



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**M A RANGOONWALA INSTITUTE OF HOTEL  
MANAGEMENT AND RESEARCH**

**AZAM CAMPUS, HIDAYATULLAH ROAD, CAMP  
411001**

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**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The Maharashtra Cosmopolitan Education Society is one of the oldest educational organizations in Pune and has done pioneering work in the field of education, particularly for the socially and economically backward sections of society. M.C.E Society is a Religious and Linguistic Minority Education Institution established under article 30 (1) of the Constitution of India. It is registered under the Society's Registration Act of 1860 and is also a Public Trust registered under the Bombay Public Trust Act of 1950. It is registered under section 12(a) of Income Tax Act 1961 and is exempted u/s 80G of the said Act by the Income Tax Commissioner, Pune.

The M.C.E Society's M.A. Rangoonwala Institute of Hotel Management & Research Pune is one of the institutions governed by the Maharashtra Cosmopolitan Education Society. The college is a premier hospitality education institution in Pune with state-of-the-art infrastructure & facilities provided to give students a vital edge. The college is recognized by the Government of Maharashtra & affiliated with Savitribai Phule Pune University. The college has a strategic location in the city and is easily accessible from all parts through the well-connected public transport system.

A center for academic excellence and achievement; the college is today one of the finest institutions providing its students with hi-tech educational facilities while retaining traditional values, as well as using its strong industrial contacts to train young talented individuals who can compete in the global arena.

Providing a competitive environment, the college has adopted a dynamic, global, and holistic approach to education. Keeping abreast of modern developments, the institution is constantly restructuring itself and renovating its physical infrastructure as well as its sports and education facilities.

The college practices innovative teaching methodologies in well-furnished, equipped; IT-enabled classrooms with its faculty drawn from industry and academia. The college has full-fledged training, consultancy and start-up, and innovation cell that helps the enrichment of its stakeholders such as students, faculty, and industry.

M.A.Rangoonwala Institute of Hotel Management and Research is an abode of the center of brilliance for creating holistic citizens inculcated with ethical, moral and social values.

### **Vision**

#### **Vision Statement**

To be a premier provider of quality education in Hospitality focused on experiential learning, attracting a varied local, national and global student population by implementing a positively diverse learning environment.

### **Goal**

Conquer the world with true Hospitality!

### **CORE VALUES**

1. **M MOTIVATING** with a reason for achieving academic excellence through learning and training.
2. **A ASSERTIVE** view towards one's demeanor to act with authority and confidence.
3. **R RESILIENCE** imbibed to boost the capacity to recover quickly from difficulties; toughness whilst having a practical approach towards life.
4. **I INTEGRITY** to harness the quality of being honest and having strong moral principles.
5. **H HUMILITY** in Hospitality is the state of being whole and undivided to keep up with the ever-evolving world.
6. **M METHODOICAL** according to a systematic or established procedure to learn and understand processes.
7. **R RESPECT**: refining oneself to be cultured and bring elegance in behavior or manner.

The college focuses on enhancing the traits of students through overall development concentrating on all the aspects of professional building and has been unremittingly in the process of improving the quality of teaching by executing various activities like seminars by eminent personalities, language development, and training in soft skills and communication skills. The college believes in fostering innovative practices and sustainable development programs for students. With high-caliber faculties and exceptional infrastructure, the college promotes academic excellence, absolute discipline, and sound practical exposure to create an ambiance of excellence.

## **Mission**

**Mission Statement** - To provide the Hospitality Service Industry with high-quality professionals dedicated to serving the business.

M. A.Rangoonwala Institute of Hotel Management and Research strives to instill in students fresh perceptiveness, inventive thinking, and firm conviction to achieve true success. With an aim to foster equitable and productive growth, the college seeks to nurture the competencies of students as per industrial requirements.

Teaching and Research are the two primary activities through which we fulfill our Mission, Vision and Goal. Our course curriculum is designed to conform to the current industry requirement. We continue to make final refinements and restructuring to our existing programme to provide our students with the opportunity for the meaningful academic development of knowledge concerning the environment. Our graduates are effective in technical, supportive knowledge and soft skills. It is indeed a delight to observe that the college makes rapid progress and is among the prominent Hospitality college in the country. Building quality is a time taking process, and culture needs to be set through taking a couple of initiatives that will help in building a sound foundation for a bright tomorrow and will help in improving the quality.

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

### **Institutional Strength**

1. The college is centrally located in Pune Cantonment Area. It is easily accessible by the public transport system.
2. State-of-the-Art Own Building.
3. Environment consciousness and clean campus.
4. Preferred Hotel Management Institute in PMC, Pune.
5. Teaching Faculty are approved by Savitribai Phule Pune University, Pune.
6. Experienced Faculty in both Academic & Industry.
7. Focus on Faculty Development.
8. Focus on Research Activities.
9. Excellent Infrastructure & Adequate Resources.
10. Well-equipped Computer Lab.
11. Transparency in Operating Processes.
12. Personal Attention to Personality & Communication Skills.
13. High Level of Staff Morale and Good Team Work.
14. The college results are consistently higher than average results.
15. 100% Placement assistance and Assistance for Internships and Placements Abroad.
16. Reasonably good infrastructural facilities with equipped laboratories for simulative training.
17. Library with a good collection of books and e-books and teaching aids like LCD, videos, etc.
18. Regular Curricular and Extracurricular Activities.
19. Industrial MoUs with Leading Hotel Chains for Training & Placement, Guest Lectures, Seminars & Workshops.
20. All Statutory Committees / Cells in operation.
21. Sports Activity at Inter-Collegiate & Industry Levels.
22. Social Awareness & development activities.
23. Overseas Training in Hotels for students during the Program.

24. Research Project approved by SPPU.
25. Empaneled training partner with FOSTAC under FSSAI, Government Of India.
26. Well-equipped commercial bakery.
27. Safe & Secured campus (CCTV cameras& security guards).
28. Regular Academic –Industry interactions.
29. Associate member of the Poona Hoteliers Association.

### **Institutional Weakness**

1. Research activity is in its infant stage.
2. The college has a policy of giving admission on a first come first serve basis and thus loses out on academically bright students who approach late for admissions.
3. Low Alumni involvement in Academic & Placement Activities as the students are placed abroad and across the country.

### **Institutional Opportunity**

1. Global Networking for Placements and Internships.
2. Introduction of short courses/certificate courses in Hospitality And Tourism.
3. To motivate students for NPTEL courses.
4. Research can be strengthened by increasing the innovative thought process of students.
5. Introduction of vocational courses in Hospitality for providing gainful employment.
6. MOUs with renowned Universities for additional hospitality courses.
7. ICT-enabled Virtual and Smart Classrooms.
8. To increase the intake of students.
9. Consultancy to hotels and catering units.
10. Creating Research Center for Hospitality.

## **Institutional Challenge**

1. Molding Students of Vernacular background to the Industry standards.
2. Low Salary packages offered by the Industry.
3. Lack of awareness in society about the hospitality program and career opportunities in the field of Hospitality & Tourism.
4. Motivation for faculty for research by getting research grants from various funding agencies.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college is affiliated with the Savitribai Phule Pune University. The objective of the B.Sc. (HS) program is to provide the Hospitality Industry with a steady stream of competent young men and women with the necessary knowledge, skills, values, and attitudes to occupy positions of management and administration in the hospitality industry. The college follows the Choice Based Credit System for the curriculum of the undergraduate program prescribed by the University. Curriculum enrichment is ensured through a well-planned Academic-Calendar.

Curriculum strategic planning: Lesson Plans, Session Plans, Academic Term calendars, and Time Table planned and implemented every semester. The vision and mission of the college are attained in a planned manner. Faculty and students are motivated to upgrade and acquire essential academic and research skills. Believing that knowledge is beyond the curriculum, we provide various certifications in soft skills and value-added courses. Students undergo field projects and internships as a part of curriculum enrichment to enhance their professional credentials. The college ensures that various cross-cutting issues are inculcated among the students through the curriculum. All students are sensitized towards these issues through various extra-curricular activities. The college collects feedback on the curriculum, teaching-learning process, support services, infrastructural facilities, etc. from the stakeholders -students, parents, employers, teachers, and alumni.

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

The student admission procedure is in accordance with the reservation policy of the state government and Savitribai Phule Pune University. To encourage diversity in our student profile besides students from minority communities, students from general and other categories including economically weak sections are also admitted. The college offers students centered experiential and participative learning through various field visits, assignments, theme lunches, indoor and outdoor catering services, internships, debates, role plays, presentations, subject-oriented quiz competitions, etc. To update and upgrade the teaching-learning process, faculty uses various ICT tools like Google Classroom, YouTube, PowerPoint Presentations, Digital Library Resources, etc. Internal assessment is carried out in a transparent and objective manner. Evaluation of student performance through formative and summative assessments strictly adheres to University norms. Grievances related to external and internal examination are solved as per the examination grievances policy laid down by

the affiliating University. POs and COs are displayed on the college website, and in each classroom and communicated to students by the faculty. The college evaluates the attainment of learning outcomes through direct and indirect methods and takes necessary steps to augment the quality standards in student performance. The average pass percentage of students during the last five years is 93.3 %. The students' data is maintained and updated as and when required for notifications related to placements and any other opportunities.

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

A well-defined Research Policy and Code of Ethics is formulated by the Research Cell to provide support in terms of financial, academic, and human resources required to submit the project proposals and approach the funding agencies for mobilizing resources. Research papers publications have created an ecosystem for innovation, including innovation and incubation cell formation, which motivates the students and staff to develop new ideas and encourages them to participate in various competitions. The college conducts workshops, demonstrations, and seminars on Intellectual Property Rights (IPR), research methodology, startups, and Industry-Academia Innovative practices. MOUs have been signed with other colleges and hotels to exchange knowledge in the field of hospitality for the students to be successful in entrepreneurship skills. The faculties are provided with financial support by the management to encourage them to publish research papers and articles in UGC care-listed journals and attend national and international conferences, seminars, workshops, and subject-specific training. The NSS unit of the college in collaboration with the industry, community, and NGO conducts NSS camps and various extension activities to create awareness of issues prevalent in the society. The college has received recognition and awards for training and awareness drives on food safety and hygiene among food handlers in food business operations. The college has collaborations and linkages with hotels, hospitality colleges, and placement agencies for placement, internship, faculty exchange, student exchange, field visits, projects, on-job training, research, and other academic activities.

### **Infrastructure and Learning Resources**

College is well equipped with modern equipment of international standards which facilitates effective learning and offers a unique environment in which the students are exposed to the latest information in the Hospitality and Tourism Industry. The dedicated professional team of hospitality experts uses innovative teaching methods of e-learning and emphasizes enhancing the attributes and competencies of the students to be industry ready. For effective teaching and learning the institution provides a Wi-Fi facility with LAN connectivity, well-equipped laboratories, television, well stocked automated library facility, and a seminar hall with multi-image projection, sound system, lighting, and video conferencing. The professional sports ground has been developed for cricket, basketball, tennis, football, volleyball, and badminton. Facility for indoor games such as carom, chess, archery, and gymnasium is made available to the students and staff. The institution is well equipped with computers connected through LAN in all classrooms, laboratories and administration areas, and staff rooms. High-speed connectivity at the rate of 2 Gbps along with a Wi-Fi facility is provided in the entire campus. The computer laboratory is well equipped with the updates of its IT facilities in terms of hardware, software upgrades, and new devices. Software is made available along with e-learning resources for learner-friendly study with computers. E-content development such as Media Centre, Recording facility, and lecture capturing system is available. E-Kitchens are well equipped with LCD.

### **Student Support and Progression**

The college supports eligible students by assisting them to avail benefits from various Government and Non-Government schemes of scholarships and free ships. The Rangoonwala Foundation (India) Trust sponsors 18 students per year from the economically weaker section of society. The Maharashtra Cosmopolitan Education Society provides concessions in fees to needy and deserving students. Students are also supported and guided to apply for financial assistance from philanthropists and private trusts.

