YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Camp Education Society's Dr. Arvind B. Telang Institute of Hotel Management
• Name of the Head of the institution	Dr. Ajaykumar Mithilesh Rai
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02027371635
• Mobile No:	9730073648
• Registered e-mail	principal.abtelangihm@gmail.com
• Alternate e-mail	princiajayrai@gmail.com
• Address	Plot No. G/P-159, G- Block, MIDC Chinchwad, Sambhajinagar
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411019
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Savitribai Phule Pune University**
• Name of the IQAC Coordinator	**Prof. Deepak Tanaji More**
• Phone No.	**02027371037**
• Alternate phone No.	**02027371635**
• Mobile	**9561612744**
• IQAC e-mail address	**bschs1@gmail.com**
• Alternate e-mail address	**deepakmore100@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://cesihm.com/AQAR%20-%20II%202019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://cesihm.com/calendar.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.40**	**September 26, 2018**	**26/09/2018**	**25/09/2023**

6.Date of Establishment of IQAC	**05/12/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	02	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

- Guidance to the students by industry expert
- Guidance on Training & Placement post pandemic
- Student Counselling during pandemic
- Better health prospectus
- Learn about world of Wine

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Seminar on International Placement	Connect Canada Immigration Services INC
Workshop conducted for students & staff on Diet & Life style	Student & Staff must concentrate to gain health on nutritious diet
Towel Art session	To know about different Towel art & enhance the room beauty
Soft skills Training for Staff	To motivate students through their talent
Campus placement interview	Interested students interview conducted at campus
IPR Activity for students & Staff	Promote progress by exchanging limited exclusive rights of invention & creative works

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	19/03/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	20/12/2021

Extended Profile

1.Programme

1.1   01

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1   **168**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **35**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	[View File]

2.3   **50**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **06**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **06**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	01

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	168

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	35

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	50

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	06

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	06

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	04
4.2 Total expenditure excluding salary during the year (INR in lakhs)	17,91,308
4.3 Total number of computers on campus for academic purposes	19

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Our Institute is affiliated to S.P Pune University and we follow the curriculum designed by the University. At the beginning of Academic Year the Institute prepares the academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of the curriculum.

• Institute academic co-ordinator prepares the timetable.

• A comprehensive teaching plan is prepared by the faculty members which includes the delivery of lectures, tutorials and practical.

• "Induction Program" orients the students about: facilities and welfare schemes available, code of conduct and discipline, extra-curricular activities.

• Preliminary Exams are conducted at the end of semester and

results are considered for Internal.

· **Periodical meetings of HOD are held with the Principal to take review and discuss the curriculum delivery.**

· **Intra-departmental meetings for the review of the teaching, planning of prelim examinations, seminars and workshops.**

· **Assignments and projects are given to the students under the supervision of the faculty.**

· **Guest lectures are conducted by Industry Expert for updated Industrial exposure.**

· **Regular Mentor-Mentee meetings are conducted for identifying the problems of the students regarding academic, social and financial issues.**

- **University conducts Final Exams at end of the semester.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/file/d/1RzPRxuxf7 8BJukxXt36Z-fiIot1xUI8U/view?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Camp Education Society's Dr. Arvind B. Telang IHM follows the Academic Calendar made by Academic Coordinator based on the University schedule for the Academic Year and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The calendar comprises guest lectures, workshops, and industrial visits, other co-curricular and extra-curricular activities. HOD closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by the faculty members. Internal Assessment (IA) Prelim Examinations, assignments, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The concerned faculty prepares IA question papers based on the syllabus along with the scheme of evaluation. The internal assessment prelim examinations timetable prepared by the College Examination

Officer. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships & updated to Parents in PTA meet. The Principal through the academic meetings frequently reviews the semester's progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://cesihm.com/calendar.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

01

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

02

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institute has been working for the development of the students. The various programmes are arranged related to Gender

Equality, Sustainability, Human Values and Ethics. The Institute teachers engage the students in various activities through Industry Expert Guest Lectures, N.S.S. seminar and workshop. The environmental issues are dealt in details in the classroom through a regular subject entitled 'Environmental Science' this subject is taught by specialist faculty in the class. Environmental Science is a compulsory subject for S.Y. BScHS students. The current issue of environment awareness has been thoroughly addressed by the Institute; in curriculum sustainable development is of much importance.

Students during Orientation Visit, ODC, Part time job and Industrial Training learned professional ethics of Hospitality Industry. The human values and professional ethics booklet is circulated on admission. Immunity boosting for the students, Faculties is the priority in pandemic. The Institute gives priority to Gender Equality, Environment and such related social issues. The students are motivated for projects on above issues. The Institute works with the objectives of generating social awareness among the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

1.3.3 - Number of students undertaking project work/field work/ internships

58

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://cesihm.com/Student-Form.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

120

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

29

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- **The institute has a fair system for admission process. The students are admitted in our institution without considering caste, creed, and gender, and religion, social and economic status. After the completion of admission process regular classes commence as per the time table.**
- **The Institute always keen for girl student enrolment in order to equip them with the higher education so that they can become empowered at themselves to face the future competition and to create their own entity.**
- **After admissions Institute adopts a process to identify slow and adv. learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the class test, prelim examinations.**
- **After knowing slow and advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The teachers observe that whether the students easily understand the lesson. This is the informal way to complete the teaching-learning process and it is also convenient to both teacher and students.**
- **Slow learners are encouraged to ask their concern freely and frequently with the teachers. They are motivated to participate in NSS, Seminar, workshop and Sports.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
168	06

File Description	Documents
Any additional information	[View File](#)

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

- **University has made provision in structure of all programmes to give students experiential and participative learning experience.**
- **Students can join Hospitality or Tourism industry etc. for internship in 4th semester. Student centric methods adopted by departments to provide Experiential and Participative Learning experience at Culinary (Kitchen) Practical or F & B or Accommodation or Front Office Department**
- **Participative Learning: Presentation of Industrial Training Reports by students – Soft copy of Industrial Training reports is checked by concerned faculties and inform about any changes**
- **Internship Programme – Students have to undergo 4 months Internship program as per SPPU Syllabus. Where students work in all major 4 departments and collect the information & assemble for final report.**
- **Industrial visits – Institute plan for virtual webinar of F & B department to Sula Vineyard, Nashik, and Laundry visit at 24 Klen, Tathawade Pune for Accommodation department.**
- **Problem solving Methods: Institute provide students tasks that inculcate in them problem solving skills; they receive practical and direct experience of negotiating difficult situations, and are trained as capable, competent and accomplished individuals.**
- **Following Problem solving methods are used in student centric activity: Mentor & Mentee - Discussion of personal problems and try to resolve.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to fit in day to day working at the Industry.

Use of ICT by the Institute:

ICT Tools: 1. Projectors- 01 projector is fixed in Conference hall.

2. Desktops & Laptops: 17 desktops are placed in computer room.

3. Printers -3 Printers are installed at various areas.

4. Photocopier machine – 1 Multifunction photocopier machine is fixed at Library.

5. Scanner- 1 Multifunction scanner is available at reception area.

6. Conference Hall – 1Conference hall is fully equipped with all digital facilities.

7. Smart TV - One smart TV is installed in the institute entrance for the telecast of the latest update about the Institute activities.

8. Online Classes through Zoom, Google Meet, Google Classroom

Use of ICT by Faculty

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors.

B. Industry Connect- Conference room is digitally equipped where Guest Lectures, Industry Expert talks are regularly organized for students.

C. Online MCQ - Faculties prepare online MCQ for students after the completion of each unit with the help of GOOGLE FORMS.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://cesihm.com/infrastructure-ICT-at-institute.html

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

06

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

06

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

01

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

59

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- The institute has transparent and robust evaluation process in terms of frequency and variety.
- In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.
- The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.
- At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board.
- Students who are admitted for the concerned course are assessed continuously through various evaluation processes at institute and University level.
- Continuous evaluation is made through Group Discussion, Preliminary Tests, Assignments Submission, Field Visit /

Work and Seminars.

- Prelim examination conducted at the end of syllabus. The performance of the students is communicated to the student's right after examination submission.
- Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year students are asked to lead for the Practicals for extra responsibility and further improvement.
- The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- A transparent, time-bound and efficient method is being followed in institute in terms of dealing with internal examination related grievances.
- Internal preliminary examination is considered to be preparation towards flawless final university examination to make base strong and create confidence in students.
- Preliminary Internal examinations are conducted at the end of semester on complete syllabus.
- Preliminary Internal Examinations solution of the test along with question wise performance is shared with students to maintain transparency and uniformity in the assessment of the internal marks.
- The mistakes or doubts occurred during online preliminary examination is resolved immediately by concern subject faculty.
- The marks gaining counsel discussed with students by pondering on every single words during online presentation.
- If any discrepancies are reported by the students, then they are resolved by the faculty.
- Assignments: Faculty evaluates assignments based on the subject which is also shared with the students.
- The assignments marking depend on timely submission, clarity, neatness, etc.
- The evaluated assignments report are shared with students

thus maintaining the transparency of the marks assigned and to resolve grievances if any.

