



**Sinhgad Technical Education Society's  
SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY,  
KUSGAON (Bk), LONAVALA.**

**NOTICE OF THE GOVERNING BODY MEETING**

Ref. No.: SIHMCT/2018-19/

Date:-08/04/2019

A meeting of the Governing Body of Sinhgad Institute of Hotel Management & Catering Technology (SIHMCT) will be held on 13/05/2019 from 4:30 p.m to 5:30 p.m in the office of the Secretary, STES Karve Road Pune, to transact business as per following Agenda.

**AGENDA**

1. To confirm the minutes of the previous meeting held on 30/10/2018.
2. To discuss the progress report of the Institute up to 31<sup>th</sup> March 2019.
3. To discuss and consider the recommendations of the College Development Committees as detailed below:

**A) Finance Committee:**

- i) To approve the proposed budget for the year 2019-2020 as Recommended by the College Development Committees.

**B) Purchase / Equipment Committee:**

- i) To approve the proposal recommended by the College Development Committees for purchase to be made for the Academic Year 2019-2020.

**C) Building Committee:**

- i) To discuss & approve the proposals recommended by the College Development Committees on repairs & maintenance and internal layout of the existing Sinhgad Institute of Hotel Management & Catering Technology (SIHMCT) building.

**D) Staff Selection Committee:**

- i) To discuss and approve the proposal given by the College Development Committees about requirement of Faculty members.
- ii) To review the status of approvals of existing faculty members.

4. To Plan for various academic activities like guest lectures, seminars, workshops etc. to be held in the academic year 2019-2020.
5. To discuss on proposal for additional intake of B.Sc.HS 2020-2021
6. To discuss any other item with the permission of the chair.

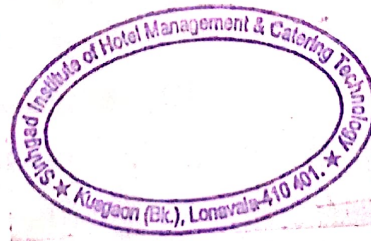
All members of the Committee are requested to attend the meeting.

  
 Dr. Ayesha Siddiqui  
 Principal & Member Secretary

C.C. to :

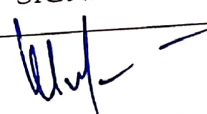

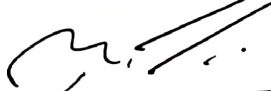
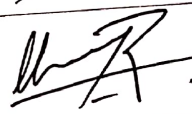
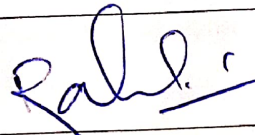
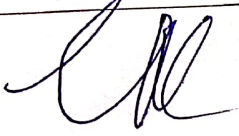
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|-----|---|-------------------|
| 1.  | Prof. M. N. Navale - Founder President, S. T. E. Society            | - Chairman        |
| 2.  | Dr (Mrs.) Sunanda. M. Navale - Founder Secretary, S. T. E. Society- | Member            |
| 3.  | Mrs. Rachana Navale Ashtekar - Vice President, S. T. E. Society-    | Member            |
| 4.  | Mr. Rohit M. Navale - Vice President - S.T.E. Society-              | Member            |
| 5.  | Dr. Arvind V. Deshpande (Director), S T E Society                   | - Member          |
| 6.  | Nominee of AICTE, New Delhi (Industry Expert)                       | - Nominee         |
| 7.  | Director of Technical Education, Mumbai Ex-Officio, DTE             | - Nominee         |
| 8.  | Nominee, Savitribai Phule Pune University, Pune                     | - Nominee         |
| 9.  | Govt. Of Maharashtra  | - Nominee         |
| 10. | Regional Officer, WRO, AICTE, Mumbai, (Ex-Officio)                  | - Member          |
| 11. | Dr. Sameer Koranne Teaching Staff (SIHMCT)                          | - Member          |
| 12. | Prof. Rahul Shende Teaching Staff (SIHMCT)                          | -Member Secretary |
| 13. | Dr. Ayesha Siddiqui Principal, SIHMCT                               | - Special Invitee |

Mr. G. K. Shahani



## ATTENDANCE

The *Governing Body Meeting* of Sinhgad Institute of Hotel Management & Catering Technology Kusgaon (BK), Lonavala held on 13/05/2019, from 04:30 p.m to 05:30 p.m attended by the following members:

Sr. No.	NAME OF THE MEMBER	Designation	SIGNATURE
1.	Prof. M. N. Navale Founder President, S. T. E. Society	Chairman	
2.	Dr. (Mrs.) Sunanda M. Navale Founder Secretary, S. T. E. Society	Member	
3.	Mrs. Rachana M. Navale Ashtekar Vice President, S. T. E. Society	Member	
4.	Mr. Rohit M. Navale Vice President - S.T.E. Society	Member	
5.	Dr. Arvind V. Deshpande (Director) S.T.E. Society	Member	
6.	Nominee of AICTE, New Delhi (Industry Expert)	Nominee	
7.	Director of Technical Education, Mumbai Ex-Officio, DTE	Nominee	
8.	Nominee Savitribai Phule Pune University Pune	Nominee	
9.	Govt. of Maharashtra	Nominee	
10	Regional Officer, WRO, AICTE, Mumbai (Ex-Officio)	Nominee	
11	Dr. Sameer Koranne, Professor, SIHMCT	Member	
12	Prof. Rahul Shende, Asst. Professor, SIHMCT	Member	
13	Dr. Ayesha Siddiqui Principal, SIHMCT	Member Secretary	
14	Shri. G. K. Shahani, Director (Project), S.T.E.S	Special Invitee	



Sinhgad Technical Education Society's  
**SINHGAD INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY**  
Gat No. 309/310, Kusgaon (Bk.), Off Mumbai-Pune Expressway,  
Lonavala, Dist. Pune 410 401.

**NOTICE OF THE COLLEGE DEVELOPMENT COMMITTEE**

Ref: SIHMCT/2018-19/

Date:- 08/04/2019

A meeting of the College Development Committee will be held in the office of the Secretary, STES Karve Road, Pune, on 13/05/2019 from 12.30 p.m to 1:30 p.m to transact the following business as mentioned in the Agenda.

**AGENDA**

- 1) To confirm the minutes of the previous meeting dated 30/10/2018.
- 2) To discuss and approve the proposed budget for the academic year 2019-20.
- 3) To review the actual & proposed staff positions (Teaching & Non-Teaching).
- 4) To review and approve the academic /extra curricular/co-curricular activities in the First Half of the academic year 2019-20.
- 5) To review the plan for the academic /extra-curricular/co-curricular activities and progress of all the courses in the First Half of academic year 2019-20.
- 6) Any other item with the permission of the chair.

**Dr. Ayesha Siddiqui**  
Principal & Member Secretary

C.C. to:

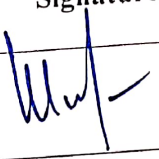
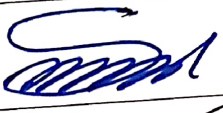
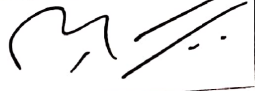

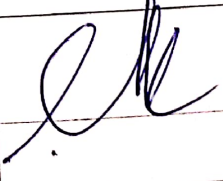
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|---|-------------------------------|
| 1. <b>Hon. Prof. Maruti Nivrutti Navale</b><br>Founder President, S T E Society | Chairman                      |
| 2. <b>Dr (Mrs.).Sunanda M. Navale</b><br>Founder Secretary, S T E Society       | Member                        |
| 3. <b>Mrs. Rachana Navale Ashtekar</b><br>Vice President, S T E Society         | Member                        |
| 4. <b>Mr. Rohit M. Navale</b><br>Vice President, S T E Society                  | Member                        |
| 5. <b>Dr. Arvind V. Deshpande</b><br>( Director), S T E Society                 | Member                        |
| 6. <b>Mr.G.K. Shahani</b><br>Director (Project), STE Society                    | Member                        |
| 7. <b>Prof. Shilpa Hate-Branger -</b>   | Representative Teaching Woman |
| 8. <b>Prof.Abhijeet Jadhav -</b>  | Representative Teaching       |
| 9. <b>Mr. Sudhir Patil</b>  | Representative Non-Teaching   |
| 10. <b>Prof.Sameer Koranne -</b>  | Nominee IQAC Coordinator      |
| 11. <b>President Students Council</b>   | Member                        |
| 12. <b>Secretary, Student Council</b>   | Member                        |
| 13. <b>Dr. Ayesha Siddiqui</b>  | Member Secretary              |



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Lonavala, Dist. Pune 410 401.

**ATTENDANCE**

The College Development Committee of SIHMCT held on 13/05/2019, from 12:30 p.m to 01:30 p.m attended by the following members:

Sr. No	NAME OF THE MEMBER	Designation	Signature
1	Hon. Prof. Maruti Nivrutti Navale Founder President, S T E Society	Chairman	
2	Dr (Mrs.).Sunanda M. Navale Founder Secretary, S T E Society	Member	
3	Mrs. Rachana Navale Ashtekar Vice President, S T E Society	Member	
4	Mr. Rohit M. Navale Vice President, S T E Society	Member	
5	Dr. Arvind V. Deshpande ( Director), S T E Society	Member	
6	Prof. Shilpa Hate-Branger Asst. Professor	Member	
7	Prof. Abhijeet Jadhav Asst. Professor	Member	
8	Mr. Sudhir Patil Jr. Clerk	Member	
9	Dr. Sameer Koranne Professor	Member IQAC	
10	President Students Council	Member	
11	Secretary, Student Council	Member	
12	Dr. Ayesha Siddiqui Principal	Member Secretary	
13	Shri.G.K. Shahani	Special Invitee	

# SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY



Sinhgad Institutes

(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 Express Way, Lonavala, Dist. Pune - 410 401.