Value-added courses are designed to develop soft skills, communication skills, life skills, ICT, and computing skills. The college has well established Training and Placement Cell. The placement cell provides 100% guidance for placement to all students desirous of availing placement services from the college. The cell organizes various sessions on career counseling for job placements and internships at international chain hotels in countries like the USA, Europe, New Zealand, Malaysia, etc. The cell also conducts sessions on interview techniques to prepare students to face the interviews. Students interested in pursuing higher education are provided with professional guidance.

The college organizes various cultural and sports activities. The college campus has the required infrastructure and promotes active participation of the students in sports and cultural activities. The college has constituted the Anti-Ragging Committee and Grievance Redressal Committee as per the mandate of the Government and the University Grants Commission to prohibit, prevent and eliminate the roots of ragging. The committee has a proper mechanism to attend to students' grievances and ensures transparency in all activities at different stages. The committee addresses all grievances related to academics as well as administration. The college has established and registered the Alumni Association to engage, connect & unite alumni, faculty, and students. Various activities are organized by the Alumni Association. The alumni membership fee and donations received are used to fund the activities of the Alumni Association.

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

The college Vision, Mission, and Goal statement is uploaded on the college website and prominently displayed in the institute. The Institute has been providing excellence in hospitality education. The leadership of the college believes in participative management through a structured organizational system with the involvement of all the stakeholders. The institution has effective welfare measures for teaching and non-teaching staff. Facilities such as medical, loans, monetary incentives, fee concessions to their wards, and appreciation letters are provided to non-teaching staff. Uniforms and shoes are also provided to the non-teaching and kitchen staff. Financial support is provided to the teachers for attending seminars and conferences. The college has designed an effective Appraisal System. The college has adopted various strategies for the mobilization and optimal utilization of resources and funds from various sources (government/ non-government organizations). The College Development Committee (CDC) has formed certain fund mobilization and utilization strategies. The college also conducts internal and external audits to examine its internal control of governance, accounting, and financial reporting. Internal Quality Assurance Cell (IQAC) with the Mentor-Mentee Program and Academic and Administrative Monitoring has contributed significantly to institutionalizing the quality assurance strategies and processes. It reviews the teaching-learning process, structures methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.

### **Institutional Values and Best Practices**

The college conducts green audits of its campus and facilities. Environmental Consciousness and Sustainability are practiced through the use of alternate and renewable energy sources like solar panels and rainwater



harvesting and installed CFL bulbs/ tubes. The college undertakes tree plantation drives. The institution has authorized its community engagement programs, environmental and cleanliness efforts, technology-based learning practice, gender equity, and celebration of days of National/International commemoration as a regular practice. The college has prepared the annual gender sensitization action plan and conducts numerous activities. The campus is disabled-friendly with the provision of ramps handrails etc. Green practices include the use of public transport, and minimal plastic usage to provide an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic communal socio-economic values. The college conducts courses on human values and professional ethics and human rights to sensitize the students and employees to constitutional obligations.

### **Best Practices-1**

Biogas plant installation is one of the best practices. The kitchen waste from laboratories is used to generate methane gas. This gas is used as a cooking fuel to cook food in the bakery kitchen. The aim of this project is to teach students to manage waste efficiently through wet waste segregation and to utilize this waste to produce cheap and sustainable cooking fuel for commercial kitchens and thus reduce cooking costs. It also teaches the students to reuse and recycle resources and save the environment from the toxic effects of biodegradable elements present in kitchen waste.

### **Best Practices- 2**

College is an empaneled training partner of FoSTaC (FSSAI) and is recognized for its commitment to providing high-quality training for food handlers in the hospitality industry and educational institutions. It demonstrates the college's dedication to food safety hygiene practices ensuring that individuals working with food have the necessary knowledge and skills.

To align with the mission and vision of the institution and be a top provider of quality hospitality education, the college consistently places a strong emphasis on experiential and participative learning by providing a wide range of learning and information resources to aid holistic education and training of students and faculty.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	M A RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH
Address	Azam Campus, Hidayatullah Road, Camp
City	Pune
State	Maharashtra
Pin	411001
Website	<a href="http://www.marhotelmanagement.com">www.marhotelmanagement.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Prof. Anita Frantz	020-26442261	9822402684	020-26442262	prin-marhotelm@azamcampus.org
IQAC / CIQA coordinator	Sayyed Imran Abid	091-8796668780	8796668780	091-8796668780	imransayyed@azamcampus.org

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	Yes <a href="#">Minority compressed.pdf</a>
If Yes, Specify minority status	
Religious	Yes
Linguistic	Yes
Any Other	

**Establishment Details**

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
No contents				

**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	Azam Campus, Hidayatullah Road, Camp	Urban	23.75	2821.19

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Hospitality Studies	36	HSC (Std.12th) or its equivalent, passing with the minimum 50% marks in aggregate. (45% marks in case of candidates of backward class categories belonging to Maharashtra State.)	English	180	105

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				0				5			
Recruited	0	1	0	1	0	0	0	0	3	2	0	5
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
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				6
Recruited	5	1	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
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				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	2	0	5
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	1	1	0	2

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	78	5	0	0	83
	Female	22	0	0	0	22
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	9	8	12	14
	Female	4	3	2	3
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	29	35	28	16
	Female	3	3	3	2
	Others	0	0	0	0
General	Male	94	90	80	79
	Female	19	18	18	14
	Others	0	0	0	0
Others	Male	8	1	8	8
	Female	3	1	2	1
	Others	0	0	0	0
Total		169	159	153	137

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	M.C.E. Society's M.A. Rangoonwala Institute of Hotel Management & Research, Pune considers the NEP 2022 as the future of the Indian Education System and has thus aligned its policies and
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	<p>academic plan in line with NEP. The college offers a curriculum in the respective field and also offers its students a wide range of elective subjects and short-term courses for their benefit. The primary aim of the college is to develop its students in various disciplines by inculcating multidisciplinary courses. As a college, we envision contributing to the Nation through the overall development of our students, within the guidelines given in the National Education Policy.</p>
2. Academic bank of credits (ABC):	<p>The college runs the program which is affiliated to Savitribai Phule Pune University, which is an official member of the National Academic Depository (NAD). The college follows the credit-based choice system and has integrated the Academic Bank of Credits into its procedure from the academic year 2022, which will enable the students to transfer their credits from one institution to another if need be. The affiliating body will upload credits of the students in the ABC, which is a depository for their academic achievements. The college has taken necessary measures to align itself within this frame as directed in the NEP.</p>
3. Skill development:	<p>The college offers skill enhancement and value-added short-term courses such as Human Rights, Human Values and Professional Ethics, Democracy, Election &amp; Governance, Computer Skills, Development of Transferable and Life Skills I, Development of Transferable &amp; Life Skills II, Interview Skills, Advanced Professional Chef, Spoken English, Nutrition and Healthy Practice, Advanced Chef, Store Management, Computer Skills II, Speaking Effectively Swayam, Digital Marketing, Licenses &amp; Permits for Hotel Industry, which are beyond the curriculum. The skill development courses are introduced with the ideology to offer our students the best education from a holistic perspective. These courses have been designed in a way that they help the students to obtain mandatory credits to earn the degree. The college also focuses on upgrading skills through workshops, demonstrations, field visits, seminars &amp; conferences.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The students would be liberated to attempt exam papers in their choice of language, promoting the use of local languages. The college plans to conduct sessions for the faculty to plan and deliver lectures in</p>

	vernacular mediums for ease of understanding for the students. The college also conducts various events to preserve and promote Indian culture such as 'Dekho Apna Desh', 'Vachan Purna Divas', 'Marathi Bhasha Pandharvada', 'Tourism Day' and theme lunch which focuses on the cultural and historical importance and cuisines of India.
5. Focus on Outcome based education (OBE):	The program and courses are designed with the course and program outcomes that are based on cognitive abilities like Remembering, Understanding, Applying, Analyzing, Evaluating, and Creating. The outcomes are mapped with every session and used for the evaluation of students. Handholding of students during the internship in the hotel industry and monitoring and supervising their progress in the chosen area.
6. Distance education/online education:	The college plans to launch an online course for "Travel and Tourism", "Social Media Marketing" and "Professional Chef" for the benefit of the students. The college also conducts webinars and online examinations for value-added short-term courses.

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	M.C.E. Society's M. A. Rangoonwala Institute of Hotel Management & Research, Pune has constituted the Electoral Literacy Club (ELC) in the year 2022.
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?	The student coordinator and coordinating faculty members are appointed by the college on the ELC. The ELC is functional. The college has constituted the executive committee of ELC comprising of teaching, non-teaching staff, and student representatives. The students of the college are registered as members of the club. The ELCs are representative in character. The club undertakes activities related to electoral literacy. The ELC engages students to create awareness about the importance of voting. The club educates the students about the electoral process of registration and voting and sensitizes them on their electoral rights.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include	The college in Association with M.C.E. Society and Pune Mahanagar Palika (PMC) organized the voter

<p>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>registration drive for all the stakeholders of Azam Campus on 25th November 2022. The objective of the campaign was 1. To educate the targeted populations about voter registration, the electoral process, and related matters. 2. To familiarize the students with EVM and VVPAT. 3. To help students to understand the value of their vote and exercise their rights. 4. To facilitate voter registration for eligible members who are not yet registered. The college students coordinated for the event and guided the senior citizens, disabled persons, transgenders and other stakeholders to the allocated area to register their names.</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>The National Service Scheme (NSS) unit and the ( ELC) Electoral Literacy Club of M. A. Rangoonwala Institute of Hotel Management and Research organized a guest lecture on the “Systematic Voters’ Education and Electoral Participation program” for NSS volunteers and students. The lecture was conducted under the flagship program of the Election Commission of India for voter education, spreading voter awareness, highlighting their contribution to advancing democratic values and participation in electoral processes, and promoting voter literacy in India. The speaker briefed on building a stronger democracy through greater synergy with Civil Society Organizations and participative democracy in India by encouraging all eligible citizens to vote and make an informed decision during the elections. The lecture was a part of the ‘National Youth Day’ 2022 the event is celebrated in India every year to commemorate Swami Vivekananda's birthday. Constitution Day is celebrated to inculcate democratic values in the students. The college participated in the government campaign for the enrollment of voters to update the voter list.</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 M. C. E. Society, the parent body of M. A. Rangoonwala Institute of Hotel Management and Research, Pune had organized the voter registration camp in association with the Collector's office, Pune at Azam Campus. Twenty students of our college benefitted by getting registered on the voter's list during this camp. ELC conducted awareness and explained the step-by-step procedure to get enrolled for voting. All the mechanisms required such as manpower, infrastructure, computers, printers, etc. were provided by the institution for this camp.</p>



## Extended Profile

### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
137	153	159	169	157

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: 13

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

### 3 Institution

#### 3.1

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

2021-22	2020-21	2019-20	2018-19	2017-18
22.25	11.71	26.02	30.50	30.69

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:**

The college plans for a high-quality academic monitoring program to help the college and teachers maintain enthusiasm and ensure improvement in the teaching-learning process. In adherence to the guidelines and prescribed mandate by Savitribai Phule Pune University for curriculum implementation in terms of the number of instructional days, the number of contact hours per week, and the number of lectures to be conducted per subject, the IQAC plans the Internal Academic Monitoring. This plan includes activities at the college level and the teacher level. The college adheres to the academic calendar provided by the University which states the commencement and conclusion dates for the first and second term at the beginning of the academic year. In consonance with the SPPU academic calendar, the college prepares its own academic calendar for the term, including a schedule of academic, co-curricular, and extracurricular activities. After the approval by the CDC, the academic calendar is displayed on the notice board for students' information and in the staff room for teachers' reference. Term calendars are prepared in each semester of the academic year. The Academic policy manual is discussed with the students during the mentor-mentee interactions.

