SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SURYADATTA COLLEGE OF HOSPITALITY MANAGEMENT AND TRAVEL TOURISM

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Suryadatta Education Foundation, SEF, is a charitable trust registered with the Registrar of Societies, Government of Maharashtra. The Suryadatta Group of Institutes was incepted in the year 1999, with the blessings of Late Shri Bansilalji Chordiya & Smt. Ratanbaiji Chordiya.

The Suryadatta family has blossomed into a bouquet of academic institutions in various disciplines such as Information Technology, Management, Event Management, Hospitality Management, Interior Designing, Fashion Designing, Retail, IT Enabled Services, Creative Arts, Vocational, Advanced Studies, Junior College and Suryadatta National School.

Suryadatta College of Hospitality Management & Travel Tourism was established in 2004 with an intake of forty seats, affiliated to University of Pune, approved by Director, Technical Education, Government of Maharashtra. In 2014-15, the intake was increased to sixty seats. Over the years, Suryadatta Group has grown in leaps and bounds providing a stimulating learning environment by providing a sprawling campus and state-of-the-art infrastructure. Suryadatta has a campus providing enlightening and inspiring, academic ambience. Each Institute is spearheaded by well qualified, experienced and dedicated Directors / Principals. The faculty is a rich Academic-Industry mix, many having International exposure.

Vision

"The Vision of Suryadatta is to be a World Class Centre of Excellence in innovative learning, combining the best of Indian sensibilities with a Western outlook and to be rated as a premier Education Institute; offering contemporary education, using state-of-the art technology, spearheading high quality research, besides providing expert training and consultancy services catering to the ever-changing needs of the Industry and Society."

Mission

- Create multi-faceted professionals in emerging disciplines, attuned to a rapidly evolving, volatile, global economy.
- Develop sustainable network of reputed academicians and high level achievers in the Corporate and social arena.
- Shape a complete human being steeped in rich values through a holistic approach to teaching methodologies designed by Industry Experts.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Institute offering a professional course at UG level which has high demand and employment is certain.

- Competent, dedicated faculty having varied industry and academia experience.
- Reasonably good infrastructural facilities with equipped laboratories for simulative training, library with good collection of books and e-books and teaching aids like LCD, videos etc
- Well planned Academic activities along with varied co curricular and extracurricular activities for the well being of the student and holistic development
- Good governance with transparency, accountability and participatory management and encouraging work culture.
- Strong Hotel Industry and institute Linkages for the purpose of Industrial Training and Placement.
- Consistent ranking of students in the University of Pune toppers list
- Associations with other hotel management institutes in Pune
- Emphasis on entrepreneurship activities
- Overseas Training in Hotels for students during the Course
- Environment consciousness and Clean campus.

Institutional Weakness

- Alumni net-work to be developed strongly.
- Accessibility to college to improve through public transport.

Institutional Opportunity

- Introduction of vocational courses in Hospitality for providing gainful employment.
- MOU's with renowned Universities for additional hospitality courses
- ICT enabled Virtual and Smart Classrooms.
- To increase the intake of students.
- Consultancy to hotels and catering units.
- Creating Research Center for hospitality.

Institutional Challenge

- Attracting meritorious students and making the Institute as their first choice.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The college is affiliated to the Savitribai Phule Pune University, college follows curriculum of undergraduate program of the University.
- Objective of the BScHS programme is to provide to Hospitality Industry a steady stream of competent young men and women with the necessary knowledge, skills, values and attitudes to occupy positions of management and administration in the Hospitality Industry.
- The college provides quality hospitality education in extensive hands-on working in simulated conditions and hotel industry exposure, so that students will be ready for careers in various hospitality segments.

- During the first year in yearly pattern students study the basics of food production, food and beverage service, hotel house-keeping, front office operations, communications & computer skills. In the second year they follow the semester pattern .In the first semester they continue with the above subjects along with Accounting &Hotel Engineering and in the second semester proceed for four months of hands on industrial training in hotels, and completing the tasks of writing the project report and training report. In the third year, they continue with advance food production, food and beverage management service, Accommodation Operations and Management, along with Hotel Law, Marketing, Human Resource and Total Quality Management and Entrepreneurship Development.
- The college offers skill-development activities like outdoor catering, subject matter experts and live demonstrations. As value addition activities, we conduct mock interview session, soft skill sessions, grooming seminars, team building sessions to enrich the learning at a very low cost.

Teaching-learning and Evaluation

- College follows norms and eligibility criteria set by Savitribai Phule Pune University.
- One of the key strengths of the college is qualified faculty members. Good governance with transparency, accountability and participatory management and encouraging work culture helps in the staff to perform better.
- Year end and semester end examinations are conducted as per guide lines of Savitribai Phule Pune University under the supervision of Chief Examination Officer. Practical examinations in all operational subjects are also conducted as per directives of Savitribai Phule Pune University .Internal marks are evaluated as per Savitribai Phule Pune University.

- The college is able to attract reputed organizations for placement. Many students who pass the program pursue their higher studies in India and abroad.

Research, Innovations and Extension

- The college encourages faculty members to attend seminars, workshops & conferences.
- Through its NSS unit the students are exposed to community activities. College students and faculty members participate in activities such as blood donation camp, campus cleaning, and educating public about traffic rules. These activities lead to the creation of students' awareness on social problems, to improve communication skills, teamwork and to nurture students to be socially responsible.
- The college has good collaboration with hospitality industries and academic institutes. In addition to getting visibility and identity, college has been benefitted academically. The college is able to place its students for internship and placements in Hotel properties in India and abroad.

Infrastructure and Learning Resources

- The college provides adequate infrastructure facilities which meet functional needs. Two of the classrooms are equipped with multimedia teaching aids.
- College Library has adequate books for reference and issue both for students and faculty. Industry related books, periodicals, magazines, journals project reports are made available to students and faculty.
- The college is equipped with other support facilities such as hostel, outdoor sports facilities, gymnasium

and medical room.

Student Support and Progression

• The college provides a number of mechanisms for student support and mentoring. Regular interaction between students and the faculty mentors help to identify and understand student issues. The Students Council acts as an interface between College and the students. The Staff and Students organize various co-curricular and extra-curricular activities.

• The college conducts career counseling, personality development and finishing school sessions for the students.

• Training and placement cell provides pre-placement guidance to the students for placement activities. The cell coordinates for internship and placement of students.

• For the overall development of students the college encourages student participation in co-curricular and extra-curricular activities by providing the required support.

• Hotel & Catering industry, faculty and alumni actively contribute in students' development activities.

• Majority of students get job offers during their internship.

• The student representatives are the members of IQAC, Anti-ragging committee, the Library Committee, Anti-women harassment cell, Reservation Committee.

• The Government's scholarships are given to the eligible students.

Governance, Leadership and Management

• The leadership of the college believes in participative management and strives to bring in excellence by structured organizational system with the involvement of all the stakeholders. Various stakeholders of the college are the members of the statutory bodies and their meetings are conducted regularly.

• The college has a well-defined perspective plan involving focus areas, action plan to achieve the goals and measures to verify their achievements.

• The college collects feedback from all the students on teaching and support services. The feedback from the students is used to improve the performance of the college.

• Under the leadership of the Dean, the departments plan and execute their academic and administrative activities.

• College, being self-financed, the tuition fees is the main source of the income. The college makes budgetary provision for recurring and nonrecurring expenditure in advance. As per the budget financial resources are made available for the functioning of the college.

• The college has an active Internal Quality Assurance Cell (IQAC) formed in the year 2017.

Institutional Values and Best Practices

Criterion – 7: Innovation and Best Practices:

College follows Innovation and Best Practices as

• Holistic development for building inner strength, strengthening of physical and mental abilities, and

create balance approach towards life.

