

Minutes of Meeting

IQAC - SCHMTT

Date- 20.08.2018

2018-19

Chairperson- Dr. Shefali Joshi

Attendees-

Names	Designation	Signature
Prof. Dr. Shefali Joshi	Principal	<i>Shefali Joshi</i>
Dr. Kimaya Gandhi	Director SEF	
Mrs. Nutan Gawali	Registrar	<i>Nutan Gawali</i>
Mr. Diraj Kulkarni	Sr. Co- Finance, SOS NGO ,Pune	<i>Diraj Kulkarni</i>
Mr. Ravi Chaudhary	PVST (Punre Vaibhav Sanskruti Trust)	<i>Ravi Chaudhary</i>
Mr. Vinod Shah	Janseva Foundation Trust	<i>Vinod Shah</i>
Mr. Aroop Chatterji	Senior Hotelier	<i>Aroop Chatterji</i>
Prof. Bhaskar Vardhi	Assistant Professor	
Prof. Nitin Shinde	Assistant Professor	<i>Nitin Shinde</i>
Prof. Abhijeet Gajjaralwar	Assistant Professor	<i>Abhijeet Gajjaralwar</i>
Prof. Pravin Rathod	Assistant Professor	<i>Pravin Rathod</i>
Prof. Pratik Satpute	Assistant Professor	<i>Pratik Satpute</i>
Prof. Ankita Lonushte	Assistant Professor	<i>Ankita Lonushte</i>
Prof. Prem Suryavanshi	Stores In charge	<i>Prem Suryavanshi</i>
Prof. Chetan Mungantiwar	Assistant Professor	<i>Chetan Mungantiwar</i>
Mr. Omkar Kulkarni	Student (T.Y.Bsc.)	<i>Omkar Kulkarni</i>
Mr. Swapnil Pal	Student (T.Y.Bsc.)	<i>Swapnil Pal</i>
Mr. Lalit Mokashi	Ex. Student	<i>Lalit Mokashi</i>
Prof Ulhas Chaudhari	IQAC Coordinator	<i>Ulhas Chaudhari</i>


IQAC MOM 2018-19



Minutes of Meeting for IQAC Meeting

1. Admission review is given by admission committee, Admission kit to be made ready by Prof Nitin.
2. Theme lunch for TY BSc HS to be organized on 14th Dec 2018. Prof Bhaskar, will give details on the structure by 5th Dec 2018.
3. Students to be monitored on basis of grooming, attendance and behavior for placement. Prof Bhaskar will brief students regarding the same.
4. Tilak Maharashtra Vidyapeeth is arranging for a QIP programme on 28th Dec. Prof Bhaskar will inform the students for volunteers who are interested in visiting the seminar.
5. A common notice format to be followed by all faculties while making notices.
6. Structure of QIP will be provided by Prof Ricky.
7. Mock interviews will be conducted by Professor Ricky for TY BSc HS
8. Every faculty to work on research paper. At least two need to be submitted by each.
9. Competitions to be conducted for students on 20th and 21st Dec 2018. Prof Ankita will brief the participants further on next steps.
10. Facebook page will be handled by Prof Ulhas.
11. Each faculty to conduct at least one session in the semester towards revenue making and value addition courses. The individual faculty will submit the plan for one event each.
12. Revenue making courses to be conducted first will be Christmas children programme which will be co-ordinate by Prof Ulhas and Prof Nitin. Another programme on table etiquettes to be conducted for MBA students which will be co-ordinated by Prof Chetan and Prof Pravin.

13. Inventory to be conducted in all kitchens and restaurant. All HOD's will be responsible for their departmental inventory.
14. Student Duty Rota for kitchen and restaurant to be initiated from 1st Dec 2018
15. Key controls register to be maintained in stores for key control. Prof Prem will look into the same. Prof Pratik will assist him.
16. Parent teachers meeting for FY Bsc HS will be conducted on 6th Dec 2018 at 10 am.
17. Individual head of core committees to conduct meetings of their respective department.
18. Meeting is concluded with principals permission.


