



SINHGAD TECHNICAL EDUCATION SOCIETIES

SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

LONAVALA

**Dt.02.07.2020**

**NOTICE**

This is to inform all IQAC members that there is a meeting on **06/07/2020** at **4pm** on zoom platform.

**AGENDA**

1. **Academic calendar** for the Academic year 2020-2021
  2. **Allocation of subject** for the year 2020-2021
  3. **Allotment of new mentors** for 2020-2021
  4. **Re-Admission process & fees** for BHMCT & BSC (HS) for 2020-2021.
  5. Examination related & innovations in system.
  6. Formation of **new committees** & their role for 2020-2021
  7. **Opening** of college for **new batch of Fybsc(Hs)** & reopening of **regular BSCHS & BHMCT**.
  8. To start **online Teaching** for TYBScHS, SYBHMCT AND FINAL YEAR BHMCT on Google classroom / Microsoft Teams platform.
  9. to start working to **create E- content** and notes to prepare.
- Any other suggestions/recommendations.

Dr. Ayesha Siddiqui  
Principal

**PRINCIPAL**

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IQAC coordinator

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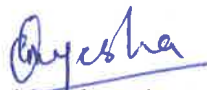
LONAVALA

Dt.07/07/2020

**MINUTES OF IQAC MEETING HELD ON 06/07/2020**

Points were discussed in detail & following decisions were taken

- 1-Detail academic calendar with working days, holidays, term end & examination for the full year need to be prepared by **Prof. S.A. Godse** before 1<sup>st</sup> August 2020.
- 2-Subject allocation for BSCHS & BHMCT need to be prepared by **Prof. Rahul Shende** for the year 2020-2021 before 20<sup>th</sup> July 2020.
- 3-Two class mentor for each class & their role & responsibilities are finalized by IQAC.
4. Detail admission process, eligibility criteria fees CET dates, data collection, promotion for BHMCT & BSC (HS) were discussed.
5. Due to pandemic situation, Google form question paper method to be adopted with MCQ questions.
6. Various committee co-coordinator & members are identified & their role & responsibilities to be prepared by Prof. Godse by 20<sup>th</sup> July 2020.
7. Reopening dates of regular BSCHS & BHMCT are finalized & tentative dates for opening of for new batch of Fybsc (Hs) are planned.
8. To start **online Teaching** for TYBSCHS, SYBHMCT AND FINAL YEAR BHMCT on Google classroom / Microsoft Teams platform.
9. To start working to **create E- content** and notes to prepare and keep ready.
10. Online Re-admission form to be filled and part / full fees can be paid.
11. New IQAC committee is formed from 1<sup>st</sup> July 2020



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**Dt.30/08/2020**

**ACTION TAKEN REPORT**

New IQAC committee is formed from 1<sup>st</sup> July 2020.

- Academic calendar for the Academic year 2020-2021 prepared by **Prof. Prof. S.A. Godse** for full academic year & displayed on college notice board.
- Subject allocation chart for **BHMCT & BSCHS** prepared by **Prof. Rahul Shende** & circulated to all concerned faculties.
- Allotment of new class mentors for all the classes is done & circulated to all concerned faculties for the academic year 2020-21
- The full process of admission for **BHMCT & BSCHS** along with the **CET** dates, **DTE CAP** rounds & fees will be displayed on college notice board along with all relevant information & dates
- New committees list (**co-coordinator & member**) for year 2020-2021 is circulated to all faculty & non teaching staff along with their role & responsibilities.
- College reopening dates are finalized & displayed on college notice board. **3<sup>rd</sup> August 2020** for SYBSCHS, SYBHMCT & TYBSCHS and final year BHMCT.

For new **FYBSCHS** will start the academics from **1<sup>st</sup> September, 2020** subject to the GR of Govt of Maharashtra and SPPU on safety on new norms of COVID.

  
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**Dt.01/09/2020**


### **NOTICE**

This is to inform all IQAC members that there is a meeting on **03/09/2020** at **3pm** on Microsoft Teams platform.