**College level:**

1. **IQAC:** The IQAC play a vital role in the implementation of the academic policy.
2. **Appointment of Qualified Staff:** Teaching staff members are appointed and approved per UGC and Savitribai Phule Pune University guidelines.
3. **Students' Attendance:** Maintained as per University regulations and communicated to parents during parents and teachers meetings.
4. **Coverage of Curriculum:** Timely completion of syllabus monitored through feedback mechanism and teachers' performance evaluation.
5. **Continuous Assessment:** Focuses on progressive assessment of students and provides feedback on students learning. Term-end examination performance of the students is displayed on the notice board.
6. **Result Analysis:** The performance of the students is analyzed and action for improving overall performance is taken if necessary.
7. **Feedback:** Continuous feedback is useful to the students and also to the teachers to adopt corrective action.
8. **Co-curricular and Extra-Curricular Activities:** The college associates with the Board of Students Development, Planning & Development Department, Health Department of Savitribai Phule Pune University, the Hospitality industry, and Alumni to conduct seminars, conferences, workshops, sports activities, etc. The NSS unit is active and involves students in student welfare and community development programs.

**9. Learning Resources:** The teaching material has been developed systematically. Laboratory Manuals for all classes, Powerpoint presentations, Videos, and subject teacher's notes are accessible online.

**10. Infrastructure:** Laboratories and classrooms are well equipped with the latest equipment as per industry standards with the aid of electronic media and Wi-Fi connectivity.

**The subject teacher:**

- Prepares lesson plan and session plan.
- Selects appropriate methods of instruction.
- Prepares course plan, course outcomes, mapping of course outcomes with program outcomes & program-specific outcomes, attainment levels and targets, identified curriculum gaps, corrective actions, and learning materials module-wise.

The IQAC provides guidance and training programs to the faculty in implementing the process so that curriculum implementation is effective.

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:** 16



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>
Provide Links for any other relevant document to support the claim (if any)	<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:** 100

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

2021-22	2020-21	2019-20	2018-19	2017-18
137	153	159	169	157

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:**

The college adheres to the curriculum of the Savitribai Phule Pune University which incorporates courses addressing Gender, Human Values, Professional Ethics, Environment, and Sustainability into the Bachelor of Science in Hospitality Studies program.

**The following courses in the syllabus integrate issues relevant to Professional Ethics, Gender, Human Values, Environment, and Sustainability.**

- Fundamentals of Food Production Principles
- Fundamentals of Food and Beverage Service Methodology
- Room Division Techniques, Food Science
- Human Resource Management
- Hotel Engineering
- Advanced Food Production
- Environment Studies

**Besides the courses, the college also conducts co-curricular activities addressing the issue as follows:**

**Gender:**

1. Workshop on “Personality Development & Grooming” for ladies.
2. Workshop on Nutrition for Females under Vidhyathini Arogya Prabhodhan.
3. ‘Self-Defense Workshop for Women’ under Nirbhay Kanya Abhiyan Scheme of Board of Students Development, Savitribai Phule Pune University.
4. Session on “Sexual Harassment of Women at Workplace” under Nirbhay Kanya Abhiyan in association with the Board of Student Development Savitribai Phule Pune University.
5. Celebration of International Women’s Day with female staff and female students.

**Environment & Sustainability:**

1. Tree Plantation Drive is carried out every year.
2. Rainwater harvesting, e-waste disposal, saving energy, proper ventilation, optimal use of energy devices, solar systems, waste management systems, and biogas systems are a few of the highlights of environment consciousness at the college which are been discussed with the students in the orientation program.
3. Visit to Nursery at Azam Campus.
4. Celebration of ‘Swachha Bharat Abhiyan’.
5. ‘Best from Waste’ workshops.
6. Workshop on making “Paper Bags”.
7. Plastic Waste Elimination.

**Human Values:**

Students Participate in various social activities which inculcate students' awareness of human values and their responsibility toward society. The following are such activities:

1. Blood Donation camps
2. Health Fitness and Lifestyle Management workshops

3. Lecture on Personal Hygiene under Swasth Bharath Yatra
4. Drive on “HORN NOT OK PLEASE”

The college also participates in the following activities which are organized by Hazi Ghulam Mohammed Azam Education Trust and Maharashtra Cosmopolitan Society, the parent body of M. A. Rangoonwala Institute of Hotel Management & Research, Pune.

1. ‘Dr. Babasaheb Ambedkar Jayanti Rally’
2. ‘Chatrapati Shivaji Maharaj Jayanti’
3. ‘Eid Milad Un Nabi Rally’
4. ‘Mahatma Jyotiba Phule Rally’

### Professional Ethics

1. Seminar on “Food Safety and Standards Act 2006 and Amendment Regulations 2011: Implementation in Hotel Industry”
2. Visits to hospitality and allied industries like hotels, wineries & breweries, laundry, and wholesale markets whereby students closely observe and correlate their theoretical knowledge about professional ethics integrated into the program.
3. Workshop on "Self Development for Career Advancement" highlighting the need for professional ethics in the industry is organized.
4. Alumni meetings are conducted to exchange thoughts on professional ethics with the students.

Theme Lunches and cooking competitions are organized wherein professionals from the hospitality industry are invited to interact with the students and share their experiences.

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:** 91.24

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

**Response:** 125

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

File Description	Document
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>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 89

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

2021-22	2020-21	2019-20	2018-19	2017-18
42	48	59	60	58

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

2021-22	2020-21	2019-20	2018-19	2017-18
60	60	60	60	60

#### 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](#)

Provide Links for any other relevant document to support the claim (if any)

[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:** 74.84

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

2021-22	2020-21	2019-20	2018-19	2017-18
18	25	27	22	24

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

2021-22	2020-21	2019-20	2018-19	2017-18
31	31	31	31	31

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>
Provide Links for any other relevant document to support the claim (if any)	<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:** 22.83

## 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:**

The teaching-learning activities are focused to encourage students participation to develop their personalities and enhance their employability and entrepreneurship skills. Students centric methods are: -

**Experiential Learning**

1. **Theme Lunches**
2. **Outdoor Catering**
3. **Industrial Training:** As per the University Curriculum the students are sent for Industrial Training for a period of 16 weeks in various hotels all over the world.
4. **Exhibit through competitions**
5. **Industrial / Institutional Visits**
6. **Rallies:** The institution participates in various rallies organized by the parent body such as Shiv Jayanti, Mahatma Phule Jayanti, Ambedkar Jayanti etc.
7. **Project Presentation**
8. **Research Activities:** The College motivates the students to participate in research activities at the University and college level. The students achieved success in the year 2016 in the competition of Avishkar at the University and college levels.
9. **Conducting Demonstrations and Lectures for Food Business Operators on Food Safety Standards**
10. **Catering Activities are undertaken by the college**
11. **Presentation of Models:** Competitions such as making a room model in housekeeping, table set-up in F&B Service, etc. help the students to experiment.
12. **Basket Cookery Competitions**
13. **Role Play**
14. **Restaurant Duty Rosters:** Students are assigned with duty for staff service which enables them to learn and practice the methods of service and presentation.
15. **Mock Interviews**

**Participative Learning**

1. **Quiz Competitions**
2. **Demonstrations**
3. **Conduct Seminars and Conferences**
4. **Participation in Extra Curricular activities conducted by sister institutions**
5. **Attending seminars and conferences at other institutions**
6. **Participating in Workshops**
7. **Guest Lectures**
8. **Alumni Lectures**
9. **Group Discussions & Brain Storming Sessions**

**Problem-Solving Methodologies:** Extensive problem-solving sessions in Financial Management, Case Studies, and Problems on complaint handling and customer care are useful in enriching the learning experiences of the students.

**ICT-enabled flexible teaching system**

It is essential for students to learn and master the latest technologies in order to be industry ready. As a consequence, teachers are combining technology with the traditional mode of instruction to engage students in teaching–learning process. A lecture assisted by ICT tools is one of the major innovative methods. Computer-assisted teaching-learning is used by all teachers. The College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following ICT Tools are used by the College:

1. **Google Classroom**
2. **YouTube**
3. **PowerPoint presentations**
4. **Digital Library resources**
5. **Projectors & Desktops**

The college encourages teachers to organize online competitions like quiz competitions, bread-making & pastry-making competitions, book reviews and elocution competitions, etc. Due to the pandemic, the internship program for the S.Y.B.Sc. (HS) was also conducted online with the help of ICT-enabled tools.

The college organizes workshops and faculty development programs for teachers to update them with the latest methods required for an effective teaching–learning process with the use of ICT-enabled tools.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for 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:** 100

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6



File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<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:** 20

**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**

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	2	0	0

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>
Provide Links for any other relevant document to support the claim (if any)	<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 college has a comprehensive internal/external assessment and grievance redressal system and evaluation process in accordance with the norms and guidelines of Savitribai Phule Pune University, Pune.

The curriculum defines the process and structure for internal and external evaluation and assessment.

For smooth conduct of the evaluation, assessment and handling of examination-related grievances; the college has constituted the examination committee. The Principal is the chairperson and the college examination officer along with other teaching staff are active members of the committee. The examination committee has designed the examination handbook describing the examination policy, internal and external evaluation and assessment, grievances handling procedure, etc.

The following activities are undertaken to ensure efficiency and transparency in the process.

**Internal assessment:**

The IQAC prepares the academic calendar which includes the schedule for the continuous internal assessment. This calendar is displayed on the notice board and also posted on the WhatsApp group of students. As scheduled, class tests are conducted at the end of each month in the semester, assignments are posted on Google Classroom stating the date of submission. The preliminary examination is conducted towards the end of the term. The continuous internal assessment marks are computed and displayed on the notice board. The answer booklets are shared with students. After attending to the grievances, if any, the marks are entered on the online portal of the university.

**External assessment:**

The affiliating university conducts the examination, evaluation and assessment as per the mandate of the Public University Act, 2016. All information related to the examination such as the timetable, rules related to the seating arrangement and conduct of examination at the exam centre, ordinances, etc. are displayed on the university website. The external assessment for the practical work/project/viva voice is conducted at the college. And assessed by the internal and external examiner. The external examiner is invited from other institutions to evaluate and assess the students as per the examination assessment scheme provided by the university in the syllabus. The marks obtained by the students are then uploaded on the internal marks portal of the university in the stipulated period.

The theory examination is conducted at the examination centre by strictly adhering to all the rules, regulations and guidelines of the university. The answer booklets are sent to the central assessment program venue decided by the university. On completion of the assessment as per the marking scheme for the program, the university declares the result and provides the statement of marks to the students.

**Examination grievances:**

Grievances related to the internal assessment are handled as per the university rules and the policy made by the examination committee. The procedure to handle the examination grievances related to the external examination conducted by the university is displayed on the university website. The college guides the students to fill out and submit the application to the university depending on the type of grievance stated

on the university website. There is a provision for revaluation and obtaining the photocopies of the answer booklet for greater transparency.

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:

The program and course outcome for the B.Sc. HS is prescribed in the syllabus by the University and is displayed on the SPPU website.

The course outcomes are specified as under -

#### Food Production – I

- Introduction to the art of cookery and the basic cooking techniques.

#### Food and Beverage Service – I

- To learn the basics of F&B service operations.

#### Housekeeping Operations I

- Understanding the role of the Housekeeping department.

#### Front Office Operations I

- Introduction to Basic operational aspects of accommodation operations.

#### Development of Generic Skills

- Development of self and team management skills.

#### Food Production – II

- To prepare basic stocks, soups and sauces, and various types of salads, sandwiches and

appetizers.

### **Food and Beverage Service – II**

- To explore the scope and nature of F&B service operations.

### **Housekeeping Operations II**

- Understand the role and basic Skills for different tasks and aspects of Housekeeping.

### **Front Office Operations II**

- Understand the role and skills for different tasks of the Front Office department.

### **French**

- Understanding the importance of French in Hotels.

### **Food Production – III**

- To know sectors of the catering industry and Bulk cooking

### **Food and Beverage Service – III**

- To learn alcoholic beverages used in Industry.

### **Accommodation Operations – I**

- Establish the importance of Rooms Division Principles.

### **Communication Skills I**

- Understand the importance and application of Communications skills in daily life

### **Industrial Training**

- To explore departments of the hotel.