IQAC Coordinator
SCHMTT



Minutes of Meeting

IQAC - SCHMTT

Date- 24.11.2018

Attendees-

Name	Designation	Sign
Prof. Dr. Shefali Joshi	Principal	<i>Shefali Joshi</i>
Dr. Kimaya Gandhi	Director SEF	
Mrs. Nutan Gawali	Registrar	<i>Nutan Gawali</i>
Mr. Vinod Shah	Janseva Foundation Trust	<i>Vinod Shah</i>
Mr. Ravi Chaudhary	PVST (Puneri Vaibhav Sanskruti Trust)	<i>Ravi Chaudhary</i>
Mr. Diraj Kulkarni	Sr. Co- Finance, SOS NGO ,Pune	<i>Diraj Kulkarni</i>
Mr. Aroop Chatterji	Senior Hotelier	<i>Aroop Chatterji</i>
Prof. Bhaskar Vardhi	Assistant Professor	
Prof. Nitin Shinde	Assistant Professor	<i>Nitin Shinde</i>
Prof. Abhijeet Gajjaralwar	Assistant Professor	<i>Abhijeet Gajjaralwar</i>
Prof. Pravin Rathod	Assistant Professor	<i>Pravin Rathod</i>
Prof. Pratik Satpute	Assistant Professor	<i>Pratik Satpute</i>
Prof. Ankita Lonushte	Assistant Professor	<i>Ankita Lonushte</i>
Prof. Prem Suryavanshi	Stores In charge	<i>Prem Suryavanshi</i>
Prof. Chetan Mungantiwar	Assistant Professor	<i>Chetan Mungantiwar</i>
Mr. Omkar Kulkarni	Student (T.Y.Bsc.)	<i>Omkar Kulkarni</i>
Mr. Swapnil Pal	Student (T.Y.Bsc.)	<i>Swapnil Pal</i>
Mr. Lalit Mokashi	Ex. Student	<i>Lalit Mokashi</i>
Prof Ulhas Chaudhari	IQAC Coordinator	<i>Ulhas Chaudhari</i>



Minutes of Meeting for IQAC

1. Students to be monitored on basis of grooming, attendance and behavior for placement. Class co-ordinators will do the monitoring for respective classes.
2. Every faculty to submit a research paper to Prof Ulhas end of the semester.
3. For students progression it is suggested to conduct some internal competitions based on core subject.
4. NSS registration and activity to planned under extension activities.
5. Theme lunch for TY B.Sc. H.S. to be held on 22th Dec 2018. Prof Bhaskar, Prof Ulhas and Prof Pratik will co-ordinate with their respective departments for the event.
6. Respective faculty to will do the setup and arrangements for their respective competitions. Mocktail making will be co-ordinated by Prof Nitin, Budding chef will be co-ordinated by Prof. Pravin, Quiz will be co-ordinated by Prof. Abhijeet and Napkin fold competition will be co-ordinated by Prof Chetan.
7. International seminar at Tilak Maharashtra Vidyapeeth is arranging for a QIP programme on 28th Dec. Faculty who want to attend it kindly provide the names to Prof Ulhas by 18th Dec. 2018.
8. Competitions to be conducted for students on 20th and 21st Dec 2018. Basic setup will be done by Prof Ankita, Prof Chetan and Prof Pratik.
9. Respective class co-ordinators to submit attendance till 15th Dec by 19th Dec 2018.
10. Inventory conducted in all kitchens and restaurant to be signed by principal by 19th Dec 2018.

11. Key box follow up will be done by Prof Prem. Feedback to be shared by 19th Dec 2018.
12. Mentor meeting with students to be conducted with students on 18th Dec 2018.
13. Incubation center process documentation to be done.
14. All committee heads to conduct meetings of respective committees. A box file to be made and all relevant documents to be filed in it section wise.
15. Purchase committee to submit file by 19th Dec 2018 with all necessary relevant documents and procedures. Prof Bhaskar is responsible for the same.
16. Meeting is concluded with overview, discussions and with permission of principal.

