



MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING
TECHNOLOGY AND RESEARCH SOCIETY, PUNE
**MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND
CATERING TECHNOLOGY (UG & PG – Degree Programme)**
412-C, K. M. Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16.
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ACADEMIC AND ADMINISTRATIVE AUDIT

YEAR: 2022 – 2023

Objectives of Academic Audit:

- To assess the alignment of the curriculum with industry standards and emerging trends in the hospitality sector.
- To evaluate the effectiveness of practical training programs, internships, and experiential learning opportunities provided to students.
- To review the qualifications and industry experience of faculty members to ensure they can effectively impart relevant knowledge and skills to students.
- To analyse student satisfaction levels, placement rates, and career progression outcomes to gauge the effectiveness of academic programs.
- To identify areas for improvement in facilities, equipment, and technology infrastructure to support hands-on learning experiences and simulate real-world hospitality environments.

Peer Team Report:

Sr. No	Observations	
1.	Teaching Learning	<ul style="list-style-type: none">• The institution guarantees efficient curriculum delivery via meticulous planning and documentation, encompassing term scheduling, class timetables, event calendars, and equitable faculty workload distribution.• Course files comprise various components such as index, institutional vision and mission statements, program education outcomes, course syllabus, faculty work plans with teaching pedagogy, sample notes and digital materials, e-content links, semester attendance records, question banks, answer sheet examples, course outcomes, event reports, lecture details, course completion certificates, and sample journal/practical files.• The Institute also incorporates various value-added courses and MOOC courses in the semester.
2	Concurrent Assessment	<ul style="list-style-type: none">• A Term schedule at the beginning of a semester displays all assessment duration and deadlines



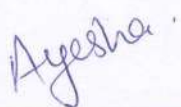

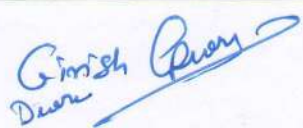
		<p>(including Assignments, exams and internal marksheet.)</p> <ul style="list-style-type: none"> • Internal monitoring is done every month that helps keeping a check on the classes conducted, missed and number of extra classes required. • Remedial classes are scheduled for each course for problem solving and query redressal for all the students. (especially for students having backlog & slow learners) • The term end exams are conducted by well-experienced paper setters and evaluators. • Each academic year concludes with the result analysis done for every course.
3	Outcome Based Education	<ul style="list-style-type: none"> • Succeeding work load allotment, the faculty identifies the gaps in the course and plans the events, workshops, visits, demonstrations, accordingly. • Remedial classes for each course are scheduled in the timetable. This initiative is taken for query redressal of all the students and attending to the needs of the slow learners. • Evaluation of attainment level of CO to PO is carried out twice in an academic year that is after every semester. • Every question asked in the examination notifies the related CO. • A survey of the students graduated is taken. • Continuous Improvement of the students is assessed from evaluation of internal exams, regular submission of the assignments, continuous assessment and the events that are planned. • To harness the potential of the students on larger scale the institute encourages them to be a part of various committees in the Institute.
4	Feedback	<ul style="list-style-type: none"> • The Institute every year takes feedbacks from the students after every semester regarding the course content, faculty and teaching methodologies used, learning outcomes, etc. • A faculty feedback for every academic year is recorded in terms of the curriculum design, syllabus completion, infrastructure, optimum availability of teaching resources, etc. • A 360-degree review is conducted for every guest lecture, workshop, demonstrations, visit and ED events.

