

- **Research Article:** Developed and drafted a faculty research article.
- **Website Development:** Began the development of a new, student-friendly website for SCHMTT.

2. Exam Department:

Action Plan:

- Complete the results analysis report.
- Offer written exams and prepare question papers and question banks for final exams.
- Address any formal complaints in the exam cell.

Action Taken:

- **Results Analysis:** Completed and distributed the results analysis report.
- **Examination Preparation:** Provided question papers and question banks for final exams, and conducted mock tests.
- **Complaint Management:** Addressed no formal complaints; ensured smooth examination processes.

3. Library:

Action Plan:

- Update subscriptions to national and international journals.
- Review and plan purchases of e-books, periodicals, and magazines.
- Propose new books for acquisition.

Action Taken:

- **Journal Subscriptions:** Successfully updated subscriptions to include new national and international journals.
- **Resource Planning:** Reviewed current resources and planned future acquisitions.
- **Book Proposals:** Recommended new books for purchase to vendors.

4. Student Support and Progression:

Action Plan:

- Explore and implement new teaching methods.
- Complete registration for the Alumni Connect portal.
- Arrange student development events and seminars.
- Explore virtual industry visits.
- Plan creative teaching-learning activities and utilize video collections.
- Conduct career aid seminars, including interview skills training.

Action Taken:

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SCHMTT
Internal Quality Assurance cell
Plan of Action and Action Taken
AY 2022-2023

1. IQAC Initiatives:

Action Plan:

- Formulate new cells for the academic year 2022-23.
- Develop and implement instructional approaches for effective teaching.
- Plan activities to engage students in the post-pandemic scenario.
- Conduct a Research Methodology Faculty Development Programme.
- Update admission policies and procedures for the current academic year.
- Submit innovation and incubation proposals.
- Ensure campus security, sanitization, and safety protocols.
- Assess and refine the feedback process from stakeholders, including current pass-out students.
- Develop a faculty research article and draft its content.
- Create a new, user-friendly website for SCHMTT.

Action Taken:

- **Cell Formulation:** New cells were successfully formulated and activated for the 2022-23 academic year.
- **Instructional Approaches:** Implemented both traditional and online instructional methods to enhance learning.
- **Student Engagement:** Initiated virtual practicals and online activities to keep students engaged during the pandemic.
- **Faculty Development:** Conducted a Research Methodology Faculty Development Programme.
- **Admission Policies:** Updated policies and procedures to streamline the admission process.
- **Innovation Proposals:** Submitted proposals for innovation and incubation.
- **Campus Safety:** Maintained strict adherence to security, sanitization, and safety protocols.
- **Feedback Process:** Evaluated the current feedback process and incorporated input from pass-out students to enrich the curriculum.

Minutes of Meeting held on 13 /04/ 2023 at 2:30pm

Faculty Present:

- | | |
|---|--|
| 1. Prof. Atul Deshpande- Principal | 5. Prof. Abhijeet Gajjaralwar - IQAC coordinator |
| 2. Prof. Bhaskar Vardi - Vice Principal | 6. Prof. Mukesh Langhiya |
| 3. Prof. Preeti Kumtha | 7. Prof. Priya Sawarkar |
| 4. Prof. Neeta Kumar | 8. Prof. Prajyot Bhalerao |
| | 9. Prof. Rushikesh Padhye |

Prof. Abhijeet Gajjaralwar started the meeting at 2:30pm.

Meeting was held to discussed points on NAAC.

1. Initially, Prof. Bhaskar Vardi gave a general guidance.
2. Then Prof. Abhijeet Gajjaralwar started meeting and explained what is NAAC, AQAR, IQAC is about and discussed the same.
 - a) NAAC - National Assessment and Accreditation Council
 - b) AQAR - Annual Quality Assurance Report
 - c) IQAC - Internal Quality Assurance Cell
3. Then staff member was allocated for criteria and details of same criteria explained to them by Prof. Abhijeet Gajjaralwar.
4. Following Criteria from 1 to 7 were explained-
 - I. CURRICULAR ASPECTS - NEETA KUMAR
 - II. TEACHING-LEARNING AND EVALUATION - MUKESH KUMAR LANGHIYA
 - III. RESEARCH, INNOVATIONS AND EXTENSION - BHASKAR VARDI
 - IV. INFRASTRUCTURE AND LEARNING RESOURCES - PRIYA SAWARKAR
 - V. STUDENT SUPPORT AND PROGRESSION - PRAJYOT BHALERAO
 - VI. GOVERNANCE, LEADERSHIP AND MANAGEMENT - PREETI KUMTHA
 - VII. INSTITUTIONAL VALUES AND BEST PRACTICES - RUSHIKESH PADHYE
5. After then doubts were cleared by Prof. Atul sir and Prof. Abhijeet Gajjaralwar regarding NAAC.