- Innovative and Knowledge based Teaching is followed by college through various Theme Lunches for development of knowledge, skills and interest among students.
- Students gained global exposure by going for Internship and placement abroad.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SURYADATTA COLLEGE OF HOSPITALITY MANAGEMENT AND TRAVEL TOURISM
Address	Gayatri, Srv. No. 342, Patil Nagar, Near DSK Ranwara Society, Pashan Road, Bavdhan (bk), Pune
City	PUNE
State	Maharashtra
Pin	411021
Website	www.schmtt.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Anthony DSouza	020-67901347	8956932408	020-6790133 3	schmtt@suryadatta .edu.in
IQAC / CIQA coordinator	Ulhas Chaudhari	020-67901324	9823992778	020-6790133 4	ulhas.chaudhari@s uryadatta.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes
If Yes, Specify minority status	
Religious	Jain
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	01-07-2004

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-07-2004	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Gayatri, Srv. No. 342, Patil Nagar, Near DSK Ranwara Society, Pashan Road, Bavdhan (bk), Pune	Urban	3	2738.42

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Hospitality Management	36	HSC	English	180	154

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				2				1				8
Recruited	1	1	0	2	1	0	0	1	4	4	0	8
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	1	3	0	4
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	1	0	0	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	3	1	0	5
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	2	1	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	119	3	0	0	122
	Female	32	0	0	1	33
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	14	21	17	13
	Female	4	1	3	2
	Others	0	0	0	0
ST	Male	0	1	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	19	10	10	6
	Female	2	2	3	3
	Others	0	0	0	0
General	Male	78	69	54	39
	Female	12	14	13	13
	Others	0	0	0	0
Others	Male	5	5	5	3
	Female	1	2	1	0
	Others	0	0	0	0
Total		135	125	106	79

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 1

1.2

Number of self-financed Programs offered by college

Response: 1

1.3

Number of new programmes introduced in the college during the last five years

Response: 0

2 Students

2.1

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
135	125	106	79	88

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	19	19	12	6

2.3

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
33	26	26	21	35

2.4

Total number of outgoing / final year students

Response: 38

3 Teachers

3.1

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	8	8	7	6

3.2

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	8	6	7	6

3.3

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	8	6	7	6

3.4

Total experience of full-time teachers

Response: 200.7

3.5

Number of full time teachers worked in the institution during the last 5 years

Response: 40

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 5

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
77.20	84.84	118.38	128.14	102.90

4.3

Number of computers

Response: 37

4.4

Unit cost of education including the salary component(INR in Lakhs)

Response: 0

4.5

Unit cost of education excluding the salary component(INR in Lakhs)

Response: 0

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Suryadatta Education Foundation (SEF) is a charitable trust registered with the Registrar of Societies, Government of Maharashtra. The Suryadatta Group of Institutes started in the year 1999. Dr. Sanjay B Chordiya established Suryadatta Education Foundation to develop self motivated successful leaders in the fields of Management, Information Technology, Media & Mass Communication, Corporate Communication, Consultancy, Value Education, Training and Research.

The Suryadatta family has blossomed into a bouquet of academic institutions in various disciplines such as Hotel Management & Travel & Tourism, Information Technology, Management, Media & Mass Communication, Bio-informatics, Interior Designing & Fashion Designing, Creative Arts, and Vocational & Advanced Studies. .

Suryadatta College of Hospitality Management & Travel Tourism (SCHMTT), Pune offers B.Sc-Hospitality Studies programme of Savitribai Phule Pune University. The aim is to train and groom the students to become successful hospitality professionals. In the Hospitality industry it is important to practice courtesy and manners, develop one's personality and communication skills and be disciplined and have the right temperament.

The Hospitality Studies Course is practical oriented and where the practical component is almost fifty percent. The institute has classrooms to conduct theory and practical's are conducted in the various Training Kitchens, Training Restaurants, House-keeping, Front Office and Computer labs where the students work in actual simulations of the various departments in the hospitality industry. This helps to develop skills in students to increase their employability and confidence and provide the hospitality industry with trained professionals. The students actually prepare meals, serve meals, do house-keeping tasks including bed-making and manage a front office desk. The students also have opportunity to improve Computing & Communication skills.

SCHMTT develops and deploys action plans for the effective implementation of the curriculum.

The curriculum is approved by the SPPU, Pune and consists of all Compulsory Subjects. The syllabus is revised periodically.

Curriculum is planned and prepared based on Academic Schedule received by the University every year; various Academic and Non Academic activities are included in the Academic Calendar which is prepared by the college to involve students in various activities.

Subject allocations, Academic calendar, detail session plan, lesson plan, and trainee notes are carried out during the faculty meeting. Time table is circulated and displayed on the notice board and a copy of the same is given to the faculty.

Different pedagogies are implemented through modeling, case studies, theme, relevant assignment, and demonstration, involvement in Outdoor Catering, guest lectures and workshops, providing entrepreneurship opportunities to students besides giving opportunities in managing national and international events at the Institution.

Suryadatta College of Hospitality Management & Travel Tourism, Pune, continuously give industry exposure to students through Out Door Catering in Luxury Hotels, Industrial Visits and pre-planned Study Tours. Earn and Learn Scheme among its students thus encouraging them Industry Exposure from I year through part time jobs.Students undergo 4-6 months of internship in Hotels & Travel agency. This enables them to learn more on the job / field.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 17

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	0	4	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 49.4

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	3	3	4

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 5.72

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	11	6	6

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The institution promotes in sensitizing the students on social issues and conducts events related to social issues like:

- Students have attended guest lectures from prominent speakers and motivators like:

- "Guest Lecture by Prof. Col. Shishir Kumar discussed following points on Soft Skills & its importance in Self Management and enhancing interpersonal effectiveness."
- Six Sigma Training
- "Follow safety rules and norms to avoid accidents and extend helping hand to the victims of accidents", appeals Police Inspector Mr. Mahesh Sartape to Suryadatta Students
- Catch the right opportunity in life, never give up" said – Mr. Manish Gupta renowned Motivational Speaker
- Whatever you do in your life, do with passion and do not underestimate any work. Success will be at your door step" says Mr. Medge President of Mumbai Dabbawala Association to more than thousand of Suryadatta.
- **Excess food from the Food Production Practical is collected by the Students and distributed among the needy homeless people on various occasions.**

- On the event organized in our college in aspects with food and beverage any excess edible food is distributed amongst the needy in orphanages (SOS) or oldage homes (Maher) or pet shelters (PFA).
- Students are made in charge of this activity so as to inculcate values such as being respect, integrity, equality, value of food and money.

- Dry and Wet Garbage is disposed off separately.

- As the need of environment in today's day and age Students have been taught the importance of preserving, restorating and caring for Mother Earth and also to inculcate the importance of Global Warming and its effect on our future**,** dry and wet Garbage disposal system is a small step towards environment preservation.

Subject relate with various issues in curriculum relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum are:

Human Resources
Hotel Related Law
Hotel Egineering
Principles of Management
Total Quality Management

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 30.37

1.3.3.1 Number of students undertaking field projects or internships

Response: 41

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Response: A. Feedback collected, analysed and action taken and feedback available on website	
File Description	**Document**
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 6.16

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	7	10	8	3

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 77.33

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
61	60	52	29	31

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
61	60	60	60	60

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 197.39

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
45	40	39	27	0

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

After enrollment in Hospitality course student framing is primary task done by the teachers as Hospitality is new concept for many students. As teachers are more often in contact with students it becomes easy to frame students capability interm of learning aspects. Teacher find out advanced learners and slow learners'

During the academic year the students work through the program aided by a Subject Teachers who conducts theory and practicals (wherever applicable) classes. The class tests are conducted every forty-five days to assess the learning levels of the students. The student data is continuously assessed for what a student knows, remediate any proficiency gaps identified, and reassess students knowledge of course concepts, giving each student a personalized learning path.

The Lecturers gain a view of which students are attending or not attending classes, so they can intervene in a timely manner and inform their parents. The Lecturers also see which concepts students are struggling with across the board, so they can focus class time on explaining those concepts to the students

For advanced learners teachers enriches the learning experience of the students through activities such as group discussions, guest lectures, study tours, theme lunches and food festivals and in-house presentations. The college Library provides not only books to students but also e-journals through INFLIBNET and DELNET subscription.

Learning process is made more interactive where students are encouraged to participate. It is supplemented by lectures with various teaching aids, such as demonstration slides and use of ICT. The subject-teachers have developed their own e-resources in their subjects which is made available for the students on their e-mail.

For slow learners more attention is given with Special English speaking classes and remedial classes are conducted for those students who require extra input in the respective subject.

Obtaining student feedback on the performance of teachers is a regular practice. Feedback is analyzed on five point scale and the concerned teachers are instructed accordingly.

With an objective of helping the students do well in the examinations the teachers help the students in solving the Question Paper from the earlier Examination question papers.

In keeping with the changes and aspirations of the young generation of students and their teachers, there are initiatives taken for the both catogory of the students.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 11:1

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

Teacher methodology for the hospitality is more practical oriented than classroom teacher pattern. As student centric education college focuses on more of practical approach by conducting more regular and innovative activities such as Them Lunch, Food Festival, Out Door Catering, Demonstrations, Industry experts demonstrations such as Cookery demo, flower arrangement, ice, vegetable, fruits carving, Guest lecture. College adopts innovative ideas to teach students with such student centric activities.

Industry visit and interaction are arranged to enhance learning aspect by conducting study tours to breweries, wineries, ABC farm for cheese tasting, Market yard for flowers, fruits and vegetables, Shivaji-Market for Meat, fish and canned items, Super Mall, orientation to hotels, organizing lectures of eminent hoteliers and providing knowledge based materials to the students.

The teachers share their experiences with the students regarding the importance of life-skills required to be successful. The Institute is Wi-Fi connected and the staff and students avail of the service for seeking knowledge.