Phone : 02114 - 304313 / 14 Fax : 02114 - 270260 Email : principal.sihmct@sinhgad.edu Web : www.sinhgad.edu

**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, B. A., M. Sc. HTM, Ph.D.

**PRINCIPAL**

Ref: SIHMCT/LMC/19-20/

Date: 04/07/2019

13/05/2019

## MINUTES OF THE LOCAL MANAGING COMMITTEE HELD ON ~~30/10/2018~~

The meeting of the local managing Committee of the Sinhgad Institute of Hotel Management & Catering Technology was held on 13<sup>th</sup> May, 2019 at 12:30 pm. To 01:30 Pm. The Following Members were present.

- |     |   |                               |
|-----|---|-------------------------------|
| 1.  | Hon. Prof. Maruti Nivrutti Navale<br>Founder President, S T E Society | Chairman                      |
| 2.  | Dr (Mrs.). Sunanda M. Navale<br>Founder Secretary, S T E Society      | Member                        |
| 3.  | Mrs. Rachana Navale Ashtekar<br>Vice President , S T E Society        | Member                        |
| 4.  | Mr. Rohit M. Navale<br>Vice President , S T E Society                 | Member                        |
| 5.  | Dr. Arvind V. Deshpande<br>( Director), S T E Society                 | Member                        |
| 6.  | Mr.G.K. Shahani<br>Director (Project), STE Society                    | Member                        |
| 7.  | Prof. Shilpa Hate -Branger  | Representative Teaching Woman |
| 8.  | Prof. Abhijeet Jadhav   | Representative Teaching       |
| 9.  | Mr. Sudhir Patil  | Representative Non-Teaching   |
| 10. | Prof. Sameer Koranne  | Nominee IQAC Coordinator      |
| 11. | President Students Council  | Member                        |
| 12. | Secretary, Student Council  | Member                        |
| 13. | Dr. Ayesha Siddiqui   | Member Secretary              |

**To discuss the minutes of the previous meeting of the Local Managing Committee held on 30/10/2018**

Discussed the minutes of the meeting held on **30/10/2018** and the same were unanimously confirmed.

**Budget approved by: Dr. Mrs. Sunanda Navale**

**2) a) Tuition Fees/Other Fees/Refundable Fees/Other Sources of income:**

**Tuition & development Fees:** In the month of May 2018 budget for the tuition & development fees is. 2,92,05,881/-The total income received till 31.03.2019 was Rs. 2,90,63,235/-and expected to collect Rs 3,37,75,714/-

**Other Fees:** In the month of May,18 estimated Budget for the Other Fees is Rs. 20,38,869/-. Other Fees collected from the students till 31.03.2019 was Rs 25,95,194 /-

The Principal presented the Tuition Fees/Other Fees/Refundable deposits/other sources of income. The committee appreciated and approved the same unanimously.

**Budget approved by: Prof. M. N. Navale**

**b) Salary as per 6<sup>th</sup> Pay commission:**

In the month of April 2019

Estimated salary budget for Teaching & Non Teaching for 2019-20 was Rs. 2,40,72,573/- Actual expenses on salary from April 2018 to March 2019 was Rs. 2,38,73,818/- and the proposed expenditure for 01.04.19 to 31.03.20 is Rs 2,40,72,573/-

The Principal presented the salary of teaching & non Teaching.

**Budget approved by: Prof. M. N. Navale**

**3) a) Non Recurring Expenses:**

**i) Equipment:** The proposed Budget amount for purchase of equipment for expected budget April-2019 to March 2020 the amount IS Rs. 100000/- sanctioned.

**ii) Library books:** - The proposed Budget amount for purchase of Library books for expected budget April 2019 to March 2020 the amount has not sanctioned

**ii) Furniture & fixtures:** The proposed Budget for April-2019 to March 2020 the amount has not sanctioned

**Budget Approved by: Dr. Mrs. Sunanda Navale**

**b) Recurring:**

**Periodicals and journals:**

The proposed expected April-2019 to March 2020 budget for Periodicals & Journals is Rs. 20,000/- and the Rs.5000/- budget is approved.

