



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

**GAT 309/310, OFF MUMBAI PUNE EXPRESSWAY , KUSGAON(BK)**

**LONAVALA.**

**410401**

**<http://sinhgad-sihmct.in>**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2024**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Sinhgad Technical Education Society (STES) was established in the year 1993 under the dynamic leadership of Prof. M.N. Navale, Founder President, with an objective to provide quality education in the field of Engineering, Management, Architecture, Pharmacy, Medical Sciences, Hotel Management, Law, Science, Commerce and Pre-Primary, Primary and Secondary School Education. There are more than 111 institutes under the aegis of STES offering school education, Diploma, Graduation, Post-Graduation and Ph.D. programs in various fields.

All the institutes are recognized by the concerned statutory authorities and they meticulously fulfil the standards and norms laid down by these statutory authorities. All the institutes under STES are self-financed and governed and managed by the top management. All the members of the management committee of STES are eminent persons from academics and industry under whose guidance the institutes are progressing academically.

Sinhgad Institute of Hotel Management & Catering Technology (SIHMCT) is a private, self-financed institution established in the year 2004. The institute is located at Lonavala, a hill station between two metros, Mumbai and Pune with the conducive ambience for learning. The institute offers undergraduate TWO programmes, Bachelor in Hotel Management & Catering Technology (BHMCT) ,affiliated to AICTE and Bachelor of Science in Hospitality Studies (BSc HS) .affiliated to Savitribai Phule Pune University, Pune. Both the programmes together has an intake of 180 under-graduate students. SIHMCT encourages academics and student innovation and nurtures a research culture. The Student Training Programs (STP) improve students skill sets and employability. To bridge the gap between industry and academia, students get benefit from industrial Visits, guest lectures from industry experts, internship programmes, participation in various activities and events. The institute has improved its operations and outcomes in response to the NAAC peer committee's recommendations. Moreover, the institute is willing to assess its educational system and academic performances. It is required by any professional institute to strive for continuous refinements in its process. We collect stakeholder's feedback on various aspects such as teaching-learning and other processes. Keeping this in mind, the institute is applying for NAAC accreditation for the second cycle in order to receive an improved grade.

### **Vision**

"To emerge as the most preferred hospitality education institute with global recognition & development competent & socially sensitive professionals committed to excellence."

### **Mission**

To make incessant enterprise in translating our vision into a reality & achieve the following objectives:

- To create state of the art facilities for advance level of teaching & hands on training & encouraging entrepreneurship.

- To continuously grow through consistent performance in academics & healthy Industry interface.
- To develop students as global citizens with conscience commitment & dedication.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Experienced and qualified faculty.
- Lush Green pollution free residential campus
- Consistently good academic performance
- Excellent laboratories and infrastructure
- Student centric environment Clean and green
- easily accessible campus
- Continuous innovations for development.
- Transparent, conducive and collaborative work environment.
- Innovative teaching-learning practices.
- Conducive work environment for faculty and staff
- Effective training and placement cell
- Alumni contribution in development of the institute.
- Fully equipped and spacious library with good collection of books and journals.
- Digital library with access to national e-journals.
- Excellent internet bandwidth and campus Wi-Fi facility
- Support to faculties for pursuing higher studies leading to Ph.D.
- Well planned and organized Student Training Program and Value Addition Programs
- Active NSS Programme leading to successful extension activities.
- MoU with industries for student centric programs.
- EDC (Entrepreneurship Development Cell) cell inspires students to become entrepreneurs.
- Comprehensively safe and secure environment in the campus
- Co-curricular and extracurricular activities for holistic development of students.

### Institutional Weakness

- Number of funded research projects to be enhanced.
- Interdisciplinary research activities, Consultancy, copyrights and patents should be strengthened. Number of Faculties with Ph.D. qualifications is to be enhanced.
- Quality Publications in Scopus indexed journals are to be improved.
- Insufficient foreign university collaborations for faculty and student exchange.
- Less number of book publications and lacking in patents.
- Less scope of funded research projects.

### Institutional Opportunity

- Scope for an inter-disciplinary and collaborative research.
- To develop Centre of excellence in Hospitality.
- Networking and strengthening relationship with stakeholders.

- Induction of faculty with Ph.D. qualification.
- Continuous efforts of Training & Placement Cell to create greater opportunities in India & abroad for Higher packages, Internships & Industry projects.
- Networking with institutes of national and international repute Alumni networking to enhance the academic and placement activities.
- ‘Centre of Excellence’ in select areas in Hospitality Collaborative research with corporate world.
- Developing environment for Consultancy activity within the institute, Networking with institutes of national and international repute.
- Strengthening alumni network to enhance the academic, placement and entrepreneurship activities.

### **Institutional Challenge**

- Increasing the number of placements with higher perks
- Bridging the gap between academia and industry
- Attracting meritorious students
- Inculcating R&D culture with quality publications among UG students.
- Initiating consultancy services from the MNC industries
- Scarcity of faculty with Ph.D. qualification in select areas of hospitality.
- Adaptability to globally changing industrial scenario.
- Improving slow learners to become fast learners
- Motivating students to undertake entrepreneurial ventures.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Sinhgad Institute of Hotel Management & Catering Technology (SIHMCT) is affiliated to the Savitribai Phule Pune University (SPPU) and follows the curriculum prescribed by the University. The institute follows a standard academic process to plan and execute activities for effective implementation of the curriculum by Teaching-Learning process. According to university guidelines, planning semester-wise academic calendar in tune with university calendar. It ensures timely preparation of theory, practical, internal exams, Journal submissions, curricular & extra-curricular activities. In the academic year 2022-23, about 13 faculty members were involved in evaluation work of university examinations. Institute faculties participate in university question paper setting and in revision of curriculum of the university. Course/s distribution to teachers, as per subject specialty and willingness, is carried out well before commencement of the semester, so that faculties can prepare course material and make it available to the students. The periodic assessments of students are undertaken through assignments, internal exams. The institute has well defined continuous internal assessment/evaluation mechanism. As per university courses designed the current university curriculum focuses 70% courses on experiential learning aspect and 30% addresses cross cutting issues with 100% students involved in various project/ field works and internships resulting enhanced hospitality skills and latest trends in hospitality among students. Students are benefited from experiential learning through Value Addition Programs (VAPs), Industry visits, project work/internships etc. Extra-curricular activities are conducted to inculcate social responsibility aspects like NSS activities. Students Training Program (STP) helps to develop soft skill sets, which enhances employability skills. Various committees like, Career Counseling Cell, National Service Scheme, and Internal Complaints Committee to develop equality work culture in the institute & campus. Regular feedback from stakeholders (Students, faculty, Alumni & Industry) on academic performance and

ambience of the institute. Professional certificate Students engagement program courses also conducted on the interest of the students for professional development and to ensure appropriate action towards addressing any gap in the overall development and enrichment of curriculum. Principal & Internal Quality Assurance Cell (IQAC) monitors this feedback and corrective actions are taken for Teaching-learning and Evaluation.

### **Teaching-learning and Evaluation**

Sinhgad institute of hotel management and catering technology has a capacity to admit 180 students, which includes the reservation policy of the Government of Maharashtra. Teachers assess the academic proficiency of students based on their performance in classroom discussions and tests/assignments. Needs of student subject related queries attended by individual subject faculty. The college also has an effective system for counseling student through the class coordinator. Students are motivated to participate in co-curricular activities like field visits and industrial visits. Lots of hands-on workshops and seminars organized in the college which provide opportunities for students developments in academics. Each programme has one semester, includes student research project work supervised by faculty. Many departmental competition are organized for institute students to develop their technical skill, participative attitude and research acumen. Many Theme lunches organized for collaborative learning & adds hands on skill experience.

To maintain a healthy student-teacher environment, well-qualified full-time teachers are appointed against sanctioned posts in accordance with UGC guidelines. Blended teaching-learning methods that employ both ICT and traditional classroom practices make learning more effective. In COVID-19 pandemic we opened up with new vistas of online teaching-learning, for ensuring continuity as well as changes in learning and evaluation reforms to balance learning and evaluation process.

The college maintains a robust internal assessment mechanism to monitor the process and progress of assessment through internal and external practical examination along with theory paper as per academic calendar. Assessment-related grievances are addressed by the teachers-in-charge. Final exam results are discussed in departmental and Staff meetings.

A proper well-designed programme and courses whose outcomes are outlined by the university and proper implementation leads maximum no. of institute students gets placed during campus placement drive organized by institute training officer or take up entrepreneurial startup venture.

### **Research, Innovations and Extension**

The Institute encourages the faculty and staff to pursue higher studies. It provides academic leaves for higher studies and pursuing Ph.D. work. The Institute motivates and supports for attending conferences and faculty development programs. Further, we have faculty at the Institute that are recognized by UG courses. The Institute has an Entrepreneurship Development Cell (EDC) for innovation and incubation initiatives. It offers start-ups and entrepreneurs mentoring. Also, it encourages project-based learning, so students can demonstrate their skills by competing in different technical competitions. The Institute faculty assists and provides consulting to our own students for entrepreneurial ventures.. Activities such as the publication of research papers, student projects, seminars, and training & development activities are emphasized to create and transfer knowledge. The Institute encourages faculty and students to participate in various study activities like industry

visits, staff industrial trainings to develop & enrich the academic ecosystem. Faculty members have written research papers in reputed journals, and books/book-chapters/conference publications. The Institute organizes seminars on entrepreneurship development and intellectual property rights (IPR). The Institute's extension activities have positively impacted its students, staff, the community, and environment. STES provides a national level platform-'Sinhgad Karandak' to introduce the youth to tap opportunities each year, in technical, social, cultural and sports domain. It supports enrichment programs through NSS. Student as it believes in giving back to the neighboring community. We have carried out 42 extension and outreach activities through this initiative.

### **Infrastructure and Learning Resources**

The institute provides adequate, the state-of-the-art physical infrastructure and learning resources for smooth and effective implementation of Teaching-Learning process. SIHMCT (A) building have class-rooms (07), laboratories (12), Kitchen (04), Restaurant (3), tutorial room (01), reading halls (01), seminar halls (01) are furnished with all necessary ICT gadgets for efficient learning. Cultural centre, indoor and outdoor sport facilities with art of infrastructure, The laboratories are furnished with modern equipment, machinery, computer hardware and software required for both academic and administrative purposes. The institute changes its physical and IT infrastructure on a regular basis as per the norms of regulatory bodies. We have digital library section includes ample number of books, references, journals, periodicals & e-resources, A reading hall with capacity around 60 seats is open for students 24 x7 in exam period. Library is automated with KOHA. Library Management software. The Koha web OPAC module allows users to browse and search library books on the Intranet. Stakeholders can access e-journals from anywhere on the campus at any time because access is IP-based. The facility of library resources sharing is available with the library of SPPU and libraries of other institutes of the STES. The institute has a network of 55 computers with 100 Mbps Internet connectivity and Wi-Fi facility to fulfil the academic and research needs. The institute also maintains and updates IT Infrastructure to ensure seamless connectivity and proper technical support in teaching learning process.

