



SINHGAD TECHNICAL EDUCATION SOCIETIES

SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

LONAVALA

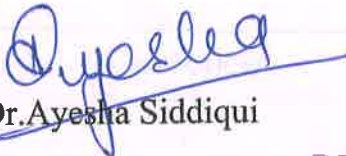
Dt.4.06.2019

NOTICE

This is to inform all IQAC members that there is a meeting on **4/06/2019** at **4pm** at board room.

AGENDA

1. **Academic calendar** for the Academic year 2019-2020
2. **Allocation of subject** for the year 2019-2020
3. **Allotment of new mentors** for 2019-2020
4. **Admission process & fees** for BHMCT & BSC (HS) for 2019-20
5. Examination related & innovations in system.
6. Formation of **new committees & their role** for 2019-2020
7. **Opening of college for new batch of Fybsc(Hs) & reopening of regular BSCHS & BHMCT.**
8. Any other suggestions/recommendations.


Dr. Ayesha Siddiqui

Principal





IQAC coordinator

PRINCIPAL

Sinhgad Institute of Hotel Management
and Catering Technology
Kusaon (Bk), Lonavala - 410 401.



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Dt. 17/06/2019

MINUTES OF IQAC MEETING HELD ON 14/06/2019

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. Saudagar Godase** before **end of June 2019**

2- Subject allocation for BSCHS & BHMCT need to be prepared by Prof. Rahul Shende for the year 2019-20 before 30th June 2019

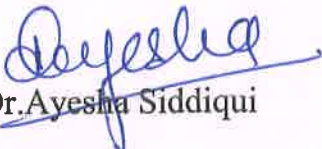
3- Two class mentor for each class & their role & responsibilities are finalized. By IQAC

4. Detail admission process, eligibility criteria fees CET dates, data collection, promotion for BHMCT & BSC (HS) were discussed.

5. 2008, 2015, 2016 examination patterns, its marking scheme are discussed & 2 set of question paper for internal exam need to be submitted to Principal is finalized.

6. Various committee co-coordinator & 2 members are identified & their role & responsibilities to be prepared by **Prof. Saudagar Godase** before **end of June 2019**

7. Reopening dates of regular BSCHS & BHMCT are finalized & tentative dates for opening of for new batch of Fybsc (Hs) are planned.


Dr. Ayesha Siddiqui

Principal

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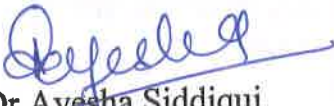
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Dt.29/06/2019

ACTION TAKEN REPORT

- Academic calendar for the Academic year 2019-2020 prepared by Prof. **Rahul Shende** for the year 2019-20 for full academic year & displayed on college notice board.
- Subject allocation chart for **BHMCT & BSCHS** prepared by Prof. **Saudagar Godase** & 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 2019-20.
- 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
- Detail information of new of examination patterns e.g 2008, 2015, 2016 are displayed on exam notice board. Two set of question papers need to give to exam team is finalized.
- New committees list (**co-coordinator & member**) for year 2019-2020 is circulated to all faculty & non teaching staff along with their role & responsibilities.
- College reopening dates are finalized & displayed on college notice board.
10th June 2019 for **SYBSCHS & TYBSCHS**. **BHMCT 2ND JULY 2019**.
For new **FYBSCHS** will start the academics from **15-20th July 2019**.


Dr. Ayesha Siddiqui
Principal

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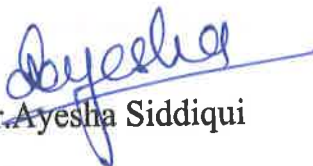
Dt.06/09/2019

NOTICE

This is to inform all IQAC members that there is a meeting on 6/09/2019 at 4pm at board room.

AGENDA

1. Term end for **Bsc.(Hs) & BHMCT** for the Academic year 2019-2020
2. Planning of Internal, Practical, & External exams for Bsc.(Hs) & BHMCT.
3. FYBSc.Hs Diwali break & reopening.
4. Collection of course files, activity report, log book
5. SPPU Examination related online mark filing
6. Reopening of college for TYBSCHS & BHMCT.