- The online pattern of the multiple choice questions are discussed with students at the end of each chapter.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Mechanism of Communication:

- The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.
- Graduate attributes are described to the first year students at the commencement of the programme.
- Minimum an hour is spent by the teachers for introducing the subject to the Students.
- Learning Outcomes of the Programs and Courses are observed and measured periodically.
- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are circulated to the students.
- The importance of the learning outcomes has been communicated to the teachers in every Staff Meeting.
- The students are communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through class test, preliminary examination performance.
- Demonstrate of thorough conceptual understanding in the core areas of all the subjects with the support of practical's.
- Identify the most relevant concepts that arise every day and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.

- Arrange visits at site or the experts from the industry are invited to make understand particular subject for better outcome.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Our Institute is affiliated to S. P Pune University. We offered UG Bachelor of Science in Hospitality Studies.
- For this programs and courses, the institute followed the curriculum designed by S.P Pune University.
- The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom.
- After measuring attainment of POs, PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively.
- Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last years.
- In a similar way, the ratio of students' placement is also increasing. Subsequently, the institute took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:-

- The institute followed the Academic Calendar.

- All subject faculties maintained Academic Diary.

- Internal examination committee analysed evaluation reports of results.

- Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO.

- Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

50

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://cesihm.com/Analysis.pdf

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 year (INR in Lakhs)

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

Nil

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

04

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

07

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

01

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Contributing to Good Citizenship:

The institute is sensitive towards the social and environmental issues. The same is inculcated amongst the students. The following activities conducted every year help the students in developing themselves as good citizens.

To develop constitutional responsibility, national development and integration by conducting activities such as

Immunity Boosting and Pandemic Covid-19

Webinar to ensuring healthy body and Importance of social

distancing, wearing mask, hygiene sanitizing. "Immune boosting" is a trending topic during the COVID-19 pandemic.

To practice value system by - Celebrating Teacher's day, National Education Day, National Youth Day and other national days.

National Voters Day is celebrated every year to spread awareness about the necessity of voting and to encourage the young generation towards voting rights.

To obey civil instruction – by participating and conducting awareness Road Safety Campaign by Road March: Volunteers made people more aware of the traffic rules and also persuaded them to follow rules particularly wearing helmets and seat belts while driving on the road.

Program on International Women's Day - women empowerment creates awareness among girl students of their condition and their rights, and among boys a sensitivity towards problems of women, leading to lessening of gender bias and patriarchal prejudices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

07

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

257

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

19

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

08

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

CES's Dr. Arvind B. Telang IHM follows the following policies for creation and enhancement of infrastructure to facilitate effective teaching and learning.

- **Wi-Fi facility with LAN connectivity.**
- **All laboratories are well equipped with latest equipment .The practicals are performed as per the SPPU syllabus.**
- **The charts and models are also displayed in laboratory for easy understanding of practicals.**
- **Library is well stocked with sufficient number of books for references. It is also equipped with magazines and e-resources. It has a partially automated OPAC software system**

integrated with ERP.
- Library has well-furnished Reading Room with Multimedia.
- Seminar Hall with ICT facility for conducting subject matter expert lectures, paper presentation, conferences and workshops.
- Regular maintenance & up-keep of equipment and upgradation are done.
- All amenities, facilities and recreational facilities are maintained properly.
- Students use the ICT facilities for their project presentations, assignments, preparing study notes & menu recipes.
- All amenities provide practical & skill based facilities for core operational areas of hotel to meet their learning centered requirements.
- Emphasis is given on the development of facilities which will save energy and other resources.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Institute provide both indoor & outdoor sport facilities to the students during leisure time form academic.

1 acre professional sports ground has been developed for cricket, football, volleyball, etc.

Sports: It has volleyball court in the campus. Among the Indoor games, the students enjoy playing Carrom, Chess etc. The institute has state of the art Auditorium in the campus and an Open-Air theatre which are used by the students for organizing different cultural & social activities.

Yoga Class /Awareness Programme: Yoga is mandatory for all years students. Although the institute doesn't have an established Yoga Centre but Yoga Day is celebrated every year one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers.

Cultural activities: The institute believes in all-round development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the institute conducts cultural programs to make this happen. An Auditorium with a capacity of one hundred & fifty students is used for conducting different types of cultural programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://cesihm.com/infrastructure-ICT-at-institute.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Make library user friendly: The Library of CES's Dr. A.B. Telang IHM is partially automated through Vriddhi ILMS (ERP) software. The ERP system has various following modules as under-

1. Circulation: In the circulation module provision is made to issue / return / renew for Books Circulation, Journals / Magazines Circulation and Non-Print Material Circulation (CD, DVD, etc.)

2. OPAC: Online Public Access Catalog for searching the library resources. User can search the library resources as per Title, Author, and Publication Keywords. Search can also be done through the Accession Numbers without remembering the Title or Author of the Book. This facilitates fast & accurate searching.

3. Reports: This is an important module of the Integrated Library Management System (ILMS) which helps to generate various reports like Books Issue/ Return date wise.

4. Journals / Magazines: This is an important module of the Integrated Library Management System (ILMS) to maintain and keep record the Journals, Magazine Bound Volumes and Newspapers. Through this module we can track the subscription period and renewal date of the Journals Magazine.

5. The library is computerized which helps the students to Search databases, refer to e-resources etc. Arrange & label the books for easy access.

Initiatives taken by the Library are the following :

1. Free internet access, download and printout facility have been provided.

2. Reprographic facilities.

3. Display of new books.

4. System of recommendation for purchase of books through Departments.

Name of the ILMS software: Vriddhi Software

Nature of automation: Partially

Version: 261.0

Year of automation: 2016

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.003

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

31

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

All computers at the institute are connected with LAN. It gives information via connectivity of 20 Mbps. Wi-Fi facility is available in the institute campus. The Computer laboratory is well equipped and is available to all. IT Departments which takes care of the updates of its IT facilities in terms of hardware and software upgrades, installation of new devices.

Faculty members are provided computers with internet facility for preparation of teaching/ learning materials.

- The faculty prepares various Power Point Presentations for their respective subjects.
- Use of ERP to update information about teaching, learning and evaluation.
- Lecture notes as e-mail attachment.
- The Institute always focuses on the development of learner-friendly study techniques. Students have access to e-learning resources.
- All the Faculty Members and Senior Officers of the Institute have their own Laptops with latest configuration.
- TV display unit installed at Lobby to broadcast all students

activities / events.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://drive.google.com/file/d/1M6Ce89Wub FV1ofYTQk5lSjVstcpoNODc/view?usp=sharing

4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	[View File]()
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	[View File]()
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

17,91,308

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic and sport facilities, and equipment's are as under:

Every department maintains stock registers for keeping the list of equipment and other instrument used in laboratory. Maintains consumption register regularly to keep account of the used material miscellaneous items etc. Physical verification of laboratory equipment and machines is carried out to record the functional equipment from time to time.

- **In house housekeeping personnel to take care of upkeep of the Institute premises.**
- **Maintenance of the gardens & lawn is done on contract basis.**
- **Periodic maintenance is available for major equipment like furniture and fixtures, water purification, gas range servicing, refrigeration, oven, pest control, portable fire extinguisher etc.**
- **Maintenance of Library: Accession and dead stock registers are regularly maintained to keep the record of updated and dead stock accessions.**
- **Sports Equipment: The sports department regularly maintains the stock register for the equipment and materials related to the sports. The dead stock register is also maintained to keep record of functional/ working and non-functional items.**
- **The institute website is developed and regularly maintained by software professionals.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://cesihm.com/infrastructure.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

35

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

03

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

01

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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 year

5.3.1.1 - 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 year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students have active representation on academic and administrative bodies of the Institute.

Student Council (SC) representatives actively participate in various activities. They help in coordinating all the events related to academics and other co-curricular & Extra-curricular activities, as per the directives of teaching faculty. All members of Student Council actively participate in day to day academic activities as per their level; they are the mediator in communicating the information between teachers and Students.

Students have strong representations in all cultural and management of events. Like Christmas celebration, World tourism day, world bread day, Special events like National youth day, Mahatma Gandhi death anniversary, Republic Day, Independence Day, National Voters day, Teachers day and various NSS and social service activities. Online SULAVINEYARD visit was the great example of coordination between Student Council & faculty members to organise.

The above activities enhance their communication skills, management skills, leadership skills, team-work, time-management, and resource management skills and builds confidence in each student. Student members in this council can become real heroes and competent managers in future by learning all these skills.