A SIHMCT (B) building with 3-star residential facilities and having well-furnished conference halls is used to conduct various corporate training and industry institute interaction related activities. The institute has in-house maintenance resources and also external agencies are used for IT infrastructure, so as to ensure seamless connectivity and proper support in the teaching learning processes for maintenance. Provision for maintenance is made in the annual budget of the institute. The average percentage of expenditure incurred on maintenance infrastructure excluding salary component during the last five year is 14.14% the institute has well defined mechanism for maintenance of infrastructure and planning for utilization of resources available with optimizing techniques.

### **Student Support and Progression**

The institute provides students with the best possible education and career opportunities. Scholarships and cost reductions help deserving students to finish their studies. Around 55.48 % of the students are benefited through state/Central government scholarships. The institute supports needy and meritorious students. The student's skills are enhanced by conducting various activities, meticulously designed VAPs, Corporate Social Responsibilities events, technical skill enrichment events, and builds the decision-making capacity (soft skills, language and communication skills, life skills, and ICT/computing skills).

Student's career prospects are groomed by conducting variety of professional activities like training and

placement, career counselling, and competitive examination guidance and coaching facilities for GATE/GRE, UPSC/MPSC etc. During the last five year on an average 25.92% of the students are benefited. The institute has constituted statutory committees like, Internal Complaints Committee against Sexual Harassment, Anti-Ragging Committee, Discipline Committee, Grievance Redressal Committee, Students' Advisory Committee, SC/ST/OBC Committee, etc. address students' grievances in the manner prescribed by law/guidelines transparently and timely.

The Training & Placement cell provides all kinds of guidance, conducts various aptitude tests, and organizes the recruitment drives for the students. Students are placed in the multinational and national companies with average package of 1.80 lakhs per annum. Students are encouraged for higher education in foreign universities and institute of national repute. The students are taking initiatives in appearing for the state/ national/ international examinations and students are qualified. The students are given participation and representation on institutional bodies and committees. Apart from this the institute provides several opportunities to display their talents and skills in the field of sports and cultural activities.

A national level "Sinhgad Karandak" is organized every year. Students represent the institute in intercollege activities, different open tournaments and bring awards to college. Individual students and teams have grabbed awards through participation in university, state, national and international level.

The institute has a registered alumni association. The prominent Alumni interact with students and faculties frequently. They suggest the improvements in curricular and extracurricular activities, support to students in internships and contributes in overall development of the institute.

### **Governance, Leadership and Management**

The institute endeavours for the holistic development of students and teachers by implementing academics and other initiatives to meet the vision and mission. The Vision and Mission of the institute are designed in concord with higher education policies of the Nation/State. The institute has created different statutory bodies and committees and ensures participative management and decentralization of the governance. Institute has a Governing Body, Local Managing Committee (LMC)/ College Development Committee (CDC), Internal Quality Assurance Cell (IQAC).

The policies for institution growth in terms of academic, administrative and financial matters are decided by Governing Body. Efficient leadership is ensured by decentralization of authority and participative management. Principal & IQAC act as a management for designing and implementation of quality policies. The institution has a decentralized governance framework with well-defined and well-designed inter-linkages. Teachers are the most important factor of the teaching learning process in line with this teaching staff committees have been established to manage various institutional operations. Various teaching & admin staff committees have been established to provide better opportunities to the stakeholders in the decision-making process. E-governance has been successfully introduced in administration, finance and accounts, student admission and support and examination areas. The institute conducts both internal and external financial audits regularly and transparently. It has effective mechanisms and strategies for mobilization of funds and the optimal utilization of resources. The faculties are encouraged to attend faculty development programs and other professional courses related to their subject speciality. Administrative and professional training programs are conducted for non-teaching staff. Effective performance appraisal system is at place for teaching and non-teaching staff. Improvement in the qualification is appropriately appreciated through scale improvement and promotion. The institute implements several welfare schemes like Group Personal Accidental Insurance, Provident Fund, Gratuity, Free medical facilities, Maternity leave, extended maternity leave, uniform for security guards, provision for qualification

improvement and staff quarters for both teaching and non-teaching staff. The IQAC has been formed and is playing a significant role in the quality assurance strategies and processes. It regularly reviews teaching-learning process, evaluation and assessment and prepares annual academic audit report.

## **Institutional Values and Best Practices**

### **Gender empowerment**

The institute's action plan meets gender sensitization requirements. Annual Gender Sensitization Action Plan facilitates gender equality policies and projects. Female faculty members are integral part of the administrative and academic committees. Safety, security, and counselling services are given for female employees and students.

### **Environmental Consciousness and Sustainability initiatives**

The institute follows eco-friendly practices, which include waste management, energy management, rainwater harvesting. Eco-friendly initiatives including solar grid, STP and water recycling. Campus is Clean & Green. Every year institute conducts quality audits on environment, green and energy to ensure a sustainable environment.

### **Divyangjan friendly initiatives**

Institute has provided disabled-friendly facilities by providing lift and ramps, disabled-friendly washrooms, appropriate signage and facilities are in place.

### **Inclusion, Situatedness, Human values & professional ethics**

The institute welcomes diversity and practices inclusivity in all spheres. Instilling high values and ethics among students and employees is an important aspect of the institute. The institute celebrates national and international memorial events and has established code of conduct for students, teachers and administrative staff.

## **Best Practices**

### **Two best practices are:**

#### **Students interface with industry**

Paralleling with the industry to upkeep with the latest trends in the industry and to make them industry ready to take up a challenging career.

Prepares students for a wide variety of careers in different sectors of hospitality, enables students to transform the industry with innovative ideas, and offers student exciting global opportunities.

#### **Paperless Governance**

A paperless office is a workplace that minimize the use of physical rim of paper in favour of digital documents rather than storing of paper documents in a file cabinet. Adopting a paperless system like we prepare Daily



Conduction Sheet on online basis, Students Assignment Collected on Google Classroom, Fees Collection on Sinhgad Institute Students App, KOHA (Library Software), ERP etc. it can solve challenges and achieve benefits as saving time spend on locating and retrieving physical file.

Due to the sophistication of modern information technology, it is now possible to have a completely paperless office. Obviously, going paperless is a far more environmentally friendly option compared to the offices of past year that used numerous reams of paper on a daily basis.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
Address	Gat 309/310, off Mumbai Pune Expressway , Kusgaon(Bk) Lonavala.
City	Lonavala
State	Maharashtra
Pin	410401
Website	<a href="http://sinhgad-sihmct.in">http://sinhgad-sihmct.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Partha Pratim Nath	02114-673313	8411887334	02114-270260	principal.sihmct@sinhgad.edu
IQAC / CIQA coordinator	Saudagar Anna Godase	02114-673319	9326041572	02114-270260	sagodase.sihmct@sinhgad.edu

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
Maharashtra	Savitribai Phule Pune University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	15-06-2023	12	AICTE EOA LETTER

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Gat 309/310, off Mumbai Pune Expressway , Kusgaon(Bk) Lonavala.	Rural	2.5	7076.66

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BHMCT,Hotel Management,	48	XII ART COMMERCIAL SCIENCE	English	60	4
UG	BSc,Hotel Management,HOSPITALITY STUDIES	36	XII ART COMMERCIAL SCIENCE	English	120	33

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				7				20			
Recruited	0	0	0	0	0	0	0	0	8	5	0	13
Yet to Recruit	2				7				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				21
Recruited	12	7	0	19
Yet to Recruit				2

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	6	0	12
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	1		1		2

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	149	0	0	0	149
	Female	21	0	0	0	21
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	29	30	37	31
	Female	3	3	5	6
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	70	61	60	47
	Female	9	6	7	6
	Others	0	0	0	0
General	Male	191	180	147	109
	Female	20	17	10	11
	Others	0	0	0	0
Others	Male	38	34	39	32
	Female	3	3	3	2
	Others	0	0	0	0
<b>Total</b>		<b>364</b>	<b>334</b>	<b>308</b>	<b>244</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The vision and mission of the institute is to inculcate holistic development of students with global recognition and developing competent socially sensitive professionals and teachers. The mission statement focuses on the needs of the society in explicit terms, namely imbibing a unique value system, transparent work culture, excellent academic and physical environment, and conducive to learning, creativity to accomplish the vision of the institution. The basic of hospitality curriculum includes Food Production, F&amp; B Service, Accommodation Management, Communication skills and Development of Generic Skills; French are part of curriculum in first year Hotel Management. The</p>
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	<p>institute follows the curriculum designed by university wherein courses related to environment, Law, management, nutrition, food Science, tourism are all conducted at the institute. The institute follows credit-based curriculum prescribed by the university. The students are regularly engaged in community development programs through NSS, CSR etc. As the institute follows Savitribai Phule Pune University curriculum, at present multi- disciplinary flexible curriculum that enable multiple entry and exit at the end of academy year is not possible. All the departments of the institute encourage the students to focus on mini projects as part of curriculum in third and final year of Hotel Management. The institute encourages students to participate in state and national competitions to bring the best talents and to prepare them for competitiveness in hospitality industry. The institute supports the students by providing adequate resources in terms of material and monetary support to participate in various activities. Value - based multidisciplinary education in the form of webinars, seminar, activities like Yoga, induction program, expert lectures are provided to the students with the intention of developing humanistic, ethical, social, constitutional, intellectual, and universal human values.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Institute is affiliated to Savitribai Phule Pune University (SPPU) and the curriculum proposed by the university is strictly followed. The University provides flexibility to the institute to conduct elective courses at UG level. The SPPU curriculum has mandatory industry internship in fourth and fifth semester which gives students adequate exposure to the industry. Faculty members are engaged in development of delivering content effectively by referring reference books, internet, attending industry workshops and demonstration of practical's at Institute Laboratories. The student performance is evaluated by conducting Class tests, Quiz, Internal examinations and actual Practical's etc.</p>
<p>3. Skill development:</p>	<p>As a step towards competence-based learning that helps students to further improve their core skills, the institute conducts soft skills training in the form Mock interviews, group discussions, self- Introduction to get them prepared for interviews. Also, students have hands on training during practical sessions in culinary, bakery, continental, international</p>

	<p>cuisine, service etiquettes, guest interaction techniques, guest room set ups, supplies and amenities, cocktail &amp; mocktail sessions, reports etc. Research Methodology, Technical report writing during second &amp; third year of Hotel Management enhances their analytical thinking. In fourth year, group activities are conducted like theme lunch, theme dinners, bread day, food day, tourism day which further tones the marketing skills, organizational ability and industry veterans share their latest technological developments and trending fields of hospitality in order to develop the skill sets as per the industry requirement. These value added activities are planned every year and floated as per the requirements of students' interest. The students actively participate in NSS activities to learn ethical, humanistic and universal human values. The college ties up with various international placement agencies for providing opportunities for students to go for higher studies and secure placements abroad at various countries across the world like USA, Canada, Germany, United Kingdom, Australia, Dubai, Maldives, Mauritius etc. The college has made several MoU's with Hotels and placement agencies to facilitate international exposure as well as opportunities in India. The institute has organized various workshops and seminars in association with Savitribai Phule Pune University on entrepreneurial topics, research methodology, food production, food &amp; beverage service, accommodation management, contemporary trends in hospitality etc. These seminars are coordinated with industry stalwarts to deliver hands on knowledge on developments of the industry. The Institute offers environmental Studies I &amp; II credit courses at first year and second year to make the students familiar with environmental issues and their effect which includes conservation of biodiversity and sustainable development. The curriculum also includes study of constitution, democracy and election.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The curriculum of the institute is designed to instruct in English language, but the faculty members conduct separate lectures in English and local language to take care of slow learners. The students participate in intercollegiate competitions and social events like NSS Camp etc. In this forum students work for the enhancement of computer literacy, carrier guidance,</p>