Meeting ended up by 5:30pm

Prepared by

Prof. Abhijeet A Gajjaralwar
IQAC co-ordinator
Dated 13/04/2023



Verified by

Prof. Atul Deshpande

Principal

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IQAC - SCHMTT**Minutes of Meeting (4TH)**

No. SCHMTT / IQAC 04 / 2022-23
Date- 13/09/2023
Purpose- Review of meeting A.Y. 2022-23 & Closing of A.Y. 2022-23
Chairperson- Dr. Rohit O Sarin

Attendees :

Name of The Member	Designation	Role	Signature
Dr. Prof. Rohit O Sarin	Principal	Chairperson	Rohit Sarin
Ms. Snehal Navlakha	Director SEF	Member	
Prof. Atul Deshpande	Asst. Professor	Member	
Prof. Bhaskar Vardhi	Asst. Professor	Member	
Prof. Preeti Kumtha	Asst. Professor	Member	
Prof. Priya Sawarkar	Asst. Professor	Member	Priya Sawarkar
Prof. Prajyot Bhalerao	Asst. Professor	Member	Prajyot Bhalerao
Prof. Rushikesh Padhye	Asst. Professor	Member	Rushikesh Padhye
Prof. Mukesh Langiya	Asst. Professor	Member	
Ms. Pooja Bhujbal	Librarian	Member	Pooja
Ms. Savita Gandhi	Yoga/Physical Education	Member	
Ms. Trupti Mali	Administrative Officer	Member	Trupti Mali
Ms. Savita Matane	Asst. Registrar	Member	Savita Matane
Ms. Sandhya	Maher NGO	Member	Sandhya
Mr. Shoaib Mulla	HR Radisson Blu Hinjwadi	Hotelier	Shoaib Mulla
Ms. Kavita Pardesi	Alumni	Member	Kavita Pardesi
Ms. Rutika Devkule	Student	Member	Rutika Devkule
Mr. Siddeshwar Satpute	Student	Member	Siddeshwar Satpute
Prof. Abhijeet Gajjarwar	Asst. Professor	IQAC Coordinator	Abhijeet Gajjarwar

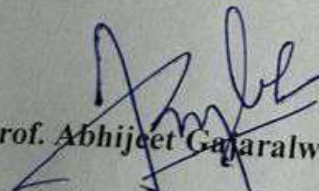


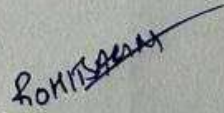
5. Students Support and Progression

- Physical classes for theory and practicals start.
- Registration for the alumni portal for Alumni Connect is complete.
- Professor Atul Deshpande will conduct a placement cell meeting and briefing for TY students.
- A visit to the industry is being discussed.
- Faculty should plan creative teaching-learning initiatives, such as video gathering and PPT presentations.
- Conducted webinar review for students seeking placement and career aid, including interview skills training.

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

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


Prof. Abhijeet Gajralwar
IQAC Coordinator


Dr. Prof. Rohit O Sarin
Principal, IQAC Chairperson



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As the outset Dr. Prof. Rohit O Sarin, 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 12.11.2022, 2:00 pm to 4:00 pm and review on IQAC and college activities for A.Y. 2022-23, minutes were read and confirmed.

Updates on IQAC initiatives for the semester:

- Beginning of AY 2022-23 Term II and planning.
 - Physical Education Planning Methodology • Practical Budgeting.
 - Organizing student industry visits.
 - Plan and execute unit tests.
 - Participate in intercollegiate tournaments and mentor students.
 - Maintain campus sanitation in accordance with 19 security, sanitization, and safety guidelines.
 - Provided guidance on faculty research papers, content writing, and book publishing.
2. New syllabus structure for B.Sc. HS which will be credit based for Term II, as follows:
 - a) Curriculum pattern
 - b) Passing criterion
 - c) Assignment, credit-based grading system
 - d) Placement procedure and preferences
 3. Exam department highlighted on examination:
 - BSc HS result the one that followed.
 - Internal examination sample question paper and question bank.
 - Schedule a preliminary exam before the final exam

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

- New National and International journal Subscription .
- Review on purchases of e-books, journals, magazines, etc. and plan for next requirement.
- New books is proposed to vendors for purchase.