Collaborative learning: Theme Dinner/ Lunches, Food Festivals, and events are organized to encourage students to work as a team. This provides opportunities for students where they can learn a wide range of operational skills. The students have to prepare menus, prepare the indent, do the purchases, market the event, prepare visual presentations and speak on the topics selected for the themes or festival.

Interactive learning: In every theory class interactive and participative learning is encouraged. Group Discussions, Extempore, and Presentations are a part of their curriculum. Guest lectures are conducted by the industry experts, Alumni. The students are encouraged for participation in various hospitality & other competitions. The assignments given to the students are presented by them. Case Study approach is also followed for interactive learning.

Independent learning: Practice of Assignment and case study helps in individual learning. Research based projects helps in focused learning. Resources like e-journal facility and research guide is provided for carrying out the given assignments. The students as a part of their curriculum choose a topic and conduct a study under the guidance of faculty which contributes to their independent learning. Students are given individual and group assignments which help them in independent learning and referring to the books in the Library.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 14

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 16.88

2.3.3.1 Number of mentors

Response: 8

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Hospitality learning is more practical oriented and involves creative learning in key department and innovative activities such as Them Lunch, Food Festival, Out Door Catering, Demonstrations, Industry experts demonstrations such as Cookery demo, flower arrangement, ice, vegetable, fruits carving, Guest lecture. College adopts innovative ideas to teach students with such student centric activities.

Various innovative teaching methods have been adopted by the faculty to boost the ability to learn and to teach students. The organization encourages the faculty to complement the academic system with practical skills through various new teaching methodologies.

Some key innovative practices are:

* Individual and group presentation are conducted within class.
* Case studies and Role Plays methods adopted as regular teaching methodologies for analytical skill development.
* Assignments to enhance students knowledge to develop competitive atmosphere intra and inter class competitions.
* Presentation of assignments to improve their presentation skills Power Point Presentations and use of internet to make teaching- learning attractive.
* Visits to hotels, industry, manufacturing units, production units.
* Lectures of Hotel experts are organized for students
* Feedback on lectures obtained from students.
* Research-study projects under guidance of faculty.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

23-08-2022 01:30:07

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 0

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 14.34

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	[View Document](#)

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 5

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the

last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

College follows the academic curriculum, examination and evaluation given by Savitribai Phule Pune University. Institute catalytic process in evaluation mentioned by university and has set parameter in allocating internal marks. Students been sensitise and more aware about the system on evaluation system. Institute has adapted set plan to a lot marks which covers attendance, assignments, internal activities, performance, day to day activity, personal grooming and internal test.As per the SPPU examination rules, the evaluation model are divided into two parts: internal evaluation and the semester end external evaluation.

The internal, practical and external assessment will constitute separate heads of passing and they will be shown separately in the transcripts.

For each course, the ratio of marks of internal assessment in relation to the external   Assessment shall be 30:70

The division of the 30 marks allotted to internal assessment shall be

        10 marks for tutorial work or term papers,

        10 marks for seminars / performances of Practicals and

         10 marks for continuous assessment comprising of attendance, journal work, discipline,

The external assessment shall be based on the external written examination and

practical to be held at the end of each semester for each course.

2. The subject teacher teaching practical assesses the students after each practical. The marks are entered in their journal. At the end of semester, the marks obtained during semester are given out of ten marks.
3. The class counselors are monitoring the student's attendance every day. They also assess them for discipline and attitude towards the behavior in class and outside the class-room.

Training report to be submitted as per specifications & format (to be collected from the College), Daily logbook and the Performance Appraisal given by Government Classified Hotels of the level of three star categories and above.

The performance appraisal is filled by the Supervisor where the student is working in the Hotel and marks are allotted based on the performance. The Log-book is maintained on day to day basis and the work done and work learned is entered. The student is asked to do a presentation based on his log book and marks assigned to the student.

B)   The Project Report marks would be based on the Project submitted and the viva voce

Based on the above project. Marks would be awarded as follows by a panel of examiners

(one external and one internal):

The internal assessment is done based on the students ability to prepare the report and the presentation done by the student at different stage of learning the topic.

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

Response:

Examinations are conducted by Savitribai Phule Pune University, the following rules apply:

Procedure for Submission of Application for Supply of PhotoCopy(ies) of Assessed Answer Book(s):

1. The Application form filled in and signed by the examinee only.
2. The application shall be submitted by the examinee, along with the requisite fees, **within ten days.**
3. The candidate shall submit their application forms along with the requisite fees to the Principal/Director of the college/institution.

REVALUATION OF ANSWER BOOK(S) OF THEORY PAPER(S)

1) Procedure for Submission of Application for Revaluation of Answer Book(s) of Theory Paper(s):

A candidate shall be eligible to apply after receipt of photo copy(ies) of those answer book(s).

1. A candidate shall submit an application along with the requisite fees, within ten days from the date of receipt of photo copy(ies).
2. The application form shall have to be filled in and signed by the candidate only.
3. A candidate shall attach photo copies the following documents.
4. Students of affiliated colleges/recognized institutions shall submit their application forms along with the requisite fees to the Principal/Director of the college/institution concerned.
5. Head of the University Department or the Principal/Director of the college/institution concerned shall forward all applications within five days from the last date of receipt of applications for revaluation, along with the amount of fees.

Terms Relating to Revaluation of Answer Book(s) of Theory Paper(s):

The revaluation of the answer book(s), however, shall not be permitted in respect of scripts of Practical Examination / Term Work / Internal Assessment / Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical examination) and Viva-Voce, etc.

1. The fee for revaluation may be refunded, if the application is not entertained and not processed for revaluation and if the candidate concerned submits his request for refund.
2. A candidate shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding.
3. The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 10% or more of the maximum marks.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The Institute plans Academic calendar at the beginning of every Academic year which has academic as well as co-curricular, extra-curricular and other activity planned for the year.

Academic calendar contents

- Regular academic calendar
- Sports Activity
- Cultural Events
- Social Activity

- National Service Scheme & Students welfare Activity
- Food Festival
- Theme Lunch
- Examinations dates

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

OVERALL BSc(HS) PROGRAMME OUTCOME

- **PERSONAL EFFECTIVENESS COMPETENCIES**

§ **Inter-personal skills:** the students display skills to work with people

§ **Integrity:** the students display accepted social and work behaviour

§ **Professionalism:** the students maintain a good opinion, and courteous behavior that is

expected from a person who are trained to perform a profession well and appear trained and to uphold ethical standards as required by good human beings.

§ **Initiative:** The students are eager to learn and willing to work hard and take on new

responsibility.

§ **Willingness to Learn:** The students will go all the way to learn new information for all

problems- current and future.

§ **Dependability & Reliability:** The students are displaying responsible behaviour at work

- **ACADEMIC COMPETENCIES**

§ **Reading Comprehension:** The students are able to read and comprehend instructions,

directives, policies & procedures, training material, newsletters, sales promotions and business letters

§ **Business Writing:** The students are able to use common English to reply to customers, write messages for guests, entries in the log-book, write reports and letters.

Arithmetic: The students are able to use and calculate on a Electronic calculator about

§ **Basic Computer Skills:** The students have knowledge of Use of Computer and related application for reservation, check in/check-out process, or to convey and retrieve information, or able to send e-mail or browse for information on the internet.

§ **Communication Skills:** The students are listening and speaking in the correct manner so others person understands what you are trying to convey. English is the language of communication used in luxury hotels with Supervisors, Co-workers and Guests.

§ **Locating & Using Information:** The students have meaningful way to find the necessary information and recognize crucial information required for the profession.

C) WORKPLACE COMPETENCIES

· **Business Fundamentals**: The students have a general knowledge of business process of inputs, process and outputs and the importance of study of management.

· **Team Work**: The students understand the importance of Team work at work place. (Work done by several members with each member responsible for their part but all subordinating individual eminence to the efficiency of the team, in order to deliver goods and service to the expectation of customer, and complete assigned task.)

· **Adaptableness and Flexibility**: The students have learnt to adapt and to consider multiplicity in the work place

· **Customer Oriented**: The students are involved with the surroundings to look for ways to find out information on what the Customer needs.

· **Problem Solving & Decision Making**: The students apply decision making techniques to unravel problems & critical opinion skills to help grow the dealing and/or to resolve inconsistency among the team members.

· **Planning & Organizing**: Time being precious, the students have learned to work to manage time effectively and efficiently, to plan and prioritize task and accomplish assigned tasks in time.

· **Applied Technology**: the students will develop capabilities to understand, operate and maintain electrical, electronic and mechanical equipments are in working condition.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of program outcomes

College assesses students program outcome by tools and processes used for measuring each course outcome by various academic assessment methodology. Program Specific Outcomes assessed with the help of course outcomes of the relevant courses.