	<p>and organization of camps like blood donation, tree plantations drives, sports competition, food donation at orphanage etc. The college organizes cultural event namely SINHGAD KARANDAK. It is a flagship event of cultural and sport extravaganza organized every year. This event enhance the creativity among students like modeling, analyzing, organizing, interpersonal, acting, singing, dancing, playing instruments and managerial skills etc.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The Institute is affiliated to Savitribai Phule Pune University. The syllabus - curriculum is prepared by the University and institute follows it strictly. The faculty members of various departments participate and contribute in the process of syllabus framing. The valuable inputs are given by these faculty members in the framing of curriculum. All the courses mentioned under curriculum of a particular department have Program Educational Objectives (PEOs), Program Outcomes (POs) and Program Specific Outcomes (PSOs) as per the norms and guidelines of statutory regulatory bodies. The dissemination of these POs and PSOs to the teachers, students and various stake holders is done through institute Website, Student/Faculty notice boards, Laboratory notice boards, Posters in corridors, administrative areas, Laboratory manuals, student journals, Faculty Course files, etc. All the courses are defined with course objectives and course outcomes and the same is discussed with the students by the faculty. The outcomes of all the courses are mapped with POs and PEOs at the end of the semester by all the departments in order to make improvements in teaching-learning process in subsequent semester. The institute organizes various competitions related to the field of Hotel management like, bread day competition, uniform designing completion, and culinary completion, to enhance creativity in students and give power to their imagination.</p>
<p>6. Distance education/online education:</p>	<p>The institute motivates students to get certification for Massive Open Online Courses (MOOCs), Coursera, etc. The Institute uses online platforms like Google Classroom, Microsoft Teams, etc. for effective classroom teaching. The e-learning material in the form of lecture notes, Videos, etc. are shared through said platforms. This facility has been effectively used for conducting various courses practical in online mode during pandemic.</p>

**Institutional Initiatives for Electoral Literacy**

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes, The Electoral Literacy Club (ELC) at Sinhgad Institutes of Hotel Management &amp; Catering Technology, Lonavala has been established.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Yes, Students coordinator and coordinating faculty members are appointed by the Institutes. Electoral literacy Club at Sinhgad institute of hotel management and catering technology Lonavala is designed to create awareness amongst students and general public about the importance of voting. An Electoral Literacy Club is a platform to engage students through activities and hands-on experience to conscious them on their electoral rights and familiarise them with the electoral process of registration and voting. At ELCs, learning meets activities and Games are designed to stimulate and inspire students provoking them to think and ask questions. Through ELC, Election Commission of India, aims at strengthening the culture of electoral participation among young and future voters.</p> <p><b>OBJECTIVES</b></p> <ol style="list-style-type: none"> <li>1.To educate the targeted populations about voter registration, electoral process and related matters through hands on experience;</li> <li>2.To facilitate EVM and VVPAT familiarization and education about the robustness of EVM as well as the integrity of the electoral process using EVMs;</li> <li>3.To help the target audience understand the value of their vote and e exercise their right to franchise in a confident, comfortable and ethical manner;</li> <li>4.To harness the potential of ELC members for carrying the electoral literacy in communities;</li> <li>5.To facilitate voter registration for its eligible members who are not yet registered;</li> <li>6.To develop a culture of electoral participation and maximize the informed and ethical voting and follow the principle 'Every vote counts' and 'No Voter to be Left Behind'</li> </ol> <p><b>Nodal Officer Appointment &amp; Duties:</b> Appoint one or two teachers as a Nodal officer for the ELC. They will also act as Mentors for the respective ELC. The teachers with election duty experience should be given preference for this work. Their job content will focus on:</p> <ol style="list-style-type: none"> <li>I. Promoting and supervising Club enrolment.</li> <li>II. Supervising the election and formation of the</li> </ol>

	<p>Executive Committee of ELC. III. Coordinating between the District Election Officer and the ELC for exchange of resources, information etc. IV. The elected representatives shall constitute the Executive Committee of the ELC. V. The elected representatives will elect one of the representatives as its chairman and another as Vice Chairman. VI. The Executive Committee, under the guidance, consultation and supervision of the Nodal Officer will be responsible for organizing the activities of the ELC. The elected body shall endeavor to generate the culture of electoral participation amongst the ELC members and will have the following role: i. Organizing the Club enrolment ii. Planning activities for the ELC and developing the calendar of activities for the year iii. Framing further guidelines for smooth conduct of ELC activities iv. Supervising the conduct of activities as per the calendar v. Generating ELC resources vi. Facilitating the enrollment of students not registered as voters</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>Innovative programmes and initiatives undertaken by the ELCs like Voters awareness and enrollment. Our NSS students actively participated in the election process for election booth help along with the Lonavala Gramin Police, Lonavala. Students has voluntary contribution in electoral processes participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc. some of the following innovative programmes and initiatives undertaken 1. Voter Awareness Camp: aim to enhancing new voter registration procedure and awareness for enhancing voting percentage in elections. 2. Voter Awareness Program: Voting is our fundamental right &amp; responsibility. On national voters' day, staff &amp; students la organize rallies in campus and nearby villages to generate awareness. Expert talk was organized on election process. 3. National Voters Day India is a democratic country, so every major citizen has right to vote. The National Voter's Day is celebrated on 25th January. Programmes like Rallies, Expert Talks, Awareness camps are organized on this</p>

	<p>occasion to promote and motivate students and people to exercise his fundamental right of voting. 4. The Wall Magazine Activity -The idea behind a wall magazine is to create and share electoral literacy information in an interesting, creative and engaging manner and encourage participation from all students Following are a list of themes a) Democracy: The government of the people, by the people, for the people b) My Vote is My Right ·The value of a vote c) Inclusive Elections: Every vote counts the same. 5. Display of banners for promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc. 6. Election Quiz: - Electoral Literacy Club design a Quiz on Election and Electoral Process and Conduct among the students.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Electoral Literacy club of out institute highlights and creates awareness on socially relevant election related issues. The Electoral Literacy Club create awareness by displaying posters and banners that are highlighting their contribution to advancing democratic values and participation in election processes. 1. To help the target audience understand the value of their vote to ensure that they exercise their suffrage right in a confident, comfortable and ethical manner 2. To develop a culture of electoral participation and maximize the informed and ethical voting and follow the principle ‘Every vote counts’ and ‘No Voter to be Left Behind’.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The Sinhgad Institute of Hotel Management and Catering Technology, organized "Voters Registration Camp". The main objective of the event is to introduce and make awareness among students about voting. Voter registration camp conducted at Institute for above 18 yrs. of age students. ELC conduct special camp for all the college students above the age of 18 who are eligible to vote. For such student’s college level voters’ registration camp is conducted and ELS provides special assistance for registration to student voters. It is thus important that all of them register as electors. The following steps are taken Procedure: - Step 1: - The ELC members draw the notice to the students above the age of 18 yrs. Circulate to all classes of the institute and promoting the purpose of the special voter’s registration camp. Step 2: - Mr. Sandesh Shirke guest speaker started</p>

session with the importance of voting and showed the demonstration regarding how to do registration through Voter helpline App. They conduct a session on how to get registered (by filling form 6) and talk about the various documents required for new voters as well updating. Step 3: - For students belonging to other cities and states, they can be made aware about National Voters' Service Portal: [www.nvsp.in](http://www.nvsp.in) and asked to register themselves online.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
170	244	308	334	364
File Description		Document		
Upload Supporting Document		<a href="#">View Document</a>		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 31

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13	12	15	17	18

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
70.06	93.25	53.86	119.41	107.86



File Description	Document
Upload Supporting Document	<a href="#">View Document</a>

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

Sinhgad Institute of Hotel management & Catering technology (SIHMCT), Lonavala affiliated to Savitribai Phule Pune University (SPPU), Pune and approved by AICTE, New Delhi, has the system for well-planned curriculum delivery and documentation. Effective curriculum delivery is ensured through a transparent process. The Internal Quality Assurance Cell of the Institute has laid down the procedure for effective implementation of the curriculum.

- Each faculty is made to maintain the Course file which necessarily should contain syllabus, Personal Timetable of the faculty member, Program Outcomes, Program Educational Objectives, Teaching Plan, Assignment list, Attendance of the students, Study notes to be delivered to the students, List of Practical, etc.
- In addition to the above system the faculty member needs to maintain the Daily Conduction Sheet through Google Sheets monitored by the IQAC Coordinator against the classes taken.
- Periodic review of the teaching-learning process by the IQAC is taken in the form of syllabus completion reports.
- IQAC also uses the Feedback system for the improvement of Academic Quality such as Feedback from Teachers, Students, Alumni, Employer and Parents.
- The Institute promotes the teaching faculties for professional knowledge up-gradation.
- Workshops, field visits live demonstrations etc are effective tools used to initiate creativity in the student. The institute from time to time encouraged the students to participate in the activities arranged by the institute under the guidance of the expert faculty members.
- The curriculum is enriched with value added programme, Student Training Programme, project-based learning, and industry-institute interaction for holistic development & enhancement of student's academic progress.
- Whenever a new or revised syllabus is implemented by the university, faculty members actively participate in syllabus discussion/implementation workshops conducted at different institutes at the university level to understand the teaching-learning process of the subject completely.
- The Continuous Assessment & Internal Assessment (CAIA) is done in accordance with following activities as per Academic Calendar.
- To motivate the students to perform well, the unit test and internal examination are conducted as per the academic calendar.
- Internal examinations results, assignments, continuous evaluation sheet and syllabus coverage are available with every subject teacher.
- To enable the students to promptly follow all academic activities, a class counselors create parents WhatsApp group, which is monitored closely for achieving overall academic performance.

- All evaluations are finally compiled into a term work evaluation sheet so that the students get the marks they deserve based on their academic performance for the semester.
- IQAC comprising of faculty members from all departments monitor the activities mentioned in the academic calendar and submit reports.
- In case of any last-minute deviations in the given academic schedule by the university due to unforeseen circumstances, the institution adopts the revised schedule.
- The institute has a dedicated Training and Placement(T&P) cell. This cell is a team of faculty members who continuously are working towards the professional development of the students in order to be well accepted by the industry.
- The Principal of the Institute as well as various committees meet periodically towards the academic excellence.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 28

File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>

### 1.2.2

***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years***

**Response:** 52.82

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
140	139	134	167	170

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1

*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

**Response:**

Response:

Savitribai Phule Pune University (SPPU) has mentioned various courses in the curriculum subject to cross cutting issues. Institute integrates crosscutting issues relevant to Professional Ethics, Gender, Human values, Environment and Sustainability into the curriculum across UG programs to sensitize the students.