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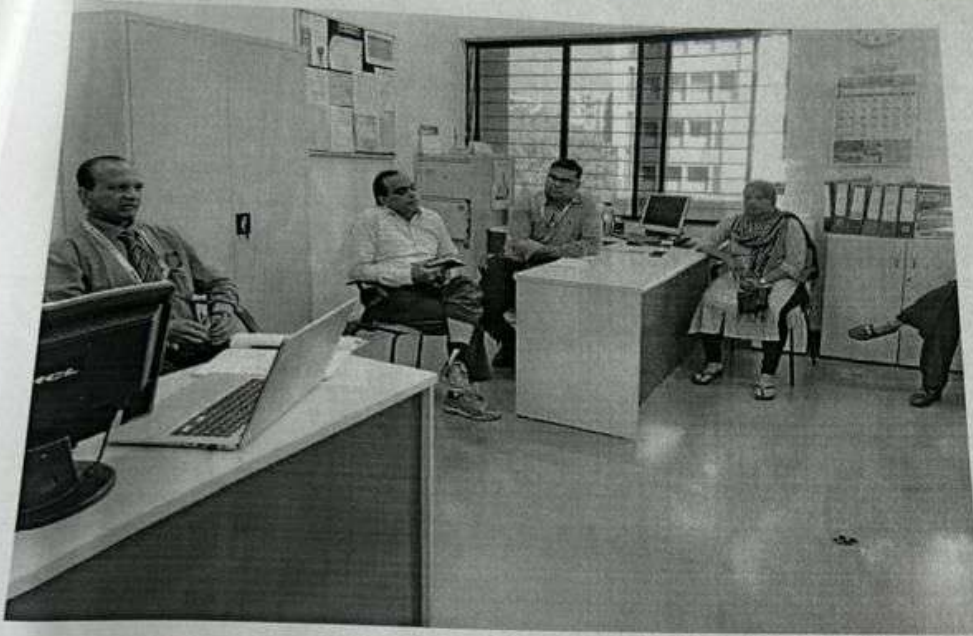
IQAC - SCHMTT**Minutes of Meeting (3rd)**

No. SCHMTT / IQAC 03 / 2022-23
Date- 16.01.2023
Purpose- Online offline academic & non-academic activities
Chairperson- Dr. Rohit O Sarin

Attendees :

Name of The Member	Designation	Role
Dr. Prof. Rohit O Sarin	Principal	Chairperson
Ms. Snehal Navlakha	Director SEF	Member
Prof. Atul Deshpande	Asst. Professor	Member
Prof. Bhaskar Vardhi	Asst. Professor	Member
Prof. Preeti Kumtha	Asst. Professor	Member
Prof. Priya Sawarkar	Asst. Professor	Member
Prof. Pradnya Padekar	Asst. Professor	Member
Prof. Raturaj Deshmukh	Asst. Professor	Member
Prof. Mukesh Langiya	Asst. Professor	Member
Ms. Pooja Bhujbal	Librarian	Member
Ms. Savita Gandhi	Yoga/Physical Education	Member
Ms. Trupti Mali	Administrative Officer	Member
Ms. Savita Matane	Asst. Registrar	Member
Ms. Sandhya	Maher NGO	Member
Mr. Shoaib Mulla	HR Radisson Blu Hinjwadi	Hotelier
Ms. Kavita Pardesi	Alumni	Member
Ms. Rutika Devkule	Student	Member
Mr. Siddeshwar Satpute	Student	Member
Prof. Abhijeet Gajjaralwar	Asst. Professor	IQAC Coordinator