File Description	Documents
Paste link for additional information	http://cesihm.com/Operational-committee.aspx
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

03

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

The Institute has a registered Alumni Association for building strong bond between alumni and present students. The alumni give support to the students through interaction, guidance and placement. This was registered under F51646/ Pune in 2018. The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni.

Objectives of the Alumni association:

- **To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.**
- **To promote and encourage friendly relations between all members of the alumni body.**
- **To initiate and develop programs for the benefit of the alumni.**
- **To assist and supporting the efforts of the Institution in obtaining funds for development.**
- **To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution.**
- **To guide and assist alumni who have recently completed their courses to obtain employment.**

Activities and Contributions:

- **They interact with teachers and express their suggestions on curriculum revision.**
- **Few Alumni gave Guest lecturers to the existing students on some and career guiding focuses**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: To mould students into physically fit, mentally robust and professionally competent individuals, who are capable of assuming their rightful place as global leaders in the Hospitality Industry and in the society of tomorrow."

Mission: The Institute will strive to empower the students with sound technical knowledge, skills & humane approach to life to enable them to become professionals & good citizens to serve the hospitality industry with pride.

Nature of Governance:

- **The Modern and advanced educational experience that develop hospitality industry expert.**
- **The nature of governance that leads faculty personal commitment to the educational success of students.**
- **4 moths Industrial Training that prepares students for advanced challenges in hospitality industry.**

Perspective plans:

- **Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means.**
- **Faculty development to cater to emerging trends and demands in Hospitality Education.**

Participation of the teachers in the decision making bodies:

- **Faculty discharge an important role in implementing the vision and mission of the institute and to that end play a proactive part in the decision-making process.**
- **Faculty influence the institutional policy through their appointment on College Development Committee (CDC), the Student Development Cell (SDC) Student Grievance Redressal Cell (SGRC) & in other Statutory & Non-Statutory Committee.**

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1nS74IL6GysBRamaYvv2HgvbQI1IergcA?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization:

- **The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction.**
- **Head of the department organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians.**
- **Head of the department consultation with faculty oversees the Online MCQ paper-setting, evaluation, and marks submission of preliminary examinations.**
- **Head of the department decides on the nature, pattern and duration of special and remedial classes for the students.**
- **Head of the department takes the initiative, at times to organize alumnae meeting of the institute.**

Participative Management:

- **Under the leadership of Chairman of society the board members is responsible for Policy Making and Strategic Plans.**

- **The faculty often takes the lead in planning Seminars, workshops, Sports activity, Study Tour, Orientation visit, Yoga session etc.**
- **College Development Committee (CDC) is responsible for the coordination of academic and administrative activities. It comprises of the Chairman, Principal, Industry Expert, MB Members, Teaching and Non-Teaching Faculty Members.**
- **The faculty and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction.**

File Description	Documents
Paste link for additional information	http://cesihm.com/Statutory-committee.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ Perspective plan is effectively deployed through IQAC

- **Strategy: Over the past 16 years the institute has shown tremendous growth. To sustained, strategies must be formulated, communicated and implemented effectively.**
- **The plans are projected after a discussion on the basis of analysis, assessment and estimates.**
- **Activity successfully implemented based on strategic plan of making of student more employable:**
- **Employment is the crucial factor for students before completion of academic year. Institute mould the students to make industry ready by arranging online soft skill sessions.**
- **The institute taken initiative of soft skills sessions for FYBScHS 2020 - 21 students, soft skill is not part of curriculum. As most of the students were speaking average English language. During the session students need to participate in co-curricular/ extracurricular activities**
- **Outcome: Our institution truly believes in fair values. Hence the institution has decentralized and participative management.**
- **The outcome of this activity approach of the institute was realized after students successfully selected in India and Abroad for their four months internship and Placement in various National and International brands of Hospitality industry.**

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://cesihm.com/IQAC-POLICY.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- **Policies: The institute follows the good academic standards, 100 % training and placement in India and Abroad also provide free meal facility during institute working hours to Teaching, Non-Teaching and Students.**
- **Administrative setup: Chairman: Review Annual Report of academic and other related activities of the Institute**

He finalised Selections / appointments

- **Principal: To prepare all the agenda, co-ordinate the conduct of meetings and arrange to follow-up all actions required.**

To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the university.

- **Head of The Department: Ensuring to arrange activities and Guest lectures, workshop & seminars.**

Appointments: Advertisements are published in the local newspapers.

Interviews are conducted by a SPPU panel consisting of VC Nominee (Chairman), Subject Expert, Principal and Chairman.

- **Preference is given to relevant qualifications, teaching and industrial experience.**
- **Non - Teaching staff is appointed by the institute panel consists of HODs, Principal and Chairman.**
- **Service Rules: The institution strictly follows the service rules according to UGC, S.P Pune University & Govt. of Maharashtra norms.**
- **The institute runs for 8 hours on Monday to Friday & 4 Hours on Saturday.**
- **Procedures: The procedures for decision making are made at appropriate levels in the organizational hierarchy.**

File Description	Documents
Paste link for additional information	http://cesihm.com/vision-mission-core.html
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- **In our Institution Staff welfare is given foremost importance. In connection with this, Existing welfare measure for teaching and non-teaching staff are itemized below:**
- **Medical Leave & Maternity leave for eligible staff members**
- **Faculty members are eligible for Earned Leave**
- **As Institution has a multicultural environment in the campus; the management ensures the celebration of all the festivals together.**
- **Internet and free Wi-Fi facilities are also available in campus for staff**
- **Institute organized tour for Teaching and Non-Teaching Staff**
- **Faculty development programs(FDP) for faculty members on regular basis**
- **Skill development courses are organized for non- teaching staff to enhance their skills in work environment.**

- **The management also extends financial assistance to the needy students for pursuing education in our institution as per the requirement.**
- **All the staff members are treated on par with each other in obtaining benefits from the institution.**
- **Motivation through counselling is also available for staff members to create a healthy working environment.**
- **In a nutshell, the Institution strives hard to keep our staff happy and healthy to give their 100%.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

01

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of each employee is assessed annually.

Teaching Staff

- **The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).**
- **The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.**
- **The Institute accords appropriate weightage for these contributions in their overall assessment.**
- **The faculty members are informed well in advance of their due promotion**

Non-Teaching Staff

- **All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal.**
- **The various parameters for staff members are assessed under different categories i.e. Character, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, skill of Drafting (where applicable), efficient organization of documents and technical abilities.**

File Description	Documents
Paste link for additional information	http://cesihm.com/Human-Value.html
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- **The Institution has established a mechanism for conducting internal and external audits on the financial year. Internal audit is conducted half yearly by the internal account department of the institution. External audit is conducted once in every year by the auditor appointed by Society.**
- **The mechanisms used to monitor effective and efficient use of financial resources are as below:**
- **Before the commencement of every financial year, Principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments w.r.t purchase and upgradation to the management.**

Process of the Internal audit:

- **All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice to the Principal for correction.**

Process of the External audit:

- **The accounts of the institute are audited by Chartered Accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. The audited statement is duly signed by the Principal and Society Chartered Accountant.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- **Institute maintains & follows a well-planned process for the mobilization of funds and resource.**
- **Mobilization of Funds, the student Tuition fee is the major**

source of income for the institute.

Utilization of Funds

- Account department monitor the optimum utilization of funds for various recurring and non-recurring expenses
- The Head of the department submit the quotation for various purchases of like equipment, computers, books, etc. from vendors
- The quotations are scrutinized by the Principal and Account Department before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

- Before the financial year begins; Principal and Heads of Departments prepare the institute budget w.r.t purchase and upgradation.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by Managing Board of the Society.

Optimal utilization of resources

- The optimal utilization is ensured through encouraging innovative teaching-learning practices and desire placement in India and Abroad.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The objectives of IQAC:

- To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.

Benefits of IQAC:

- To ensure a heightened level of clarity and focus in institutional functioning towards quality enhancement and internalization of quality culture NAAC for Quality and Excellence in Higher Education.