The attainment methodology adopted as:

Direct Assessment

Direct assessment for the attainment is done through direct examination which is done as per course content / syllabus /objectives of each subject. Theory and practical examinations are done in two parts

External (University) Examination – At the end of the semester / term final examination is done which is controlled by University. University based question papers are prepared as per marking weightage system provided in syllabus of university which are relevant to each of the objectives of the courses.

Internal (College) Examination – two examinations per semester is taken to attain the course outcome and course assessment.

Theory and Practical assessment is done as per university guidelines and instructions.

Indirect Assessment

Hospitality program is practical based and field work is more in practice and required aspect. Assessment of it is done indirectly by judgingstudents regular performance in practical, various internal and external events, personal skills, etc. This is monitored by each class teacher and subject teacher.

To assess the skill outcome students has been encouraged to participate in various activities. Students performance and attendance is monitored to asses outcome of particular department which helps them in focusing on department of interest. Participating in these activity is observed advantageous in placement as students get more practical oriented training, through which the program outcome attainment become more appropriate. Activities under practice to attain are :

Quality Improvement Program - seminar
Themed Lunches
Out-door Catering training
Students Deveopment events
Internship (minimum 16 weeks)
Practicals – Food Production, Food & Beverage Service, House-keeping, Front office, Information Technology
Assignments
Model Making – House keeping – room model preparations

College takes efforts to fulfill the course objects learning so after completion of the course the student has knowledge about the technical and operational knowledge so they will be able to get good placement, able to operate own catering business as a good entrepreneur , opt for further studies and become a good hotelier in future.

File Description	Document
Any additional information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 80.85

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 114

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 141

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.26

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Suryadatta College of Hospitality Management and Travel Tourism offers courses related to Hospitality Services and core subjects are practical oriented in which students learns subject related to Culinary Arts, Food Services. Housekeeping and Front Office. Innovative learning related to the practical knowledge are being conducted in various labs such as Basic Training kitchen, Quantity Training Kitchen, Advanced Training Kitchen, Restaurant, Front Desk and Housekeeping Labs.

The labs acts as Incubation centre, as those are well equipped to transfer knowledge with live demonstration and performances related to various Hospitality operations. Experienced faculty and industry members of respective sectors guide budding Hospitality professional who want to be Entrepreneur, Employee and also who wants to pursue higher education.

Various innovative activities are conferred to enhance the students practical and on field job experience in campus practical labs. Theme lunch, food festival, practical demonstration from industry experts, live presentations are being practiced in the classrooms and practical Labs.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 5

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	2	1

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.23

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	3	0	0

File Description	Document
List books and chapters in edited volumes / books published	

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The Participating in various social activities has made positive impact on the students; it has help students to understand need of social responsibility regardless of their background. Participation in extension activity enhances the intellectual and social development of the students.

Various extension activities are conducted in the neighbourhood community at Bavdhan and in Pune in term of impact and sensitizing students to social issues and students holistic devilment such as:

- Adoption of village and performing various social activities
- Computer literacy for the citizen
- Road safety awareness event
- Conferring awards and recognition to various eminent personalities of Nation
- Preparation and distribution of sweets in diwali to Divyanjan and Orphans
- Rice Plantation
- Free English classes for coolies at Pune Railway station
- Free diabetics check-up camp
- Celebration of various festivals with Local commune
- Women empowerment – free cookery classes for the women in local vicinity.
- Anti terrorism campaign
- Voluntary blood donation camp
- Health checkup camp
- Clean India Healthy India initiative
- Aids Awareness Rally
- Save girl child rally
- National Service scheme activities

Participation in such activity has taught students discipline and strong work ethics, it also has determined that students are promoted to higher peer group; they find inner self satisfaction in providing extended hand to develop society in small or large scale. Activity such as blood donation, awareness and various social issues students participate voluntary and it has boost their moral toward being a responsible citizen of thee nation. It also has found it has gain more self-confidence, self-esteem; they have perceived themselves in more positive light. The results showed that these students performed better than the students who did not participate in these activities.

File Description	Document
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 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 last five years

Response: 26

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	8	9	6	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 4.19

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	7	4	3	1

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 68

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	15	14	12	10

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 10

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The strikingly modern Suryadatta Campus is specifically designed to create Unique Ambience and is strategically located in Pune. A vibrant campus in picturesque surrounding with all required modern infrastructure facilities provides a stimulating environment & interesting intellectual alertness.

SCHMTT has State-of the Art facilities to facilitate the learning of technical skills which are an integral part of the Hospitality Industry.

The Hospitality Studies Course is practical oriented and where the practical component is almost fifty percent. The institute has classrooms to conduct theory and practical's are conducted in the various Training Kitchens, Training Restaurants, House-keeping, Front Office and Computer labs where the students work in actual simulations of the various departments in the hospitality industry. This helps to develop skills in students to increase their employability and confidence and provide the hospitality industry with trained professionals. The students actually prepare meals, serve meals, do house-keeping tasks including bed-making and manage a front office desk. The students also have opportunity to improve Computing & Communication skills.

Training kitchens

Basic, Quantity and Advanced. All the kitchens are equipped with the latest tools and equipment. The students are trained in the basics of food production as well as quantity cooking, They are also taught both International as well as Indian Regional Cuisines. In addition to learning the art of cooking students also learn Costing and Kitchen Management.

Training Restaurant with a mock bar for Food and Beverage training. Here the students learn the skills of various table settings, the art of order taking and suggestive selling. serving Food and Beverages and situation handling.

Guest room which is designed as per hotel standards to impart the necessary training in Housekeeping.

Front Office Lab for students to learn the skills of telephone handling, room reservation, check in and checkout procedures and up selling of rooms.

Classrooms are installed with modern teaching aids such as LCD projectors and audio video facilities to make the learning experience interesting.

Seminar Halls / Conference Room with sophisticated audio visual equipment to facilitate guest lecturers of speakers from the Hospitality Industry and subject experts.

Computer / Internet labs with high speed servers running on a variety of platforms to suit every

requirement supporting the entire network.

Library In addition to regular text books / reference books, the library provides access to a wide range of information sources that include leading national and international business periodicals in addition to an impressive collection of business databases, corporate annual reports and CDs, Profiles of leading national and transnational organizations, leading national magazines, etc. The library is fully computerized and accessible on the campus LAN and operates on specialized library software. The user-friendly package facilitates issue and return of books, online access to the catalogue, and reservation of books. The library has adopted the latest information technologies like CD, DVD, Multimedia Kits, Barcode Scanners and Text and Graphic Scanners for effective use of the library services.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

For the students overall development and recreation activity, sports and holistic development Suryadatta has adequate facilities for such activities, which are

- Sports Playground
- Games Indoor
- Games Outdoor
- Gymnasium
- Yoga Centre
- Cultural / Recreation Hall
- Music Room
- Health Care Center
- uditorium,
- Recreation And Activity Hall
- Dance / Zumba Room
- Medical Room
- Administrative Block
- Separate boys and girls hostels are available in the vicinity of the campus. Necessary assistance is provided to the out station student.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 12.92

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.48	0.01	1.07	45.67	24.20

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library is automated using the SLIM software for the library management day to day activity.

Catalogue – data entry to create database, to search the books, journal, magazines category wise as per author, subject, and various related keywords.

Circulation / issue / return of book to students and staff in daily library operation system.

Library operation managed by ILMS is more accurate to manage and makes daily operation eassy and more appropriate.

At library ILMS is used to generate various reports

Software - SLIM
Nature of automation (fully or partially) - Fully
Version - 2008

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

SCHMTT has a good collection of quality books from various popular and well knows publishers and authors which includes books of Gastronomique, event management, flower decoration, classic recipe books, etc. Hospitality is developing industry and publication of books adopted lately and has very rare of unique book collections. We are willingly looking to adopt the collect of rare books and available special reports.

