



# SURYADATTA COLLEGE

OF HOSPITALITY MANAGEMENT AND TRAVEL TOURISM, PUNE

Campus : "Gayatri" S. No. 342, Chandani Chowk, Pashan Road, Beside DSK Ranwara,

Bavdhan (Bk), Pune - 21. Tel. : 67901300,8956932408

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& Enhancing Lives

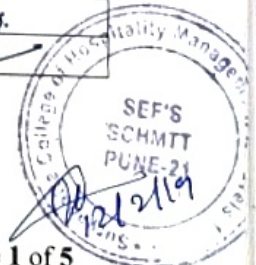
## IQAC - SCHMTT

### Minutes of Meeting

No. SCHMTT / IQAC 02 / 2019-20
Date- 12.07.2019
Purpose- Review of meeting A.Y. 2018-19 & planning of A.Y. 2019-20
Chairperson- Dr. Shefali Joshi

#### Attendees :

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



As the outset Dr. Prof. Shefali Joshi, Chair Person welcomed the members. Thereafter asserting the quorum IQAC coordinator Prof. Ulhas Chaudhari briefed all agenda items going to be covered in the meeting and were taken up the further discussion:

1. Confirmation of the minutes of the last meeting held on 12.07.2019, Monday 3:30 pm to 5:15 pm and review on IQAC and college activities for A.Y. 2018-19, minutes were read and confirmed.

Updates on IQAC initiatives for the semester:

- Enhancing students learning through innovative teaching-learning methods.
- Formalization of Outcome Based Education (OBE) for the students in various activities.
- Faculty Development Program on Research Methodology.
- Innovative and Interactive Teaching-Learning methodology adapting in teaching.
- Center for Innovation, Incubation and Linkages conducting activities.
- Students placement and further study report submitted.
- Review of existing feedback mechanism from various stakeholders and its relevance for curriculum enrichment, current pass out students feedback on curriculum and college is taken and review.

2. Prof. Atul Deshpande apprised house on New syllabus structure for B.Sc. HS First Year which will be credit based w.e.f. July 2019, as follows:

- a) Curriculum pattern
- b) Passing criteria
- c) Assignment, credit based evaluation system
- d) Internship process and tenure.

IQAC appreciated the above changed / reforms done in Academic Regulation.





3. Prof. Pravin Rathod highlighted on examination:

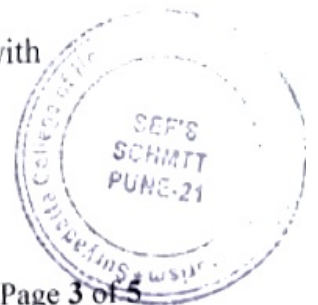
- Exam department to conduct awareness workshop for the faculty members for new credit based examination.
- Question paper setting and evaluation guidelines to be circulated for the faculty members.  
Announcement for the unit test for FY, SY and TY and submitted time table for the same.
- Result analysis report is prepared and submitted.
- Filing of sample question paper and question bank.
- There were no such examination grievances, minor issues were solved by communication with university examination department.

4. Library: Ms. Pooja Bhujbal Updated on library:

- Renovation of Delnet software is done.
- New National and International journal Subscription done.
- Review on utilization of e-books, journals, magazines, etc. and plan for next requirement.
- Quotation for addition of new books is proposed to vendors.  
*Barcode printer, scanner purchase.*

5. Students Support and Progression

- Prof. Pratik Updated on the online certificate courses on SWAYAM portal.
- QIP seminar to be plan and subject for the seminar to finalize.
- Students development activities to plan for students enhancement and overall holistic development such as fire fighting and woman empowerment, personal safety, unique students and staff interaction activities.
- Prof. Bhaksar Vardhi suggest on taking more Industrial collaborations with industries for various activities.
- to pal out yearly working schedule for enhancing alumni engagement.



- Every Thursday all kitchen faculty to submit indent for all practicals in next week to the stores. On every Thursday vouchers to be submitted in building no 1. Each faculty will mention their costing details and any transfer notes in the costing register.
- Individual faculty to prepare themselves for innovative teaching-learning activities, video collection, PPT presentation.
- Prof. Ulhas Chaudhari suggested on taking consultancy to the hotel and restaurants.
- Counseling to the students for placement and career guidance, also sessions on interview skills to conduct.

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

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



**Prof. Ulhas Chaudhari**

**IQAC Coordinator**




**Dr. Prof. Shefali Joshi**

**Principal, IQAC Chairperson**



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## IQAC - SCHMTT

### Minutes of Meeting

Date- 15.05.2019

15/05/2019

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

Chairperson- Dr. Shefali Joshi

Attendees-

NAME OF THE MEMBER	DESIGNATION	ROLE	SIGNATURE
Dr. Prof. Shefali Joshi,	Principal	Chairperson	<i>[Signature]</i>
Dr. Kimaya Gandhi	Director SEF	Member	
Prof. Atul Deshpande,	Asst. Professor	Member	<i>[Signature]</i>
Prof. Bhaskar Vardhi	Asst. Professor	Member	<i>[Signature]</i>
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Prof. Ulhas Chaudhari	Asst. Professor	IQAC coordinator	<i>[Signature]</i>

*[Handwritten signature]*  
15/05/2019

*[Circular stamp: IQAC SCHMTT, PUNE]*



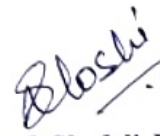
## Minutes of Meeting

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



**Prof. Ulhas Chaudhari**

**IQAC**



**Dr. Prof. Shefali Joshi**

**Chairperson**