Functions:

- Arrangement for feedback responses from students, parents and other stakeholders on quality related processes of the institution.
- I) Webinar conducted for Immunity Boosting & Pandemic Covid – 19 on 07/07/2020

Speaker: Dr. Chandrakala Mannuru (HOD & Asso Professor Dept of Food Science & Nutrition, S.N.D.T. College, Pune)

- Activity Outcome: Student realises that proper diet can help to ensure that keeping the body is in strongest possible state to battle the virus. A proper and healthy diet can ensure a robust immune system that can resist any onslaught by the virus.
- II) Online celebration of National Youth Day on 13/01/2021

Speaker: Dr. Ajaykumar M.Rai

- Activity Outcome: Student realise that National Youth Day creates awareness and provides knowledge about the rights of people in India. The main objective behind the celebration is to make a better future of the country by motivating the youths and spreading the ideas of the Swami Vivekananda.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- **IQAC being the central body within the college monitors and review the teaching-learning process regularly.**
- **Institute prepares Academic Calendar based on the University Academic Calendar in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's and many more.**

- **Example I) Webinar on Study of Sula Vineyard – Nashik conducted on 04/11/2020**

Mr. Pritish Kajale (Executive – The Tasting Cellar)

- **Activity Outcome: Students learned about various brands of sula vineyards ranging from White, Red, Rose, Sparkling and Organic Wines also wine production process, cultivation and combination of wine with different foods.**
- **Students experience about maturing of wine in Oak cask at wine cellar and serving temperature and its importance.**
- **There are some different brands available at sula like Rasa (Rasa Cabernet Sauvignon, Rasa Zinfandel) Dindori (Dindori Reserve Viognier, Dindori Reserve Chardonnay, Dindori Reserve Shiraz)**
- **Sula also imports and distributes leading international wines and spirits such as Le Grand Noir, Torres, Trapiche, Hardy's, Bouchard Aîné et Fils, Cap Royal, Cono Sur, Gruppo Italiano Vini, Beluga Vodka, Asahi etc.**
- **Sula exports many of its wines to over 30 countries and includes countries like Singapore, Australia, Italy, and France.**
- **Sauvignon Blanc and Chenin Blanc were the first two variants sold under the name Sula Vineyards.**

- **Example II) Online PTA Meet conducted on 31/03/2021**

- **Activity Outcome:**
- **The parents agree that PTA is Great opportunity for parent and teacher to develop a healthy and strong relationship for the student's complete development.**
- **Also great opportunity to open two ways communication for the student's welfare.**
- **Great platform for parent and teacher to share insights and information for the student's growth.**
- **Great opportunity to know the modification of student' performance and to ensure best academic and non-academic performance.**
- **During online meet Parents interacted with the class coordinators and discussed about their student's performance and attendance few parents also discussed about the way to improve the performances.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community, as is evident by the following facilities –

- Safety and Security

- Well-trained and vigilant security guards stationed across the campus.
- Security checkpoints at all campus entry and exit.
- Extensive surveillance network with 24x7 monitored control rooms.
- Rotational duty by all faculty members for discipline and security.
- Strict implementation of Anti-Ragging and Mobile Free Campus.
- Counseling

- Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.
- Grievance Redressal Committees for staff and students

Common Rooms:

- Common rooms have been allocated for men and women, which also facilitate meetings and discussions.

Other Measures

- Enrolment of 14% girls students and 60% women staff

CES's Arvind B. Telang Institute of Hotel Management has been successful in caring for its diverse students and staff population harmoniously in its efforts to steadily achieve its vision and mission.

Other Initiatives

Additional initiatives ensure active participation of students in co-curricular activities including sports.

Community outreach

Skill Development Programme (Housewife Bakery Workshop, 3 Months Bakery Certificate Course) provides opportunity to women from all walks of life to get trained in entrepreneurship and self-employable skills.

File Description	Documents
Annual gender sensitization action plan	http://www.cesihm.com/Institutional%20Values.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management**
- **E-waste management**

- **Solid waste management**

The Institute facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. The Institute management has also advised to refuse anything which is not needed. The Institute has different dustbins to segregate the different waste. Every day the waste is collected in bins and disposed to a place where it can be converted into manure.

For solid waste management different bins have been placed at different places. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation.

- **E-waste management**

E-waste or electronic waste is created when an electronic product is discarded after the end of its useful life. E-waste mainly includes obsolete electronic devices, such as computer systems, servers, monitors, compact discs (CDs), printers, scanners, copiers, calculators, fax machines, etc. E-waste is disposed of through vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	http://www.cesihm.com/Institutional%20Values.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other.

Commemorative days like Women's day & Yoga day along with many regional festivals like Diwali, Dasshera and Christmas are celebrated in the Institute. This establishes positive interaction among people of different racial and cultural backgrounds. There is grievance redressal cell in the institute like Student grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

Every year it is a customary in our Institute to celebrate Orientation Day. The main motive of this day is to welcome new students in a friendly atmosphere and to encourage their creative impulses to boost their confidence. It is the day where seniors and juniors finally bond and unite to celebrate being part of the Institute.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. Every year Institute celebrates Republic Day, Maharashtra Day and Independence Day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees. Flag hosting with National anthem of national integrity followed by distribution of sweets is the regular decorum of the programme by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The institution encourages participation of students in Sports and Games, NSS at National level to strengthen nationwide bond and relation.

The institution has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students in the following areas: Fundamental Duties and Rights of Indian Citizens. The institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens are Blood Donation Camp, National Voters Day, Gandhi Jayanti, National Youth Day, Vigilance Awareness Week to make students responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts   **D. Any 1 of the above**

periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Staff and Students of the institution all come together under one umbrella to celebrate these occasions, spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- Celebrated on 26th January, the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world.

Maharashtra Day - Celebrated tocommemorate the creation of a Marathi speaking state of Maharashtra. It includes the hoisting of national flag.

Independence Day - Celebrated on 15th of August, flag hoisting, celebrated to mark freedom of India from British rule.

Gandhi Jayanti - Celebrated on 2ndOctober. We inspire students to follow the Gandhian ideologies of truth and nonviolence.

International Yoga – Celebrated on 21st June. Yoga Instructor organizes yoga exercise.

Voters Day – Celebrated on 25th January, Students are given awareness on their duties and rights as a loyal citizen.

World Tourism Day - It celebrated on September 27 to raise awareness about the importance of tourism.

National Youth Day – Celebrated on January 12. Objective to make a better future of the country by motivating the youths.

National Education Day - Celebrated on November 11, Maulana Azad was responsible for setting up top education bodies like AICTE and UGC.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. To create a in house practice of Simulation of the industry to provide real time learning of the students.

Title of the Practice:

The institute has planned the practice 'Simulation with industry' with an aim to excel in the field of hospitality education by moulding and enhancing the skill to meet the challenges of the dynamic business environment.

Objectives:

- To work parallel with Industry to provide real time learning of the students.
- To create a platform for the students and faculty to get industry exposure.
- To Bridge the gap between academics and industry.
- To be the most preferred hospitality education institute

among the aspirants.

The context:

The institute recognizes the need to expose the students to industry work culture through continuous interaction and hand on training during the course.

Practice:

Food Festival and Theme Lunch: Institutes organizes food festival exposure to students, inculcating leadership, team work, sales skills, interpersonal skills, sharpening the technical skills.

Evidence of Success:

Students have successfully acquainted with global practices in hospitality industry. They have adopted the professional work culture with improved technical and interpersonal skills.

Problems Encountered and Resources Required:

Budget constraints:The institute has to make optimal use of budgeted resources for events organized every year. It is a challenge to work with in the budget with fluctuation due to inflation.

Time management:It is challenging to take time out for the preparation of events in the midst of academics. Faculty and the students have to work beyond the academic time to prepare for the event.

Resource person:Hospitality industry being a very demanding industry, it is challenging to get industry experts to the institute.

2. To bring changes amongst students by counselling & mentoring Objective of the Practices.

Title of the Practice:

Counselling aims to identify personal issues like low self-esteem, interpersonal relationship problems and cultural differences.

Objectives:

- To provide a platform to exhibit and nurture knowledge, skills, talents of the students.
- To enable the students to develop a sense of culture, morality and social responsibility.
- To develop gender sensitization and self-discipline
- To nurture critical thinking, creativity and overall awareness.
- To develop entrepreneurship attitude and skills.
- All round personality development of the students.

The Context:

The mentor assigned to every batch of 15 to 20 students strives to understand students' academic and personal problems and also identifies those in need of extra academic coaching or personal counselling.

The Practice:

Students who take admissions majority are from rural area with education in vernacular medium. Institute take the opportunity to groom them according to the requirement of the hospitality industry.

Evidence of Success:

Students coming from semi-rural and rural backgrounds are groomed successfully to face on campus interviews of leading companies and industries. The academic and non-academic skills, imparted throughout the year, ensure a holistic development of the students.

Problems Encountered and Resources Required:

The limited window for one on one personal interaction with students outside the classroom limits the effectiveness of all counselling and mentoring activities.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

It is important in the overall progress and development of the institution. We always try to function uniquely, innovatively, distinctively. Institute tries to implement the distinctiveness in the work. Most of the students are needy but they are not poor in talent, knowledge, humility. Institute staffs identify their talent and encourage them.

Provision of quality education in hospitality:

- Institute is accredited by NAAC with "B" grade.
- Institute has affiliation to SPPU.
- It is the most preferred institute in Pune for admission amongst the candidates which is proved by 100% admissions for the entire seats.
- Institute has consistently given university toppers and good results.
- Industry interaction and liaison is an on-going process which happens annually in the form of student's apprenticeship, placements, ODC, Industrial visits, guest lectures, etc.
- Institute has membership of Professional associations like Pune Hotelier Association. This provides platform for the faculty and students to participate in various workshops, lectures and seminars organized by association.
- Faculty members are appointed on committees like "Board of Studies of SPPU", "Syllabus Revision"," Examination".
- The Principal was appointed as Chairman for syllabus revision committee of SPPU. He was appointed as Chairman of BOS of SPPU.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Our Institute is affiliated to S.P Pune University and we follow the curriculum designed by the University. At the beginning of Academic Year the Institute prepares the academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of the curriculum.