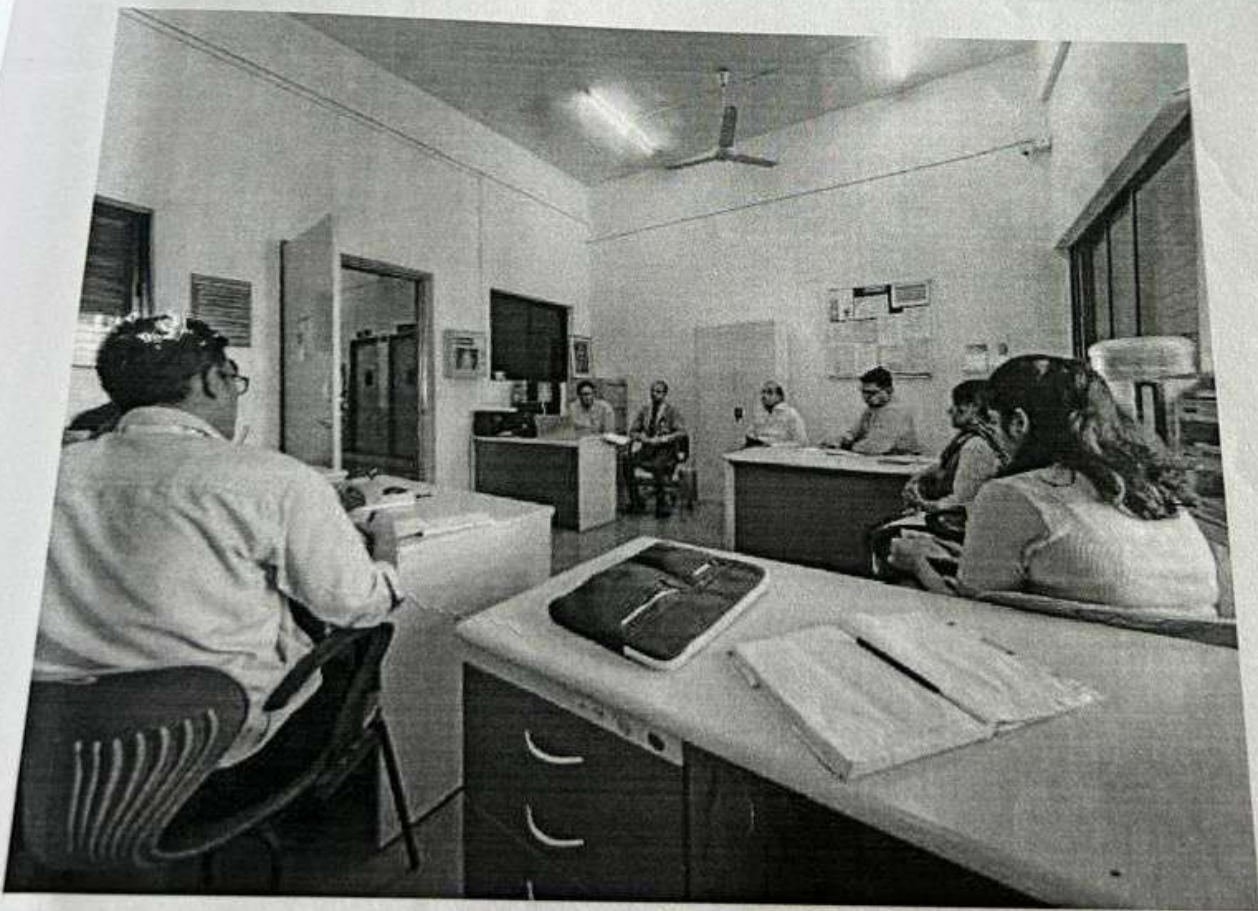
IQAC
2020-21
2019-20

IQAC
2018-19



[Handwritten Signature]
IQAC Coordinator

[Handwritten Signature]
Principal
PRINCIPAL
SURYADATTA COLLEGE OF HOSPITALITY
MANAGEMENT & TRAVEL TOURISM PUNE



IQAC
2020-21
2019-20
IQAC
2018

Anand
IQAC Coordinator



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SURYADATTA COLLEGE OF HOSPITALITY
& MANAGEMENT & TRAVEL TOURISM PUNE
Principal

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Website: - www.schmtt.org

IQAC MINUTES OF MEETING ON 12 Nov 2022 at Faculty Room No. 01

Present:

