

## SURYADATTA COLLEGE

### OF HOSPITALITY MANAGEMENT AND TRAVEL TOURISM, PUNE

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### IQAC - SCHMTT

### Minutes of Meeting

No. SCHMTT / IQAC 03 / 2020-21
Date- 12.019.2021
Purpose- Review of meeting A.Y. 2020-21 & planning of A.Y. 2020-21
Chairperson- Dr. Shefali Joshi

#### Attendees :

Name of The Member	Designation	Role	Signature
Dr. Prof. Shefali Joshi,	Principal	Chairperson	<i>Shefali Joshi</i>
Dr. Kimaya Gandhi	Director SEF	Member	<i>Kimaya Gandhi</i>
Prof. Atul Deshpande,	Asst. Professor	Member	<i>Atul Deshpande</i>
Prof. Bhaskar Vardhi	Asst. Professor	Member	<i>Bhaskar Vardhi</i>
Prof. Nitin Shinde	Asst. Professor	Member	<i>Nitin Shinde</i>
Prof. Pravin Rathod	Asst. Professor	Member	<i>Pravin Rathod</i>
Prof. Pratik Satpute	Asst. Professor	Member	<i>Pratik Satpute</i>
Prof. Abhijeet Gajralwar	Asst. Professor	Member	<i>Abhijeet Gajralwar</i>
Prof. Preeti Kumtha	Asst. Professor	Member	<i>Preeti Kumtha</i>
Prof. Chetan Mungantiwar	Asst. Professor	Member	<i>Chetan Mungantiwar</i>
Ms. Pooja Bhujbal	Librarian	Member	<i>Pooja Bhujbal</i>
Ms. Nishigandha Patil	Physical Education	Member	<i>Nishigandha Patil</i>
Mr. Premraj Suryawanshi	Store & Purchases	Member	<i>Premraj Suryawanshi</i>
Ms. Nutan Gawali	Registrar	Member	<i>Nutan Gawali</i>
Mr. Kulkarni	SOS Children's Village	Member	<i>AB</i>
Ms. Meenakshi Joshi	HRM Holiday Inn	Member	<i>Meenakshi Joshi</i>
Mr. Swapnil Pal, Ex-student	Alumni	Member	<i>AB</i>
Ms. Pournima Nikam	Student	Member	<i>Pournima Nikam</i>
Mr. Anup Kharkar	Student	Member	<i>Anup Kharkar</i>
Prof. Ulhas Chaudhari	Asst. Professor	IQAC coordinator	<i>Ulhas Chaudhari</i>



As the outset Dr. Prof. Shefali Joshi, Chair Person welcomed the members.

Thereafter asserting the quorum IQAC coordinator Prof. Ulhas Chaudhari briefed all agenda items going to be covered in the meeting and were taken up the further discussion:

Confirmation of the minutes of the last meeting held on 07.11.2020, 4:30 pm to 5:30 pm and review on IQAC and college activities for A.Y. 2020-21, minutes were read and confirmed.

- New term staff and teacher work load planning, invite to submit lesson plan and previous semester course file.
- Unit test planning and procedure.
- Review for online teaching methodology.
- B.Sc. H.S.T.Y. Final examination planning, question paper setting.
- Online visit planning for students.
- Faculty research paper and content writing development and book publishing advice.
- Sanitization of Campus up keeping as covid 19 security, campus sanitization and safety precautions.


Exam department highlighted on examination:

- Result follow-up for B.Sc. H.S.
- Students online form filling for online exam 2020
- MCQ sample question paper and question bank for internal examination.

Review on Webinar conducted for Counseling to the students for placement and career guidance, also sessions on interview skills to conduct.

Principal / Chairperson and IQAC coordinator thanked all members for attending the meeting and giving valuable inputs and their contribution.

There were no further item, the meeting ended with warm note.

  
Prof. Ulhas Chaudhari  
IQAC Coordinator

IQAC SCHMTT MOM



  
Dr. Prof. Shefali Joshi

Principal, IQAC Chairperson

**PRINCIPAL**  
SURIYABATTA COLLEGE OF HOSPITALITY  
MANAGEMENT & TRAVEL TOURISM