**Professional Ethics:** Institute integrates professional ethics issues through regular or elective courses designed by University such as Professional Ethics and Human Values, Professional Practice: Law and Ethics, Information and Cyber Security, Principles of management, communication skills, customer relation management and Project work among the students and faculty members. In addition to this, Professional ethics are inculcated through expert lectures and workshops by eminent personalities related to Intellectual Property Rights (IPR), Research paper writing, etc.

**Gender Equity:** Curriculum consists of subject Democracy, Elections and Good Governance to address the issue of gender equity. All the theory, practical and project sessions of the curriculum are conducted without any gender discrimination. An equal opportunity is given to all the students to participate in events of co-curricular and extra-curricular activities without any gender bias. The Institute makes concerted efforts to create a responsive environment free from gender discrimination through mutual respect.

Human values: Institute integrates the Human Values through curriculum subject Human Rights Education. First year induction program is planned by considering concepts of Universal Human Values. The Students of First Year UG during Induction Program were addressed some cross-cutting issues like Human Values and Professional Ethics. In this program the young students are being also educated to be a part of the Electoral constituency. The efforts are taken by the institute to make student sensitive towards social issue through activities such as visits to historical places, Blood donation camp, tree plantation, pollution awareness camps. NSS unit take remarkable efforts to celebrate Constitutional day. Voting awareness program is conducted to make students aware about voting rights and help them to enroll their names in the voters list.

Environment and Sustainability: The curriculum includes various courses that address Environment issues like concern for Environment, awareness on hazards for environment etc. we taught subjects like, Environment science, Disaster management, Organisation behaviour etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 64.12

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 109

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

<b>File Description</b>	<b>Document</b>
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 42.14

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
39	56	66	84	109

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
180	180	180	180	120

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 32.28

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
16	17	24	27	38

### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
81	81	81	81	54

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

**Student – Full time Teacher Ratio  
(Data for the latest completed academic year)**

**Response:** 13.08

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**



## 1. Experiential Learning:

The institute conducts the following programs, which provide students with the chance to learn by doing.

### Curricular activities:

Students work in a variety of departments throughout their internship and training in hotels. Students are given research projects to work on during their senior year; these assignments allow them to plan, carry out, and evaluate their learning. The curriculum's practical modules are intended to help students develop their professional and practical abilities.

### Institute initiated activities:

Hotel visits, Industrial canteen visits, Winery and specialty restaurants visit are organized by the institute. Outdoor Catering Activity carried out in the Hotels which exposes the students to working environment of the Industry. Students Participate in various workshops, seminar, Quizzes and guest lecturers.

## 2. Participative learning:

In the institute, small groups of students with varying levels of learning ability work together and engage in team activities as part of a process called participatory learning.(Talks in groups, homework, projects, etc. The following are some of the institute-initiated activities that guarantee participatory learning:

- Hotel room model making.
- Entrepreneurship stalls,
- Theme lunch/dinner, food festivals,
- Intra and inter college competition to enhance team spirit and coordination,
- Personality development sessions such as soft skills,
- Outdoor catering,
- Sports events
- Cultural programmes
- Alumni meet
- NSS activities,
- Celebration of various days such as world's chef day, baker's day, tourism day etc

## 3. Problem based learning:

The following problem-based learning exercises are designed to foster in students a capacity for critical thought:

- Final-year students do research projects in which they select a topic and attempt to investigate an issue associated with it.
- Students are given case studies to work on in order to improve their problem-solving skills. Students are given assignments to help them develop their problem-solving skills.
- Students participate in role-playing exercises in practicals where they are given situation based dilemmas to solve and asked to submit their solutions.

**Impact:**The institute's adoption of a student-centric approach gave students the chance to apply what they had learned, promote self-learning, foster teamwork, and aid in their overall growth.

#### 4. ICT Enabled Tools

The following ICT tools are adopted by the teachers for teaching:

- Academic planning and oversight, developing virtual courses, note-sharing, and administering tests.
- Zoom was used for online instruction, training, and hands-on demonstrations.
- The institute's Google classroom, which offers educational videos and blogs, is accessible. Additionally, assessments are completed online.
- Using the Zoom platform, the institute has arranged a number of online webinars, guest lectures, and FDPs. Open educational resources for effective teaching include e-books, journals, and other relevant course materials.
- The classroom is furnished with a multimedia LCD projector, Microsoft Teams, and Zoom software for conducting virtual lectures and practical's. E-content has been created and posted according to subject matter for the benefit of the students.

**Impact:** ICT-enabled instruction helps to improve students' learning outcomes and promotes their active participation in the educational process.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

**Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 56.82

#### 2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
30	30	27	24	21

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>

## 2.4.2

***Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)***

**Response:** 14.67

### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	2	2	3

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

**The Internal Assessment:**

Internal examination and assignment internal practical examination serve as the foundation for internal assessment. The subject teacher informs the students about the Internal Evaluation Scheme. The internal evaluation system's transparency is upheld by providing copies of the checked answer sheets to students

within seven days of the conclusion of either the class test or preliminary examination, should any questions arise, and by displaying the examination calendar and schedule of class tests and preliminary examinations at least seven days in advance. As part of the syllabus, students are also given assignments to complete. These assignments can be completed in hard copy or electronically through Google Classroom, and they are returned to the students upon evaluation. Students' grades from all assignments, class tests, and preliminary exams are combined to determine their final grade.

**Grievance redressal**

**1. Internal:**

The majority of the times, marks that differ are the source of complaints. The relevant topic instructor promptly addresses such complaints.

Students who wish to file a written grievance can contact the Institute's principal; a dedicated grievance procedure is in place for this purpose. After then, the complaint is forwarded to the exam CEO. The issue is settled by the subject instructor and the CEO.

**University (External) Assessment:**

The university-designed assessment method is implemented by the institute with maximum transparency. Students are notified of the dates of the online exam forms by posting and displaying an official notification. The university theory examination schedule and the practical examination schedule are posted on the notice board. Students have the opportunity to reevaluate their theory papers once the results are announced, and the university notifies them of the dates on which they must complete the online revaluation form.

The institute provides complete assistance to students in resolving problems pertaining to name correction, filling out exam forms, discrepancies in results, requests for course dropouts, subject adds, etc. To report a grievance, the institute writes to the relevant university department. Depending on the type of grievance, different amounts of time are needed to resolve it.

For revaluation process the time frame is as follows:

**Photocopy Application:** within 7 days of opening the link to apply for photocopy.

**Revaluation Application:** Within 7 to 10 days after student receives photocopy of answer-sheet.

**Change in marks:** Approximately 30 days.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

*Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

#### Response:

In institute we offer two courses affiliated to Savitribai Phule Pune University (SPPU)

#### 1. Bachelor of Science in Hospitality Studies (B.ScHS)

#### 2. Bachelor of Hotel Management & Catering Technology (BHMCT).

Course outcomes and program outcomes of the courses i.e. BHMCT have been drafted by the institute. With the revision in syllabus of BHMCT in the year 2019, institute re-framed course outcomes for the courses. Course outcomes for BSc Hs are specified in the syllabus provided by the university. Course Outcomes and Programme Outcomes have been displayed on the website of the institute for the information of students and the stake holders. Each subject teacher conveys the Course outcomes to the students at the beginning of new course. Question papers for tests and Assignments are drafted and mapped according to the course outcomes and programme outcomes for theory and practical subjects.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 2.6.2

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

#### Response:

#### Methods of measuring the level of CO attainment

The students are evaluated through Assignments, internal examination, internal practical (Internal assessment) and University examinations (External assessment). The level of attainment of COs for both Internal and External examination is set for all courses prescribed in university syllabus as per marking scheme given in syllabus draft. The marks and grade achieved by each student in assignments, internal examination, internal practical and university examination of every course is given to student and record is as per marking scheme given in syllabus and the report is prepared by the faculty members.

#### Methods of measuring the level of PO attainment

Evaluation of PO is done at the end of the program by considering the achieved level of attainment of the entire CO's in all the subjects. To determine the attainment of programme outcome, data of all academic years is considered. Direct attainment level of a PO is determined by taking average of attainment of all course outcomes. The average of the CO attainment is compared against the set levels i.e. on three point scale to determine the final attainment of POs.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.3

#### Pass percentage of Students during last five years (excluding backlog students)

**Response:** 79.08

#### 2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
40	80	99	79	65

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
70	97	102	85	105

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

**Online student satisfaction survey regarding teaching learning process**

**Response:** 3.2

<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

**Response:** 6.26

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	2.00	4.26

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

The Institute has created an ecosystem for the knowledge of students.

**Indian Knowledge System:** The syllabus of the Bachelor of Science in Hospitality Studies includes many courses which include knowledge about regional cuisines, places of interest for tourism in India, different states and capitals, languages spoken in different regions, cultures, fairs, festivals, dances, music, etc are good example of unity in diversity.

Other than academics, Co-curricular and extracurricular activities -State Theme Dinners, Tourism day, assignments, and project reports based on Indian Knowledge are conducted.



**Innovation and Incubation Cell:** The College has established an Innovation and Incubation cell to motivate students to develop new ideas. The cell is registered with the Centre for Innovation, Incubation and Linkages of S.P. Pune University. The innovation and incubation committee organizes guest lectures, competitions, quizzes, etc. for the students to be creative in their thinking and innovate new concepts and ideas related to the hospitality industry.

**Awareness about Intellectual Property Rights:** Each academic year a session is organized to create awareness about Intellectual Property Rights, This involves understanding the content of contracts, licensing agreements, plagiarism, etc., and learning the best way to protect one's work.

**FoSTaC training:** training sessions are conducted for the staff and students by the certified trainers.

**MOU signed:** College has signed MOU with other educational institutions and hotels for the overall development of students in the respective field. The college organizes various activities like guest lectures, ODC, internships, on job training, field visits, NSS activities, seminars, etc. under the MOU and linkages. Faculty exchange for examination-related work, guest lectures, and of educational institutions and the hospitality industry under the MOU aid in collaborative knowledge sharing.

**Competitions:** Various competitions are conducted by the college which demonstrates the creativity and innovation of the students in the respective fields. Students are motivated to participate in competitions organized by other colleges and have brought laurels to the college. Competitions in which students participate are culinary, F &B service, housekeeping, front office (Core subjects for the industry), and sports. Other activities photography, painting, and poster making competitions. **State-Level Seminars:** The College organizes state-level seminars on various topics. This helps students to be updated with the latest trends in the hospitality industry and be creative and innovative in the desired field. Seminar was attended by many institute students and staff from Pune region.

