



Sinhgad Institutes

**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/2017-18/

Date:-16/04/2018

A meeting of the Governing Body of Sinhgad Institute of Hotel Management & Catering Technology (SIHMCT) will be held on 15/05/2018 from 3:30 p.m to 4:30 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 13/11/2017.
2. To discuss the progress report of the Institute up to 31st March 2018.
3. To discuss and consider the recommendations of the College Development Committees as detailed below:

A) Finance Committee:

- i) To approve the Annual Budget for the year 2018-2019 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 2018-2019.

C) Building Committee:

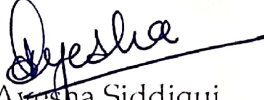
- i) To discuss & approve the proposals recommended by the College Development Committees on repairs & maintenance and internal layout of the existing Sinhgad Institute of Hotel Management & Catering Technology (SIHMCT) building.

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.

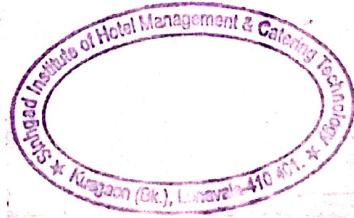
4. To Plan for various academic activities like guest lectures, seminars, workshops etc. to be held in the academic year 2018-2019.
5. To discuss any other item with the permission of the chair.

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


Dr. Ayesha Siddiqui
Principal & Member Secretary

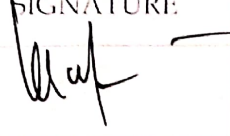


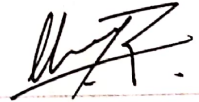


C.C. to :

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) - Nominee
 11. Dr. Sameer Koranne Teaching Staff (SIHMCT) - Member
 12. Prof. Rahul Shende Teaching Staff (SIHMCT) - Member
 13. Dr. Ayesha Siddiqui Principal, SIHMCT -Member Secretary
- Mr. G. K. Shahani - Special Invitee



ATTENDANCE

The *Governing Body Meeting* of Sinhgad Institute of Hotel Management & Catering Technology Kusaon (BK), Lonavala held on 15/05/2018, from 03:30 p.m to 04:30 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, SIIMCT	Member	
12	Prof. Rahul Shende, Asst. Professor, SIIMCT	Member	
13	Dr. Ayesha Siddiqui Principal, SIIMCT	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 AND CATERING TECHNOLOGY,
KUSGAON (Bk), LONAVALA.**

NOTICE OF THE GOVERNING BODY MEETING

Ref. No.: SIHMCT/2018-19/

Date:-08/10/2018

A meeting of the Governing Body of Sinhgad Institute of Hotel Management & Catering Technology (SIHMCT) will be held on ~~30~~30/10/2018 from 2:00 p.m to 3:00 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 15/05/2018.
2. To discuss the progress report of the Institute up to 30th September 2018.
3. To discuss and consider the recommendations of the College Development Committees as detailed below:

A) Finance Committee:

- i) To approve the revised budget for the year 2018-2019 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 2018-2019.

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 2018-2019.
5. To discuss on proposal for additional intake of B.Sc.HS 2019-2020
6. To discuss any other item with the permission of the chair.

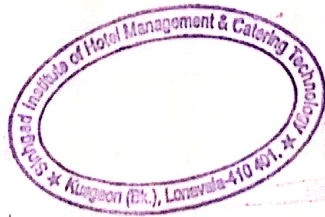
All members of the Committee are requested to attend the meeting.

Ayesha

Dr. Ayesha Siddiqui
Principal & Member Secretary

C.C. to :

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
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 10. Regional Officer, WRO, AICTE, Mumbai, (Ex-Officio) - Nominee
 11. Dr. Sameer Koranne Teaching Staff (SIHMCT) - Member
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 13. Dr. Ayesha Siddiqui Principal, SIHMCT -Member Secretary
- Mr. G. K. Shahani - Special Invitee



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 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/18-19/2806

Date:

MINUTES OF THE LOCAL MANAGING COMMITTEE HELD ON 15/05/18

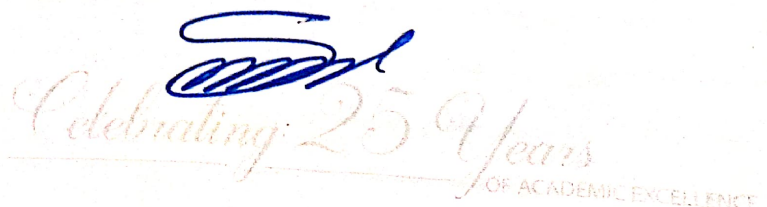
The meeting of the local managing Committee of the Sinhgad Institute of Hotel Management & Catering Technology was held on 15th May 2018 at 3:30 pm. To 4:00 Pm. The Following Members were present.

- | | |
|---|--------------------|
| 1. Prof. M. N. Navale, President, STE Society, Pune | Chairman |
| 2. Dr. (Mrs.) Sunanda. M. Navale, Secretary, STE Society, Pune | Member |
| 3. Mr. Rohit M.Navale, Vice President, STE Society, Pune | Member |
| 4. Mrs. Rachana Navale Ashtekar., Vice President, STE Society, Pune | Member |
| 5. Dr. Arvind V. Deshpande, Director, STE Society, Pune | Member |
| 6. Mr. G. K.Shahani ,Director (Project), STE Society, Pune | Member |
| 7. Dr. Sameer Koranne, Asst Prof. SIHMCT, Lonavala | HOD Representative |
| 8. Prof. Abhijeet Jadhav, Asst. Prof. SIHMCT, Lonavala | Member |
| 9. Prof. Poonam Jori, Asst. Prof. SIHMCT, Lonavala | Member |
| 10. Mrs.Archana Pawar Ac.Clerk SIHMCT, Lonavala | Member |
| 11. Dr. Ayesha Siddiqui, Principal SIHMCT, Lonavala | Member Secretary |

To discuss the minutes of the previous meeting of the Local Managing Committee held on 13th Nov 2017.