### **Advanced Food Production – I**

- Understanding International Cuisine.

### **Advanced Food & Beverage Service – I**

- To learn specialized F&B service

### **Advanced Accommodation Operations – I**

- To prepare the students to acquire skills and knowledge required in the accommodation area.

### **Communication Skills II**

- To prepare students with advanced communication skills to be industry ready.

### **Research Project**

- Acquiring knowledge about data collection, and data analysis techniques.

### **Advanced Food Production - II**

- To learn & prepare International food.

### **Advanced Food & Beverage Service – II**

- Understanding of the role of F&B Management in terms of catering operations.

### **Advanced Accommodation Operations – II**

- Develop a professional specialized skill in the field of accommodation.

### **Entrepreneurship Development**

- Knowledge of the functional plans and understanding of a business plan.

### **Principles of Management**

- Use the principles of planning & organizing along with various leadership and motivation theories

### **Tourism Operations**

- To establish a link between the tourism industry

### **Hotel Related Law**

- To learn about the various hotel-related laws.

### **Food Science**

- To introduce Hygiene & Sanitation in catering establishments.

Program and course outcomes are communicated as follows:

- 1.Orientation for students – Students and Parents are informed about the program and course outcomes on the Orientation day.
- 2.Faculty Development Program – POs and COs are communicated during FDP.

3. Sessions for students by class coordinators – on the commencement of the academic term the class coordinators brief the students about the program and course outcomes.
4. Uploaded on the college website

Emailed to students on Google Classroom – The students are also informed about the program and course outcomes.

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

Attainment of POs and COs:

The attainment of program outcomes and course outcomes are evaluated by two methods by the college. They are –

1. Direct Attainment Method – The course outcomes for each course is introduced to the students at the start of the semester by the subject teacher. The attainment of program outcomes and course outcomes of a student is based on the Continuous and Comprehensive Evaluation (CCE) set by the subject teacher in the form of Class tests, assignments and internal examinations. The prescribed course outcomes for each course are mapped with the program outcomes with a justification for the same. To evaluate the attainment of Continuous and Comprehensive Evaluation (CCE), an attainment level of a minimum of 40% is decided by the college.

2. Indirect Attainment Method – For indirect attainment of program outcomes and course outcomes, feedback is taken from the industry on the performance of the students during their internship. An analysis is done as a part of the evaluation to understand the fulfillment and attainment of the program outcome and course outcome during the industrial training. Feedback from the Alumni and students is taken informally by the Training and Placement Coordinator and IQAC Coordinator.

The direct attainment and the indirect attainment evaluation of the program outcome thus help the teachers to make necessary changes in the teaching and learning methodologies for the development of students.

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:** 90.58**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
39	47	41	40	35

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

2021-22	2020-21	2019-20	2018-19	2017-18
49	52	41	42	39

File Description	Document
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:** 3.82



File Description	Document
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:** 1.2

**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)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	1.20

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

### 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 college has created an ecosystem in various areas of education to increase the knowledge of students.

**Indian Knowledge System:** The syllabus of the Bachelor of Science in Hospitality Studies includes various courses which include knowledge about regional cuisines, places of tourist interest in India, states and capitals, languages spoken in different regions, cultures, fairs, festivals, dances, music, etc. Co-curricular and extracurricular activities such as tourism day, theme lunches, 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 generate new ideas. The cell is registered with the Centre for Innovation, Incubation and Linkages of SPPU. 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, Legal and practical aspects of these rights, and measures to protect them. This involves understanding the content of contracts, licensing agreements, plagiarism, etc., and learning the best way to protect one's work.

**MOU signed:** College has signed MOU with other educational institutions, hospitals, and hotels for the overall development of students in the respective field. The college organizes various activities like guest lectures, FoSTaC certification, field visits, NSS activities, seminars, etc. under the MOU and linkages. Faculty exchange for examination-related work, guest lectures, and FoSTaC training of staff and students of educational institutions and the hospitality industry under the MOU aid in collaborative knowledge sharing. The college has 62 linkages and 16 MOUs.

**Intercollegiate Competitions:** Various inter-collegiate 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. Others are book reviews, paper presentations, painting, and poster-making competitions.

**State-Level Seminars:** The college organizes state-level seminars on various topics for giving direction to students. This helps students to be updated with the latest trends in the hospitality industry and be creative and innovative in the desired field.

**National Education Policy:** M.A. Rangoonwala Institute of Hotel Management & Research, 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 and conducting a variety of curricular and co-curricular activities. As a progressive and visionary college, we envision contributing to the Nation through the overall development of our students in adherence to 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:** 59

### 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

2021-22	2020-21	2019-20	2018-19	2017-18
20	4	8	11	16

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

## 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: 0.69

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	7	1

File Description	Document
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:** 0.38**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**

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	3	0	0

File Description	Document
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:**

The college organizes various extension activities to sensitize students to social issues and work on their holistic development. By actively participating in these activities, students not only contribute to the betterment of society but also gain valuable life skills and experiences. The National Service Scheme Unit of M. A. Rangoonwala Institute of Hotel Management & Research Pune fosters social responsibility and community engagement among students and also with valuable opportunities to contribute to society and make a positive impact. The college joined the National Service Scheme (NSS) of Savitribai Phule Pune University in the year 2017. The sanctioned strength for NSS every year is 50 students.

The objective of the National Service Scheme is 'Development of the Personality of Students through Community Service' and encourages students to volunteer and engage in community service activities as a means of personal growth and development. The Motto of NSS 'Not Me, But You' reflects the essence of democratic living and upholds the need for selfless service. The activities conducted by the college help the students learn to respect & appreciate human values, culture, health awareness, social responsibility, and environmental concerns.

Following are the activities undertaken to sensitize students to social issues and for their holistic development

•**Swasth Bharat Abhiyaan:** Swasth Bharat Abhiyaan is an ambitious initiative that aims to transform India into a clean and healthy nation. Students take the initiative to share their knowledge with economically backward families in the Kashiwadi slum area on the 'Importance of Health and Good Eating Habits'.

•**Swacch Bharat Abhiyan:** Students engage in activities for creating awareness of cleanliness, hygiene, and sanitation and active participation from all segments of society to achieve the goal of a clean and hygienic India.

•**Pandharpur Wari Social Work:** Pandharpur Wari is not only a religious journey but also an opportunity for social service and community engagement. Students aim to provide comfort, support, and a sense of community to the devotees by distributing fruits and patrauli to warkaris.

•**Awareness Drive for Blood Donation:** Students take community-driven initiatives to visit various colleges to create awareness about blood donation in Pune for emergency medical situations and invite students to the camp to donate blood.

•**Rallies:** M.C.E. Society organizes rallies on the occasion of birth anniversaries of various social and religious reformers and stalwarts like Mahatma Jyotiba Phule, Dr. Babasaheb Ambedkar, Chhatrapati Shivaji Maharaj, and Prophet Mohammed. Students participate in these rallies, which reflect their strong belief and conviction in communal harmony and religious tolerance.

•**Food Safety Audits:** Students along with faculty members participated in the food safety and hygiene audit of 82 food stalls in Bhimthadi Jatra, to maintain high standards of food safety and quality, protecting public health, and ensuring the integrity of the food.

•**Eat Right Movement:** Students demonstrated healthy recipes and distributed refreshments to the inmates of Tayyabia Orphanage which helped in creating emotional support and mentorship, building a sense of community and belonging, personal growth and fulfillment, and providing a loving and supportive environment.

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:**

M. A. Rangoonwala Institute of Hotel Management & Research Pune, is committed to fulfilling its social responsibility through meaningful and purposeful extension and outreach activities for which the college has received accolades and recognitions from various organizations. By receiving these awards and recognitions, the college demonstrates its commitment to making a positive difference in society and its continuous efforts to excel in its endeavors. These achievements also serve as a testament to the dedication and hard work of the faculty, staff, and students associated with the college.

#### **Awards and Recognition received from the following institutions:**

**Excellence Award by Agricultural Development Trust, Baramati:** The Agricultural Development Trust (ADT) has recognized the college for its outstanding social work with an excellence award for conducting FOSTAC training for the Mahila Bachat Gat food stall owners of the Bhimthadi Jatra. The Agricultural Development Trust is a prominent institution located in Baramati, Maharashtra, India. It is actively involved in various agricultural and rural development activities in the region where Bhimthadi Jatra is a popular annual rural fair with a footfall of four lakh visitors held in Pune. Around 82 food stalls selling regional cuisine items operated by the Mahila Bachat Gat were also audited for cleanliness, hygiene, and food safety standards by the faculties and students of the college.

**Novotel Hotels & Resorts Pune:** Novotel Pune appreciated the efforts of the college for conducting the FOSTAC advanced catering training for their employees which is a mandatory requirement of the central government to comply with the food safety standards laid down by the Food Safety and Standards Act 2016.

**Pune Zilla Parishad, Chikhalse:** Acknowledged the college for the great initiative in the distribution of books to the students for self-development and to help them expand their horizons, and improve their reading and comprehension skills.

**Pune Zilla Parishad, Ahirwade:** Appreciated the efforts of the college to collaborate with the local community and schools to distribute books on the teachings and philosophy of Swami Vivekanand.

**Acharya Anandrushiji Pune Blood Bank:** Awarded a certificate in appreciation of the participation of students & staff in the blood donation drive.

**Pune Zilla Parishad, Chikhalse:** Appreciated the college for organizing the Library Extension Activity for Students of Zilla Parishad Primary School.

**ZVM Unani Medical College & Hospital:** Appreciated the hard work of the National Service Scheme volunteers for social work of cleaning the medical college & hospital premises under 'Swach Bharat Abhiyan'.

**Abeda Inamdar Senior College Alumni Association:** Appreciated the training session on dining etiquette and lifestyle management conducted for the Alumni of the college.

**Pune Memon Ladies Wing:** Appreciation was received for conducting a session on 'Dining Etiquettes' for the ladies of the Pune Memon Ladies Wing.

**ZVM Unani Medical College & Hospital:** Expressed sincere appreciation for the efforts by the faculty of the college in training the staff of the medical college and hospital on the topics of telephone etiquette,

bed making & moping techniques, planning of duty roster, the importance of cleaning agents, communication and attitude towards work.

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

### 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:** 63

**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**

2021-22	2020-21	2019-20	2018-19	2017-18
8	7	19	19	10

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>
Provide Links for any other relevant document to support the claim (if any)	<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: 14**

<b>File Description</b>	<b>Document</b>
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 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 infrastructure and physical facilities at the colleges fulfil the requirement for the B. Sc. (HS) Programme and is as follows:

- **Classrooms & Tutorial Rooms:** Internet connection, projectors, LCD Screen and speakers.
- **Laboratories:** Following laboratories are ICT enabled with a large TV display & internet connection.

**Basic Training Kitchen:** gas ranges, ovens, microwave ovens, and deep fat fryers to acquire basic culinary skills.

**Quantity Training Kitchen:** commercial equipment used for bulk cooking such as Bratt pan, Chinese ranges, deep fat fryers, griddle, barbeque, pulverizer, industrial mixer grinder, electric dishwashing machine etc.

**Advanced Training Kitchen:** high-pressure gas ranges, ovens, mini tandoor, electric tabletop planetary mixer and special utensils used in star hotels.

**Bakery and Confectionary:** equipped with commercial equipment such as dough sheeter, gas oven, dough proofer, bread slicing machine, refrigerator, cooling racks, spiral dough machine and planetary mixer.

**Salt Restaurant:** Equipped with a food display counter, LCD screen and high-quality cutlery and crockery, it caters to the banqueting needs of VIP guests visiting the campus. Dining etiquette session for students of schools and colleges of Azam Campus is conducted in Salt Restaurant.