- | | |
|-------------------------------|---------------------------|
| 1. Prof. Atul Deshpande | 6. Prof. Rushikesh Padhye |
| 2. Prof. Bhaskar Vardhi | 7. Prof. Pradnya Padekar |
| 3. Prof. Abhijeet Gajjaralwar | 8. Prof. Priya Sawarkar |
| 4. Prof. Preeti Chatterji | 9. Prof. Mukesh Langiya |
| 5. Prof. Raturaj Deshmukh | 10. Trupti Mam (Admin) |

The meeting started at 9:30 am

Points Discussed: -

1. AQAR report for year 2020 – 2021 is almost ready.
2. AQAR report for year 2021 – 2022 needs to be get ready.
3. Various Criteria of NAAC is been discussed by Prof. Abhijeet.
4. Seven Criteria of NAAC has been assigned to various faculties and Staff.
5. First Criteria Curricular Aspects has been assigned to Prof. Raturaj Deshmukh.
6. Second Criteria Teaching, Learning, and Evaluation has been assigned to Prof. Abhijeet and Prof. Mukesh.
7. Third Criteria Research, Innovation, and Extensions is assigned to Prof. Bhaskar Vardhi.
8. Fourth Criteria Infrastructure and Learning Resources assigned to Prof. Priya and Prof. Mukesh.
9. Fifth Criteria Student Support and Progression assigned to Prof. Pradnya and Trupti Mam.
10. Sixth Criteria Governance, Leadership, and Management assigned to Prof. Preeti Chateerji and Prof. Atul Deshpande.
11. Seventh Criteria Institutional Values and Best Practices assigned to Prof. Rushikesh and Trupti Mam.
12. Compilation of NAAC Documents is to be done on every day basis.
13. Reports to be shared on IQAC Mail.
14. AQAR report will be filled by every faculty who is involved in the NAAC criteria.
15. For any visit or field work per visit seminar and post visit seminar is must.

There being no other points to discuss the meeting adjourned at 11:00am.

[Signature]
IQAC Coordinator



[Signature]
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IQAC - SCHMTT**Minutes of Meeting (2nd)**

No. SCHMTT / IQAC 02 / 2022-23
Date- 12.11.2022
Purpose- Review of meeting A.Y. 2022-23 & planning of A.Y. 2022-23
Chairperson- Dr. Rohit O Sarin

Attendees :

Name of The Member	Designation	Role	Signature
Dr. Prof. Rohit O Sarin	Principal	Chairperson	
Ms. Snehal Navlakha	Director SEF	Member	
Prof. Atul Deshpande	Asst. Professor	Member	
Prof. Bhaskar Vardhi	Asst. Professor	Member	
Prof. Preeti Kumtha	Asst. Professor	Member	
Prof. Priya Sawarkar	Asst. Professor	Member	
Prof. Pradnya Padekar	Asst. Professor	Member	
Prof. Raturaj Deshmukh	Asst. Professor	Member	
Prof. Mukesh Langiya	Asst. Professor	Member	
Ms. Pooja Bhujbal	Librarian	Member	
Ms. Savita Gandhi	Yoga/Physical Education	Member	
Ms. Trupti Mali	Administrative Officer	Member	
Ms. Savita Matane	Asst. Registrar	Member	
Ms. Sandhya	Maher NGO	Member	
Mr. Shoaib Mulla	HR Radisson Blu Hinjwadi	Hotelier	
Ms. Kavita Pardesi	Alumni	Member	
Ms. Rutika Devkule	Student	Member	
Mr. Siddeshwar Satpute	Student	Member	
Prof. Abhijeet Gajjaralwar	Asst. Professor	IQAC Coordinator	



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 Page 1 of 3

4. Students Support and Progression

- Prof. Mukesh explored teaching methods.
- Registration for the alumni portal for Alumni Connect is complete.
- Prof. Atul Deshpande arranged student development events and Seminars.
- The concept of virtual visits is explored.
- Faculty members should plan creative teaching-learning activities and video collections. Presentation using PowerPoint.
- Conducted Seminar review for students seeking placement and career aid. including interview skills training.

Principal/Chairperson and IQAC coordinator thanked all members for attending the meeting and giving valuable inputs and their contribution There were no further item, the meeting ended with warm note.