Library has a collection of CD-ROM which limitedly available in market, few are available only with books, list is as below:

1. Housekeeping: World trainer- guestroom & Bathroom cleaning.
2. Food Ingredients Vol. 1
3. Food Ingredients Vol. 2
4. Cakes & Bakes
5. Delhi, Agra & Rajasthan
6. Managing for results
7. The Art of great pastries
8. Professional cooking, 6th edition
9. Professional cooking, 6th editon
10. Professional baking, 5thedition
11. Essentials of professional cooking
12. Italian cooking
13. Facilities planning & Management: Hospitals
14. Communication skills
15. Communication skills
16. Communication skills
17. Hotel Housekeeping: operations & Management
18. Hotel Housekeeping: operations & Management
19. Hotel Housekeeping: operations & Management
20. Hotel Housekeeping: operations & Management
21. Hotel Housekeeping: operations & Management
22. Hotel Housekeeping: operations & Management
23. Hotel Housekeeping: operations & Management

24. Hotel Housekeeping: operations & Management
25. International cuisine & Food production Management
26. International cuisine & Food production Management
27. International cuisine & Food production Management
28. Food productions operations
29. Food productions operations
30. Food productions operations
31. Food productions operations
32. Food productions operations
33. Food productions operations
34. Food productions operations
35. Food productions operations
36. Food productions operations
37. Healthy cooking
38. Family medical guide
39. Diet Free forever

4.2.3 Does the institution have the following:

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.4

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.12	0	0.30	0.33	0.26

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 10.12

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 17

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

All the computer are connected with LAN, Internal transfer data, Wi-Fi. Internet connectivity with 18 mbps, which is updated mostly with the best service provider. Wifi and internet access is available for the staff and students. Classrooms are accessible with internet through LAN and Wi-FI. The IT department of the institutes takes care of maintenance and up gradations and various service and repair to update the system.

New computers and systems updates are done as per requirement.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 4.16

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 6.96

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
14.28	3.59	7.52	3.91	2.74

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The college has centralized maintenance department for the building maintenance. Any Maintenance (regarding carpentry, plumbing, civil, electrician) work required is carried out by in - house personnel from maintenance department.

Administration plans and takes decision on major infrastructure issues like painting, infrastructure changes to meet the University requirement.

The procedure of daily cleaning, maintenance is followed and looked after by the Housekeeping Department of the institution. Infrastructure maintenance checklists are maintained in each area of the institution.

Calibration and other precision measures for the equipment/ instruments are done on regular basis. Staff members are assigned duties to assist the lab assistants in ensuring that the instruments are maintained properly and calibrated on a daily basis. Critical equipments are regularly serviced.

For maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms the major steps taken for location, upkeep and maintenance of sensitive equipments.

- Institution has a generator / backup system for any electricity supply failure or voltage fluctuation.
- Regular garden work is maintained by maintenance department to keep campus green.
- Daily cleaning activity is scheduled for the cleanliness of the campus.
- Safe water supply at prominent places adequate number of water reservoirs is there in place. These water reservoirs are well maintained so that they conform to the standards of hygiene and safety enforced by the municipal authorities.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 12.95

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	19	19	12	6

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.79

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	4	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

Response: B. Any 6 of the above

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 65.12

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	11	21	16	23

File Description	Document
Details of student placement during the last five years	

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 6.06

5.2.2.1 Number of outgoing students progressing to higher education

Response: 2

File Description	Document
Details of student progression to higher education	

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 80

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) year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	1	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	0	1

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Students Council comprises of the student representatives from different classes, students from each of the following activity, Sports, Cultural, NSS. Two lady students nominated by principal along with principal, one teachers, one NSS Program Coordinator and director of sports.

The student council worker towards to look after the welfare of the students and to promote and coordinate to extra-curricular activities of different students for better participation and self development.

The students are also member of Grievance redressal committee, anti rangging Committee, women anti-harassment cell, reservation committee (SC, ST), library committee, student class representative which helps in administration.

Institute have in place an effective mentoring system through which student's performance and challenges are identified and necessary guidance given for improvement. Each student's performance record is been maintained and he/she is conseled for improvement in their weakness.

The class counsellors ensure complete confidentiality of the identity of the students. Common issues raised by the students are discussed in faculty meetings.

Each class has two staff members appointed who are class counselors for the purpose of monitoring the academic activities of each students. Staff members are approachable and students take the opportunity of seeking guidance and suggestions for various situations.

Student's representation in various committees play a vital role and their suggestions does help in active participation and redressal of issues.

Student's representation in various committees play a vital role and their suggestions does help in active participation and redressal of issues.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 5

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	5	5	5	4

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Student SCHMTT registers to alumni association after completion of graduation and play important role in guiding present students and helping in communicating various opportunities in the Hotels and Hospitality Industry.

Alumni students visits college more often and takes various sessions with students on what are the current trends are in Hospitality Industry. It makes an impression on students when alumni students share their work experience with students which guide them to proper selection of department for career growth.

Alumni entrepreneur students guide the students who want to open their own business, these entrepreneur students become role model for them as a guide and mentor.

Alumni contributes significantly to the admission of the students to the institution. Because of word of mouth publicity they have created a reputation for Suryadatta College of Hospitality Management & Travel Tourism.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 4

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision:

"*To be a world class center of excellence in innovative learning with western outlook spearheading high quality of research*"

Mission

- Create multi-faceted professionals in emerging disciplines, attuned to a rapidly evolving, volatile, global economy.
- Develop sustainable network of reputed academicians and high level achievers in the Corporate and social arena.
- Shape a complete human being steeped in rich values through a holistic approach to teaching methodologies designed by Industry Experts.

The mission statements themselves drive the institution towards its vision.

College is established under the umbrella of Suryadatta Education Foundation -one of

The ISO 9001:2008 Certified Institute and Accredited by NVT-QC, ANAB and IAF, prominent educational centre having three campuses in Pune providing quality education in various disciplines, provided by competent staff at reasonably good infrastructure as a learning centre.

The training and placement cell and the course itself develops competence and soft skills among students which helps them to get placement immediately upon completion of the course.

The college believes in overall development with academic, co-curricular and extra-curricular activities. Indians are known for their hospitality through ages added by western methodologies for hospitality helps in enhancing the knowledge of the students. The students focus on various theme menus to celebrate festivities and also national days, and Indian festivals like Ganeshotsav, Holi, Idd, Teacher's day, Christmas and New year, are celebrated in campus and participation in NSS activities and promotion of empowerment of women, Swach Bharat Abhiyan, tree plantation, follow Road safety rules etc. helps the students to be sensitive to social need.

The college is associated with large number of Hotels for the purpose of vacation training in India and abroad, orientation, guest lectures and final placement of students.

The College conducts special sessions for students for holistic development by invitingSpeakers for the all round development of the character of students.

6.1.2 The institution practices decentralization and participative management

Response:

The college quality policy is supposed to work towards the satisfaction of the customer through systems which ensures consistency in the performance of the processes.

There is complete decentralization of academic, administrative and financial powers right from the head of the department down to the assistant professor. In Institute the faculty has full autonomy on financial, academic and administrative powers have been dedicated by the board of Management from time to time. Unlimited powers to the Director, Head of the department has financial powers up to Rs25000/- &it has been extended financial powers up to Rs 2000/- to faculty for contingencies expenses including the purchase of the books which are not available in the main library as regards academic autonomy.

The course contents are prepared by the course coordinators, these are weighted and approved by the head of the department and finally by the highest decision-making body of the institute. Once the course curriculum is finalized itis implemented in letter and Spirit by the faculty concerned. Coming to administrative powers the faculty being member of various committees has already elucidated elsewhere. Faculty take part in the administrative matters from time to time in addition to maintenance of proper discipline among the students and the institute as a whole

For this purpose the academic plan is designed by the Principal and teaching staff to ensure that it is followed in word and spirit. The Local Managing Committee guides the Principal to carry out the below listed duties for practicing decentralization, and the various committees help in participative management.

Role of Local Managing Committee as prescribed by the University

The powers and duties of the local managing committee is to:

- prepare the budget and financial statements;
- recommend to the management the creation of the teaching and other posts;
- determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college;
- make recommendations to the management for the improvement of the standard of teaching in the college;
- formulate proposals of new expenditure not provided for in the college budget;
- advise the Principal regarding the intake capacity of various classes, preparation of time-tables, distribution of the available teaching work load and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time;
- consider and make recommendations on the inspection report, if any;
- consider and make recommendations on the report of the local inquiry committee, if any;
- prepare the annual report on the work done by committee for the year ending on the 30th June
- and submit the same to the management, the Management Council of the university and to the concerned Director;
- perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Role of Principal

The Principal is responsible to the Local managing committee for advice on strategic direction and for the management of the institution.

The Principal is accountable to the Local managing committee, which reviews the functioning and growth of the institution in relation to the authority delegated to him having regard to these that are conferred directly by the instruments of governance.

The Principal has the following responsibilities:

•Policy planning and providing academic and administrative leadership

•Academic and administrative management of the institution

•Monitoring and Evaluation of academic and research activities

•Promotion of industry-institution interaction

•Providing consultancy services

•Participation in policy planning at the regional/National level for development of technical education

•Managing the Quality Management System of the Institution

•Teaching

•Student and stakeholders' satisfaction

To ensure smooth functioning of operational and academic activities the Principal is supported by Examination Cell, Training and Placement Cell, and other committees. At the institution level, a Central Steering Committee (CSC) exist.

The CSC plays a leadership role at the institution level and helps the Principal to plan implement and monitor the academic and day-to-day administrative activities and also new initiatives.