**Pepper Restaurant:** includes a live bar setup equipped with the necessary tools and apparatus.

**Housekeeping Laboratory:** equipped with maid's trolley, laundry setup, students work station and LCD.

**Guest Room:** Mock hotel room with necessary interiors and amenities.

**Front Office Laboratory:** Front desk counter, concierge, reservation counter and travel desk.

**Dining Hall:** seating capacity of 108 pax, is used for live service of food prepared in the Quantity Kitchen.

**Computer Laboratory:** 25 computers with relevant software on LAN with 2 Gbps Bandwidth.

**Library:** Reading and Stack Room with a sufficient number of books and journals. Book Bank facility to all students. Libraries on campus are digitally connected. E-journals and e-books are accessible to users from any location within the campus.

**Seminar Halls:** Hi-Tech Hall, Dr A. R. Shaikh Assembly Hall automated with ICT facility.

#### **Facilities for Cultural Activities, Gymnasium, Yoga Centre etc**

- **Dining Hall:** The seating capacity of the dining hall is 108 pax.
- **Grass Ground:** Various activities are organized on the ground like cricket tournaments, kite festivals, Republic Day celebrations etc. The area of the ground is 19256.43sq.m.
- **Function Ground:** Activities of the institutions of Azam Campus are conducted.
- **Green Galaxy:** provides the space for activities.

#### **Facilities for sports, games (indoor, outdoor), gymnasium, and yoga centre:**

- **Athletic track:** Sports Complex has a 400 m track.
- **Cricket Ground:** is 2,07274.48 sq.ft. [19256.43sq.m] area.
- **Mud Ground:** The size of the mud court is 260 \* 134 feet [37764 sq.m.] The ground is used for various sports activities like Football, Kabaddi, and Kho-Kho.
- **Badminton Court**
- **Gymnasium:** Weight training and cardio equipment. Fitness trainers are appointed to train students for professional bodybuilding and weightlifting competitions.
- **Yoga Centre**
- **Basket Ball Court**
- **Facility for Indoor Games:** Adequate facilities for 0.22 Rifle Shooting Range, Fencing Games, Carom, Powerlifting and Kickboxing.

Azam Sports Academy has appointed twenty special coaches to train students for Cricket, Softball, Football and Athletics to participate at State, National and International levels.

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:** 22.88

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

2021-22	2020-21	2019-20	2018-19	2017-18
9.87	0.27	1.12	6.22	10.24

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:**

The Library of M. C. E. Society's M. A. Rangoonwala Institute of Hotel Management & Research installed Version 2.0 of the Vriddhi Integrated Library Management System (ILMS) at the inception of the college in the year 2006. The library automation software is loaded with some important library functionalities like Book Accessioning, Periodical Accessioning, etc. After accessioning, the learning resources get ready for circulation.

**Library Membership:** Library Membership is provided to faculty members and students of the college. Vriddhi Software installed enhances the procedure of generating I Cards for students and staff by feeding the information of the users. The individual barcode number is provided to each and every member through this software.

**Circulation System:** Vriddhi software enhances circulation activity. Issue, return, and renewal of

learning resources are done by using the barcode system.

**Write-off books:** Outdated books and torn books can be easily weeded out by using Integrated Library Management Software.

**Stock Verification:** The stock verification activity is made easy using ILMS. It enhances keeping track of all the records like issued books, write-off books, and physically available books.

**Reports:** ILMS enhances to generate reports of various library records related to circulation, accession register, member records, write-off records, stock verification records, and financial investment in the purchase of learning resources.

**OPAC:** Online Public Access Catalogue provides search options for students by Title, Author, Publisher, Book Editor, Edition, Year, and Subject. Users can browse it and check the availability of the required resources through OPAC. Accordingly, the user can refer to or get the resource material issued from the library.

**Web OPAC:** Users can use the online OPAC by visiting the website <https://marhmct.vriddhionline.com> to access the list of all the learning resources available in the library. The vriddhionline.com can also give access to learning resources available in the libraries of sister institutions on the campus by entering the web code of the institutions.

**Library Website:** The college library website can be accessed at <https://marihmrlibrary123.weebly.com>. The website assists the users with easy access to library information like subscribed print journals, links to open educational resources such as e-books, e-journals, rare books, teachers' notes, newspapers, videos, syllabi, question papers information about different activities and events carried out by library for students.

**Digital Library:** Digital Library is integrated with the Vriddhi Library Management Software, wherein the users get access to the learning resources available in the libraries of sister institutions in the Azam Campus through the intranet. Thus the students can get easy access to the wide knowledge on varied subjects other than the core subjects of Hospitality Studies.

**Backup:** ILMS enables automatic procedure of backup on the M. C. E. Society's centralized server, hence, enhancing the efficiency of operation.

**Subscription to e-resources:** Library has subscribed to the e-resources according to the requirement of faculty members.

**Amount spent on the purchase of books, and journals:** Library has spent Rs. 0.84 Lakhs on the purchase of books/e-books, journals/e-journals during the last five years.

**Usage of the library:** Students and faculty members use the library optimally.

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 college is well equipped with computers connected through Local Area Network (LAN) in all classrooms, laboratories, internet hub, administrative offices, and staff room. The campus updates the internet speed frequently and for the last three years, the college is enabled with high-speed connectivity at the rate of **2 Gbps**. Free high-speed Wireless Fidelity (Wi-Fi) facilities are available on the entire campus. The college campus has secured Wi-Fi with a speed of **1.1 Gbps**. The computer laboratory is well equipped and is available to all students and teachers of the college. IT Department of the campus takes care of the maintenance and up-gradation of its IT facilities in terms of hardware and software, installation of new devices, and purchase and supply of hardware to the colleges.

The college has upgraded the computers as per the configuration required. **2 GB RAM** configuration computers have been replaced with **4 GB & 8 GB RAM** computers as per requirement.

- Faculty members are provided with a computer and Internet connection at their respective locations in the college. All the Computer laboratories and facilities are connected to the Internet and are made available to the faculties and students for their academic needs in their respective laboratories and classrooms.
- The campus has procured the free version of G-suite by which the online classes are conducted through Google Classroom and Google Meet applications.
- Vridi Enterprise Resource Planning (ERP) is used by the college for Online Admissions, Library Integrated Library Management System (ILMS), Learning Management System (LMS), and administrative purposes.
- Teachers maintain their teaching records in soft copy on their individual computers.
- The college always focuses on the development of learner-friendly study techniques. Students have access to e-learning resources.
- Lectures are conducted with the use of videos, and presentations. This method promotes participative learning with a high ratio of interaction between teachers and students.
- Each classroom is equipped with computers and internet connectivity.
- Staff and students are registered with the Digital Library Service provided by the College. This helps the staff and students to refer to the study material online.
- The college has a separate centralized maintenance system in order to support the IT

infrastructure, campus facilities, and equipment. Provision is made in the budget for Annual Maintenance Contracts for maintaining the hardware.

- Star Topology Network configuration is used on the campus with an Ethernet speed of 100 Mbps.

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:** 5.48

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

Response: 25

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:** 61.53

##### 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)

2021-22	2020-21	2019-20	2018-19	2017-18
9.15	7.75	21.42	19.42	16.81

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 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:** 14.97

**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**

2021-22	2020-21	2019-20	2018-19	2017-18
25	23	19	25	24

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	<a href="#">View Document</a>
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	<a href="#">View Document</a>
Upload policy document of the HEI for award of scholarship and freeships.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 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:** 76.39

**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**

2021-22	2020-21	2019-20	2018-19	2017-18
112	145	121	103	111

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

File Description	Document
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>
Provide Links for any other relevant document to support the claim (if any)	<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:** 53.47

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

2021-22	2020-21	2019-20	2018-19	2017-18
30	16	18	23	21

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

2021-22	2020-21	2019-20	2018-19	2017-18
39	47	41	40	35

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>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**5.2.2**

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

**Response:** 8.51

**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.)**

2021-22	2020-21	2019-20	2018-19	2017-18
3	2	3	0	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: 4**

**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**

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	1	1	1

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: 19.8**

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

2021-22	2020-21	2019-20	2018-19	2017-18
23	11	20	26	19

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:**

The college established and registered the Alumni Association in the name of 'The Alumni Association of M.C.E Society's M. A. Rangoonwala Institution of Hotel Management and Research'. The Alumni Association was formed with the objective to **Engage, Connect & Unite** Alumni, faculty, and students and to provide an open platform to interact with the former students which helps in sharing knowledge and the development of the current students.

In adherence to the objectives stated in the memorandum of Agreement, the Alumni Association contributes significantly to the development of the college in the following ways:

**Alumni Interaction:** Alumni are invited as resource persons at various events and for guest lectures and demonstrations, webinars, etc. They provide input and share their experiences regarding skills, recent technologies & trends in hospitality.

**Career Guidance Assistance:** Alumni are working in organizations in various capacities. They keep the faculties and the placement coordinator abreast of the available job opportunities. They assist and guide the students to crack the interviews. They also share their experience with the students and motivate them for their career development in various domains.

**Alumni Meet:** The college along with Governing Body of the Alumni Association organizes an 'Alumni meet' every year. It provides a classic opportunity for alumni to share their corporate experiences with present students and has refreshing interactions with classmates and faculty members.

**Feedback from Alumni:** The college collects feedback from alumni. They provide the suggestions regarding skill development of students according to the requirement of the hospitality industry.

**Activities organized by the Alumni Association:** Alumni Association of the college organizes various activities such as guest lectures, book review competitions, demonstrations, and sports tournaments every academic year.

**Meetings of Governing Body of Alumni Association:** To review activities undertaken, plan major events and make recommendations regarding activities for students, employers, and Alumni, Governing Body of Alumni Association meetings are held regularly.

Alumni contribution to the development of the students is as follows:

Academic Year	Activity	Title	Alumnus Name
2017-2018	Demonstration	Thai Cuisine	Huzoor Miya
	Guest Lecture	Careers in Hospitality Industry	Abdul Tamboli
		Careers in Hospitality Industry as a Chef	Akshay Ambre
	Competition	Book Review competition	Alumni Association
2018-2019	Demonstration	Importance of Food	Narendra Munagala

2019-2020	Guest Lecture	Presentation/ MSME	
		Importance of Time Management	Abrar Bepari
		Importance of Hospitality Industry in increasing the GDP of the country	Danish Dabolkar
	Competition	Book Review competition	Alumni Association
	Guest Lecture	Importance of hard work & being a team player at Workplace	Herbet Dean
2020-2021		Career in Dubai Hospitality	Krishna Kumar
	Competition	Book Review competition	Alumni Association
		Cricket Tournament	Alumni Association
2020-2021	Webinar	'Impact on Hospitality Industry amidst Covid-19 Pandemic and Post Recovery strategies'	Amit Khatri
			Zaid Khan
2021-2022	Guest Lecture	Virtual Laundry Visit	Hosheem Godeekat
		Let's Get Baked	Shayoni Sinharoy
		New trends in hospitality industry	Shabaz Khan
	Alumni Interaction	Orientation Day	Amit Khatri
			Shabaz Khan

The alumni association has a Bank Account with the Muslim Cooperation Bank Ltd. The Alumni membership fee and donation received are used to fund the activities of the Alumni Association.

File Description	Document
Upload 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 Mission, Vision, and Goal statement of the college is promptly displayed in the college at various locations and also uploaded on the college website.

#### Nature of Governance

The college is managed by the Maharashtra Cosmopolitan Education Society and Haji Gulam Mohammad Azam Education Trust. The college has constituted College Development Committee (CDC) as per the mandate of the Maharashtra University Act 2016. IQAC is constituted in the year 2018, to plan, guide and monitor quality assurance and quality enhancement in all academic activities. Representatives of the management, principal, faculty members, staff members, students, industry representatives, NGO representatives, and alumni are part of the committee. The academic responsibilities are delegated to teachers who in turn form committees with student representation to execute the action plan.

#### Participation of teachers and students in decision-making bodies

The Statutory Bodies are constituted as per the guidelines and mandate of the government and the university where teachers are representative members involved in decision-making and administrative assistance.

Each committee executes its responsibilities within the framework of the objectives and purpose of the committees. Regular meetings are conducted and minutes are recorded. The action plan is discussed during the meetings thus, teachers do all such activities to fulfill the objectives, functions, and duties of the committee.