Bhaskar

IQAC Coordinator

SCHMTT



SURYADATTA COLLEGE

OF HOSPITALITY MANAGEMENT AND TRAVEL TOURISM, PUNE

Campus : "Gayatri" S. No. 342, Chandani Chowk, Pashan Road, Beside DSK Ranwara,
Bavdhan (Bk), Pune - 21. Tel. : 67901347, 8956932408

Email - schmtt@suryadata.edu.in

Website: - www.schmtt.org

Minutes of Meeting

IQAC - SCHMTT

Date-22.01.2019

Attendees-

Name	Designation	Sign
Prof. Dr. Shefali Joshi	Principal	
Prof Ulhas Choudhari	Vice- Principal	
Dr. Kimaya Gandhi	Director SEF	Ulhas
Mrs. Nutan Gawali	Registrar	Nutan
Mr. Diraj Kulkarni	Sr. Co- Finance, SOS NGO ,Pune	Diraj
Mr. Ravi Chaudhary	PVST (Puneri Vaibhav Sanskruti Trust)	Ravi
Mr. Vinod Shah	Janseva Foundation Trust	Vinod
Mr. Aroop Chatterji	Senior Hotelier	Aroop
Prof Bhaskar Vardhi	Assistant Professor	Bhaskar
Prof Nitin Shinde	Assistant Professor	Nitin
Prof Abhijeet Gajjaralwar	Assistant Professor	Abhijeet
Prof Pravin Rathod	Assistant Professor	Pravin
Prof Pratik Satpute	Assistant Professor	Pratik
Prof Ankita Lonushte	Assistant Professor	Ankita
Prof Prem Suryavanshi	Stores In charge	Prem
Prof Chetan Mungantiwar	Assistant Professor	Chetan
Mr. Omkar Kulkarni	Student (T.Y.Bsc.)	Omkar
Mr. Swapnil Pal	Student (T.Y.Bsc.)	Swapnil
Mr. Lalit Mokashi	Ex. Student	Lalit



Minutes of meeting

1. Review of previous meeting held on 24.11.2018
2. Theme lunch for TY BSc HS to be organized on 14th Dec 2018. Prof Bhaskar, Prof Ulhas and Prof Pratik given review on students feedback.
3. QIP seminar conducted on 10th and 11th Jan 2018.
4. NSS - Activity review given by Mr. Chetan Mungantiwar, proposed camp activity given by him.
5. NSS activities to be initiated. Prof Chetan will look into the same.
6. Every faculty to publish at least two research papers per year- One in a UGC approved journal and one in the institute journal Surya.
7. Review of Competitions conducted for students on 20th and 21st Dec 2018. Prof Ankita will be the competition co-coordinator.
 - a. The competitions on day 1-
 - i. Budding chef- Prof Pravin
 - ii. Mock tail making- Prof Nitin
 - iii. Napkin Folds- Prof Chetan
 - b. The competitions on day 2-
 - i. Quiz- Prof Abhijeet and Prof Ulhas
 - ii. Flavors of the world- Prof Bhaskar Wardhi and Prof Prem Suryawanshi
8. All activities of college will be updated on facebook page by Prof Ulhas Chaudhari
9. Each faculty to conduct at least one session in the semester towards revenue making and value addition courses.
10. Revenue making courses to be conducted , Christmas children programme which will be co-ordinate by Prof Ulhas and Prof Nitin. Another programme on table etiquettes to be conducted for MBA students which will be co-ordinated by Prof Chetan and Prof Pravin. The structure of the same to be submitted by 20th Nov 2018
11. Inventory to be conducted in all kitchens and restaurant. All HOD's will be responsible for their departmental inventory.
12. Student Duty Rota for kitchen and restaurant to be initiated for student serve practice.
13. Key controls register to be maintained in stores for key control. Mr. Premraj will look into the same.
14. Exam time table for unit test and prelim for the entire semester has been made.