Dr. Ayesha Siddiqui
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Dt. 12/09/2019

MINUTES OF IQAC MEETING HELD ON 6/09/2019

Points were discussed in detail & following decisions were taken

1. Term will end for **SyBsc(Hs) & TyBsc(Hs)** in the month of sept. & all **BHMCT** in the month of October for the first semester.
2. Detail Planning of **Internal, Practical, & External exams for Bsc. (Hs) & BHMCT** need to be done by examination team.
3. **FYBSc (Hs)** break need to be planned in the month of November.
4. Course files & log books needs to be collected for **SyBsc (Hs) & TyBsc (Hs)** in first week of October for **BHMCT** last week of October
5. Exam team needs to update on **SPPU Examination online mark filing dates** along with exam timetable
6. College will reopen on 20th December for & **FYBSc (Hs) & TyBsc (Hs)**.


For **BHMCT** it will open on 2nd January 2020


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Dt.25.10.2019

ACTION TAKEN REPORT

- 1 **SyBsc (Hs) & TyBsc(Hs)** term is ended in the last week of September.
2. Detail examination plan with dates for **Internal, Practical, & External exams for Bsc. (Hs)** was displayed on notice board by examination team.
3. **FYBSc (Hs)** students & parents were informed about break from 18th November till 19th December. & reopening in on 20th December.
4. Course files, log books & all activity reports were collected by **IQAC**.
5. Exam team has displayed **SPPU Examination online mark filing dates on notice board**.
6. College reopening dates were displayed on notice board & informed to parents.

Dr. Ayesha Siddiqui
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Dt.16.12.2019

NOTICE

This is to inform all IQAC members that there is a meeting on **16/12/2019** at **4pm** at board room.


AGENDA

- 1. Allocation of subject for the year 2019-2020**
- 2. Allotment of new mentors for 2019-2020**
- 3. Admission process & fees for BHMCT & BSC (HS) for 2019-20**
- 4. Examination related & innovations in system.**
- 5. Opening of college for new batch of Fybsc(Hs) & reopening of regular BSCHS & BHMCT.**
- 6. Any other suggestions/recommendations.**


Dr. Ayesha Siddiqui

Principal




IQAC coordinator

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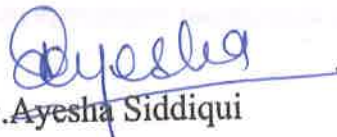
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Dt. 17/12/2019

MINUTES OF IQAC MEETING HELD ON 16/12/2019

Points were discussed in detail & following decisions were taken

1. Subject allocation for BSCHS & BHMCT need to be prepared by Prof. Rahul Shende for the year 2019-20 before 20th December 2019
2. Two class mentor for each class & their role & responsibilities are finalized. By IQAC
3. Detail regarding collection of pending fees, students data collection, promotion for BHMCT & BSC (HS) were discussed.
4. 2008, 2015, 2016 examination patterns, its marking scheme are discussed & 2 set of question paper for internal exam need to be submitted to Principal is finalized.
5. Reopening dates of regular BSCHS & BHMCT are finalized.


Dr. Ayesha Siddiqui
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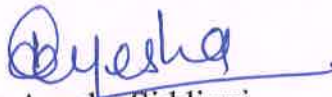
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Dt.31/01/2020

ACTION TAKEN REPORT

- Subject allocation chart for **BHMCT & BSCHS** prepared by **Prof. Saudagar Godase** & 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 2019-20.
- Fees will be displayed on college notice board along with all relevant information & dates
- Detail information of new of examination patterns e.g 2008, 2015, 2016 are displayed on exam notice board. Two set of question papers need to give to exam team is finalized.
- College reopen for Bdc HS on 20th December 2019 and BHMCT reopen on 2nd January 2020.


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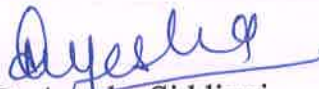
Date: 1.4.2020

NOTICE

This is to inform all IQAC members that there is a meeting on 1/4/2020 at 4pm at board room.