· Institute academic co-ordinator prepares the timetable.

· A comprehensive teaching plan is prepared by the faculty members which includes the delivery of lectures, tutorials and practical.

· "Induction Program" orients the students about: facilities and welfare schemes available, code of conduct and discipline, extra-curricular activities.

· Preliminary Exams are conducted at the end of semester and results are considered for Internal.

· Periodical meetings of HOD are held with the Principal to take review and discuss the curriculum delivery.

· Intra-departmental meetings for the review of the teaching, planning of prelim examinations, seminars and workshops.

· Assignments and projects are given to the students under the supervision of the faculty.

· Guest lectures are conducted by Industry Expert for updated Industrial exposure.

· Regular Mentor-Mentee meetings are conducted for identifying the problems of the students regarding academic, social and financial issues.

  • University conducts Final Exams at end of the semester.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1RzPRxuxf78BJukxXt36Z-fiIot1xUI8U/view?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Camp Education Society's Dr. Arvind B. Telang IHM follows the Academic Calendar made by Academic Coordinator based on the University schedule for the Academic Year and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The calendar comprises guest lectures, workshops, and industrial visits, other co-curricular and extra-curricular activities. HOD closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by the faculty members. Internal Assessment (IA) Prelim Examinations, assignments, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The concerned faculty prepares IA question papers based on the syllabus along with the scheme of evaluation. The internal assessment prelim examinations timetable prepared by the College Examination Officer. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships & updated to Parents in PTA meet. The Principal through the academic meetings frequently reviews the semester's progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://cesihm.com/calendar.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University	A. All of the above

Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

01

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

02

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institute has been working for the development of the students. The various programmes are arranged related to Gender Equality, Sustainability, Human Values and Ethics. The Institute teachers engage the students in various activities through Industry Expert Guest Lectures, N.S.S. seminar and workshop. The environmental issues are dealt in details in the classroom through a regular subject entitled 'Environmental Science' this subject is taught by specialist faculty in the class. Environmental Science is a compulsory subject for S.Y. BScHS students. The current issue of environment awareness has been thoroughly addressed by the Institute; in curriculum sustainable development is of much importance.

Students during Orientation Visit, ODC, Part time job and Industrial Training learned professional ethics of Hospitality Industry. The human values and professional ethics booklet is circulated on admission. Immunity boosting for the students, Faculties is the priority in pandemic. The Institute gives priority to Gender Equality, Environment and such related social issues. The students are motivated for projects on above issues. The Institute works with the objectives of generating social awareness among the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

58

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	http://cesihm.com/Student-Form.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

120

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

29

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- **The institute has a fair system for admission process. The students are admitted in our institution without considering caste, creed, and gender, and religion, social and economic status. After the completion of admission process regular classes commence as per the time table.**
- **The Institute always keen for girl student enrolment in order to equip them with the higher education so that they can become empowered at themselves to face the future competition and to create their own entity.**
- **After admissions Institute adopts a process to identify slow and adv. learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the class test, prelim examinations.**
- **After knowing slow and advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The teachers observe that whether the students easily understand the lesson. This is the informal way to complete the teaching-learning process and it is also convenient to both teacher and students.**
- **Slow learners are encouraged to ask their concern freely and frequently with the teachers. They are motivated to participate in NSS, Seminar, workshop and Sports.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
168	**06**

File Description	Documents
Any additional information	[View File](#)

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

- **University has made provision in structure of all programmes to give students experiential and participative learning experience.**
- **Students can join Hospitality or Tourism industry etc. for internship in 4th semester. Student centric methods adopted by departments to provide Experiential and Participative Learning experience at Culinary (Kitchen) Practical or F & B or Accommodation or Front Office Department**
- **Participative Learning: Presentation of Industrial Training Reports by students – Soft copy of Industrial Training reports is checked by concerned faculties and inform about any changes**
- **Internship Programme – Students have to undergo 4 months Internship program as per SPPU Syllabus. Where students work in all major 4 departments and collect the information & assemble for final report.**
- **Industrial visits – Institute plan for virtual webinar of F & B department to Sula Vineyard, Nashik, and Laundry visit at 24 Klen, Tathawade Pune for Accommodation department.**
- **Problem solving Methods: Institute provide students tasks that inculcate in them problem solving skills; they receive practical and direct experience of negotiating difficult situations, and are trained as capable,**

- competent and accomplished individuals.
  - Following Problem solving methods are used in student centric activity: Mentor & Mentee - Discussion of personal problems and try to resolve.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to fit in day to day working at the Industry.

Use of ICT by the Institute:

ICT Tools: 1. Projectors- 01 projector is fixed in Conference hall.

2. Desktops & Laptops: 17 desktops are placed in computer room.

3. Printers -3 Printers are installed at various areas.

4. Photocopier machine – 1 Multifunction photocopier machine is fixed at Library.

5. Scanner- 1 Multifunction scanner is available at reception area.

6. Conference Hall – 1Conference hall is fully equipped with all digital facilities.

7. Smart TV - One smart TV is installed in the institute entrance for the telecast of the latest update about the Institute activities.

8. Online Classes through Zoom, Google Meet, Google Classroom

Use of ICT by Faculty

A. PowerPoint presentations- Faculties are encouraged to use

power-point presentations in their teaching by using LCD's and projectors.

B. Industry Connect- Conference room is digitally equipped where Guest Lectures, Industry Expert talks are regularly organized for students.

C. Online MCQ - Faculties prepare online MCQ for students after the completion of each unit with the help of GOOGLE FORMS.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://cesihm.com/infrastructure-ICT-at-institute.html

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

06

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

06

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

01

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

59

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- **The institute has transparent and robust evaluation process in terms of frequency and variety.**
- **In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.**
- **The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.**
- **At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board.**
- **Students who are admitted for the concerned course are assessed continuously through various evaluation processes at institute and University level.**
- **Continuous evaluation is made through Group Discussion, Preliminary Tests, Assignments Submission, Field Visit / Work and Seminars.**
- **Prelim examination conducted at the end of syllabus. The performance of the students is communicated to the student's right after examination submission.**
- **Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year students are asked to lead for the Practicals for extra responsibility and further improvement.**
- **The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

- **A transparent, time-bound and efficient method is being followed in institute in terms of dealing with internal examination related grievances.**
- **Internal preliminary examination is considered to be preparation towards flawless final university examination to make base strong and create confidence in students.**
- **Preliminary Internal examinations are conducted at the**

  end of semester on complete syllabus.
- Preliminary Internal Examinations solution of the test along with question wise performance is shared with students to maintain transparency and uniformity in the assessment of the internal marks.
- The mistakes or doubts occurred during online preliminary examination is resolved immediately by concern subject faculty.
- The marks gaining counsel discussed with students by pondering on every single words during online presentation.
- If any discrepancies are reported by the students, then they are resolved by the faculty.
- Assignments: Faculty evaluates assignments based on the subject which is also shared with the students.
- The assignments marking depend on timely submission, clarity, neatness, etc.
- The evaluated assignments report are shared with students thus maintaining the transparency of the marks assigned and to resolve grievances if any.
- The online pattern of the multiple choice questions are discussed with students at the end of each chapter.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Mechanism of Communication:

- The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.
- Graduate attributes are described to the first year students at the commencement of the programme.
- Minimum an hour is spent by the teachers for introducing the subject to the Students.
- Learning Outcomes of the Programs and Courses are observed and measured periodically.
- Soft Copy of Curriculum and Learning Outcomes of

Programmes and Courses are circulated to the students.

- The importance of the learning outcomes has been communicated to the teachers in every Staff Meeting.
- The students are communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through class test, preliminary examination performance.
- Demonstrate of thorough conceptual understanding in the core areas of all the subjects with the support of practical's.
- Identify the most relevant concepts that arise every day and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.

- Arrange visits at site or the experts from the industry are invited to make understand particular subject for better outcome.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Our Institute is affiliated to S. P Pune University. We offered UG Bachelor of Science in Hospitality Studies.
- For this programs and courses, the institute followed the curriculum designed by S.P Pune University.
- The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom.
- After measuring attainment of POs, PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively.
- Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last years.
- In a similar way, the ratio of students' placement is

also increasing. Subsequently, the institute took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:-

- The institute followed the Academic Calendar.

- All subject faculties maintained Academic Diary.

- Internal examination committee analysed evaluation reports of results.

- Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO.

- Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

50

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://cesihm.com/Analysis.pdf

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 year (INR in Lakhs)

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

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

04

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

07

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Contributing to Good Citizenship:

The institute is sensitive towards the social and environmental issues. The same is inculcated amongst the students. The following activities conducted every year help the students in developing themselves as good citizens.

To develop constitutional responsibility, national development and integration by conducting activities such as

Immunity Boosting and Pandemic Covid-19

Webinar to ensuring healthy body and Importance of social distancing, wearing mask, hygiene sanitizing. "Immune boosting" is a trending topic during the COVID-19 pandemic.

To practice value system by - Celebrating Teacher's day, National Education Day, National Youth Day and other national days.

National Voters Day is celebrated every year to spread awareness about the necessity of voting and to encourage the young generation towards voting rights.

To obey civil instruction – by participating and conducting awareness Road Safety Campaign by Road March: Volunteers made people more aware of the traffic rules and also persuaded them to follow rules particularly wearing helmets and seat belts while driving on the road.

Program on International Women's Day - women empowerment creates awareness among girl students of their condition and their rights, and among boys a sensitivity towards problems of women, leading to lessening of gender bias and patriarchal prejudices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

07

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

257

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

19

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

08

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

CES's Dr. Arvind B. Telang IHM follows the following policies for creation and enhancement of infrastructure to facilitate effective teaching and learning.

- Wi-Fi facility with LAN connectivity.
- All laboratories are well equipped with latest equipment .The practicals are performed as per the SPPU syllabus.
- The charts and models are also displayed in laboratory for easy understanding of practicals.
- Library is well stocked with sufficient number of books for references. It is also equipped with magazines and e-resources. It has a partially automated OPAC software system integrated with ERP.
- Library has well-furnished Reading Room with Multimedia.
- Seminar Hall with ICT facility for conducting subject matter expert lectures, paper presentation, conferences and workshops.
- Regular maintenance & up-keep of equipment and upgradation are done.
- All amenities, facilities and recreational facilities are maintained properly.
- Students use the ICT facilities for their project presentations, assignments, preparing study notes & menu recipes.
- All amenities provide practical & skill based facilities for core operational areas of hotel to meet their learning centered requirements.
- Emphasis is given on the development of facilities which will save energy and other resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Institute provide both indoor & outdoor sport facilities to the students during leisure time form academic.

1 acre professional sports ground has been developed for cricket, football, volleyball, etc.

Sports: It has volleyball court in the campus. Among the Indoor games, the students enjoy playing Carrom, Chess etc. The institute has state of the art Auditorium in the campus and an Open-Air theatre which are used by the students for organizing different cultural & social activities.

Yoga Class /Awareness Programme: Yoga is mandatory for all years students. Although the institute doesn't have an established Yoga Centre but Yoga Day is celebrated every year one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers.

Cultural activities: The institute believes in all-round development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the institute conducts cultural programs to make this happen. An Auditorium with a capacity of one hundred & fifty students is used for conducting different types of cultural programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://cesihm.com/infrastructure-ICT-at-institute.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Make library user friendly: The Library of CES's Dr. A.B. Telang IHM is partially automated through Vriddhi ILMS (ERP) software. The ERP system has various following modules as under-

1. Circulation: In the circulation module provision is made to issue / return / renew for Books Circulation, Journals / Magazines Circulation and Non-Print Material Circulation (CD, DVD, etc.)

2. OPAC: Online Public Access Catalog for searching the library resources. User can search the library resources as per Title,

Author, and Publication Keywords. Search can also be done through the Accession Numbers without remembering the Title or Author of the Book. This facilitates fast & accurate searching.

3. Reports: This is an important module of the Integrated Library Management System (ILMS) which helps to generate various reports like Books Issue/ Return date wise.

4. Journals / Magazines: This is an important module of the Integrated Library Management System (ILMS) to maintain and keep record the Journals, Magazine Bound Volumes and Newspapers. Through this module we can track the subscription period and renewal date of the Journals Magazine.

5. The library is computerized which helps the students to Search databases, refer to e-resources etc. Arrange & label the books for easy access.

Initiatives taken by the Library are the following :

1. Free internet access, download and printout facility have been provided.

2. Reprographic facilities.

3. Display of new books.

4. System of recommendation for purchase of books through Departments.

Name of the ILMS software: Vriddhi Software

Nature of automation: Partially

Version: 261.0

Year of automation: 2016

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for | B. Any 3 of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.003

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

31

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

All computers at the institute are connected with LAN. It gives information via connectivity of 20 Mbps. Wi-Fi facility is available in the institute campus. The Computer laboratory is well equipped and is available to all. IT Departments which takes care of the updates of its IT facilities in terms of hardware and software upgrades, installation of new devices.

Faculty members are provided computers with internet facility for preparation of teaching/ learning materials.

- The faculty prepares various Power Point Presentations for their respective subjects.
- Use of ERP to update information about teaching, learning and evaluation.
- Lecture notes as e-mail attachment.
- The Institute always focuses on the development of learner-friendly study techniques. Students have access to e-learning resources.
- All the Faculty Members and Senior Officers of the Institute have their own Laptops with latest configuration.
- TV display unit installed at Lobby to broadcast all students activities / events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1M6Ce89Wu bFV1ofYTQk5lSjVstcpoNODc/view?usp=sharing

4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

17,91,308

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic and sport facilities, and equipment's are as under:

Every department maintains stock registers for keeping the list of equipment and other instrument used in laboratory. Maintains consumption register regularly to keep account of the used material miscellaneous items etc. Physical verification of laboratory equipment and machines is carried out to record the functional equipment from time to time.

- **In house housekeeping personnel to take care of upkeep of the Institute premises.**
- **Maintenance of the gardens & lawn is done on contract**

> **basis.**
> - **Periodic maintenance is available for major equipment like furniture and fixtures, water purification, gas range servicing, refrigeration, oven, pest control, portable fire extinguisher etc.**
> - **Maintenance of Library: Accession and dead stock registers are regularly maintained to keep the record of updated and dead stock accessions.**
> - **Sports Equipment: The sports department regularly maintains the stock register for the equipment and materials related to the sports. The dead stock register is also maintained to keep record of functional/ working and non-functional items.**
> - **The institute website is developed and regularly maintained by software professionals.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://cesihm.com/infrastructure.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

35

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

03

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

`01`

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

`0`

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

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 year

5.3.1.1 - 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 year.

`0`

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students have active representation on academic and administrative bodies of the Institute.

Student Council (SC) representatives actively participate in various activities. They help in coordinating all the events related to academics and other co-curricular & Extra-curricular activities, as per the directives of teaching faculty. All members of Student Council actively participate in day to day academic activities as per their level; they are the mediator in communicating the information between teachers and Students. Students have strong representations in all cultural and management of events. Like Christmas celebration, World tourism day, world bread day, Special events like National youth day, Mahatma Gandhi death anniversary, Republic Day, Independence Day, National Voters day, Teachers day and various NSS and social service activities. Online SULAVINEYARD visit was the great example of coordination between Student Council & faculty members to organise.

The above activities enhance their communication skills, management skills, leadership skills, team-work, time-management, and resource management skills and builds confidence in each student. Student members in this council can become real heroes and competent managers in future by learning all these skills.

File Description	Documents
Paste link for additional information	http://cesihm.com/Operational-committee.aspx
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

03

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

The Institute has a registered Alumni Association for building strong bond between alumni and present students. The alumni give support to the students through interaction, guidance and placement. This was registered under F51646/ Pune in 2018. The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni.

Objectives of the Alumni association:

- **To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.**
- **To promote and encourage friendly relations between all**

members of the alumni body.
- To initiate and develop programs for the benefit of the alumni.
- To assist and supporting the efforts of the Institution in obtaining funds for development.
- To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution.
- To guide and assist alumni who have recently completed their courses to obtain employment.

Activities and Contributions:

- They interact with teachers and express their suggestions on curriculum revision.
- Few Alumni gave Guest lecturers to the existing students on some and career guiding focuses

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: To mould students into physically fit, mentally robust and professionally competent individuals, who are capable of assuming their rightful place as global leaders in the Hospitality Industry and in the society of tomorrow."

Mission: The Institute will strive to empower the students with sound technical knowledge, skills & humane approach to life to enable them to become professionals & good citizens to serve

the hospitality industry with pride.

Nature of Governance:

- The Modern and advanced educational experience that develop hospitality industry expert.
- The nature of governance that leads faculty personal commitment to the educational success of students.
- 4 moths Industrial Training that prepares students for advanced challenges in hospitality industry.

Perspective plans:

- Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means.
- Faculty development to cater to emerging trends and demands in Hospitality Education.

Participation of the teachers in the decision making bodies:

- Faculty discharge an important role in implementing the vision and mission of the institute and to that end play a proactive part in the decision-making process.
- Faculty influence the institutional policy through their appointment on College Development Committee (CDC), the Student Development Cell (SDC) Student Grievance Redressal Cell (SGRC) & in other Statutory & Non-Statutory Committee.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1nS74IL6GysBRamaYvv2HgvbQI1IergcA?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization:

- The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency,

improved communication, heightened morale, motivation and job satisfaction.