### **AGENDA**

1. Collection of course files, activity report, log book of 2019-20.
2. Submission of PPT and attendance to the NAAC computer in Board Room.
3. Collection of feedback from students on Online teaching .
4. Submission of E- content and notes to the library.
5. Updation of PO and PEO as per each subject allotted.
6. Tentative date finalization for the online Practical classes to start.
7. Pending fees collection calls to student and parent.
8. Class test exam date to be finalized for the internal marking MCQ based.
9. Guest lecture activity reports to be submitted.
10. Daily Reporting Sheet to be developed.

  
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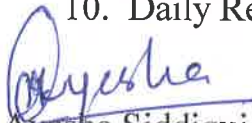
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Dt.12/09/2020

**MINUTES OF IQAC MEETING HELD ON 3/09/2020**

Points were discussed in detail & following decisions were taken

1. The course files, activity report, log book of 2019-20 to be submitted to IQAC.
2. Submission of PPT and attendance to the NAAC computer in Board Room up to 31<sup>st</sup> August 2020.
3. ONLINE feedback to be developed and feedback to be taken from students on Online teaching.
4. All faculty to submit of E- content and notes to the library before 10<sup>th</sup> of sep 2020.
5. All faculty to Update PO and PEO as per each subject allotted.
6. Tentative date finalized 15SEP2020 for the online Practical classes to start for accommodation subjects and for production to plan the practical and keep ready to be conducted.
7. Pending fees collection calls to student and parent to be done by counselors.
8. Class test exam date finalized on 1<sup>st</sup> week of Oct2020 for the internal marking MCQ based.
9. Guest lecture activity reports to be submitted.
10. Daily Reporting Sheet to be developed.

  
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**ACTION TAKEN REPORT**

**30/10/2020**

1. The course files, activity report, log book of 2019-20 submitted to IQAC.
2. Submission of PPT and attendance to the NAAC computer in Board Room was done.
3. ONLINE feedback was developed and feedback forms circulated to students on online teaching.
4. All faculties submitted of E- content and notes to the library before 15<sup>th</sup> of sep 2020.
5. All faculties to Updated PO and PEO as per each subject allotted.
6. Tentative date finalized 15Sep 2020 for the online Practical classes started for accommodation subjects and for production live demo practicals conducted from institute kitchen
7. Pending fees collection calls to student and parent were done by counselors.
8. Class test exam date finalized on 2<sup>nd</sup> week of Oct 2020 for the internal marking MCQ based.
9. Guest lecture activity reports submitted.
10. Daily Reporting Sheet was developed and faculties started maintaining daily records of classes.

  
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**Dt.04.01.2021**

**NOTICE**

This is to inform all IQAC members that there is a meeting on **06/01/2021 at 3pm on Microsoft Teams platform.**

**AGENDA**

1. **Academic activities** for the even semester jan2021-june 2021
2. **Allocation of subject and teaching load** for the EVEN SEMESTER for the year 2020-2021
3. **Allotment of new mentors** for 2020-2021 for the students.
4. Examination related & innovations to be incorporated in the system
5. Formation of new committees & their role for 2020-2021
6. confirmation of the teaching platform.
7. **Opening of college for new batch of Fybsc (Hs) & reopening of regular BSCHS & BHMCT**
8. Any other suggestions/recommendations.

  
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Dt. 06/01/2021

**MINUTES OF IQAC MEETING HELD ON 07/01/2021**

Points were discussed in detail & following decisions were taken

- 1-New activities to be planned like online webinars and workshops to enrich the students with knowledge apart from the online teaching.
- 2- New time table, Daily class conduction sheet, staff teaching load, Subject allocation for BSCHS & BHMCT need to be prepared by **Prof. S A Godse** for the semester Jan 2021- june2021
- 3- Two class mentor for each class & their role& responsibilities are finalized for the even semester by IQAC.
4. Faculty to prepare the PO's and PEO's for the new subjects allocated in the semester.
5. 2008, 2015, 2016 examination patterns, its marking scheme are discussed & 2 set of question paper by way of google forms for internal exam and the results to be submitted to exam department.
6. Reopening dates of regular BSCHS & BHMCT are tentatively finalized on 15 jan21 but final decision to be taken as per the SPPU AND DTE instructions.
7. Online teaching to be done on the Microsoft Teams platform and online class conduction sheet to be filled.