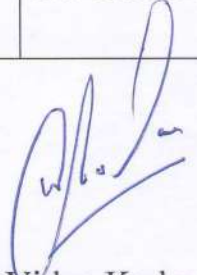
5	Student Holistic development	<ul style="list-style-type: none"> • Institute organizes various social activities to inculcate social responsibilities among students, • Tree plantation drives are conducted every year. • To inculcate values for serving the community, blood donation camps are conducted by the Institute in collaboration with Deenanath Mangeskar Hospital. • To sensitize the students with the minority class in the society, every year a visit to Balkalyan Sanstha (entertainment centre for specially-abled) is organized. • Wellness programs like yoga sessions, stress management sessions and counselling sessions. • Apart from inter-collegiate competitions that the students are encouraged for, the institute organizes intra college events like Hospi-Tech and Sports Day (Le Gloire) each year. • The Institute boosts students to take up Entrepreneurial activities during festivals (like Festive Treats, Deepawali Delights), to understand the market, develop risk-taking and business skills.
6	Statutory Committees and Compliances	<ul style="list-style-type: none"> • The Committees that the Institute has are as follows – IQAC, SC/ST committee, Internals Complaint Committee, Women's grievance committee, Grievance redressal committee, Start-up and Innovation committee, Entrepreneurship Development cell, etc. • IQAC is constituted as per NAAC guidelines since 2022. • IQAC meeting are conducted on regular basis. • IQAC actively works formulating MoU's for the Institute. • IQAC presides over various other committee like Anti-ragging, Internal Complaints committee, Entrepreneurship Development cell, Start-up and Innovation cell, etc. • IQAC looks after smooth functioning of Academic Management
7	Quantitative Auto Grading	<ul style="list-style-type: none"> • Admissions for the year 2022-23 FYBHMCT – 85 seats were filled. FYMHMCT – 16 seats were filled. • Placements for 2022 – 2023 52% of the students were placed with various Hospitality brands like Taj, Oberoi, The Ritz-Carlton, Marriott, etc. 40% of the students enrolled for further education at various Institutions nationally and internationally.




		<p>08% of the students took up entrepreneurial activities or start-ups</p> <ul style="list-style-type: none"> Result - The passing percentage of students graduated in 2022 – 2023 excluding the backlog students was 91.11% Activities: Around 34 events were organized in this year. A few to name are Festive Treats, Modak – o – stav, visit to Zampa Grover vineyards, Pharmacist Day cake, Bakery pop-up activity etc. The food festival that was organized by the Final years was 'Jackpot' 'Uttarapath', 'Casa Azzura' were the theme lunches that were organized by SYBHMCT and TYBHMCT students.
8	Recommendations	<ul style="list-style-type: none"> Purchase of the store software. Class counsellors are responsible for producing event files for the class events held each semester. Cultural Club can be formed to give a holistic approach for student's growth. The number of research papers published by the faculty and students of the Institute can be increased.

Signature of Peer team members:

Sr. No.	Name of the member	Signature
1.	Dr. Ayesha Siddiqui	
2.	Dr. Jyothi Pawar	
3.	Dr. Girish Deore	


Dr. Vidya Kadam
IQAC Co-ordinator


Dr. Seema Zagade
Principal





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ACTION TAKEN REPORT ON ACADEMIC AND ADMINISTRATIVE AUDIT

The following actions were taken based on the observations and recommendations of the AAA report of 2022-2023

• Feedback Collection from Students:

On having implemented a structured feedback system conducted after every semester to gather student opinions on course content, faculty performance, teaching methodologies, and learning outcomes the data from the feedback was analysed and reviewed and used to make necessary adjustments to teaching strategies.

• Purchase of Store Software:

- Identified and evaluated various store software options suitable for the Institute's needs. Procurement of software is currently in review.
- The store keeper generates reports using the excel, and the store committee analyses and submits the same.

• Class Counsellors' Event File:

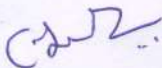
- Established clear guidelines and templates for class counsellors to follow in creating event files.
- Class Counsellors to ensure that event file is up to date with the events that have been conducted in the academic year as per template.
- Implemented a monitoring system to ensure timely and accurate submission of event files each semester.

• Formation of Cultural Club:

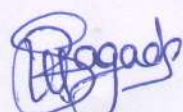
- Proposed the formation of a Cultural Club under the Student Centred Activity Committee to Principal and received approval.
- Developed a framework for the club, including objectives, structure, and activity plan.

• Increase in Research Papers Published:

- Organized workshops and sent faculty members to various seminars to engage in research activities.


Mr. Chintamani Sahasrabudhe
IQAC Co-ordinator




Dr. Seema Zagade
Principal

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