**National Education Policy:** Sinhgad Institute of Hotel Management & Catering Technology, Pune considers the NEP 2020 as the future of the Indian Education System and has thus aligned its policies and academic plan in line with NEP. College offers a curriculum in the hospitality field and provides students with a wide range of elective subjects and short-term courses. The primary aim of the college is to develop students in various disciplines by introducing multidisciplinary value-added courses. Conducting a variety of curricular and co-curricular activities. As a progressive and visionary college, we focus on contributing to the Nation through the overall development of our students by implementing the framework of the National Education Policy.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**3.2.2**

***Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 49

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	13	5	12	8

**File Description****Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**3.3 Research Publications and Awards****3.3.1**

**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 0.26

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	2	4	1

<b>File Description</b>	<b>Document</b>
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Link to re-directing to journal source-cite website in case of digital journals	<a href="#">View Document</a>
Links to the papers published in journals listed in UGC CARE list or	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.3.2**

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 0.03

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	0	0	0

<b>File Description</b>	<b>Document</b>
List of chapter/book along with the links redirecting to the source website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1**

**Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

**Response:**

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years

#### Response:

In line with the institute's vision and mission, the institute is very insightful to the impact of various extension activities on its students, employees, as well as on the regional community and on the environment. The institute believes in giving back what it has gained from the communities in which we live, work and play. The institute considers the impact of all extension activities on the local community and hence the various social activities, events and programs. We aimed to chase our goals as, keeping in agreement with the planet and society. Through the NSS program and social activities, students should develop qualities like leadership, administrative work, personality development, social awareness and overall holistic development. Also through events students should get closer to the community and environment and understand nature concerning the environment.

#### Social activities include

- Winter Special Camp for Village Development: Every year NSS Special camp is organized by the team as per SPPU guidelines. Special camp helps to neighborhood community to aware of government schemes and benefits, implementation of renewable energy sources, the importance of cleanliness and health, energy literacy and enhancement, construction of water-rich camps and dams, encouragement to school students by various competition, aware about land consolidation, importance about rules and regulation during the day-to-day life.
- Blood Donation Camp: On the occasion of STES' foundation day is arranged every year.
- Swachh Bharat Abhiyan: Cleanliness drives arranged near society and campus.
- Tree Plantation: To provide oxygen, supporting wildlife is done by students.
- Traffic Rule Awareness Rally and Pledge: to aware society of traffic signs and road rules with the help of Lonavala police.
- Voter Awareness Camp: aim to enhancing voter enrolment and awareness for enhancing voting percentage in elections.
- Flood donation drives for Kerala affected areas done by a team in the form of cloths foods and daily needy things. A donation to the chief minister's relief fund is done with the help of contributions from the campus community.
- Orphanage Visit on Guru Poornima.
- Maha Tree Plantation Drive in collaboration with e-Citizen Club, to support govt of India initiative. These activities impact on neighborhood community in a way that they are aware of the implementation of renewable energy sources, the importance of cleanliness and health, energy literacy and enhancement, construction of water-rich camps and dams, encouragement to school students by various competitions, aware about land consolidation, importance about rules and regulation during the day-to-day life. Through these activities, student improves their qualities such as time management, project management, costing, marketing skills, event management, and communication skill.
- Food donation at samparc balgram ashram, malavali, Lonavala.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**3.4.2****Awards and recognitions received for extension activities from government / government recognised bodies****Response:**

**Answer:** The Sinhgad institute of Hotel Management and Catering Technology has a NSS Unit which organizes a special camp every year. SIHMCT receives appreciation and recognition every year from the village gram panchayat. In this camp the students stay in camp in the vicinity of a village and they get a good exposure to life skills. They perform various activities like spreading awareness about importance of literacy and discipline in life, importance of cleanliness and health. The college student's conducts moral based drama plays to give the message to villagers. Through these activities students also learns, receive moral values and develops into a good social human being.

SIHMCT every year receives recognition for conducting Blood Donation Camp in the institute in collaboration with SKN General Hospital, Pune and we donate more than 100 bottles, a gesture to give back the society.

SIHMCT receives appreciation and recognition for conducting Health awareness programme with the Campus Doctors Team in the Z.P. village school of Kusgaon, Lonavala.

SIHMCT had planned and organized meeting for NSS officers of S.P. Pune University to do the annual Planning for the forthcoming year 2020 in the Lonavala campus and received appreciation for the contribution provided by the institute.

SIHMCT staff and students receives appreciation for donating 5 star quality tasty food for around 150 deprived children and staff to orphanage Balgram, Malavali and entertaining the children for the evening.

**File Description****Document**

Upload Additional information

[View Document](#)**3.4.3**

*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**Response:** 32

**3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
8	6	3	6	9

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1

*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

**Response:** 24

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

**The Institution has adequate infrastructure and other facilities for,**

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

**Response:**

The development and quality education of the institute depends not only on the excellent technical staff but it also requires good infrastructure and related facilities which should be unique and specific. These facilities increase the reputation of institute & create healthy environment amongst staff and students.

The institution has excellent infrastructure required for effective teaching-learning process, co-curricular and extra-curricular activities. The infrastructure has adequate facilities to fulfill the norms laid down by the AICTE, DTE and SPPU.

The institute has adequate number of well-furnished, well ventilated, spacious and with proper luminance classrooms equipped with the necessary ICT facilities required for effective delivery of the content. Adequate number of tutorial room is available in the institute for interactive learning activities, interactive discussions and active learning.

Laboratories are regularly maintained and updated. The Charts and models are displayed in the laboratories for better understanding of theory and practical concepts. Laboratories are equipped with state-of-the-art Machines/equipment, open source etc. Beyond the syllabus, laboratories are also used for technology enhancement learning and training sessions like Value Addition Programs, Workshops and Industry training sessions.

The institute has 1 Seminar halls with 300 seating Capacity equipped fully with necessary ICT facilities. These halls are utilized on regular basis for conducting different activities. Also, Corporate Training Center (CTC), to interface with the corporate, is available for conducting corporate meetings, Seminars, conferences, workshops.

For Internet access and computing purpose, the institute has network of 55 computers with 100 MBPS bandwidth as per the norms. Centralized firewall is used to monitor and for security. The Microsoft Teams, is available as an online teaching & learning platform. It is used extensively during the pandemic by faculties and students.

To encourage and support the co-curricular and extracurricular activities for overall development of the students. The facilities developed by our institute for Cultural, sports, indoor and outdoor gymnasium etc, are spread across around 40 acres the campus.

The institute has Amphitheatre for cultural events such as Sinhgad Karandak, Kojagiri, Dandia Night & Holi Celebration. The students and cultural committees are actively involved in organizing the above events.

A well-equipped gymnasium is also provided at the campus which is freely accessible to students, for encouraging them towards fitness.

Yoga and meditation sessions are conducted for the students and staff in the premises at sports complex. 'International Yoga Day' celebrated every year.

Institute has indoor sports facilities like Badminton, Table tennis, Chess, Carom etc. Outdoor facilities like Football, Hockey, Kabaddi, Basketball, Tennis, Volleyball, 800m 11 lane Jogging track, Cricket ground, 10 practice wickets, Skating track, and Swimming pool with area 312.5 Sq.m.

**Cricket Ground** – A separate and spacious cricket ground with international specifications is spread over an area of 5 acres. A separate practice cricket ground is also available for students and residential staff. All the outdoor sports grounds are covered with proper facilities to enjoy their play during the night also.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**4.1.2**

*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**Response:** 0.67

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	2.92	0.07



File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

#### Response:

Integrated Library Management System is used to manage different functions of library. Library was automated with Autolib Library Management software, version 1.0 with OPAC since 2005. Currently we have upgraded to KOHA cloud based Library Management Software with WEB-OPAC facility in 2023. This software is purchased from Softech Solutions and Services, Pune, who provide online and offline support for software problem, proper backup, and maintenance of software services. This software has modules like Acquisition, Cataloguing, Circulation and Serial Control. It is used to create accession register reports, add bulk student records, and update item lending policies and their status. Book issues, returns, and reserves are all available under the circulation module. This module can generate a variety of reports, including circulation status summary, item transactions, item inventory status, operator transactions, etc. Similarly, this module generates library barcodes, making time-consuming library work easier and more efficient. The Serial Control module keeps track of subscribed issues in the library and keeps track of print journals. This module can also be used to construct a projected arrival timetable for loose issues. KOHA software also provides statistics analysis for Library Management systems, such as daily and monthly transactions, most issued books, least issued books, and reference books, etc.

Library books can be browsed Internet using KOHA WebOPAC module. WEBOPAC Link: <http://library.sinhgad.edu/cgi-bin/koha/opac-main.pl>. As the e-journals access is IP based, the stake holders can take benefit of this facility from anywhere in the campus at any time. Total number of books available in the library is 7287 books with a monthly average of 259 circulated books. The Institute library also shares Faculty's Notes, PPT's, Created a Telegram channel for providing Resources to support teaching and learning for students and staff during covid-19 period which is still active and a total of 68 users are utilizing this facility, open source literature, and previous year University question papers and syllabus to all students are provided through whatsapp and other electronic means. The link for viewing the resources / study material is <http://122.252.236.67>.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1

**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

The institute is well-equipped with a strong IT infrastructure, to cater to the quality education and effective implementation of curriculum. The Central computing facility with 150 Mbps Internet connectivity is available for this purpose. For uninterrupted computing, generator backup of 500KVA is available.

The Institute has developed centralized maintenance system in order to support the IT infrastructure, campus facilities and equipment.

- The institute maintains and updates its IT Infrastructure to ensure seamless connectivity and proper technical support in teaching learning process.
- Faculty members are provided the Internet connection at their respective locations.
- All the Computer laboratories and facilities are connected with the Internet and are made available to the faculties and students for their academic needs in their respective departments.

In the field of digital communication and pandemic situation, the internet communication is important in teaching learning process. The Institute has IT facilities like leased line for internet connection and the software is also frequently updated.

- Application Software such as Microsoft Teams, Acrobat Reader, KOHA& Auto CAD 2009 etc. are available at institute level. Software are updated continuously, Laboratories are continuously updated with latest version of computers such as i3, i5. Institute has well established language lab to enhance communication skills of the student and faculties.
- Advanced Dell, HP Computer systems, Windows server are available for smooth conduction of various activities such as online work of examinations, workshops, online competitive exams etc.
- **Learning Management System (LMS)** - For smooth and effective conduction of academics in all respect, the Institute has provided license copy of Microsoft Teams as a common online platform for teaching-learning. It has helped the faculty members and students immensely during the pandemic situation.

- The institute has massive network of 55 computers with 100 Mbps Internet connectivity and Wi-Fi facility to fulfill the academic and research need. Centralized server room is used for network monitoring, management and Internet security.
- The institute has deployed the educational Enterprise Resource Planning (ERP) software, which manages the entire administration, campus operations, and academic management in an efficient way.