- The principal is responsible for timely and systematic completion of academic events.
- The principal provides academic leadership and in coordination with the faculty sets out goals for the institute.
- The principal makes the faculty aware about funding schemes launched by Government, UGC etc. and inspires the faculties to produce necessary proposal to get this funding.
- The principal inspire the faculty to pursue higher educational programmes.
- The principal holds meeting of IQAC cell.
- The principal takes initiative in arranging FDP's (Faculty Development Programs), skill

enhancement workshops.

- The principal gives suggestions to management about improvement.
- Designs Academic calendar for various activities and their proper execution.
- Takes periodic reviews of the syllabus completion.
- Ensure that the laboratories and library are functional.
- Inspires faculties to present and publish research papers in conferences and journals.
- To form alumni network and facilitates guidance from renowned alumni to students.
- Conduct periodic meetings with faculties to maintain interactive relationship.

Role of Faculty

· Executes the quality policy of the institute as per the guidelines.

· Contribution in:

• Timely completion of syllabus.

• Regular contact with the students to keep an eye on their self-development plus academic growth.

· Keeps check and tries to improve performance of students and active participation of students in co-curricular activities, guest lecture etc.

Various Committees and Cells are appointed for the smooth functioning of the College.

- Grievance Redressal Committee
- Internal Complaint Committee
- Anti-Ragging Committee
- Women Anti-Harassment Cell
- Reservation Committee (for SC, ST)
- Student Council
- Central Steering Committee
- Examination Cell
- Admission Cell
- Training and Placement Cell
- Library Committee
- Anti-Ragging Committee

The administration of Suryadatta Education Foundation strictly adheres to a participative approach. The Principal is the head of academic and administrative affairs given full autonomy The Dean(Academics) acts as an advisor when required. . Proper guidance and encouragement is provided by the Principal to carry out important tasks. He acts as a coordinator between Local Managing Committee and the staff. Discussion about various problems and issues related with college development, administration, infrastructural needs and student disciplines takes place between various committees. In these meetings, the Principal is apprised of the working of various committees and the fulfillment of various tasks. Also, sufficient checks and balances are provided in the system to confirm that the intentions behind the decisions are not biased or unreasonable. The staff-teaching as well as non-teaching follows guidelines issued and obey the orders in the interest of maintaining discipline in the institute.

All policy matters and academic activities are planned through a process of dialogue with stakeholders at various levels. To decide the policy and take major decision Local Managing committee is Chaired by the Dean(Academics). In this way the Institute practices decentralization and participative management

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Quality Policy:
Suryadatta Education foundation is committed to achieve excellence in providing Quality education through Schools and Colleges. Suryadatta Education foundation aims to achieve customer satisfaction by ensuring continual enhancement in the educational systems, processes, faculty skills, quality and competence, method of teaching, assessment and learning resources so as to offer effectiveness in imparting ultimate quality education.

Our sustained belief is that our success can only be measured consistent and continuous success of our products, the students, who in turn shape themselves into future professional and entrepreneurs as well as responsible citizens through their contribution to research, industry, society and the nation at large.

The quality policy will be strictly adhered to and religiously implemented in the institute and shall be continually monitored at the highest level of management so as to ensure consistency in approach and effectiveness in all its dimensions.

Perspective Plan and Deployment:

- To develop the college as the number one college in hospitality management in Pune.
- To enhance the development of student's knowledge, skills, abilities and attitude as required in the hospitality industry for gainful employment.
- To enhance the development of personality of the students.
- To make students worthy citizens of the nation.
- To upgrade the infrastructure.
- To upgrade the Library with more books and e-journals, creating of digital Library and interlinking of libraries.
- To increase the internet bandwidth and Wi-Fi facilities for staff and students
- To upgrade the Laboratories with addition of equipments.
- To display instructions for security and safety.
- To upgrade the guest room to a luxury guest room.
- Teaching staff to upgrade with higher qualification and participate in research activity and Consultancy and faculty development programmes.
- Teaching staff to publish at least two articles in the prescribed journals in a year.
- Teaching staff to adopt pedagogy with innovative and creative ideas, and use of e-education in learning and teaching.
- To offer extension services to the community, from a social perspective.
- To use adjunct faculty from Hospitality Industry on regular basis.

The College ensures deployment through the following practices

- The communication flow is always upwards i.e. from lower to higher level and they furnish proposals after discussion with members and present them to the Local Managing Committee. The Local Managing Committee plans the budget, and depending on the situation, allocates the funds to carry out the plans effectively.
- With complete autonomy allotted to the Principal he governs the institution within the bounds of the rules and regulations which are framed by the UGC.
- Periodic Teaching Staff meetings help to explore the strong points of each staff member, which helps for the proper distribution of responsibilities.
- The Principal appoints members for various committees and cell. The committees are provided firm guidelines about their roles and responsibilities by the Principal.
- The faculties are made aware of their duties and responsibilities to be carried out.
- Administrative staff are also given their roles and responsibilities.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Organizational structure of the Institution including governing body College has well organizational structure with governing body which monitors operations, along with administrative department to handle administrative aspects such as admissions, fees, university communications, etc. Human resource department of organization recruits academic and administrative staff as per university guidelines and increment and promotions are done as per personal performance and appraisal.

College is having various committees to address the problems of the stakeholders, Complaint box is set at the respective place.

Sexual Harassment Committee, Ant ragging and Grievance Redressal Committees are formed. These committees are headed by the Principal and Senior faculty members.

Students Class Representatives are also being selected democratically to represent their classes and raise concern of the respective groups.

Faculties concerns are represented by the Faculty Representative.

Meetings are planned regularly to address the issues of concern group and take remedial and preventive measures.

Regular feedback and student's concern with the academics is discussed with the faculties and Programme coordinator and corrective action is taken.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

College is having various committees to address the problems of the stakeholders, Complaint box is set at the respective place.

Sexual Harassment Committee, Ant ragging and Grievance Redressal Committees are formed. These committees are headed by the Principal and Senior faculty members.

6.3 Faculty Empowerment Strategies

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

Response:

- Suryadatta Educationfoundation contributes towards the Employee Provident Fund Scheme and Family Pension Scheme.
- Suryadatta contributes towards the Gratuity scheme for all employees who have completed five years and more
- Uniforms are issued to all Teaching and Non-teaching staff.
- Suryadatta Education foundation provides admission to children to Staff and provides fifty percent waiver of fees to the children of Staff.
- Welfare include casual leave, study leave, medical leave, provident fund, gratuity, encashment of the leave, LTC,
- Incentives for publication or the articles, advance increments to the phd, subsidy for attending National and internaational seminar or workshops , sabbatical leave for higher studies, pension benefits and medical facilities, residential, children allowance etc.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 89.64

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	6	6	6

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	6	2	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 100

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	8	6	7	6

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Well structured Performance Appraisal System is being followed. Appraisal system takes in to consideration the entire activities and contribution by the faculty for the academic year.

An effective performance appraisal system both for teaching and non teaching staff has been devised & are been revised on a regular basis. The faculty members are constantly and continuously monitored and evaluated by the head of the department at the end of term examination at the end of monthly test assessment and closer of a semester wherever the faculty lacksor wherever the faculty is found efficient, the head of department conducts necessary counselling so that they can exhibit better performance in the days ahead.

At the end of the year based on the feedback received from the students from the head of the faculty and taking into consideration the other parameters final appraisal is conducted which is placed before the decision making bodies of the institute for appropriation. The faculty whichperforms beyondexpectations aresuitably rewarded both monetary and non monetary and Who are not able to come at par are reprimanded

The system covers following parameters

•   Operational Attributes focusing on - Teaching/ Learning as per work load, regularity in taking classes, teaching effectiveness vis-à-vis students Academic Performance and feedback contribution towards co-curricular & extra-curricular activities Publication and Projects undertaken.

•   General Attributes focusing - Basic Traits/Potential/ Attitude and Interpersonal skills.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institute has adopted two tiers Audit system for Internal Audit and External Audit. The External Audit is done by the Charted Accountant. Audit report is prepared once the financial audit is completed. The auditing is done for students fees payments, income and expenditure, purchases, payment transaction, maintenance payments verification with actual purchases against P.O.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college being non-grantable and self- financed is dependent on the Fees collected from the students. Students who are eligible from backward class get scholarship from the Government. There is optimize utilization of resources as seen from the books of Accounts. There is a proposal for the college to take up Consultancy Services and Out-door Catering Services for the purpose of generating more funds.

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

Response:

At the begining of year IQAC plans of action chalked out towards quality enhancement and the outcome achieved by the end of the year.

