeper
    j) Ms. Nutan Gawli, Registrar
    k) Mr. Ravi Chaudhary, PVST(Pune Vaibhav Sanskruti Trust)
    l) Dr. Vinod Shah, Janaseva Foundation Trust
    m) Mr. Dhiraj Kulkarni, SOS Children's Village
    n) Mr. Aroop Chatterji, Food & Bev Manager, Hotel Four-Points Sheraton
    o) Mr Lalit Mokashi, Ex-student
    p) Ms. Sanika Kotastane, Ex-student
    q) Prof. Ulhas Chaudhari, Asst. Professor- Coordinator.
    All members agreed to contribute toward Internal Quality Assurance Cell.

2. Prof. A. M. D'Souza informed the members about the establishment of IQAC in the College for the purpose of accreditation. The college is already an ISO 9001-2008 certified College and now accreditation by NAAC was necessary as per University. The Assessment is based on seven criteria and the college would be assessed on self-study report prepared by the college and emphasized the approach the college should take in maintaining quality. He briefly explain that IQAC shall evolve mechanisms and procedures for:

   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
   b) The relevance and quality of academic and research programmes
   c) Equitable access to and affordability of academic programmes for various sections of society
   d) Optimization and integration of modern methods of teaching and learning
   e) The credibility of evaluation procedures
   f) Ensuring the adequacy, maintenance and functioning of the support structure and services
   g) Research sharing and networking with other institutions in India and abroad

   The functions of IQAC would be
   a) Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution
   b) Dissemination of information on the various quality parameters of higher education
   c) Organization of workshops, seminars on quality related themes and promotion of quality circles
   d) Documentation of the various programmes / activities leading to quality improvement
   e) Acting as a nodal agency of the institution for quality-related activities
   f) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters

3. Prof. A. M. D'Souza emphasized the college to become updated in this fast-changing world of digital technology. Already multiple sources of information are available to students, classroom teaching will become obsolete and many other ways will be available of gaining education. There are many colleges which have come up and only those colleges which offer quality education will thrive.

4. In addition, other (Private and Deemed) universities are emerging and overhauling the face of classrooms and teaching/instructional methods.

5. Apart from providing a degree in Hospitality management, college education should also focus on skill development programmes. There is a need for employees at grass root level and Vocational courses of short duration can be offered, the college can aspire to become a leading institute in Hospitality Studies.

6. Coming to the NAAC template, Prof. A. M. D'Souza encouraged us to think how quality can be improved so that the students get value for money. Going for accreditation has

presented an excellent opportunity to write the history of the Institution. Prof. D'Souza said that many institutions decline because nobody maintains records and as a result the good practices are forgotten. He advised that we dig up the Annual Reports of the past years and filter out the good practices which may have been discontinued for some reason or the other.

7. The Alumni are our assets who do the important work of bringing future students to the College at the same time they can contribute in their own way of developing the college.

8. At the beginning of the academic year, we should set up the Academic Calendar for the year with a repository of interesting events including study tours/field trips/excursions.

9. Prof. Ulhas Chaudhari urged that the focus should be on two main aspects
   (a) Teaching
   (b) Outreach Programmes

10. The college should take initiative to publish their own journals/articles and blogs where both the staff and students should contribute on regular basis.

11. It was suggested that dissemination of knowledge should be encouraged through seminars. SPPU gives funds for this purpose and the college should take advantage of it.

12. Language labs should be developed for the purpose of linguistically backward/challenged students for the improvement of communication in English.

13. It was suggested for setting up an Entrepreneurship Cell for the students who want to start their own business with the help of Alumni, Staff, Consultants and Experts.

14. The seven criteria would be divided among the staff members.

Since there was no other point the meeting ended at 4.00pm