**LAN facility:** 3-Layer Switching (Core, Distributed and Access) network is available for the entire campus. Core layer switches in the buildings have been connected with the Optical Fibre Ring Network. This core switching is further extended to Distributed Switching for departments where 100Mbps (Gigabit Switches) are installed.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2

**Student – Computer ratio (Data for the latest completed academic year)**

**Response:** 4.25

**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

**Response:** 40

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student’s usage.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1

*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities*

*excluding salary component, during the last five years (INR in Lakhs)*

**Response:** 14.04

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
5.64	27.15	0.99	16.95	11.69

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 29.93

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
54	75	86	109	101

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

**Response:** A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.3

**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 40.21

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
115	122	80	84	170

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4

*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 66.67

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
37	52	60	52	41

**5.2.1.2 Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
40	80	99	79	65

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.2.2

*Percentage of students qualifying in state/national/ international level examinations during the last five years*

**Response:** 6.61

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	2	2	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1

**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**



**Response: 8**

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	2	2	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
list and links to e-copies of award letters and certificates	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.3.2**

**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response: 2**

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	00	1	5

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.4 Alumni Engagement****5.4.1**

**There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**Response:**

**Objectives of the Alumni Association:**

- 1.To become highly integrated into the College and the Society
- 2.To periodically enroll member and keep them informed of the Society’s and College’s activities.
- 3.To offer sufficient channels for utilizing the knowledge and experience of the graduates to advance the College’s cause and gain favorable position and influence in the social, commercial and academic domains.
- 4.To establish relationship and encourage contact among alumni through engaging gatherings.to gather, publish and share information that is important to every society member.
- 5.To significantly contribute to our students being placed in reputable organisation.
- 6.To foster a culture of liberality, companionship and tune among alumni of the institute.
- 7.Institute I sin pipeline to create an Alumni Entrepreneurship Association for student.

**Alumni Contribution:**

The core concept of alumni association is to evolve the relationship in between industry life and professional life . The concept of alumni association evolved with the aim of building a bridge between college life and professional life, for achieving the goal of industry-institute interaction, involves the alumni in its educational and research activities, whenever possible, by inviting them to participate as follows:

- 1.Alumni with a professional background, who may serve as mentors, are encouraged to share their experiences. Additionally, students get the opportunity to speak with alumni one-on-one.
- 2.Alumni serves as judges for competitions and activities held all year. Alumni are given the opportunity to use their professional judgment while evaluating the students' responses to difficult challenges.
- 3.Alumni working in various companies guide the students for placement.
- 4.Alumni sessions and guest lectures on a range of subjects related to their area of specialty.

Induction program is another forum through which alumni cell hosts a panel discussion with knowledgeable alumni. Advice to fresher and direct second-year students at department level is given

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### **Response:**

The institute endeavours for the holistic development of students and teachers by implementing academics and other initiatives to meet the development goals of the institute. It aims to become a premier institute in hospitality education with state-of-the-art facilities, transparent unique work culture, an excellent academic environment and enhanced Industry Institute Interaction.

#### **Vision:**

To emerge as the most preferred hospitality education institute with global recognition & developing competent & socially sensitive professionals committed to excellence.

#### **Mission:**

To make incessant enterprise in translating our vision into a reality & achieve the following objectives:

- To create state of the art facilities for advance level of teaching & hands on training & encouraging entrepreneurship.
- To continuously grow through consistent performance in academics & healthy industry interface.
- To develop students as global citizens with conscience commitment & dedication.

The Teaching-Learning process is adopted with state-of-the-art infrastructure, library reading room Facility, augmented library, and classroom equipped with ICT tools. Institute also has well equipped kitchen labs, restaurant setup labs, House-keeping labs, three-star level property- HMCTC for hands on training to the students & Center of excellence to makes students upgraded to current trends in hospitality. The institute also facilitates various government and non-government Schemes for economically needy students.

The SIHMCT has a governing body, Local Managing committee (LMC), Academic Monitoring Committee, Internal Quality Assurance Cell (IQAC) and Principal who play important role for designing and implementation of quality policies for academic and administrative activities. The institute believes in the values of decentralization and participative management with well-structured various committees at different level administration. Management has given the authority to the IQAC team that is actively working towards the quality improvement. It has set up the strong monitoring system, through the exhaustive documentation and records. Faculty members are also working with various committees formed at institute level where the decisions and opinions of committee members play essential roles in decision making. The Head of Institution regularly conducts meetings to discuss various issues. The

administration ensures that faculty and staff opinions and proposals are incorporated into the college development process.

Institute gives industry exposure to students by way of participation in Competitions, projects, internships, industry-institute interaction etc. Various extracurricular programs which can contribute in the overall growth of the students. The institute nurtures the students and staff to become good human being by contributing through various social activities to the society and the environment around. As NEP implementation is at nascent stage, our staff has attended various seminars & conferences on NEP implementation & new syllabus revision as per the NEP guidelines.

Institute has to look after the expenditures and purchases of institute, repairs and maintenance of infrastructure and equipment's also. There are some issues like Staff grievances and women related issues, Students related issues like Hostel and mess related Issues. These are also to be looked after. The institute is sensitive towards Social and National Concerns. To address all the above SIHMCT college has formulated various committees which work towards the dedicated issues.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

#### **Response:**

The institute has a well-established administrative setup and a governing body to design various policies. Governing body helps to set up the processes for implementing academic, administration and overall development of the institute in line with the vision and mission of the institute. Principal as a head of administration coordinates the activities between the Management and staff for the growth of the institute. The decision taken by the Governing body is executed through Principal, Heads of all departments and Administrative-officer.

All the various committees of the institute work effectively under the guidance of Principal and Internal Quality Assurance Cell (IQAC). Minutes of meetings followed by execution of decisions reflects the systematic and efficient work culture.

Institution has the mechanism for well-planned curriculum delivery and documentation. The IQAC team is established for this task. It governs the aspect of Curriculum Development. Various committees are formed and the selected faculty members are delegated the responsibility. The committees meet

periodically and discuss the issues came across during normal working. They are solved unanimously towards the best possible outcome. The IQAC team monitors all the processes and asks for the records like minutes of meeting, event reports, photographic proofs etc. from the different committees. The IQAC team also collect the feedbacks from various stake holders like Students, Parents, Alumni, Teachers etc. These are helpful in taking the positive steps towards curriculum development.

To address all the above SIHMCT college has formulated various committees which work towards the dedicated issues. The committees are: Internal Quality Assurance Cell, Internal Complaint Committee, Examination Cell, Research Committee, Purchase Committee, Repairs and Maintenance Committee, Academic Monitoring Committee, Training and Placement Cell, Hostel Committee, Cultural Committee, Sports Committee, ISR-NSS etc.

The institute has various administrative staff headed by principal for smooth functioning of administrative setup. The institute has designed service rules, different HR policies as per the norms of AICTE, DTE, UGC and state government which have been approved by the Governing body. The institute has a transparent policy for internal promotion as per the performance of the employee.

The institution has following perspective plans:

- To sign a greater number of MOUs to Strengthen Industry-Institute interaction.
- To develop Research culture among students and staff.
- To offer more Value-added courses to cater to the needs of Industry.
- To organize training programs to improve employability skills.
- To increase the numbers of Consultancies and get more funding.
- To encourage staff and students to do quality research.
- To Strengthen the Entrepreneurship Development cell and incubation activities.
- To encourage faculties to enhance their qualification by pursuing doctoral or postdoctoral research.
- To motivate Faculties and students to enrols for NPTEL/ Coursera/ AICTE sponsored certification courses.

The institute is committed for the overall development of students which involves curricular, co-curricular and extra- curricular activities. This helps the students to build up confidence for a good placement and also create a positive impression in social and professional circles.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2

*Institution implements e-governance in its operations*

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

The institute has adapted the e governance for smooth working and speedy management. The staff Performance Appraisal is evaluated through online appraisal system. The staff attendance is also registered online. The staff is allotted unique Email ID for online communication. The staff leaves management system is operated through the online sources. The Institute maintains the updated website for displaying the information about the institute itself, also notices for students, admission related information, College level event, achievement of college and students etc in order to support the students.

The institute has various categories of welfare measures for teaching & non-teaching staff such as

Personal/ General Welfare Schemes for all staff:

- Casual leave, earned leave, medical leave, Official Duty leave, Study leaves for both teaching and non-teaching staff.
- Maternity leave of 180 days for women staff and extended maternity leave if required.
- Eligible teaching faculties are applicable for 30 winter and 40 summer vacations as per DTE norms.
- Staff are given annual increments based on their performance appraisals.
- Availability of campus clinic and a doctor to provide free medical checkup for the teaching and non-teaching staff.
- Provision for staff quarters for both teaching and Non-teaching in the STES campus Lonavala.

- Institute encourages staff to pursue for higher studies.
- Facility for taking Emergency advance payment is available

Performance Appraisal System for Teaching Staff:

Institute has systematically designed a Performance Appraisal System for teaching staff. For every performance appraisal cycle, each employee self-evaluates the appraisal form.

The head of the institute reviews the performance appraisals which are further reviewed by Management. Areas to be evaluated include General Appraisal, Academic appraisal, and Students Feedback and Result analysis.

1. Performance Appraisal System for Teaching Staff:

A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee’s signature does not imply that the Management/employee agrees with the appraisal but that the employee has seen it. The employee can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity are the key work while evaluating any employee. It is the responsibility of the employee to ensure that he/she has had at least one performance during twelve months of service. It is to be noted that all performance appraisals are used to provide a positive and developmental assessment of individuals and are not to be used as tools of personal vendetta under any circumstances

2. Performance Appraisal System of the Non- Teaching Staff:

The performance-based appraisal system for non-teaching staff is based on Quality of work, Supervisory ability, Initiative and cooperation, Interpersonal relations etc. The self-assessed forms are assessed by the Head of the departments and then by Principal.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.3.2**

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 5.33

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	3	1

File Description	Document
Policy document on providing financial support to teachers	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	<a href="#">View Document</a>

**6.3.3**

*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

**Response:** 55.88

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
19	19	19	19	19

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
19	19	19	19	19



File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

#### Response:

Response:

Sinhgad Technical Education Society is the parent body of Sinhgad Institute of Hotel Management & Catering Technology (SIHMCT). The institute conducts transparent internal and external financial audits periodically. The institute has an internal auditing team who conducts the internal audits. They confirm that the mobilization of funds must be in the optimal use for the advantage of the Institute. The internal financial audit of the Institute is delegated to a committee of 3 to 4 accountants working with the STES along with the institute's accounts department. The original copies of invoices, vouchers, and supporting documents related to the expenditure are kept in the accounts department. All the documents are verified by the accounting officer and differences, if any, are brought to the attention of the head of the institute for immediate rectification.

The accounts department combines all the expenditures made in the financial year. The internal audit committee of the STES checks all of the account records periodically during the financial year. The records verified during the internal audit are cash book, bank statements, entries in tally software, vouchers, cheque registers, fee registers, ledgers, inward and outward register, attendance muster, movement register, service book and biometric attendance. Further, an internal audit is also carried out for all the grants received from Government & non-government like, BCUD, SPPU, AICTE, DST, DBT and other external agencies.

During the internal financial audit, auditors raise some issues related to finance and give an opportunity to the college to address and rectify the errors. They also give necessary guidance for improvement in account maintenance. These measures ensure no further discrepancy in the records that can be objected to by the external auditors. Every financial year, the external financial statutory audit is

conducted by a Chartered Accountant. A complete examination and verification of all the financial transactions are carried out. All remarks and objections of the auditor are communicated through their report to the institute. These are examined by the principal, the internal auditor, and the accounts department. The deficiencies in the auditor’s report are addressed and rectified with necessary supporting documents within the stipulated time limits. The institute has an effective system at place to track how well the financial resources are being used. The financial budget for the academic year is prepared by considering all the possible income and expenditure. Being a self-financed college, the primary source of income to the college comes from the fee paid by the students. Every year, the college fees are approved by the Fee Regulating Authority, Government of Maharashtra by considering various expenditures of the institute including the audit reports.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

**Response:**

The role of IQAC in ensuring quality standards in teaching, learning, and evaluation is decisive.