- Head of the department organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians.
- Head of the department consultation with faculty oversees the Online MCQ paper-setting, evaluation, and marks submission of preliminary examinations.
- Head of the department decides on the nature, pattern and duration of special and remedial classes for the students.
- Head of the department takes the initiative, at times to organize alumnae meeting of the institute.

Participative Management:

- Under the leadership of Chairman of society the board members is responsible for Policy Making and Strategic Plans.

- The faculty often takes the lead in planning Seminars, workshops, Sports activity, Study Tour, Orientation visit, Yoga session etc.
- College Development Committee (CDC) is responsible for the coordination of academic and administrative activities. It comprises of the Chairman, Principal, Industry Expert, MB Members, Teaching and Non-Teaching Faculty Members.
- The faculty and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction.

File Description	Documents
Paste link for additional information	http://cesihm.com/Statutory-committee.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ Perspective plan is effectively deployed through IQAC

- **Strategy: Over the past 16 years the institute has shown tremendous growth. To sustained, strategies must be formulated, communicated and implemented effectively.**
- **The plans are projected after a discussion on the basis of analysis, assessment and estimates.**
- **Activity successfully implemented based on strategic plan of making of student more employable:**
- **Employment is the crucial factor for students before completion of academic year. Institute mould the students to make industry ready by arranging online soft skill sessions.**
- **The institute taken initiative of soft skills sessions for FYBScHS 2020 - 21 students, soft skill is not part of curriculum. As most of the students were speaking average English language. During the session students need to participate in co-curricular/ extracurricular activities**
- **Outcome: Our institution truly believes in fair values. Hence the institution has decentralized and participative management.**
- **The outcome of this activity approach of the institute was realized after students successfully selected in India and Abroad for their four months internship and Placement in various National and International brands of Hospitality industry.**

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	http://cesihm.com/IQAC-POLICY.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- **Policies: The institute follows the good academic standards, 100 % training and placement in India and Abroad also provide free meal facility during institute working hours to Teaching, Non-Teaching and Students.**
- **Administrative setup: Chairman: Review Annual Report of academic and other related activities of the Institute**

He finalised Selections / appointments

- **Principal: To prepare all the agenda, co-ordinate the conduct of meetings and arrange to follow-up all actions required.**

To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the university.

- **Head of The Department: Ensuring to arrange activities and Guest lectures, workshop & seminars.**

Appointments: Advertisements are published in the local newspapers.

Interviews are conducted by a SPPU panel consisting of VC Nominee (Chairman), Subject Expert, Principal and Chairman.

- **Preference is given to relevant qualifications, teaching and industrial experience.**
- **Non - Teaching staff is appointed by the institute panel consists of HODs, Principal and Chairman.**
- **Service Rules: The institution strictly follows the service rules according to UGC, S.P Pune University & Govt. of Maharashtra norms.**
- **The institute runs for 8 hours on Monday to Friday & 4 Hours on Saturday.**
- **Procedures: The procedures for decision making are made at appropriate levels in the organizational hierarchy.**

File Description	Documents
Paste link for additional information	http://cesihm.com/vision-mission-core.html
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- **In our Institution Staff welfare is given foremost importance. In connection with this, Existing welfare measure for teaching and non-teaching staff are itemized below:**
- **Medical Leave & Maternity leave for eligible staff members**
- **Faculty members are eligible for Earned Leave**
- **As Institution has a multicultural environment in the campus; the management ensures the celebration of all the festivals together.**
- **Internet and free Wi-Fi facilities are also available in campus for staff**
- **Institute organized tour for Teaching and Non-Teaching Staff**
- **Faculty development programs(FDP) for faculty members on regular basis**
- **Skill development courses are organized for non- teaching staff to enhance their skills in work environment.**
- **The management also extends financial assistance to the needy students for pursuing education in our institution as per the requirement.**
- **All the staff members are treated on par with each other in obtaining benefits from the institution.**
- **Motivation through counselling is also available for staff members to create a healthy working environment.**
- **In a nutshell, the Institution strives hard to keep our staff happy and healthy to give their 100%.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

01

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of each employee is assessed annually.

Teaching Staff

- **The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).**
- **The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.**
- **The Institute accords appropriate weightage for these contributions in their overall assessment.**
- **The faculty members are informed well in advance of their due promotion**

Non-Teaching Staff

- **All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal.**
- **The various parameters for staff members are assessed under different categories i.e. Character, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, skill of Drafting (where applicable), efficient organization of documents and technical abilities.**

File Description	Documents
Paste link for additional information	http://cesihm.com/Human-Value.html
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- **The Institution has established a mechanism for conducting internal and external audits on the financial year. Internal audit is conducted half yearly by the internal account department of the institution. External audit is conducted once in every year by the auditor appointed by Society.**
- **The mechanisms used to monitor effective and efficient use of financial resources are as below:**
- **Before the commencement of every financial year, Principal submits a proposal on budget allocation, by**

considering the recommendations made by the heads of all the departments w.r.t purchase and upgradation to the management.

Process of the Internal audit:

- All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice to the Principal for correction.

Process of the External audit:

- The accounts of the institute are audited by Chartered Accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. The audited statement is duly signed by the Principal and Society Chartered Accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- Institute maintains & follows a well-planned process for the mobilization of funds and resource.
- Mobilization of Funds, the student Tuition fee is the major source of income for the institute.

Utilization of Funds

- Account department monitor the optimum utilization of funds for various recurring and non-recurring expenses
- The Head of the department submit the quotation for various purchases of like equipment, computers, books, etc. from vendors
- The quotations are scrutinized by the Principal and Account Department before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

- Before the financial year begins; Principal and Heads of Departments prepare the institute budget w.r.t purchase and upgradation.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by Managing Board of the Society.

Optimal utilization of resources

- The optimal utilization is ensured through encouraging innovative teaching-learning practices and desire placement in India and Abroad.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The objectives of IQAC:

- **To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.**

Benefits of IQAC:

- **To ensure a heightened level of clarity and focus in institutional functioning towards quality enhancement and internalization of quality culture NAAC for Quality and Excellence in Higher Education.**

Functions:

- **Arrangement for feedback responses from students, parents and other stakeholders on quality related processes of the institution.**
- **I) Webinar conducted for Immunity Boosting & Pandemic Covid – 19 on 07/07/2020**

Speaker: Dr. Chandrakala Mannuru (HOD & Asso Professor Dept of Food Science & Nutrition, S.N.D.T. College, Pune)

- **Activity Outcome: Student realises that proper diet can help to ensure that keeping the body is in strongest possible state to battle the virus. A proper and healthy diet can ensure a robust immune system that can resist any onslaught by the virus.**
- **II) Online celebration of National Youth Day on 13/01/2021**

Speaker: Dr. Ajaykumar M.Rai

- **Activity Outcome: Student realise that National Youth Day creates awareness and provides knowledge about the rights of people in India. The main objective behind the celebration is to make a better future of the country by motivating the youths and spreading the ideas of the Swami Vivekananda.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- **IQAC being the central body within the college monitors and review the teaching-learning process regularly.**
- **Institute prepares Academic Calendar based on the University Academic Calendar in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's and many more.**

- **Example I) Webinar on Study of Sula Vineyard – Nashik conducted on 04/11/2020**

Mr. Pritish Kajale (Executive – The Tasting Cellar)

- **Activity Outcome: Students learned about various brands of sula vineyards ranging from White, Red, Rose, Sparkling and Organic Wines also wine production process, cultivation and combination of wine with different foods.**
- **Students experience about maturing of wine in Oak cask at wine cellar and serving temperature and its importance.**
- **There are some different brands available at sula like Rasa (Rasa Cabernet Sauvignon, Rasa Zinfandel) Dindori (Dindori Reserve Viognier, Dindori Reserve Chardonnay, Dindori Reserve Shiraz)**
- **Sula also imports and distributes leading international wines and spirits such as Le Grand Noir, Torres, Trapiche, Hardy's, Bouchard Aîné et Fils, Cap Royal, Cono**

Sur, Gruppo Italiano Vini, Beluga Vodka, Asahi etc.
- Sula exports many of its wines to over 30 countries and includes countries like Singapore, Australia, Italy, and France.
- Sauvignon Blanc and Chenin Blanc were the first two variants sold under the name Sula Vineyards.