AGENDA

1. Completion of attendance, course file and update of Po's & PEO's by faculty.
2. Instruction for faculty to work from home and completion of all academic work.
3. Pending syllabus from March 2020 to be completed through Zoom platform.
4. Preparation of MCQ based question bank due to lockdown & closure of physical academic operations.
5. Instruction for development of e- content for fourth coming semester.
6. Discussion on various online platforms to be adopted for online teaching and learning.


Dr. Ayesha Siddiqui
Principal

PRINCIPAL

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LONAVALA

Date: 02/04/2020


MINUTES OF IQAC MEETING HELD ON 2/4/2020

1. It was decided that completion of attendance, course file submission and submission of PO's & PEO's to be completed by faculty by April end and submission to IQAC file.
2. Faculty members are instructed to complete all remaining syllabus using various online platform (Zoom).
3. As per instruction from SPPU exam department all faculty should prepare MCQ type question bank of respective subject due to lockdown & closure of physical academic operations.
4. Faculty members are instructed to prepare e-content as per syllabus for both theory & practical for remaining semester.
5. It was discussed regarding various online platform to be adopted for online teaching and learning methods like Google Meet, Microsoft Team were shortlisted to be used.


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Date:30/4/20

ACTION TAKEN REPORT

1. Due to lockdown the completion of attendance, course file, PO'S & PEO's was not submitted in the month of April and submission date/month was postponed to month of June.
2. Faculty members had prepared the MCQ of respective subjects due to lockdown & closure of physical academic operations.
3. Faculty members had completed the remaining syllabus through Zoom online platform.
4. All faculty members was instructed to prepare e-content of theory and practical for fourth coming semester in the month of May & June.
5. It was decided to adopt Microsoft Team & Google Classroom for online teaching learning method.


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IQAC coordinator

Sinhgad Technical Education Society's
**SINHGAD INSTITUTE OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY**

(Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)
Gat No. 309/310, Kusgaon (Bk.), Off Mumbai -Pune Expressway, Lonavala, Dist. Pune - 410 401
Phone : 02114 - 673313 / 14, E-mail : principal.sihmct@sinhgad.edu Website : www.sinhgad.edu



Accredited by NAAC with 'A' Grade

Prof. M. N. Navale
M.E.(ELECT.), MIE., MBA
FOUNDER - PRESIDENT

Dr. (Mrs.) Sunanda M Navale
B.A., M.P.M. Ph.D.
FOUNDER - SECRETARY

Dr. (Mrs.) Ayesha Siddiqui
DHMCT, BA, Msc. HTM, Ph.D.
PRINCIPAL

Date: 01/04/2019

Following members are appointed in the IQAC Committee for the academic year 2019-2020

S.No	Name of Person	Designation	Signature
1	Dr . Ayesha Siddiqui	Chairman	
2	Prof Saudagar Godse	Coordinator IQAC	
3	Prof Rahul Shende	Member	
4	Prof Hitesh Muzumdar	Member	
5	Dr. Manik Gaikwad	Management Member	
6	Dr .S.U.Gawade	Management Member	
7	Mr Debashish Mahapatra	Alumni Representative	
8	Mr Jagar Thakur (VP- fariyas Resorts)	Industry Representative	
9	Ms Sujata Angadi	Nominee of local society	
10	Mr Avi Srimali	Student Representative	
11	Ms Komal Choudhari	Student representative	

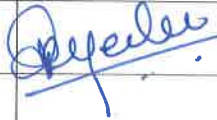
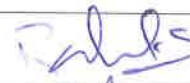

PRINCIPAL



Celebrating 25 Years

Date: 01/04/2019

Following members are appointed in the IQAC Committee for the academic year 2019-2020

S.No	Name of Person	Designation	Signature
1	Dr . Ayesha Siddiqui	Chairman	
2	Prof Saudagar Godse	Coordinator IQAC	
3	Prof Rahul Shende	Member	
4	Prof Hitesh Muzumdar	Member	
5	Dr. Manik Gaikwad	Management Member	
6	Dr .S.U.Gawade	Management Member	
7	Mr Debashish Mahapatra	Alumni Representative	
8	Mr Jagar Thakur (VP- fariyas Resorts)	Industry Representative	
9	Ms Sujata Angadi	Nominee of local society	
10	Mr Avi Srimali	Student Representative	
11	Ms Komal Choudhari	Student representative	


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