The vision & mission of the college is in tune with the objectives of the management of M.C.E. Society. The college is committed to excelling in providing quality education in the field of hospitality to students from all sections of society including local, national & global student populations.

#### Perspective Plan

The college has prepared the perspective plan to align with the mission and vision. Inputs from all stakeholders, their expectations, management policies, and goals and objectives of the college have been used as the base in formulating the perspective plan. It also describes the future of the college through holistic and complementary perspectives divided into themes, each highlighting the developmental aims



forming the vision for 2018-2028.

The present Perspective Plan has been prepared by taking into consideration the quality indicators of the seven criteria of NAAC. The IQAC provided the guidelines for preparing the plan. It was discussed thoroughly in the IQAC meetings. Inputs from all stakeholders, their expectations, management policies, and goals and objectives of the college have been used as the base in formulating the perspective plan.

**The following are the themes of the perspective plan:**

1. A College of Happy, Creative & Empowered Students
2. An inclusive and Cohesive Institution
3. The Preferred College to Learn, Research & Progress
4. A Smart & Sustainable College
5. A Pivotal Hub in Indian Education
6. A Pioneering & Excellent Governance

The plan for the period 2018-2028 is well-defined detailing the following:

- NAAC Accreditation
- NEP Implementation
- Teaching Learning Process
- Faculty Development Programme
- Research Projects
- Internal Quality Assurance Cell
- Student Support and Progression
- Infrastructure
- Staff Welfare
- Industry Institute Interaction
- FoSTaC Trainings
- Personality Development & Dining Etiquette Sessions
- Alumni Interaction
- Green Campus

All these measures ensure effective Governance and Leadership.

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 perspective plan describes the future of the college through holistic and complementary perspectives divided into themes, each highlighting the developmental aims forming the vision for 2018-2028. The present Perspective Plan has been prepared by taking into consideration the quality indicators of the seven criteria of NAAC. Inputs from all stakeholders, management policies, and goals and objectives of the college are used as the base in formulating the perspective plan.

The college development committee is the main decision-making body. The committee has representation from the governing board members of the M.C.E Society (parent body), the principal of the college, faculty, non-teaching staff, alumni, and students. All major academic and administrative decisions are executed through the Internal Quality Assurance Cell (IQAC) of the college.

The college has an 'Academic Policy Manual' and 'Governance, Leadership and Management Handbook' which include standard operating procedures for recruitment, promotion, service rules, code of conduct, academic processes etc. The organization structure is further divided into Academics, Administration, and College Committees.

**Academics**

The IQAC coordinator is responsible for the planning and execution of overall academic activities. The academic calendar is prepared by IQAC. The academic responsibilities are distributed to each member. The College Examination Officer is responsible for the smooth conduct of internal and external examinations. The class coordinators/ mentors are responsible to monitor the attendance and performance of the students assigned to them and carrying out co-curricular and extra-curricular activities.

**Administration**

The office clerk oversees the office administration. The office takes care of Admission Eligibility, Scholarships and Freeships, Accounts, Issue of certificates and documents, maintenance of staff service records, and correspondence with the Affiliating University, UGC, and Government Bodies. The Accounts department handles all the financial transactions. The stores handle all the purchases required for the day-to-day operations of the college.

**College Committees and Cells**

The various statutory, academic, and non-academic committees are constituted to monitor and comply with key academic policies, and extension activities and recommend and take necessary actions related to their respective responsibilities. Each committee is headed by a chairperson and assisted by members selected from students, teaching, and administrative staff.

**List of the committees and cells:-**

- College Development Committee
- Students Council

- Internal Quality Assurance Cell
- Examination Committee
- Admission Committee
- Library Committee
- Research Committee
- Training & Placement Committee
- Innovation & Incubation Cell
- Code of Conduct Committee
- Cultural Committee
- Internal Complaints Committee
- Grievance Redressal and Counselling Committee
- Right to Information Committee
- Alumni Association of M. A. Rangoonwala Institute of Hotel Management & Research
- Anti-ragging Committee
- Minority Committee
- Canteen Committee
- Electoral Literacy Club

The role and responsibilities of various committees and cells are clearly defined. College activities and participation by students and faculty members are discussed and action taken report is presented in the meeting. The action plan for each semester is discussed with the students in the meeting. Minutes of the meeting are documented in committee registers and duly signed by members of the committee. The organizational structure of the college is well established for the smooth functioning of academic & administrative processes.

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:**

#### **A] Staff Welfare:**

- **Medical Treatment:** Medical facilities at concessional rates are provided to the staff at Z.V.M. Unani Medical College and Hospital and M. A. Rangoonwala College of Physiotherapy and Research Centre as per the Memorandum of Understanding. Staff is provided with dental treatment at the concessional rate at M. A. Rangoonwala College of Dental Sciences and Research.
- **Fee Concession to Wards of Staff Members:** Fee concession given to the wards of staff.
- **Incentives:** Monetary incentive and appreciation letter to non-teaching staff to appreciate their hard work.
- **Loan Facility:** made available through the Azam Credit Society of the campus.
- **Uniforms:** Uniforms and shoes provided to non-teaching staff. Food Production faculties are provided with kitchen uniforms.
- **Leaves:** Staff members are provided with leaves facility as per the guidelines and notification of the Government and the affiliating University.
- **Sports Facility:** Intra Collegiate tournaments are organized by Azam Sports Academy for staff.
- **Training for non-teaching staff:** Training to improve efficiency and focus on self-development.
- **Financial Assistance for Professional Development:** Financial support provided to teachers towards membership fees of professional bodies, registration charges for seminars, conferences, workshops, trainer certifications & travelling allowance.
- **Appreciation and felicitation of staff:** Staff of the college are appreciated and rewarded in case of any achievements.
- **Gymnasium Facility:** The campus provides free gymnasium facilities to the staff members and also offers guidance through the gym instructors available on the campus.
- **Festival Gifts:** Gifts and sweets are distributed to the staff members on the occasion of Eid, Diwali and Christmas.

- **Birthday Celebration:** The birthdays of the staff members are celebrated at the end of every month. Birthday greetings are displayed on the notice board. The college bakery prepares the birthday cake.

### **B] Performance Appraisal System for Teaching and Non-teaching Staff:**

For professional growth and staff enhancement, the college has designed an effective Performance Appraisal System. Separate self-appraisal forms are prepared for the teaching and non-teaching staff. It reviews the faculty member's performance on the basis of teaching, involvement in student-related activities or research activities, research paper publications, invited lectures/ resource person/ paper presentation in seminars, conferences/ full paper in conference proceedings etc.

Similarly, a Performance Appraisal Form is prepared for the non-teaching staff which assesses their physical fitness, general ability, technical ability, integrity and character, special aptitude, obedience, punctuality, if any penalties or awards, grooming, relations with colleagues/ supervisor and eagerness to work etc.

The Internal Quality Assurance Cell Co-ordinator collects the forms and submits them to the principal for further evaluation. These are then presented in the college development committee meetings to the management. The chairman of the CDC decides the appropriate action.

### **C] Avenues for Career Development/Progression:**

Career development for faculty has become increasingly prevalent. There has been a dramatic increase in the use of innovative teaching and learning through effective Faculty Development Programmes, established teaching and learning methodology, guest lectures, professional development training and coaching to faculty members to help them improve their work performance, particularly in specific areas such as teaching and research.

<b>File Description</b>	<b>Document</b>
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:** 83.33

**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**

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	4	9	8

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>
Provide Links for any other relevant document to support the claim (if any)	<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:** 100

**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**

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

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:

**The institution has strategies for the mobilization and optimal utilization of resources and funds from various sources (government/ non-government organizations)**

The College Development Committee (CDC) has formed certain funds mobilization & utilization strategies.

#### Funds Mobilization Strategy

- 1.Fees:** Fee regulation of Savitribai Phule Pune University is followed.
- 2.Funding Agencies:** IQAC explores funding schemes of various departments like the Board of College and University Development (BCUD), Board of Students Development (BSD), Planning and Development, and National Service Scheme (NSS) of Savitribai Phule Pune University.
- 3.Collaborations:** Initiatives to develop linkages and collaboration with industries for resource mobilization through consultancy, training, and projects.
- 4.Maintenance of Accounts:** Maintains separate accounts for different activities such as Examination and NSS.
- 5.Financial Assistance from the Parent body:** M.C.E Society provides financial loans to the college if and when required.
- 6.Alumni Membership Fee:** Collected by the college and used for various activities under the Alumni Association.

#### Utilization Strategies

The college assures efficient use of its financial resources through an organized process along with

proper auditing procedures.

- Requisitions for major purchases are submitted to the Principal by the IQAC. The Principal presents these in CDC meetings. As per the policy of the management, all the formalities are completed viz. inviting quotations, preparing quotation comparison, purchase order/work order for the selected vendor, preparation of voucher, stock entry, and issue of cheque to the concerned party.
- IQAC prepares a budget for each academic year and presents it to the College Development Committee for approval.
- All the expenses related to academics, infrastructure augmentation, repairs and maintenance, library, laboratory, co-curricular and extra-curricular activities, faculty development programs, and staff welfare are submitted by the assigned staff to the accountant.
- The accountant maintains records of all the transactions which are duly audited.

#### **The college conducts financial audits regularly (internal and external)**

The college conducts internal and external audits to monitor its control of accounting and financial reporting.

- **Process of Internal Audit:** The Principal examines the financial transactions on a daily basis. The accountant submits a fee collection report to the M.C.E Society's accounts department. The Audited Statement of Accounts for the financial year is presented in the CDC meetings for internal audit. The committee reviews the reports and notifies the Principal of any discrepancies. CDC approves the receipts and payments and budget for a specified period and recommends measures for financial planning.
- **Process of External Audit:** The accounts of the college are audited by an external auditor appointed by the management. The accountant of the college maintains records in the form of Receipts and Payment Statements, Bank Reconciliation, Trial Balance, etc., and presents them to the external auditor. The chartered accountant prepares the final audit statement which is submitted to the accounts department of the M.C.E Society and to the college. This audited statement of the account of the college is then presented by the chairman of CDC in the Governing Body meeting of the M.C.E Society.

File Description	Document
Upload 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:**

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

**Academic Monitoring System:** The academic monitoring system is a mechanism, designed and deployed by the college to identify, track, and drive improvements in the quality of education. Academic Monitoring System provides a framework to keep a check on the teaching-learning procedures in the college. It is used by the college to maintain the records of students and faculty detailing research and project activities undertaken, examination department documents, remedial classes, activities, field visits, and guest lectures conducted. It tracks all the details of a student such as academic progress, attendance, and participation in curricular and co-curricular activities. Several quality parameters are continually measured and tracked. The college has standardized the formats that the faculties are required to maintain and timely submit to the academic monitoring committee. The Academic Monitoring System promotes initiatives for student performance improvement such as extra lectures, remedial coaching, and professional guidance from industry experts. The teaching-learning processes are reviewed, and improvements are implemented, based on the IQAC recommendations.

**Academic Calendar:** Prepared in advance, displayed, and strictly followed. Examination schedules and class tests are notified in the Academic Calendar. Orientation Program is organized for all newly admitted students, for a better understanding of the education system, the teaching-learning process, continuous evaluation, compulsory core courses, various co-curricular and extra-curricular activities, discipline, and culture of the college. A guided tour of the campus is conducted to showcase the common facilities and the initiatives undertaken by the management for environment and energy conservation. Students are apprised of the timetable, program structure, and syllabi of the courses before the semester commences. Announcements in the form of notices and attendance and conduct of classes are monitored by the class mentors. Students are counseled regularly, feedback is obtained and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses by class mentors. Students can approach the Principal for feedback and suggestions. The feedback received is analyzed and shared with the Principal and all the faculty members.

**Mentor-Mentee Program:** The mentors provide constant support, and guidance, and help students improve their performance. Regular interactions with the mentors are conducted on a weekly basis. The objective of this scheme is to encourage students admitted to the program to acquire the skills and confidence to be responsible for their future endeavors. The college has introduced the Peer Mentoring Program. Peer Mentors handhold the mentees throughout the program by attending to their academic difficulties. The peer mentors also tutor the mentees.