**Teaching-learning process:** IQAC mainly helps to regulate the teaching-learning processes by organising various activities to enhance the knowledge base and improve quality in different ways. The faculty completes the course file with study material, lesson plan, and continuous progressive assessment. Any type of suggestions to improve quality is taken into consideration by IQAC. It ensures that quality education system is reflected in practical’s, organizing events, providing opportunities for students to showcase their talent, and creating industry simulations..

**Co-curricular - Value added courses/add-on courses:** To conduct content beyond syllabus and skill enhancement of the students, institute conducts various value added/add-on courses. Certificate course on STP Programmes, food production, accommodation operations, Bar tending, financ services.

**Stakeholders Feedback:** Periodic feedback is collected from the stakeholders and the mechanism for addressing the observations is in place. Result analysis is done after every examination and measures are taken accordingly by IQAC in consultation with the stakeholders, and committee members. IQAC

acts as a nodal authority for training and placement. Periodic feedback is collected from the industries for the performance of recruited students in respective industries and measures are taken to improve the performance of the students as per industry demand.

**Startup Innovative cell:** Under this cell the committee and faculties to motivate & encourage students for nurturing innovative ideas for starting their own entrepreneur unit. It also helps in identifying multidisciplinary innovative ideas related to hospitality and management programs. The cell organised various seminars, workshops, business idea competitions & SIHMCT alumni entrepreneurs talks for creates entrepreneurs’ culture and to empowers our would-be student entrepreneurs.

**IQAC Audit Periodicity-** The academic audit is done once in an AY involving IQAC. The expert’s team are selected on the basis of their academic records, qualification, credentials, industrial or research experience and resourcefulness with respect to academic improvements. The audit team are visited and conducted evaluation through check of documents and interaction with stakeholders.

**Outcome of IQAC-** The outcome of the audit is placed in IQAC meetings and Governing body meetings of the Institute. A plan of action is prepared to implement the suggestions accepted by IQAC and GB..

**Action Points for Internal Quality Assurance: IQAC Cell**

1. Scheming and implementing Annual plans for institution-level activities for quality enhancement.
2. Arrange feedback responses from stakeholders for quality-related institutional processes.
3. Development and application of quality-related parameters & Innovative practices for various activities leading to quality enhancement.
4. Retrieval of information on various quality parameters of higher education and best practices followed by other institutions.
5. Organization of workshops and seminars on quality-related themes and promotion of quality circles and institution-wide dissemination of the proceedings of such activities.
6. Participation in the creation of a learner-centric environment conducive to quality education.
7. Work for the development of internalization and institutionalization of quality enhancement policies and practices.
- 8.. Act as a nodal unit of the institution for augmenting quality-related activities.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.5.2****Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** A. Any 4 or more of the above

<b>File Description</b>	<b>Document</b>
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

**Response:**

**Response:**

***A) Measures initiated by the Institution for the promotion of gender equity:***

SIHMCT is a prestigious institution that promotes gender equity and equality, fostering a safe and secure environment for both girls and women. The institute conducts various activities to promote gender sensitization and integrate women into the workplace, fostering a peaceful, prosperous, and sustainable society. The institution has a dedicated women anti-harassment cell and anti-ragging committee, which work together to prevent harassment and ragging on campus. The NSS unit organizes awareness rallies and events like International Women's Day to promote gender sensitization.

Girl students participate in various curricular and extracurricular activities, including outdoor catering services and NSS activities. Facilities for women include counseling and mentoring, separate common rooms with necessary amenities, and a sanitary napkin vending machine in the girl's wash room. The institute also provides safety and security measures, such as safe parking spaces with CCTV, a gated community, and 24x7 security services.

The institute also offers a separate hostel facility for females with efficient infrastructure and CCTV. A separate beauty parlour facility is available for grooming sessions. A well-equipped gym is available for female students to exercise and have separate time for self-care. The Primary Health Centre (PHC) provides essential health services to the campus. Overall, SIHMCT aims to create a supportive and inclusive environment for all students.

***B) Institutional initiatives to celebrate / organize national and international commemorative days:***

The Institute organizes and celebrates national and international commemorative days, events, and festivals to raise awareness among students about their responsibilities and commitment. These include celebrating birth anniversaries of great personalities like Sarvapalli Radhakrishnan Jayanti (Teacher Day), Dr Abdul Kalam Jayanti (Innovation Day), and Savitribai Phule Jayanti.

Human ethics commemorative events like National Constitution Day, Marathi bhasha diwas, Rashtriya Ekta diwas, Bread Day, International Chefs Day, Christmas Cake Mixing ceremony, etc. are celebrated to inculcate human values and ethics.

Events and festivals include Chattrapati Shivaji Maharaj Jayanti, Dasara, Diwali, Holi, Christmas, Ras Dandiya, etc. These events express the pride of the institute's heritage, culture, and tradition.

International days like International Yoga Day, Tourism Day, and Women's Day are also celebrated. National/international theme lunches and food festivals are organized to create awareness about food, culture, and traditions of different regions and countries.

One of the most anticipated events is Sinhgad Karandak (JOSH), an annual gathering where students showcase their talents and extra-curricular skills. The event is held in January or February in the second semester, with various programs such as Solo Singing, Duet Singing, Solo Dance, Group Dance, Fashion Show, Mr. and Miss SIHMCT, and Stage Play.

The Institute also launched an extensive Tree Plantation Programme on World Environment Day, aiming to restore the eco-balance by planting saplings in empty spaces. Blood donation is a noble act, with healthy individuals donating blood for the use of ailing people.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 7.1.2

**The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

**Response:** A. 4 or All of the above

<b>File Description</b>	<b>Document</b>
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**7.1.3**

**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Certificates of the awards received from recognized agency (if any).	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**7.1.4**

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of**

**students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

**Response:**

SIHMCT Lonavala carried out various activities for providing an inclusive environment, activities such as JOSH- an annual gathering of college in which traditional days are celebrated and cultural ethics are inculcated to students. Maintain tolerance and harmony toward regional, linguistic and other diversities. Sarsvati pooja for north Indian students, In the month of holy Ramzan providing prayer room to students, Dandiya festival, Shivjayanti Celebrations.

For students & employees to add values, rights, duties to make them a responsible citizen. For that purpose we organise different activities such as tree plantation, blood donation, cleanliness drive, visit to orphanage, NSS camp visits to different villages & many more.

**1. JOSH:**

JOSH is an annual gathering event organized by SIHMCT. JOSH offers a platform to the students to show their skills other than academics. Every year JOSH was organized in the second semester in the month of January or February. Various events were organized as Solo Singing, Duet Singing, Solo Dance, Duet Dance, Group Dance, Fashion Show, Mr. and Miss SIHMCT, Stage Play, Ages of Rock (Rock Band), etc. Students from SIHMCT participate in this event and get a chance to explore their extra-curricular skills apart from their academics. Various judges from different fields were invited to judge the students' performance and select the best among them. Event is aimed at the overall development of the students.

**2. Tree Plantation:**

Our Institute comes under big campus with lot of open spaces. So we launched an extensive Tree Plantation Programme on the occasion of the World Environment Day. The students and teachers selected the empty places and to plant saplings in a well-organised way.

The saplings were supplied by the local government nursery. In order to restore the eco-balance of the afforestation drive was taken with all seriousness.

**3. Blood Donation:**

Blood is a significant component of our body which constitutes almost 7% of the body weight. Blood donation is a noble act where a healthy person donates blood for the use of ailing people. Our institute organises blood donation camp each year by taking help of Smt Kashibai Nawale Medical Hospital. In this drive teachers as well as students take part. Each year we are able to collect more than 100 bottles of blood through this drive.

Blood donation camps are held in our campus to spread awareness about the importance of blood



donation so that more people can contribute towards the process of saving lives.

**4. Swachh Bharat Abhiyan (Cleanliness Drive):**

Mahatma Gandhi rightly said, “Sanitation is more important than independence”. Swachh Bharat Abhiyan was launched by the Government of India to solve the problems of sanitation and waste management in India by ensuring hygiene across the country. We, Sinhgad institute organized cleanliness drive in our campus by taking help of our NSS students

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**7.2 Best Practices**

**7.2.1**

**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual**

**Response:**

**Best Practice (A)**

**1. Title**

**Students interface with industry**

**2. Objective:**

Students will **get to know as to how they can apply the learned theories and inter-relate the theories learned and practices followed in the industry with specific relevance to the job market.**, upkeep with the latest trends in the industry and to make them industry ready to take up a challenging career.

**3. The Context:**

The Industry Interface Programme for Students **aims at achieving the objective of providing industry exposure to the students and to give them small real time projects.** Prepares students for a wide variety of careers in different sectors of hospitality, enables students to transform the industry with innovative ideas, and offers student exciting global opportunities.

#### **4. The Practice:**

The institute organizes the various event to create physical interface of student with industry like seminars, visit, workshop, alumni meet program which encourages students. We call professional from industry as jury member to judge and interact with our student and make them understand the level of skill which is required in industry.

#### **5. Evidence of Success:**

The College have conducted various seminar in association with industry, and have good alumni base network which help placement and entrepreneurial ventures.

The following changes have been noticed by conducting the event-

- Better Communication Skills
- Enhanced personality and self confidence
- Better Academic outcomes
- Some of the students got jobs offers in the esteemed organisation.

#### **6. Problems encountered:**

The problems encountered are mainly is the matching of schedule of industry and academic like exam and various events.

### **Best Practices (B)**

#### **1. Title:**

#### **Paperless Governance**

#### **2. Objective:**

A paperless office is a workplace that minimize the use of physical rim of paper in favour of digital documents rather than storing of paper documents in a file cabinet. Adopting a paperless system it can solve challenges and achieve benefits as saving time spend on locating and retrieving physical file.

#### **3. The Context:**

Due to the sophistication of modern information technology, it is now possible to have a completely paperless office. Obviously, going paperless is a far more environmentally friendly option compared to the offices of past year that used numerous reams of paper on a daily basis. However, it is important to consider a few factors such as the difficulty of truly eliminating paper from the office. Going completely paperless will be very hard for most of the time.

#### **4. The Practice:**

We SIHMCT institute realized that the millennial students are technology oriented and demanding quick response on rendered services. The computerized education systems improve administrative efficiency and reduce a toll on management and faculty to process paper documents on students, courses and exams. We had incorporated electronic communication process for any kind of communication, upload the same on website and sends individual institute letter through email, whatsapp. As in institute we are using various software to ease the work and reduce paper work as:

Salary- Saral Pay Pack & Paywiz

Tally Prime- Aspire, Aspire Tally

TDS Return- TDS Institutional software

Biometric- Zenon

Library- Coha software

### **5. Evidence of success:**

With the incorporation of the software we SIHMCT also stepping towards paperless operations. Software is specially designed for the management of all kinds of administrative activities of an institute. Going paperless benefits both the administrative staff as well as the students. The institute software also stores staff data such as staff attendance, leave records, qualifications, medical history, etc., which provides excellent assistance while managing the staff. It also helps in fee management as it keeps a record of fee payments, bills, due dates, outstanding fees, etc.