Prof. Abhijeet Gopalwar
IQAC Coordinator

Dr. Prof. Rohit O Sarin
Principal, IQAC Chairperson



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As the outset Dr. Prof. Rohit O Sarin, 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 conducted on 11.03.2022, Friday 3.30 p.m. to 5:15 p.m., and review of IQAC and college activities for the academic year 2021-22, minutes were read and confirmed.
 - IQAC initiative updates for the semester, including cell formulation for 2022-23
 - Planning instructional approaches.
 - Activities to involve students in the post-pandemic scenario.
 - Research Methodology Faculty Development Programme.
 - Updated admission policies and procedures for the current school year.
 - Submit innovation and incubation proposals.
 - Maintaining campus security, sanitization, and safety protocols.
 - Assess the current feedback process from stakeholders and its relevance for curriculum enrichment. Current passout students submit input on the curriculum and college.
 - Developed a faculty research article and drafted its content.

IQAC appreciated the above changed / reforms done in Academic Regulation. Principal and external members appreciated the SCHMTT faculty for being a part of university syllabus development committee / member.

2. Exam department emphasises examination:
 - The results analysis report has been completed and sent.
 - Offering written exams, question papers, and question banks for final year exams.
 - There are no formal complaints at the exam cell.
3. Library: Ms. Pooja Bhujbal. Updates to the library include new subscriptions to national and international journals.
 - Review purchases of e-books, periodicals, and magazines and plan for future needs.
 - Proposed new books for sellers to purchase.



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IQAC - SCHMTT

Minutes of Meeting (IST)

No. SCHMTT / IQAC 01 / 2022-23
Date-
Purpose- Commencement of A.Y. 2022-23 & Planning of A.Y. 2022-23
Chairperson- Dr. Rohit O Sarin

Attendees :

Name of The Member	Designation	Role	Signature
Dr. Prof. Rohit O Sarin	Principal	Chairperson	<i>Rohit Sarin</i>
Ms. Snehal Navlakha	Director SEF	Member	
Prof. Atul Deshpande	Asst. Professor	Member	<i>Atul</i>
Prof. Bhaskar Vardhi	Asst. Professor	Member	<i>Bhaskar</i>
Prof. Preeti Kumtha	Asst. Professor	Member	<i>Preeti</i>
Prof. Priya Sawarkar	Asst. Professor	Member	<i>Priya</i>
Prof. Pradnya Padekar	Asst. Professor	Member	<i>Pradnya</i>
Prof. Raturaj Deshmukh	Asst. Professor	Member	<i>Raturaj</i>
Prof. Mukesh Langiya	Asst. Professor	Member	<i>Mukesh</i>
Ms. Pooja Bhujbal	Librarian	Member	<i>Pooja</i>
Ms. Savita Gandhi	Yoga/Physical Education	Member	<i>Savita</i>
Ms. Trupti Mali	Administrative Officer	Member	<i>Trupti</i>
Ms. Savita Matane	Asst. Registrar	Member	<i>Savita</i>
Ms. Sandhya	Maher NGO	Member	<i>Sandhya</i>
Mr. Shoaib Mulla	HR Radisson Blu Hinjwadi	Hotelier	<i>Shoaib</i>
Ms. Kavita Pardesi	Alumni	Member	<i>Kavita</i>
Ms. Rutika Devkule	Student	Member	<i>Rutika</i>
Mr. Siddeshwar Satpute	Student	Member	<i>Siddeshwar</i>
Prof. Abhijeet Gajjaralwar	Asst. Professor	IQAC Coordinator	<i>Abhijeet</i>



- **Teaching Methods:** Explored and implemented innovative teaching methods.
- **Alumni Portal:** Completed registration for the Alumni Connect portal.
- **Student Events:** Arranged several development events and seminars for students.
- **Virtual Visits:** Explored options for virtual industry visits.
- **Creative Learning:** Planned and executed creative teaching-learning activities.
- **Career Aid:** Conducted seminars focused on career preparation and interview skills.

Summary

The action plan for the semester aimed to enhance educational quality, streamline administrative processes, and improve student and faculty engagement. The IQAC successfully implemented new cells, updated instructional methods, and initiated various student engagement activities. The exam department efficiently managed results analysis and exam preparations, with no formal complaints reported. The library expanded its resources and planned future acquisitions, while student support initiatives included innovative teaching methods and enhanced career aid services. Overall, the actions taken have contributed to a more effective and supportive academic environment.

Abhijeet Gajjaralwar

Prof. Abhijeet Gajjaralwar

IQAC Coordinator

Rohit Sarin

Dr. Prof. Rohit Sarin

Principal, IQAC Chairperson
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