**Short-Term Courses:** Short-term and value-added courses are introduced to bridge the gap between academia and the industry.

In addition to the inputs of the IQAC and Academic Monitoring Committee, the college also considers the recommendations of the College Development Committee and the hospitality industry to constantly improve the quality of education to achieve the vision, mission, and goal of the institution.

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:** B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	<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>
Provide Links for any other relevant document to support the claim (if any)	<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:**

#### **Gender Equity and Sensitization Activities**

##### **Curricular Activities:**

- Seminars on women's law, sexual harassment of women in the workplace, women's law on eve teasing, etc. are organized every academic year.
- A session on "DO's and DON'T's during the Industrial Training /Internship in the Hotel", is conducted by the Principal for the second year B.Sc.HS female students to caution and guide them to handle problems and situations they may encounter in the hotel during their industrial training/internship.
- **Co-curricular Activities:**
  - Orientation Program: The college organizes an orientation program for newly admitted students and their parents. The Principal welcomes the students to the college. Parents and students are briefed about 'UGC regulations on curbing the menace of ragging, and rules of prohibiting ragging as per the Maharashtra Act No. XXXIII'. Students are also informed of the anti-ragging policy of the management. Undertakings acknowledged by parents as per the rules of the affiliating university are also taken from the students.
- College organizes activities proposed by the Board of Students Development SPPU under Vidyarthini Vyaktimatva VikasYojana and Nirbhay Kanya Abhiyan. The seminar on 'Human Trafficking', was organized under the Quality Improvement Program of the Planning and Development Department of SPPU.

##### **Facilities Provided to Women:**

##### **Safety and Security:**

1. **Security Check:** The college campus has a strict security check at the entrance gates for all entrants. Students and staff wear Identity cards at all times. There is 24-hour security monitoring on the campus. The security is managed by the duly appointed director of Security and Safety, at Azam Campus. This ensures the safety of the students and staff. Security breaches and disciplinary behavior is handled by campus security and referred to the college administrative officials for further action, if necessary. Gents' security guards are available for twenty-four hours and ladies' security guards have been appointed for the daytime at the campus entrance.
2. **CCTV Surveillance:** Campus has 427 CCTV cameras fixed at various locations. The footage is

monitored and recorded and backup is available. A CCTV surveillance system is also installed inside the college.

**3. Emergency Numbers:** All the emergency numbers are displayed in the college at prominent places. Nearby police station contact numbers and toll-free helpline numbers are displayed on notice boards at strategic locations.

**4. Suggestion Box:** The Suggestion box is located outside the administration office. Complaints and suggestions received are presented to the committee for further action.

### Students Counseling

Counseling focuses on specific issues related to students' personal problems, discipline, and academic progress. Faculty counselor/mentor schedules and conducts one on one meetings with students assigned to them.

Internal Complaints Committee, Anti-Ragging Committee, Discipline Committee, and Grievance Redressal Committee are constituted and play an important role in generating awareness and addressing gender-related issues on the premises. Students' representation is reflected in all these bodies. The committees actively organize a number of programs related to gender sensitization.

### Common Room

Separate common rooms with attached toilets and lockers are available for girls and boys.

These measures ensure a conducive and safe environment necessary for female students

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

File Description	Document
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

File Description	Document
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:**

The parent body of the college i.e. M.C.E. Society, being a religious and linguistic minority is cosmopolitan in nature and caters to diverse student populations. In pursuit of providing an inclusive environment, the following activities are organized to make the students and employees of the college conscious of tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities.

**Institutional efforts/initiatives in providing an inclusive environment**

- **Marathi Bhasha Sanvardhan Pandharwada:** To create awareness of marathi language amongst the students through various activities like vakrutva spardha, marathi kavya sammelan, khadya melava, etc.
- **Theme lunches:** Theme lunches on various themes such as Goan, Italian, Music, Pan Asian, Rajasthani, etc. are organized.
- **Diwali:** Festival is celebrated by distributing gifts and sweets to the teaching and non-teaching staff. The college is decorated by rangoli, hanging lanterns and placing diyas.
- **Christmas:** The Principal distributes sweets to faculty and non-teaching staff.

**NSS Activities**

1. NSS Camp: The NSS officer along with the students stay for seven days at a predecided village and organize various activities to create awareness on socio-cultural issues for the villagers.
  2. Visit to orphanages and destitute homes
  3. Langar seva at Ganesh-Peth Gurudwara
  4. Kargil Vijay Divas: To honor the success of Operation Vijay.
  5. Organ Donation Seminar: Organized to inculcate a sense of social responsibility towards humanity irrespective of religious and cultural differences.
- **Cultural activities:** The college organizes various cultural activities to celebrate Makar Sankranti, Dussehra, College Anniversary, Orientation Day, Teachers Day, Cultural Week, International Women's Day, International Yoga Day, etc. for the students to depict the culture of India
  - **Rallies:** M.C.E. Society organizes rallies on Mahatma Jyotiba Phule Jayanti, Chhatrapati Shivaji Maharaj Jayanti, Dr. Babasaheb Ambedkar Jayanti, and Eid Milad Un Nabi
  - **Republic Day and Independence Day celebration:** Flag Hoisting ceremony along with different Indian cultural performances.
  - **International Tourism Day:** To create awareness about tourism and to demonstrate how tourism affects social, cultural, and economic values worldwide.

**Sensitization of students and employees to the constitutional obligations: values, rights, Duties, And Responsibilities Of Citizens****Activities Organized for Students and Staff**

- **Constitution Day:** College celebrates the Constitution Day on 26th November every year to commemorate the adoption of the Constitution of India. To understand the history and importance of the Constitution, the students and the staff read the preamble of the Constitution.
- **Gender Sensitization Activities:**
  - Seminars on women's law, Sexual harassment of women at workplace, Women's Law-Eve teasing organized every academic year.
  - A session on DO's and DON'T's during the Industrial Training in the Hotel.
  - Orientation program for newly admitted students and their parents with a presentation on 'UGC regulations on curbing the Menace of Ragging in HEI's.
  - The college organizes activities proposed by the Board of Students Development SPPU, under Vidyarthini Vyaktimatva Vikas Yojana and Nirbhay Kanya Abhiyan, seminars on Human Trafficking, etc.
- **Course on Human Values and Professional Ethics:** A value-added course on 'Human Values and Professional Ethics' approved by Savitribai Phule Pune University introduced for F.Y.B.Sc. (HS) 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 1

##### 1. Title of the Practice

Bio-Gas Plant: Converting Kitchen Food Waste to Energy.

##### 2. Objectives of the Practice

The practice aims at an innovative and cost-effective small-scale biogas fuel system that lowers waste remediation as well as benefits the college by providing cheap and sustainable sources of cooking fuel.

##### 3. The Context

The Biogas digester installed in the college is a research project sanctioned by the SPPU “University Research Grant Scheme” (B.C.U.D.) for the academic year 2016 and is successfully working for the process of garbage management in the college. The main purpose of the installation of the biogas was to create an awareness of garbage management for food waste and create an alternate source of energy. The biogas generated is utilized by the students during their food production practical.

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

Anaerobic digester uses the wet waste for the production of methane gas to be used in the bakery, which is generated from the training kitchens and the bakery. Earlier the kitchen waste generated was wasted which is now used to produce environment friendly gas which can be used for cooking. Training is provided to the staff to segregate waste, puree it and feed the digester. A record of the feed is maintained on a daily basis to study the quantity of gas generated in relation to the type of feed to the bacteria in the digesters.

#### **Following activity conducted by the college in relation to the project**

Field visits are organized for students to spread awareness amongst other colleges, star-category hotels, and small restaurants to educate them on food waste segregation and utilization of waste to generate energy, which has emerged as a promising renewable technology. Some constraints encountered were that the hotel management colleges and restaurant owners lacked the basic knowledge of waste separation. The primary requirement was to introduce them to the concept of biogas, and the second to show them how the technology works.

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

The total waste generated in all kitchens was 3 to 4 kg every day and this waste would produce on average 200 to 300 grams of gas, which could be utilized in kitchen for the cooking purpose for one hour. We found that the biogas system is cheaper than the LPG. The operational cost for biogas is merely about INR 2 per day if waste starch food is employed as feedstock, and may be zero if the plant uses only food wastes. This is less expensive than LPG, which costs about INR 30 per day, even with the present subsidy. Biogas can easily replace 10% of the LPG used by a college.

#### **6. Problems Encountered and Resources Required**

The biogas plant can become acidic in nature and have a high pH level and will not perform if the waste is over-feed. This is often a specific challenge with a plant using highly digestible organic materials. The digester produced a foul smell, which was fixed by discarding the slurry in the drainage system. There was an accumulation of thick slurry in the gas pipe. We faced the problem of running slurry and foul smell. Another problem was the segregation of raw and cooked food to be put in the digester. Like other renewable energy sources (e.g. solar, wind) biogas generation is additionally suffering from the weather. The optimal temperature required to digest waste is around 37°C. In cold climates, digesters require heat to take care of a continuing biogas supply. Even after refinement and compression, biogas still contains impurities and some amount of water so it can take some time to ignite.

#### **Best Practice 2**

##### **1. Title of the Practice**



**FoSTaC (Food Safety Training and Certification)** of FSSAI, Government of India.

## 2. Objectives of the Practice

- To equip students with the knowledge and skills on food safety and food hygiene.
- To enable students to implement correct food safety and hygiene requirements in manufacturing establishments and also to cascade the same to the food handlers of food business operations.

## 3. The Context

Food Safety Training and Certification are initiated by FSSAI to improve the knowledge and awareness of Food Safety Regulations and Policies to ensure food safety and hygiene in the food business. FoSTaC offers different types of courses for different types of food businesses across the country.

## 4. The Practice

The college is an empaneled training partner of FoSTaC, FSSAI, New Delhi authorized to conduct training on food safety and hygiene for street food vendors, hotel employees, faculty, and students of institutions offering hotel management and hospitality-related educational programs, catering establishments, commercial bakeries, and food manufacturing units.

## 5. Evidence of Success:

FoSTaC certification is a mandatory requirement for all food handlers as per the notification issued by the government of India dated 6th October 2017. The faculties of the college are certified food safety trainers qualified to conduct training in basic catering and advanced catering for the food handlers.

The college provides training and certification to all final-year students. This certificate helps them to meet the mandatory requirement of the Government before joining the hospitality industry. The college is proud to be the only hotel management college in Maharashtra to be an empaneled training partner of FoSTaC, FSSAI. The college has successfully completed training for almost 1000 students, faculty, and employees of hotel industries and catering businesses.

## 6. Problems Encountered and Resources Required:

- Due to the lack of awareness, most of the food handlers don't want to apply for the training.
- Due to the busy schedules of the food handling companies, it is difficult to conduct the training for 6 to 8 hours a day.
- Most of the staff of the companies are from vernacular medium so sometimes it is difficult to explain the rules and regulations in their mother tongue.

File Description	Document
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:**

In adherence to the theme of our Perspective Plan 2018-2028, 'A Pioneering and Excellent Governance' and the sub-theme of being 'Proactive and Creative in meeting the needs of the stakeholders and society', the institution has introduced a unique movement to pursue the goal of social responsibility to educate the students at schools & colleges about Personality Development/Life Skills and Dining Etiquettes. Through this activity, the college promotes the 'Eat Right Movement' of FoSTaC, FSSAI, New Delhi of which the college is an empaneled training partner.

**Life Skills and Dining Etiquettes:** Sessions focus on lifestyle management. Topics such as stress management, time management, table manners, good eating habits for a healthy mind and body, and ethical use of social media are covered in the workshop.

Through the subtheme of being sustainable & innovative in optimal utilization of resources, the college practices distinctiveness in providing learning and information resources as follows;

**Digital Library:** Library is well stocked with the latest books, periodicals, journals, and facilities like multimedia. The library has its own website which provides links to various open-access educational resources for reference. The links include print journals, open education resources, newspapers, scanned books, teachers' notes, videos, program syllabi, web OPAC, etc. The library has 261 titles having multiple copies of each title. Students can refer to these books and return them at the end of the semester.