IQAC COORDINATOR

SCHMTT

TT IQAC MOM



Minutes of Meeting (4TH)
IQAC - SCHMTT

Date - 15.03.2019

Names	Designation	Sign
Prof. Dr. Shefali Joshi	Principal	<i>Shefali</i>
Dr. Kimaya Gandhi	Director SEF	
Mrs. Nutan Gawali	Registrar	<i>Nutan Gawali</i>
Mr. Diraj Kulkarni	Sr. Co- Finance, SOS NGO ,Pune	<i>Kulkarni</i>
Mr. Ravi Chaudhary	PVST (Punre Vaibhav Sanskruti Trust)	<i>Ravi</i>
Mr. Vinod Shah	Janseva Foundation Trust	<i>A. Chatterjee</i>
Mr. Aroop Chatterji	Senior Hotelier	<i>A. Chatterjee</i>
Prof Bhaskar Vardhi	Assistant Professor	
Prof Nitin Shinde	Assistant Professor	<i>Nitin Shinde</i>
Prof Abhijeet Gajjaralwar	Assistant Professor	<i>Abhijeet</i>
Prof Pravin Rathod	Assistant Professor	<i>Pravin</i>
Prof Pratik Satpute	Assistant Professor	<i>Pratik</i>
Prof Ankita Lonushte	Assistant Professor	<i>Ankita</i>
Prof Prem Suryavanshi	Stores In charge	<i>Prem</i>
Prof Chetan Mungantiwar	Assistant Professor	
Mr. Omkar Kulkarni	Student (T.Y.BSc.)	<i>Kulkarni</i>
Mr. Swapnil Pal	Student (T.Y.BSc.)	<i>Pal</i>
Mr. Lalit Mokashi	Ex. Student	<i>Lalit</i>
Prof Ulhas Chaudhari	IQAC Coordinator	<i>Ulhas</i>



Minutes of Meeting

1. Review meeting of previous meeting held on 22.01.2020 Placement undertaking to be collected from TY B.Sc. H.S. students by Prof Chetan
2. Individual faculty to conduct mentoring session with allotted students.
3. Individual faculty to prepare themselves for video recording session to be held.
4. Prof. Prem to co-ordinate for sessions on fire fighting and woman empowerment.
5. It is being instructed that every Thursday all kitchen faculty to submit indent for all practicals in next week to the stores. On every Thursday vouchers to be submitted in building no 1. Each faculty will mention their costing details and any transfer notes in the costing register.
6. For updating students progression and monitoring their activities Mentoring session to be carried out regularly.
7. Data for AISHE to fill up with updated data.
8. Examination - Unit test for B.Sc. TY and FY to conduct. Remedial classes and revision class teacher to follow up on regular basis..
9. Student progression activity to be follow up.
10. Meeting is concluded with permission from principal with vote of thank to all members.
11. The meeting began with the presentation of College Development Committee by Prof. Ulhas Chaudhari, chief has giving the initial note of the gathering. She likewise given survey on past gathering hung on 15.12.2018.
12. Review of different college panel and activity taking place.
13. Report accommodation of different exercises done in the semester..
14. AQAR report progression is proposed for the year and work progress is checked by Principal
15. To examine the advancement of IQAC towards quality benchmarking by Prof. Ulhas Chaudhari, Co-Ordinator I.Q.A.C .
16. Examination - Examination relevant work clarified by the member for arranging viewpoint pertinent to assessment, question paper setting, college documentation, understudies test structure filling, and so forth.

Minutes of Meeting

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16. Examination - Examination relevant work clarified by the member for arranging viewpoint pertinent to assessment, question paper setting, college documentation, understudies test structure filling, and so forth.

17. Examination committee report were read by member to all and result analysis for previous semester is presented. Mr. Yogesh Lahoti expressed his though of more SCHMTT students ranking in SPPU toppers ranking.
18. Foundation day activities were explained to committee by IQAC coordinator and mentioned about the unique event organized at Suryadatta.
19. Prof. Sachin guided the committee to propose some innovative students development activities.
20. Examination activity review by the principal and instructed for strict compliance of university guidelines.
21. Principal has address the individuals on different exercises and mentioned about faculty academic progression and interest in research activity.



IQAC Coordination
SCHMTT
13.2020