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9. PO and PEO to be prepared by the faculty members for the subjects allocated.

10. Odd semester PO and PEO's and attendance sheets to be submitted to the IQAC and files to be maintained by Prof. Hitesh Muzumdar.

  
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Dt.30/03/2021

**ACTION TAKEN REPORT**

- Academic activities like online webinar conducted on the latest trending topics and workshop on food production conducted.
- Subject allocation chart for **BHMCT & BSCHS** prepared by **Prof S.A. Godse** & circulated to all concerned faculties.
- All faculties prepared PO and PEO's for the allotted subjects.
- Allotment of new class mentors for all the classes is done & circulated to all concerned faculties for the academic year 2020-21.
- New committees list (**co-coordinator & member**) for semester Jan 2021 is circulated to all faculty & non-teaching staff along with their role & responsibilities.
- College reopening dates are yet to be expected. The faculties started teaching on MS Teams and daily conduction sheets are updated.

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**Dt.28.06.2021**

### **NOTICE**

This is to inform all IQAC members that there is a meeting on **30/06/2021 at 3pm on Microsoft Teams platform.**

### **AGENDA**

1. Submission of the activity reports.
2. Submission of the online webinar and workshop reports.
3. Submission of PO and PEO with the attendance sheets for the semester.
4. Submission of the daily conduction sheets and syllabus completion report.
5. Updation of the study materials with the library.
6. Planning of Admission promotion strategy
7. Semester closing and mode of examination.
8. Any other suggestions/recommendations.

  
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Dt.02/07/2021

MINUTES OF IQAC MEETING HELD ON 30/06/2021

Points were discussed in detail & following decisions were taken

- 1 The activities done under the student training programme to be conducted and reports to be made by faculties.
- 2- Daily class conduction sheet, staff teaching load, Subject allocation for BSCHS & BHMCT need to be prepared by **Prof. S A Godse** for the year Jan,21 submitted.
- 3- submission of all PO and PEO prepared by the faculty members for the subjects allocated to IQAC and the files to be maintained in IQAC ROOM by Prof. Hitesh Muzumdar.
4. The Practical exam also to be conducted on the online mode as per the guidelines given by the SPPU.
7. The physical reopening of college will be done as per the instructions of AICTE, DTE and SPPU.

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**Dt.10/07/2021**

**ACTION TAKEN REPORT**

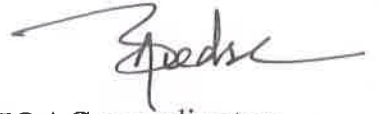
1. Course files with PEO & PO'S, attendance sheet, log books & all activity reports were collected by IQAC.

3. BHMCT term is to be ended on 30th june2021.

  
Dr. Ayesha Siddiqui

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**IQAC MEETING ATTENDANCE**

DATE 30/06/2021

SNo	Name of Person	Designation	
1	Dr . Ayesha Siddiqui	Chairman	
2	Prof Saudagar Godse	Coordinator IQAC	
3	Prof Rahul Shende	Member	
4	Prof Hitesh Muzumdar	Member	
5	Prof Partha Nath	Member	
6	Dr. Manik Gaikwad	Management Member	
7	Dr .S.U.Gawade	Management Member	
8	Mr Debashish Mahapatra	Alumni Representative	
9	Mr Jagar Thakur (VP- fariyas Resorts)	Industry Representative	
10	Ms Sujata Angadi	Nominee of local society	
11	Mr Sonu Prajapati	Student Representative	
12	Ms Savi Wakchaure	Student representative	

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