**Inter Library Loan Facility:** Facility made available to students and staff to share the books and reference material, journals, and other course content available at the other libraries of sister institutions at the Azam campus with the permission of the Principal.

**College YouTube Channel:** College has its own YouTube channel and motivates teaching staff to prepare videos in their respective expertise and upload it on the college YouTube channel. YouTube links to videos are available on the library website for students' reference. This helps the students to gain more knowledge through visualization. Class counselors inform students to join the YouTube channel to see the videos related to courses.

**Google Classroom:** The college encourages its staff to use Google Classroom as an online learning platform that distributes resources to students in a virtual classroom setting. Subject faculty upload their notes, assignments, and class tests in the classroom as per the academic schedule. Students get access to all the material after joining the class. This benefits the students to access reliable and related course content at no cost.

**Laboratory Manuals:** The college issues printed laboratory manuals of practical courses prepared by

faculty to students at the beginning of each semester. Students are instructed to carry the printed journals for each practical. This helps the students to refer to the content of the practicals in advance. The learning outcomes of the experiment are to be noted by the students in the laboratory manual on completion of the practical.

**Faculty Web Pages:** College motivates the faculty members to create their own web pages and upload material related to the subject. This helps the students to access the study material created by faculty without taking any prints.

**Help Desk / Information Centre:** Facility made available by the sister institution Deccan Muslim Institute at Azam campus to assist the students and their parents in getting scholarships not only from the Central Government and State Government but also from the various trusts and foundations of India and foreign trusts. Deccan Muslim Institute organizes various scholarship workshops to reduce the gap between the scholarship foundations and students. The college also has its own help desk to assist the students regarding various scholarships offered by State and Central Government and private scholarships.

**Social Media:** M.A. Rangoonwala Institute of Hotel Management and Research maintains an active presence on various social media platforms, including Facebook, Instagram, Twitter, and LinkedIn. These social media channels are used to connect with students, alumni, and all the stakeholders to share information about the college's programs, events, and initiatives. WhatsApp groups are made classwise. All communication to students such as notices, exam schedules, assignment submission dates, etc. is posted for students' reference and appropriate action.

**Member of Poona Hoteliers Association:** The Poona Hoteliers Association (PHA) is a professional association of hoteliers and hotel management institutions in Pune. Most of the leading five-star hotels in Pune are active members of PHA. M.A.Rangoonwala Institute of Hotel Management and Research is an associate member of the Poona Hoteliers Association (PHA). The PHA organizes various activities for its member organizations. Staff and students attend the seminars conducted by PHA to update their knowledge about the course and hospitality in general. College motivates students to participate in activities organized by PHA to get industry exposure. The college has linkages with the PHA member hotels for the conduct of curricular and co-curricular activities.

**An empaneled Training partner of FoSTaC:** College is an empaneled training partner of FoSTaC (Food Safety Training and Certification) which is an initiative of the Food Safety and Standards Authority of India (FSSAI) to ensure the safety and hygiene of food products in the country. College faculty has successfully completed the **Train the Trainer Program** of FoSTaC (FSSAI). The college offers the FoSTaC training workshop to the final year students as a part of its commitment to promoting food safety and hygiene practices in the food industry. Upon successful completion of the assessment, students are awarded the FoSTaC certificate issued by the Food Safety and Standards Authority of India (FSSAI) which serves as proof of the participant's competence in the area of food safety and can enhance their employment opportunities in the food industry. The college also provides training to food vendors in Pune and outside Pune. The college offers two programs - Food Safety Supervisor Training- Basic Level and Food Safety Supervisor Training- Advanced Catering Level for all the food handlers in the food business.

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 :

#### Catering to the Events of the Sister Institutions of Azam Campus

**Outdoor Catering:** Catering services are provided to sister institutions. Students get practical experience and exposure to the styles of service, preparation of food, meeting, and greeting guests.

**Azam Guest House:** Located on the campus and managed by the college. The guest house rooms are let to the external examiners and other invitees of the sister institutions and the guest of the President of M. C. E. Society.

**Baker's Bounty:** Bakery outlet managed by the college for selling bakery products prepared in the bakery production unit of the college. The products are sold to the students of the campus. The bakery is FDA-registered.

**Sharing of College Facilities:** Restaurants and the dining hall are rented to the campus's sister institutions.

**Dining Etiquettes and Personality Development:** Workshops conducted for students of schools and colleges on payment. To date, the college has trained 6000+ students and received Rs. 3,11,000 towards training fees.

**FoSTaC Trainings:** College conducted FoSTaC FSSAI certification training for hotels, restaurants, catering firms, and hotel management colleges and has received Rs. 96,500 towards the training fee.

**Hospitality-Related Training:** Conducted training pertaining to the hospitality needs of other organizations. Canteen Audits and training for the staff of all the canteens on the campus are done by the faculties of the college to ensure that the students of the campus get safe and hygienic food for consumption.

#### II) Unique Activities are Undertaken by the College:

**Bakery Workshop:** sponsored by Savitribai Phule Pune University for rural girls of Maharashtra students conducted for seven days. Students were taught to prepare bakery products and entrepreneurial skills to set up the bakery business.

**Cookery Show by Chef Amar Rane:** Celebrity chef Amar Rane was invited to demonstrate some recipes to the teachers of the institutions of Azam Campus on the occasion of 'Teachers Day'.

**Diabetic Sweets Making Competition:** Sponsored by 'Poona Diabetic Centre' and 'Inamdar Multi-Specialty Hospital'.

#### Funds Received from SPPU to Date

NSS Activities: Rs 72,360

Board of Students Development Activities: Rs. 5,05,000

Quality Improvement Programme: Purchase of equipment, seminars, and conferences Rs. 5,54,000

## Concluding Remarks :

M. C. E Society's M. A. Rangoonwala Institute of Hotel Management and Research Pune focuses on the overall development of students through a variety of methodologies and extracurricular activities throughout the academic year. Industry partnerships and International academic cooperation have brought opportunities for exposure to the students and faculty.

Establishment of a comprehensive and personalized mentoring system, the college contributes to student's holistic development, helping them realize their potential and thrive both personally and professionally by mentoring them right from admission to final placement.

Some Of The Star Performers Of M. A. Rangoonwala Institute Of Hotel Management And Research, Pune shining in the Hospitality Industry.

- Neville Errol: Pass out in 2012, currently working as Sous chef at Spinechile Resort Contrà Pacche 1, Schio, Italy with two Michelin-star Chef, Massimo Bottura, an Italian restaurateur based in Modena, Italy.
- Hanif Mara: Pass out in 2010, has multiple restaurants in Russia and South Africa.
- Sana Lakdawala: Pass out in 2014, now an owner of the Restaurant 'The Kettle' in Toronto Canada.
- Faiz Shaikh: Currently Senior Sous Chef at 'Oliver & Bonacini Hospitality', Toronto, Canada.
- Bilal Tamboli: Chef at Carnival Cruise Line, Miami, Florida United States.
- Viren Magar: Chef at Royal Caribbean International, Miami, Florida United States.
- Akshay Amre: Regional Business Development Manager at Kevito Group, Canada.
- Sagar Gupta: Technical Executive Chef at Luscious Catering Company, Kerala.
- Sakshi Chari: Guest Relations Manager at Taj Lands End, Mumbai.
- Jaypal Barche: Catering Sales Executive at Taj Lands End, Mumbai.

Few of the above students are from economically weaker sections sponsored by the Rangoonwala Foundation (India) Trust and the World Memon Foundation. We at M. A. Rangoonwala Institute of Hotel Management and Research, Pune are happy for the achievements and success of our students and thankful to our stakeholders.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.4.1	<p><b><i>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</i></b></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken&amp; communicated to the relevant bodies and feedback hosted on the institutional website</p> <p>Answer After DVV Verification: A. Feedback collected, analysed, action taken&amp; communicated to the relevant bodies and feedback hosted on the institutional website</p>																				
3.1.1	<p><b><i>Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</i></b></p> <p><b>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)</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0.95</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>1.20</td></tr></table>	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	0	0	0.95	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	0	0	1.20
2021-22	2020-21	2019-20	2018-19	2017-18																	
0	0	0	0	0.95																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
0	0	0	0	1.20																	
3.2.2	<p><b><i>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</i></b></p> <p><b>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</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>20</td><td>8</td><td>8</td><td>12</td><td>17</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>20</td><td>4</td><td>8</td><td>11</td><td>16</td></tr></table>	2021-22	2020-21	2019-20	2018-19	2017-18	20	8	8	12	17	2021-22	2020-21	2019-20	2018-19	2017-18	20	4	8	11	16
2021-22	2020-21	2019-20	2018-19	2017-18																	
20	8	8	12	17																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
20	4	8	11	16																	
3.3.1	<p><b><i>Number of research papers published per teacher in the Journals notified on UGC care list during the last five years</i></b></p>																				

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	4	7	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	7	1

**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****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**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	0	0	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	3	0	0

**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:

2021-22	2020-21	2019-20	2018-19	2017-18
15	9	23	25	18

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
8	7	19	19	10

**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.**



	<p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :14</p> <p>Remark : The total number of MoU s provided by the HEI are 16 - disregarding Fostac empanelment and MA Rangoonwala College of Physiotherapy ( sister organisation) we get 14 functional MoUs . The rest of the details provided by HEI are activities with linkages to other organisations for Guest lectures and internships without any formal MoUs signed .</p>																				
4.3.2	<p><b>Student – Computer ratio (Data for the latest completed academic year)</b></p> <p><b>4.3.2.1. Number of computers available for students usage during the latest completed academic year:</b></p> <p>Answer before DVV Verification : 25</p> <p>Answer after DVV Verification: 25</p>																				
5.1.3	<p><b>Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years</b></p> <p><b>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</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>122</td><td>120</td><td>121</td><td>103</td><td>111</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>112</td><td>145</td><td>121</td><td>103</td><td>111</td></tr></table>	2021-22	2020-21	2019-20	2018-19	2017-18	122	120	121	103	111	2021-22	2020-21	2019-20	2018-19	2017-18	112	145	121	103	111
2021-22	2020-21	2019-20	2018-19	2017-18																	
122	120	121	103	111																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
112	145	121	103	111																	
5.1.4	<p><i>The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i></p> <p><b>1. Implementation of guidelines of statutory/regulatory bodies</b></p> <p><b>2. Organisation wide awareness and undertakings on policies with zero tolerance</b></p> <p><b>3. Mechanisms for submission of online/offline students’ grievances</b></p> <p><b>4. Timely redressal of the grievances through appropriate committees</b></p> <p>Answer before DVV Verification : A. All of the above</p> <p>Answer After DVV Verification: A. All of the above</p>																				
5.2.2	<p><b>Percentage of students qualifying in state/national/ international level examinations during the last five years</b></p> <p><b>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.)</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr></table>	2021-22	2020-21	2019-20	2018-19	2017-18															
2021-22	2020-21	2019-20	2018-19	2017-18																	

3	2	4	0	0
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Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	2	3	0	0

Remark : Rechecking and providing the revised inputs for the data ,2019-20 the number of students were Four but one student Mayuri Ahir cleared two public examinations hence input is 3

**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:

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	3	1	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	1	1	1

**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:

2021-22	2020-21	2019-20	2018-19	2017-18
23	11	21	26	16

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
23	11	20	26	19

**6.2.2 Institution implements e-governance in its operations**

1. Administration
2. Finance and Accounts

**3. Student Admission and Support****4. Examination**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

**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****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**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	5	6	6

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	4	9	8

Remark : Revisiting the metric and rechecking the data provided ,the new input for the metric 6.3.2

**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.**

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: B. Any 3 of the above

**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**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: A. 4 or All of the above

**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**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

## **2.Extended Profile Deviations**

<b>Extended Profile Deviations</b>
No Deviations