



# SURYADATTA COLLEGE

OF HOSPITALITY MANAGEMENT AND TRAVEL TOURISM, PUNE

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## IQAC - SCHMTT

### Minutes of Meeting

**Date- 15.05.2019**

**Purpose- Review of meeting A.Y. 2018-19 & planning of A.Y. 2019-20**

**Chairperson- Dr. Shefali Joshi**

**Attendees-**

NAME OF THE MEMBER	DESIGNATION	ROLE	SIGNATURE
Dr. Prof. Shefali Joshi,	Principal	Chairperson	
Dr. Kimaya Gandhi	Director SEF	Member	
Prof. Atul Deshpande,	Asst. Professor	Member	
Prof. Bhaskar Vardhi	Asst. Professor	Member	
Prof. Nitin Shinde	Asst. Professor	Member	
Prof. Pravin Rathod	Asst. Professor	Member	
Prof. Pratik Satpute	Asst. Professor	Member	
Prof. Abhijeet Gajaralwar	Asst. Professor	Member	
Prof. Chetan Mungantiwar	Asst. Professor	Member	
Ms. Pooja Bhujbal	Librarian	Member	
Ms. Nishigandha Patil	Physical Education	Member	
Prof. Prem Suryawanshi	Store & Purchases	Member	
Ms. Nutan Gawali	Registrar	Member	
Mr. Kulkarni	SOS Children's Village	Member	
Ms. Meenakshi Joshi	HRM Holiday Inn	Member	
Mr. Swapnil Pal, Ex-student	Alumni	Member	
Ms. Mudra Adhav	Student	Member	
Prof. Ulhas Chaudhari	Asst. Professor	IQAC coordinator	

## **Minutes of Meeting**

1. Confirmation of the minutes of the last meeting and review on IQAC and college activities for A.Y. 2018-19, minutes were read and confirmed.
2. It was suggested that the members of the IQAC Committee should go through the draft guidelines for AAA audit and should commence the audit before next meeting.
3. The Academic and Administrative Audit will commence from the beginning of the September 2019.
4. Plan of action to be decided for the A.Y. 2019-20 for the quality enhancement.
5. Subject allocation for all three year is made.
6. Professor Atul Deshpande emphasized on conducting certificate programs and FOSTAC certificate course.
7. Faculties were briefed about the upcoming event and also Principal has advised to enroll for various FDP programs and research related work.
8. Unit test to be conducted for FY, SY &TY B.Sc. HS students between 19TH to 24TH August 2019.
9. Academic quality improvement activities to conduct.
10. Prof. Atul Deshpande has been allotted to collect Feedback from the stakeholders for previous academic year.
11. ISO documents to be prepared and recorded for the internal audit.
12. Ms. Meenakshi Joshi suggested on conducting FDP at industry for the faculty updation.
13. Principal summarized the meeting to conclude.

**Prof. Ulhas Chaudhari**  
**IQAC**

**Dr. Prof. Shefali Joshi**  
**Chairperson**