The Principal presented the recurring: Periodicals and Journals for the Academic Year 2019-20.

**Budget approved by: Dr. Mrs. Sunanda Navale**

**4) a) Printing & Stationary:**

The Principal presented the expected budget April-2019 to March 2020 for printing and stationery which is Rs.1,29,878/- & Rs. 1,00,000/- the amount is approved

**Budget approved by: Mr. Rohit M. Navale**

**b) Software Expenses:**

The proposed Budget for April-2019 to March 2020 is Rs. 1,12,285/-and the Rs.50,000/- is approved.

**Budget approved by: Mr. Rohit M. Navale**

**c) Training & placement:**

The Principal presented the expected budget April-2019 to March 2020 for Training & placement which is Rs. 10,000 /- and expenses made till 30.09.2018 was Rs 2,169/-respectively. Approved amount for April-19 to March 2020 is Rs 3,000/-

The Principal presented the details of training & placement.

**Budget approved by: Mr. Rohit M. Navale**

**d) Student Welfare:**

The Expected budget April-2019 to March 2020 for student welfare is Rs 9000/- and the same is approved.

**Budget approved by: Mr. Rohit M. Navale**

**e) Seminar & Exhibition:**

The Principal presented the Actual Expenses made till 31.03.2019 of Rs 690/- & proposed for Expected budget of Rs 10,000/- for seminar & exhibition expenses and Rs.1000/- has been approved.

**Budget approved by: Mr. Rohit M. Navale**



**5) a) Exam fees/ Eligibility Fees/ UOP Prorata Fees/ Enrolment Fees:**

The Principal presented the actual expenses of exam fees which is paid till 31.03.19 is Rs 12,82,736/- & hence the Expected amount of exam fees Rs 13,00,000/- for Academic year 2018-19 will be paid to S.P.Pune University.

The Principal presented the details of eligibility fees Rs.39700/- which is paid to S.P.Pune University.

The Principal presented the details of UOP Pro rata fees of Rs.67498/- collected for the year 2018-19 & will be paid to S.P.Pune University.

**Budget approved by: Mrs. Rachana Navale Ashtekar**

**b) Repair & Maintenance:**

The Principal presented the Actual Expenses made till 31.3.19 of Rs 22,675/- & proposed for Expected budget of Rs.60, 000/- for Repair & Maintenance Rs.25,000/- has been approved.

**Budget approved by: Mrs. Rachana Navale Ashtekar**

**c) Consumables:** The Principal presented the Actual Expenses made for Consumables till 31-3-2019 was Rs. 7,29,947/- & proposed for Expected budget of Rs. 8,50,000/-and Rs.7,30,000/- approved.

**Budget approved by: Mrs. Rachana Navale Ashtekar**

**d) Office Expenses & Misc Expenses:**

The Principal presented the Actual Expenses of Office expenses & Misc. Expenses till 31.03.19 was Rs. 7608/- & proposed for Expected budget of Rs 15,000/- and Rs. 7500/- is approved.

**Budget approved by: Mrs. Rachana Navale Ashtekar**

**6) A) Travelling & Conveyance:**

The Principal presented the Actual Expenses for Traveling & Conveyance till 31.03.19 was Rs. 22713/- & proposed for Expected budget of Rs. 30,000/- and the Rs.23,000/- is approved.

**Budget approved by: Dr. Mrs. Sunanda M. Navale**

**B) Affiliation Fees:**

The Principal presented the Actual Expenses till 31-3-2019 was Rs 1,94,000/- & proposed for Expected budget of Rs 1,94,000/- and the same is approved.

**Budget approved by: Dr. Mrs. Sunanda M. Navale**

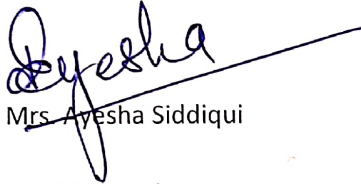
**C) Newspaper:**

The Principal presented the Actual Expenses for Newspaper made till 31-3-2019 was Rs 1700/- & proposed for Expected budget of Rs. 3000/- and the Rs. 0/- is approved.

**Budget approved by: Dr. Mrs. Sunanda M. Navale**

**7) Any other item with permission of the Chairman:**

Since there was no other item for discussion, the meeting was concluded with vote of Thanks to the chairman.



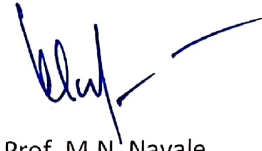
Dr. Mrs. Ayesha Siddiqui

Principal & Member  
Secretary



Dr. (Mrs). Sunanda M. Navale

Founder Secretary,  
STES & Member



Prof. M.N. Navale

Founder President  
STES & Chairman