- IQAC contributes in achieving institute quality assurance mainly in:
- Ensuring continual improvement in the all activities in which institute is engaged.
- Assuring all stakeholders namely students, parents, teachers, staff, clientele agencies of the accountability of the institute for its own quality.
- The quality enhancement measures undertaken by the Innovations in Teaching and Learning
- Emphasizing on developing habit of Self Learning Practices among the students by way of introducing assignments and projects.
- Emphasis on developing leadership through involvement of students in various seminar, extracurricular activities.
- Emphasis classroom lectures, assignments tutorials, workshops, seminars, and lectures from guest speakers from the industry and academia.
- Initiatives towards faculty development programme.
- Participation of Industry experts in various activities.
- Ensuring up-gradation of IT facility .
- Regulation of effective mentoring system, students activity, visit , placements.
- evaluating the effectiveness of the processes for Feed back and suggestions of students and alumni and suggestions are incorporated in the recommendation to the respective committee.

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

Response:

The IQAC helps in academic planning, execution, monitoring and evaluation. IQAC has

planned for

- There was need for infrastructure up gradation.
- The Library required more books to be added and also e-journals to be subscribed
- The Laboratories required addition of equipments.
- There is a need to display instructions for security and safety.
- The guest room should appear like a guest room from a luxury hotel.
- The teaching staff must go for higher education and research activity.
- The teaching staff must publish two articles in the journals.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

At SCHMTT we make students market ready and to enhance their placement prospects, training / workshops in summer vacations in the areas beyond the syllabi through the experts in the field.

Extra classes and efforts are being done to improve attitude and Personality Development of the students. Good numbers of Industry experts were invited for the Guest Lectures in the relevant field. Unique concept

of theme lunch is organized in which students plan all right from planning theme to guest farewell escort post event. Food festival is organized to explore students with wide experience of on-the-field operations. These events has helped students developing skills and experience in situation handling and has improvised in overall student's placement.

Institute has actively taken part in organizes Quality Improvement program though which every year college organizes State level seminar, in which eminent speakers / experts delivers thought to students from SCHMTT and other hotel management colleges.

College has adopted Bhugao under National Service Scheme and has conducted special winter camp every year since last three years and conducted various social activities in association with Saviitribai Phule Pune University.

Faculties has visited different colleges & hotels to observe the standard and infrastructure of the so that exposure can be used for the benefit of the Institution. Faculties are visiting different Institutions for participation in the various events organized by them. This definitely gives learning opportunities for the institution.

Various workshop and programmes has been included to improve the revenue. Short term diploma and certificate programmes in hospitality were explored.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 16

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	3	4	1	1

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

Safety and Security

- Identification documents (driving license, photo ID, address proof) are collected from drivers, security guards and all casual staff.
- There are signages about safety to wear helmet and follow traffic rules. Also the awareness is been created within campus for wearing seat belts to avoid accidents.
- The campus is under 24x7 CCTV surveillance
- The campus is manned 24x7 or during working hours at entry, exit points and areas such as parking, cafeteria, etc.

- Clearly displayed emergency contact numbers and a designated officer(s) available round the clock to be contacted in emergency.
- The campus has efficient lighting facility.
- There are separate and secure washrooms for women employees and female students.
- Campus has well established system for surveillance of visitors. A register is maintained with details of all the visitors, visiting faculty and also courier staff, delivery boys.

- For the safety of resident students hostel timing has been established as 06:00 am to 09:00 pm also two hostel rectors have been appointed by management ensuring that the hostel is manned at all times.
- Preventive maintenance is done for all the electrical appliances in the hotel on regular basis.
- We have RO plant and water purifier safe and potable drinking water on campus.
- Staff and students have been trained for firefighting through fire safety session and drills.
- Session has been conducted to create awareness about natural calamities and handling emergency situations like terrorist attacks.
- The campus is equipped with First Aid facility and medical room to cope with emergencies.
- Warning signage has been displayed to create awareness about safety and security.
- Anti Ragging, Anti Women Harassment, Grievance Redressal Cells are set up and active.
- Area surrounding the campus is well lit and is under 24x7 CCTV surveillance.
- Emergency contact numbers' list is displayed in all prominent areas.

Counseling

- Course Co-Ordinator and Class Co-Ordinator counsel students on regular basis to resolve issues related to exam stress, social pressure and academic difficulties.
- Training and placement Co-Ordinator regularly counsels students for Industrial Training and Final Year Placements.
- Training Placement Cell encourages mock interview session, interview skill sessions, etc.

Common Room

- The college has separate common rooms, for male and female staff and students.
- The common rooms are equipped with a number of necessary amenities like a number of newspapers and magazines.

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 1086048

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 6.1

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1250

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 20500

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

SCHMTT is devoted to making environment responsive and preserve earth plan as an essential part of the culture of our being.
Solid Waste Management
- Garbage Bins have been placed in entire campus.
- College has made practice of collecting garbage in 3 separate sections. Viz., Wet Garbage, Dry Garbage and Miscellaneous Garbage.
- Clear instructions and signages have been displayed so students and other staff can follow the process.
- Seminar had been arranged for creating awareness about Best Practices for Garbage Disposal.
- Biodegradable waste is decomposed and used as compost for herbs garden.
- Best Practices for Reduce, Recycle, Reuse are strictly followed for miscellaneous waste like paper, bottles, wood, etc.
Liquid Waste Management
- Liquid waste is directly managed through the corporation drainage/ sewage lines.
- Drainage and Sewage Lines are cleaned on regular basis.
- Precautions are taken for water stagnation.
E Waste
- Electronic waste such as laptop & computer batteries, keyboard, mother board, etc. was handed over to IT department for a Recycle & Reuse project by Pune Institute of Applied Technology.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain Water Harvesting

A proposal is submitted to Planning & Development Department in Savitribai Phule Pune University for Rain Water Harvesting Project to be implemented in the near future.

Rain Water is accumulated and stored in tank on campus at ground. Various catchments areas are arranged on ground to collect water.

Rain water is collected from ground to collect rain water. The quantity of rain water is improved by collecting water from larger surface area. By creating the flows of drainage, water loss is controlled.

The areas are cleaned of vegetation and concrete is used so that water can be run off. The slops are created using tiles so that there is better flow and collection of water. Collection devices are used like storage tanks and pits.

Conveyance systems are used to connect collection of water through gutters and drain pipe. They are always kept clean so that clean water is collected. Blockages are always cleared.

Awareness among students and staff is created for rain water harvesting. Construction of tanks and maintenance also takes place periodically.

Rain water harvesting is an novel technique where water is collected from various sourses and put for better use. Soil irrigation techniques are used by college for rain water harvesting.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
• **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
• **Plastic-free campus**
• **Paperless office**
• **Green landscaping with trees and plants**

Response:

Green Practices

Students, staff using

    1.Public Transport –

- Public Transport has been encouraged to avoid pollution & carbon emission.
- Lot of students prefer commuting by Public Transport and required support is provided by the College.

1. Pedestrian friendly roads

Campus has No Vehicle Zone.

- Plastic-free campus

Use of Plastic is discouraged to avoid pollution due to non bio degradable waste.

Plastic bags are always recycled.

Efforts are being encouraged for Plastic Free Campus in near future.

- Paperless office

Use of paper is controlled and utilization of re-cycled papers is done by encouraging printing on both sides.

Seminars are conducted on Green Practices to spread awareness.

E- Learning Practices are encouraged to save papers.

Awareness is created through college email banner, posters and signages.

Usage of E-notes is encouraged rather than print media.

The college has its own EPBX which helps saving paper.

- Green landscaping with trees and plants

College has maintained its own Herb Garden (Mohan Baug).

Campus has lush green landscaping with lots of tree plantation.

Students have participated in Tree Plantation 14th November.

Motivational Speech was given Renowned Social Worker Dr. Mohan Dharia on GO Green Practices.

Students have participated in Rice Plantation programme in Vanrai in Vella near Rajjgad Fort.

Other green practices are followed at campus are;

- Entire Campus is declared as No Smoke Zone.
- Maintain a campus garden
- Use of LED bulbs. We have recently replace tube lights with LED.
- Use real dishes and towels and avoid disposables as Hotel Management department utilizes these more.
- Go digital - Use less paper
- Use less water – Students and staffs are being sensitized about it.
- Environment education
- Minimum use of plastic
- Carry a thermos, and skip the daily throw-away coffee routine
- Buy new things/replace old materials only when necessary
- Use old/unused materials for other purposes
- Leaking taps are replaced right away to save water.
- Switch off all appliances when not in use
- Following green practice 5 R's - Refuse, reduce, reuse, re-purpose, and then recycle.
- Car Pooling & Bike Pooling is encouraged and adapted by students.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.32

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.41	1.79	1.09	1.0	0.98

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

Response: C. At least 4 of the above	
File Description	**Document**
Resources available in the institution for Divyangjan	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 9

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	3	2	1

File Description	**Document**
Number of Specific initiatives to address locational advantages and disadvantages	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 9

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	3	2	1

File Description	**Document**
Details of initiatives taken to engage with local community during the last five years	

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct,

Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 10

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Suryadatta College of Hospitality Management & Travel Tourism regularly celebrate national festivals and birth / death anniversaries of the great Indian personalities like:

- Independence Day

15 th August , India'sIndependence Day is always celebrated with great enthusiasm. We take pride in Indian ethos and values. All staff members and parents are always present in large number, to salute the mother land and tricolor.