Discussed the minutes of the meeting held on 13th Nov 2017 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 2017 budget for the tuition & development fees is. 2,64,61,042/-The total income received till 31.03.2018 was Rs. 2,16,53,529/-and expected to collect Rs 48,07,513/-

Other Fees: In the month of May 17 estimated Budget for the Other Fees is Rs. 17, 55,585/-. Other Fees collected from the students till 31.03.2018 was Rs 20,75,925/-

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 6th Pay commission:

In the month of April 2017 estimated salary budget for Teaching & Non Teaching for 2017-18 was Rs. 2,57,65,533/- Actual expenses on salary from April 2017 to March 2018 was Rs. 2,41,46,462/- and the proposed expenditure for 1.4.18 to 31.3.19 is Rs 2,50,21,719/-

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-2018 to March 2019 is Rs. 435000/- & the amount has not sanctioned.

ii) Library books :- The proposed Budget amount for purchase of Library books for expected budget April 2018 to March 2019 is Rs.1,00,000/- & the amount has not sanctioned

ii) Furniture & fixtures: The proposed Budget for April-2018 to March 2019 the amount has not sanctioned

Budget Approved by: Dr. Mrs. Sunanda Navale

b) Recurring:

Periodicals and journals:

The proposed expected April-2018 to March 2019 budget for Periodicals & Journals is Rs. 20,000/- and the same budget is approved

The Principal presented the recurring: Periodicals and Journals for the Academic Year 2017-18.

Budget approved by: Dr. Mrs. Sunanda Navale

4) a) Printing & Stationary:

The Principal presented the expected budget April-2018 to March 2019 for printing and stationery which is Rs.2, 67,750/- & Rs. 2, 15,000/- the amount is approved

Budget approved by: Mr. Rohit M. Navale

b) Software Expenses:

The proposed Budget for April-2018 to March 2019 is Rs. 93,000/-and the same is approved.

Budget approved by: Mr. Rohit M. Navale

c) Training & placement:

The Principal presented the expected budget April-2017 to March 2018 for Training & placement which is Rs.10,000 /- and expenses made till 31.3.18 was Rs 3350/-respectively. Approved amount for April-2018 to March 2019 is Rs 10,000/-

The Principal presented the details of training & placement.

Budget approved by: Mr. Rohit M.Navale



d) Student Welfare:

The Expected budget April-2018 to March 2019 for student welfare is Rs 10000/- and the same is approved.

Budget approved by: Mr. Rohit M. Navale

e) Seminar & Exhibition:

The Principal presented the Actual Expenses made till 31.3.2018 of Rs 0/- & proposed for Expected budget of Rs 10,000/- for seminar & exhibition expenses and the same 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 31.03.18 is Rs 11,81,760/- & hence the Expected amount of exam fees Rs 12,50,000/- for Academic year 2018-19 will be paid to S.P.Pune University.

The Principal presented the details of eligibility fees Rs. 40000/- which is paid to S.P.Pune University.

The Principal presented the details of UOP Prorata fees of Rs.63, 345/- 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 31.3.18 of Rs 1,86,047/- & proposed for Expected budget of Rs 50,000/- for Repair & Maintenance and the same has been approved.

Budget approved by: Mrs. Rachana Navale Ashtekar

c) Consumables: The Principal presented the Actual Expenses made for Consumables till 31-3-2018 was Rs 9,36,682/- & proposed for Expected budget of Rs 10,00,000/- and same is 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 31.03.18 was Rs 21,111/- & proposed for Expected budget of Rs 20,000/- and the same is approved.

Budget approved by: Mrs. Rachana Navale Ashtekar

6) A) Travelling & Conveyance:

The Principal presented the Actual Expenses for Traveling & Conveyance till 31.03.18 was Rs. 44,282/- & proposed for Expected budget of Rs. 40,000/- and the same is approved.

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

B) Affiliation Fees:

The Principal presented the Actual Expenses till 31-3-2018 was Rs 1,91,000/- & proposed for Expected budget of Rs 1,91,000/- 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 31-3-2018 was Rs 4045/- & proposed for Expected budget of Rs 4000/- and the same is approved.

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

D) NAAC committee Expenses :

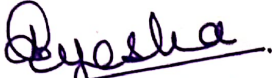
The Principal presented the Actual Expenses for NAAC expenses till 31.3.18 was Rs 5, 92,000/-

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



7) Any other item with permission of the Chairman:

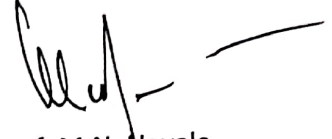
Since there was no other item for discussion, the meeting was concluded with vote of Thanks to the chairman.



Dr. Mrs. Ayesha Siddiqui
Principal & Member
Secretary



Dr. (Mrs). Sunanda M. Navale
Founder Secretary,
STES & Member



Prof. M.N. Navale
Founder President
STES & Chairman