### **6. Problem Encountered and Resources Required:**

The problem encountered and resources required to implement the practice-

#### **a) The Cost of Hardware and Software**

If you decide to keep your data on premises, you face the expense that comes with constantly updating hardware and software. Along with this, there is the cost of keeping IT personnel on staff and that of keeping all of your data secure.

#### **b) The Need for Training**

One of the big challenges of a paperless governance revolves around employee education. We have to train all of our staff, which takes time. We found that some of our employees are more willing to adapt to the new system than others. Getting everyone on the same page it take even more time.

#### **c) Hardware Failure**

Hardware failure that results in lost data is among the major threats in a paperless office/ governance.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

**Response:**

The rapid development in infrastructure at local, regional and global level has led to various environmental issues. Being a leading institution of higher Technical Education, Sinhgad Institute of Hotel Management & Catering Technology, Lonavala initiates the Green Campus activity which will support environmentally sustainable development. 'The Green Campus' actively promotes the various programs for the environment protection and sustainability such as, use of bicycles, public transport, and pedestrian friendly roads, promotes plastic free campus, green landscaping with various types of trees and plants.

#### 1. Green Campus Initiatives

The Sinhgad Institute of Hotel management & Catering Technology, Lonavala acknowledge the importance of Eco-friendly campus, in order to protect the environment by making use of the available resources in a sustainable and responsible manner. The institute has plan to plant 10% more trees every year which resulted in availability of moreover 7500 well grown tree cover in campus. Institute has constituted green policy and implementation of it is strictly observed.

#### 1. Implementation of Tree Plantation:

SIHMCT Lonavala is well known for its greenery. We received the green campus award by AICTE. Today this campus has moreover 7500 well grown trees of various species. This count is increasing day by day. We conduct tree plantation activities on various occasions like,

- Independence day
- Republic day
- World environment day
- Foundation day of society

- Birthday Celebrations
- NSS day etc.

We have dedicated gardening team of campus to look after these activities of plantation and further nurturing of plants. At the end of every year, CO<sub>2</sub> absorption capacity is analyzed.

## **2. Green Audit**

While transforming ourselves from regional campus to national level campus it is the responsibility of such campus to face the global future challenges and try to find out possible solutions for them. As SIHMCT campus is provided with skillful human resource supported by analytical infrastructure, it is our duty to bring such ideas in practice. While understanding the call of time our team has decided to enumerate the green cover of campus and quantify the carbon sequestration of existing tree population.

### **1. Objectives**

1. To study woody green cover of the campus.
2. To study species diversity of woody vegetation in the campus.
3. To understand biomass and carbon stock accumulated by woody vegetation in the campus.
4. To explore carbon sequestration potential of woody vegetation in the campus.
5. To explore potential of woody vegetation of the campus as an oxygen source.
6. To measure canopy cover of the trees on the campus.

### **2. Study Area**

SIHMCT Lonavala campus is situated on hills of Sahyadri range east of Lonavala city Maharashtra, at 18.7341911 latitude, 73.430742 longitudes. SIHMCT Lonavala covers an area of about 200 acres. The major area of the campus is covered with vegetation.

### **3. Data Analysis**

All the collected data is tabulated and analyzed with the help of MS- Excel spreadsheets and the findings are extracted by using various factors given by Intergovernmental Panel on Climate Change (IPCC). Following parameters are measured for analysis purpose.

- MEASUREMENT OF CIRCUMFERENCE OF THE TREE
- HEIGHT MEASUREMENT
- ABOVE GROUND BIOMASS (ABG) OF TREE
- ESTIMATION OF CARBON

· DETERMINATION OF WEIGHT OF CARBON DIOXIDE (CO<sub>2</sub>)

SEQUESTERED IN THE TREE: - CANOPY COVER:

**4. Findings**

Following are the findings of green audit:-

· **Carbon Sequestration:**

Carbon sequestration is long-term storage of carbon dioxide or other forms of carbon to avoid climate change. It has been considered as a way to slow the atmospheric and marine accumulation of greenhouse gases, which are released by burning fossil fuels.

· **Oxygen released**

Woody vegetation in SIHMCT Lonavala campus release 416.34 tons of oxygen in a year. Thus, it is supposed to release 416.34 tons of oxygen annually.

A single tree supports oxygen demand of two people for their life. Thus, 7500 woody trees on the SIHMCT Lonavala campus are supporting 15000 people on and around the campus.

· **Canopy cover**

The vertical projection of plant foliage onto a horizontal surface is called as Canopy cover. Forest canopy structure regulates radiation interception through the canopy, affects the canopy microclimate, and consequently influences the energy, water, and carbon fluxes between soil, vegetation and atmosphere through interactions with leaf photosynthesis. The total canopy area calculated around the campus is 78 acres. The total canopy cover area on the campus is 39 % and is more i. e. 33% forest cover decided for country or state

**3. Carbon foot prints:**

As the SIHMCT Lonavala campus considered as institutional organization, the various energy resources like electricity, fuels, Liquefied petroleum gas (LPG) are used. It is necessary to calculate the carbon footprint of the campus to upgrade the Clean Developmental Mechanism (CDM) in various processes.

· **Electricity carbon footprint:**

In the campus, electricity is used for various purposes like residential, office use and in the laboratories. The total electricity used in the campus is around 4000 MWh/annum which (approximately) liberates 12240000 kg of CO<sub>2</sub> per year.

**Conclusion:**

· India's CO<sub>2</sub> emission is increased by an estimated 4.6 % in 2017, despite a turbulent year for its economy.

- The carbon footprint of nation is measured per person; India’s emissions are still very low at only 1.8 tons of CO2 per capita- which is much lower than the world average of 4.2 tons. But those emissions have been increasing steadily, with an average growth rate of 6% over the past decade.
- The educational institutes are the organizations which are having large areas that consume high quantities of electricity and LPGs for many purposes.
- The SIHMCT Lonavala Campus emits 12282.53 tons of CO2 per year approximately.
- The present Clean Development Mechanism (CDM) or practices reduces the 22.51 tons CO2 per year approximately.

The SIHMCT campus covers total 200 acres area which is having the green cover of 75000 mature woody trees which capture 138.78 tons of CO2 per year.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The Institute has an ideal atmosphere for effective teaching learning surrounded with lush green and panoramic views. It is a fully residential campus, situated on delightful hill rocks of Sahyadri ranges. Institute is duly approved by AICTE and affiliated to Savitribai Phule Pune University. Institute has enviable state-of-the-art infrastructure and all the facilities and resources, to label it an ideal place for quality learning. The International level of Sports facilities are available for the students to develop their technical and tactical skills which will improve overall performance and success in their chosen sports. The institute environment is constructed and equipped to support various curriculum and non-curriculum activities. The institution is proud of its staff, students, and alumni who have demonstrated their mettle at the frontiers of knowledge and creativity via research and community service across a wide range of academic and professional activities. Value-added programmes, industry-oriented project work etc. We have Effective internal assessment norms. Installation of a biometric attendance system for staff. Students training Program is well defined and designed to groom the students, to develop overall technical and non-technical skill sets. Institute ensures effective implementation of academic calendars and adheres to proper planning of all curricular and non-curricular activities. Updating of courses in accordance with the university curriculum are all vital parts of the institute's functioning. Feedback from the all stakeholders ensures appropriate action towards addressing any gap in student progression.

The CTC has 52 rooms, 03 conference halls, Dining Hall and Cafeteria. The operations are managed by the students as a part of additional Training. These Facilities are used along with various Corporate Sectors delegates who visit the Institute. The Institute has signed MOUs with various industries to provide the internship, placements, weekend jobs etc. The institute also maintains and updates IT Infrastructure to ensure seamless connectivity and proper technical support in teaching learning process. The T&P cell guides and counsels the students for placement activities. Institute provide excellent platform to cater the needs of all students to meet the professional and societal expectations for the overall growth and development of the students.

### **Concluding Remarks :**

The institute has well defined vision, mission by considering all the stakeholders of the society. Being an affiliated institute of SPPU, it strictly follows and implements the academic calendar, curriculum and examination reforms. Many faculty members are paper setters and evaluators of University examinations. The institute has effective feedback mechanism for making changes and improvement in teaching-learning process. The Institute is continuously focusing on excellence in technical education. The systematic and well planned efforts of the institute in this regard are reflected in activities conducted throughout these years that resulted in good placements. The faculty adopts student centric methods and use ICT enabled tools for effective teaching-learning process. The institute has established research and consultancy policy. Moderate numbers of research papers are published during the last five years in reputed international journals. Several extension activities are planned and executed. Institute has functional MoUs with industry to enhance the industry-institute interaction in teaching-learning process. It has a transparent mechanism for timely redressal of student grievances. There is a registered Alumni Association in the institute, and it hosts alumni meet every year. The governments both central and state are promoting sports culture. Inline with these guidelines, the Institute has developed International standard indoor & outdoor sports facilities on its campus. Being a 100% residential campus, students are getting sufficient time to acquire other skills. Many activities are conducted towards the holistic



development of students.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.2	<p><b>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</b></p> <p><b>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>17</td> <td>24</td> <td>27</td> <td>40</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>17</td> <td>24</td> <td>27</td> <td>38</td> </tr> </tbody> </table> <p><b>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>81</td> <td>81</td> <td>81</td> <td>81</td> <td>54</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>81</td> <td>81</td> <td>81</td> <td>81</td> <td>54</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	16	17	24	27	40	2022-23	2021-22	2020-21	2019-20	2018-19	16	17	24	27	38	2022-23	2021-22	2020-21	2019-20	2018-19	81	81	81	81	54	2022-23	2021-22	2020-21	2019-20	2018-19	81	81	81	81	54
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3.3.1	<p><b>Number of research papers published per teacher in the Journals notified on UGC care list during the last five years</b></p> <p><b>3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>2</td> <td>4</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1</td> <td>2</td> <td>4</td> <td>1</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	1	0	2	4	1	2022-23	2021-22	2020-21	2019-20	2018-19	0	1	2	4	1																				
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Remark : DVV has made changes as per the report shared by HEI.

**3.4.3** *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
11	9	3	7	13

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
8	6	3	6	9

Remark : DVV has made changes as per the report shared by HEI.

**5.1.1** *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**5.1.1.1. Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
54	75	86	109	111

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
54	75	86	109	101

Remark : DVV has made changes as per the report shared by HEI.

**5.3.1** *Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years*

**5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
8	4	0	13	12

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	2	2	0

Remark : DVV has made changes as per the report shared by HEI.

**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
117	30	00	86	62

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	00	1	5

Remark : DVV has made changes as per the report shared by HEI.

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

**6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
9	6	10	12	12

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
19	19	19	19	19

**6.3.3.2. Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	1	2	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
19	19	19	19	19

Remark : DVV has made changes as per the report shared by HEI.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p><b>Number of teaching staff / full time teachers year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>13</td> <td>16</td> <td>18</td> <td>19</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>12</td> <td>15</td> <td>17</td> <td>18</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	14	13	16	18	19	2022-23	2021-22	2020-21	2019-20	2018-19	13	12	15	17	18
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