- Republic Day

Republic Day also is celebrated and history of freedom fighters is introduced to students. Students who excel in various fields are awarded followed by cultural programs , based on patriotic theme.

- 2nd October , 31st Otocber – Sardar Vallabh Bhai Patel Birth Anniversary, Rashtriya Ekta Divas is celebrated every year with great fervor.

- Teacher's day Celebration – Teachers day is always celebrated by students and staff . Any one of the motivational speaker is always invited and cultural program is arranged.

- Baba Saheb Amebedker Jayanti is celebrated in campus in the memory of Baba Saheb Ambedker.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Suryadatta College of Hospitality Management & Travel Tourism, is affiliated to the Savitribai Phule Pune University.

Financial Transparency

It follows policies structured for financial regulations and   requirements for educational institutions. Ethical, dependable parameters have been utilized by college for its financial functions.

To make sure College has transparency in all transactions, college had formulated policies. The financial resources of the institute are managed in a very efficient and right manner.

For financial transparency tools like balance sheet and payment receipts of all transactions are formulated.

Online and bank transactions are encouraged.

Audit is done by approved Charter Accountant for all financial years. All the reports and documents are created with great morals and honesty.

Academic Transparency –

College has transparent policies for academic control and excellence.

For academic monitoring various parameters are in place like ERP. Attendance list and communication is displayed periodically on notice boards . Attendance is calculated regularly and communicated. For internal exams, class test, assignments mark sheets are maintained.

Auxiliary Transparency -

To maintain transparency in various auxiliary services many committees governed by University and quality audits like ISO takes place. College has been certified by ISO 9001- 2008

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

The College has various numbers of best practices:

- Academic Practices: Class Co-Ordinator System, Regular monitoring of Students' Attendance & Academics.

- Teaching and Learning: ICT enabled teaching, student friendly approach like situation handling simulation, role play, e – learning, access to National Digital Library etc.
- ERP: Uploading of lesson plan, notes and attendance monitoring.
- Community and social responsibility activities: Inculcate good values and Morales for the students' to be a good citizen.
- Professional Attributes: Importance of Grooming, Dress code, Etiquettes for hospitality professionals.
- Earn and Learn: ODC's, part time jobs help in skill development.
- Industry Interface: Students are taken for visits in Hotels, Laundry, Brewery, Distillery, Industrial Canteen, etc. There are demonstrations given by the Industry Experts, Regular seminars are conducted to strengthen the bond with the Industry and also make student aware of various aspects and requirement of hospitality industry.
- Good Interpersonal Relationship: The Staff member have developed and maintained good professional relationship with students and parents this helps in counseling students professionally and personally. Also it helps in guiding them in selection of their career path. The staff members also counsel parents in terms of academic planning and personal and emotional development of students.

Two best practices of the college which we have explained in the attached file are as follows:

- Students' Holistic development (Physical & Mental Development) practices.
- Development of hospitality operational practices in students with help of Theme Lunch.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

To explain the performance of institution in one area distinctive to its vision priority and thrust College strongly believes in enhancement of Innovative Practices which is the core ethos of Suryadatta College of Hospitality Management & Travel Tourism, Pune.

Various Innovative Learning Spaces are well established in the college to create and maintain the Innovative Learning Environment.

Various Innovative Learning Spaces

Kitchen, Restaurant, Guest Rooms, Libraries, Staffrooms, Gymnasiums, Yoga Rooms, Music Rooms, etc.

Various Strategies Used for Innovative Learning are as follows:

1. **Crossover Learning -** Learning through informal settings.

These crossover learning experiences develop the strength of both environments and provide learners with genuine and engaging avenues for understanding.

Students are given cross learning through various

- Project works related to Travel and Tourism, Accommodation, Food Production and Food & Beverage Service.
- College takes students for various Field trips and educational tours such as Hotels, Laundry. Bakery, Industrial Canteen, Retail Shops, Breweries, Wineries, etc.

These kinds of real life exposures trigger their interest and inspire students to give them complete learning experience.

1. **Learning through Group discussion and debates.**

Teachers ignite significant conversation in classrooms by motivating students to ask open-ended questions and case studies. Various topics and case studies are given for group discussions. When students debate during brain storming sessions, they are taught about active listening, team work and development of emotional quotient for hospitality industry.

1. **On the Job Learning**

Students learn various skills when they undergo on the job training. Out Door Catering also gives them fist hand experience on handling various situations and grooms them for Hospitality Industry. Experiences gained through On the Job Training, ODC, Role Plays, Simulations, Situation Handlings activate different Public Relations & People Management skills which help students to relate this to their real life experiences in the long term journey.

1. **Adaptive Teaching**

The Savitribai Phule Pune University syllabus is reviewed periodically so as to help the students cope with the current changing trends in the industry.

In the College various teaching methodologies are used considering difference in learning abilities of students. Various teaching methodologies adapted are:

ICT enabled class rooms, teaching through PPT & Videos, ERP and E-Learning.

All the students of college are registered members of NDL (National Digital Library).

As different students have different level of learning various mentioned adaptive teaching methodologies help them reduce the stress and understand the subject better.

5. CONCLUSION

Additional Information :

Suryadatta Education Foundation (SEF) is a charitable trust registered with the Registrar of Societies, Government of Maharashtra. THe Suryadatta Group of Institutes started in the year 1999.

Prof. Dr. Sanjay B. Chordiya, a Senior Management Professional, Chartered Engineer and Educationist is the Chairman and Founder President of Suryadatta Education Foundation. With more than 28 years of valuable experience, both in the industry and the Academics, Dr. Sanjay B. Chordiya established the Suryadatta Education Foundation to develop self motivated successful leaders in the fields of Management, Information Technology, Media & Mass Communication, Corporate Communication, Consultancy, Value Education, Training and Research. Since its inception, Suryadatta Education Foundation has contributed to the present day vibrant global economy by giving the industry multi-faceted professionals.

The Suryadatta family has blossomed into a bouquet of academic institutions in various disciplines such as Hotel Management & Travel & Tourism, Information Technology, Management, Media & Mass COmmunication, Bio-Infomratics, Interior DEsigning & Fashion Designing, Creative Arts, Vocational & Advanced Studies. Students from many foreign nations and from all parts of INdia pursue their education in different streams at various Suryadatta Institutions.

We at Suryadatta believe in

"Enlig

Concluding Remarks :

Since SCHMTT inception College has progressed and focusing on achieving academic excellence in creating quality human resources for hospitality industry.

Suryadatta Education Foundation is very supportive to both faculty and students by ensuring all the curricular, extracurricular and academic activities, involving alumni, industries where these activities enrich faculty and students of good practices of all sectors of hospitality industry.

Faculties member are encouraged to attend seminars, workshops conducted by hospitality experts and as well invite subject matter experts to specifically share experiences of hospitality industry. The Principal and the faculty members are empowered to bring into class rooms practical hand on activities such as theme lunches, out-door catering services, food festival, flower arrangements, cocktail and mock tail demonstrations.

The Institution is poised to train international acceptance human resources in hotel management industry.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 154 Answer after DVV Verification: 41
2.1.2	Average Enrollment percentage (Average of last five years) 2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
61	60	52	29	24

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
61	60	52	29	31

2.1.2.2. Number of sanctioned seats year-wise during the last five years
Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
61	60	60	60	60

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
61	60	60	60	60

Remark : As per supporting documents.

2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years 2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
9	11	7	6	6

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
45	40	39	27	0

2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 9 Answer after DVV Verification: 8

2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years 3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	2	1

3.4.3	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 last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
8	9	6	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
3	8	9	6	0

3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
9	4	4	3	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
9	7	4	3	1

3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
17	15	14	12	10

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
17	15	14	12	10

3.5.2	Number of functional MoUs with institutions of National/ International importance, Other

Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1.61	1.05	0.93	1.24	2.33

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1.12	0	0.30	0.33	0.26

5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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) year wise during last five years**

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	1	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	0	1

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	5	5	4

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
6	5	5	5	4

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	0

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
03	1	4	0	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13

7	3	4	1	1

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1.41	1.79	1.09	1.0	1.0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1.41	1.79	1.09	1.0	0.98

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of teachers year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
11	8	8	6	7

Answer After DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
11	8	8	7	6

1.5	Number of full time teachers worked in the institution during the last 5 years

Answer before DVV Verification : 35
Answer after DVV Verification : 40