- Example II) Online PTA Meet conducted on 31/03/2021
- Activity Outcome:
- The parents agree that PTA is Great opportunity for parent and teacher to develop a healthy and strong relationship for the student's complete development.
- Also great opportunity to open two ways communication for the student's welfare.
- Great platform for parent and teacher to share insights and information for the student's growth.
- Great opportunity to know the modification of student' performance and to ensure best academic and non-academic performance.
- During online meet Parents interacted with the class coordinators and discussed about their student's performance and attendance few parents also discussed about the way to improve the performances.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community, as is evident by the following facilities –

- **Safety and Security**

- **Well-trained and vigilant security guards stationed across the campus.**
- **Security checkpoints at all campus entry and exit.**
- **Extensive surveillance network with 24x7 monitored control rooms.**
- **Rotational duty by all faculty members for discipline and security.**
- **Strict implementation of Anti-Ragging and Mobile Free Campus.**
- **Counseling**

- **Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.**
- **Grievance Redressal Committees for staff and students**

Common Rooms:

- **Common rooms have been allocated for men and women, which also facilitate meetings and discussions.**

Other Measures

- **Enrolment of 14% girls students and 60% women staff**

CES's Arvind B. Telang Institute of Hotel Management has been successful in caring for its diverse students and staff population harmoniously in its efforts to steadily achieve its vision and mission.

Other Initiatives

Additional initiatives ensure active participation of students in co-curricular activities including sports.

Community outreach

Skill Development Programme (Housewife Bakery Workshop, 3 Months Bakery Certificate Course) provides opportunity to women from all walks of life to get trained in entrepreneurship and self-employable skills.

File Description	Documents
Annual gender sensitization action plan	http://www.cesihm.com/Institutional%20Values.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management**
- **E-waste management**

- **Solid waste management**

The Institute facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. The Institute management has also advised to refuse anything which is not needed. The Institute has different dustbins to segregate the different waste. Every day the waste is collected in bins and disposed to a place where it can be converted into manure.

For solid waste management different bins have been placed at different places. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation.

- **E-waste management**

E-waste or electronic waste is created when an electronic product is discarded after the end of its useful life. E-waste mainly includes obsolete electronic devices, such as computer systems, servers, monitors, compact discs (CDs), printers, scanners, copiers, calculators, fax machines, etc. E-waste is disposed of through vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	http://www.cesihm.com/Institutional%20Values.pdf
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

`D. Any 1 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

`A. Any 4 or All of the above`

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit   3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

`B. Any 3 of the above`

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

`D. Any 1 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote

harmony towards each other.

Commemorative days like Women's day & Yoga day along with many regional festivals like Diwali, Dasshera and Christmas are celebrated in the Institute. This establishes positive interaction among people of different racial and cultural backgrounds. There is grievance redressal cell in the institute like Student grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

Every year it is a customary in our Institute to celebrate Orientation Day. The main motive of this day is to welcome new students in a friendly atmosphere and to encourage their creative impulses to boost their confidence. It is the day where seniors and juniors finally bond and unite to celebrate being part of the Institute.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. Every year Institute celebrates Republic Day, Maharashtra Day and Independence Day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees. Flag hosting with National anthem of national integrity followed by distribution of sweets is the regular decorum of the programme by informing the qualities of freedom

fighters and to emphasize the duties and responsibilities of citizens. The institution encourages participation of students in Sports and Games, NSS at National level to strengthen nationwide bond and relation.

The institution has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students in the following areas: Fundamental Duties and Rights of Indian Citizens. The institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens are Blood Donation Camp, National Voters Day, Gandhi Jayanti, National Youth Day, Vigilance Awareness Week to make students responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Staff and Students of the institution all come together under one umbrella to celebrate these occasions, spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- Celebrated on 26th January, the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world.

Maharashtra Day - Celebrated tocommemorate the creation of a Marathi speaking state of Maharashtra. It includes the hoisting of national flag.

Independence Day - Celebrated on 15th of August, flag hoisting, celebrated to mark freedom of India from British rule.

Gandhi Jayanti - Celebrated on 2ndOctober. We inspire students to follow the Gandhian ideologies of truth and nonviolence.

International Yoga - Celebrated on 21st June. Yoga Instructor organizes yoga exercise.

Voters Day - Celebrated on 25th January, Students are given awareness on their duties and rights as a loyal citizen.

World Tourism Day - It celebrated on September 27 to raise awareness about the importance of tourism.

National Youth Day - Celebrated on January 12. Objective to make a better future of the country by motivating the youths.

National Education Day - Celebrated on November 11, Maulana Azad was responsible for setting up top education bodies like AICTE and UGC.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. To create a in house practice of Simulation of the industry to provide real time learning of the students.

Title of the Practice:

The institute has planned the practice 'Simulation with industry' with an aim to excel in the field of hospitality education by moulding and enhancing the skill to meet the challenges of the dynamic business environment.

Objectives:

- To work parallel with Industry to provide real time learning of the students.
- To create a platform for the students and faculty to get industry exposure.
- To Bridge the gap between academics and industry.
- To be the most preferred hospitality education institute among the aspirants.

The context:

The institute recognizes the need to expose the students to industry work culture through continuous interaction and hand on training during the course.

Practice:

Food Festival and Theme Lunch: Institutes organizes food festival exposure to students, inculcating leadership, team work, sales skills, interpersonal skills, sharpening the technical skills.

Evidence of Success:

Students have successfully acquainted with global practices in hospitality industry. They have adopted the professional work culture with improved technical and interpersonal skills.

Problems Encountered and Resources Required:

Budget constraints: The institute has to make optimal use of budgeted resources for events organized every year. It is a challenge to work with in the budget with fluctuation due to inflation.

Time management: It is challenging to take time out for the preparation of events in the midst of academics. Faculty and the students have to work beyond the academic time to prepare for the event.

Resource person: Hospitality industry being a very demanding industry, it is challenging to get industry experts to the institute.

2. To bring changes amongst students by counselling & mentoring Objective of the Practices.

Title of the Practice:

Counselling aims to identify personal issues like low self-esteem, interpersonal relationship problems and cultural differences.

Objectives:

- To provide a platform to exhibit and nurture knowledge, skills, talents of the students.
- To enable the students to develop a sense of culture, morality and social responsibility.
- To develop gender sensitization and self-discipline
- To nurture critical thinking, creativity and overall awareness.

- To develop entrepreneurship attitude and skills.
- All round personality development of the students.

The Context:

The mentor assigned to every batch of 15 to 20 students strives to understand students' academic and personal problems and also identifies those in need of extra academic coaching or personal counselling.

The Practice:

Students who take admissions majority are from rural area with education in vernacular medium. Institute take the opportunity to groom them according to the requirement of the hospitality industry.

Evidence of Success:

Students coming from semi-rural and rural backgrounds are groomed successfully to face on campus interviews of leading companies and industries. The academic and non-academic skills, imparted throughout the year, ensure a holistic development of the students.

Problems Encountered and Resources Required:

The limited window for one on one personal interaction with students outside the classroom limits the effectiveness of all counselling and mentoring activities.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

It is important in the overall progress and development of the institution. We always try to function uniquely, innovatively, distinctively. Institute tries to implement the distinctiveness

in the work. Most of the students are needy but they are not poor in talent, knowledge, humility. Institute staffs identify their talent and encourage them.

Provision of quality education in hospitality:

- Institute is accredited by NAAC with "B" grade.
- Institute has affiliation to SPPU.
- It is the most preferred institute in Pune for admission amongst the candidates which is proved by 100% admissions for the entire seats.
- Institute has consistently given university toppers and good results.
- Industry interaction and liaison is an on-going process which happens annually in the form of student's apprenticeship, placements, ODC, Industrial visits, guest lectures, etc.
- Institute has membership of Professional associations like Pune Hotelier Association. This provides platform for the faculty and students to participate in various workshops, lectures and seminars organized by association.
- Faculty members are appointed on committees like "Board of Studies of SPPU", "Syllabus Revision," Examination".
- The Principal was appointed as Chairman for syllabus revision committee of SPPU. He was appointed as Chairman of BOS of SPPU.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for AY 2021-22

The Institute IQAC has identified the broad objectives based on stack holder feedbacks which the Institute should achieve during this period, which are enumerated as under –

- To encourage and train Faculty to adopt ICT enabled innovative teaching, evaluation methods, for e- content development.
- To augment facilities for the development of e contents.

- To execute various gender sensitization, social awareness programs.
- To augment infrastructural facilities for accommodating contemporary curricular needs.
- To trap more renewable energy source.
- To upgrade the Institute canteen is planned and separate sitting arrangements for teachers.
- The computer lab of the Institute will be upgraded which will cater to handle data globally.
- To construct a new an auditorium this will have hi-tech devices for the conduction of various FDPs, Seminars and Conferences.
- We would like to initiate the 3 R solutions for various processes. The aim is to move towards paperless office, for which we would identify various processes which can be made completely paperless in the first stage.
- The Institute will also increase its e library resources which will immensely benefit the students and the faculty.
- More and more Green Practices for Sustainability.
- To motivate students and faculty for upcoming relevant researches.
- To encourage alumni for financial contribution to be used in development of the Institute.