



## YEARLY STATUS REPORT - 2021-2022

### 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))** <https://cesihm.com/AQAR-2020-21.pdf>

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://cesihm.com/calendar.html>

**5. Accreditation Details**

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

**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/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**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**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Nil**

- 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 about delicacies of International Cuisine
- Guidance about exposure in Quantity Kitchen setup & operation.
- Student counselling for International Training & Placements
- To impart significance of language day for effective communication
- To Learn making & service of Mocktails under Flair Bartending

**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
International webinar on New Trends in Continental Cuisine	Students learned New Trends in Continental Cuisine w.r.t Food Production & Service.
Students Industrial Canteen Visit	Students understood special cooking equipment & their operations for subsidised mass cooking.
Health Awareness Program	Students learned the importance of personal hygiene for better physical & mental health.
International Mother Language Day Celebration	Multilingualism promoted among the students & staff
New Trends in Mocktail Making	Students learned latest trends of Mocktail Making

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	14/10/2022

14. Whether institutional data submitted to AISHE

**Part A**

**Data of the Institution**

<b>1.Name of the Institution</b>	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
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• 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
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• Pin Code	411019
<b>2.Institutional status</b>	
• 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				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://cesihm.com/AQAR-2020-21.pdf">https://cesihm.com/AQAR-2020-21.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://cesihm.com/calendar.html">https://cesihm.com/calendar.html</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.40	September 26, 2018	26/09/2018	25/09/2023
<b>6. Date of Establishment of IQAC</b>			05/12/2016		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9. No. of IQAC meetings held during the year</b>					
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Nil		

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>Guidance about delicacies of International Cuisine</li> </ul>		
<ul style="list-style-type: none"> <li>Guidance about exposure in Quantity Kitchen setup &amp; operation.</li> </ul>		
<ul style="list-style-type: none"> <li>Student counselling for International Training &amp; Placements</li> </ul>		
<ul style="list-style-type: none"> <li>To impart significance of language day for effective communication</li> </ul>		
<ul style="list-style-type: none"> <li>To Learn making &amp; service of Mocktails under Flair Bartending</li> </ul>		
<b>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</b>		
<b>Plan of Action</b>	<b>Achievements/Outcomes</b>	
<ul style="list-style-type: none"> <li>International webinar on New Trends in Continental Cuisine</li> </ul>	<ul style="list-style-type: none"> <li>Students learned New Trends in Continental Cuisine w.r.t Food Production &amp; Service.</li> </ul>	
<ul style="list-style-type: none"> <li>Students Industrial Canteen Visit</li> </ul>	<ul style="list-style-type: none"> <li>Students understood special cooking equipment &amp; their operations for subsidised mass cooking.</li> </ul>	
<ul style="list-style-type: none"> <li>Health Awareness Program</li> </ul>	<ul style="list-style-type: none"> <li>Students learned the importance of personal hygiene for better physical &amp; mental health.</li> </ul>	
<ul style="list-style-type: none"> <li>International Mother Language Day Celebration</li> </ul>	<ul style="list-style-type: none"> <li>Multilingualism promoted among the students &amp; staff</li> </ul>	
<ul style="list-style-type: none"> <li>New Trends in Mocktail Making</li> </ul>	<ul style="list-style-type: none"> <li>Students learned latest trends of Mocktail Making</li> </ul>	
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	14/10/2022

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	07/12/2022

#### 15. Multidisciplinary / interdisciplinary

In order to develop the all-round capacities of the students - intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the institute is preparing to include multidisciplinary subjects as per the National Educational Policy 2020. Keeping in view the problems faced by the students, the Institute is planning to set up Value Added / Career Advancement short term courses. The aim is to make the students equipped, so that they don't need to rely on Government jobs but instead pave a way towards self-employment. As the Institute is preparing itself to have more of multi-disciplinary subjects it tries to identify the programme learning outcomes along with courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that the programme achieves its goal.

#### 16. Academic bank of credits (ABC):

Regarding the implementation of Academic Bank of Credits, the Institute trying to tie up with Institute running similar courses under various universities. The pedagogical approach of the Institute is student's centric where the faculties' pedagogical approaches are constructivist, inquiry-based, reflective, collaborative and integrative. Summative and Formative assessments and assignments are used to evaluate the Students learning outcome.

#### 17. Skill development:

The vision of the Institute is promoting Value-Based Quality Education, hence the Institute takes efforts to inculcate positivity among the learners. The Institute also celebrates National Festivals like Independence Day and Republic Day.



Observing various programmes like World Aids Day, Environment Day, observing the Death and Birth Anniversary of our National Leaders which help in imbibing the good qualities of the students. Mentoring students is also one of the practices of the Institute, to enable students to explore future employment pathways after graduation, and help them get the most of their studies.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Regarding the adoption of Indian languages, the Institute offers various Indian languages like Hindi, Marathi & French under foreign language in the courses. Preservation and promoting of languages is one of the targets of the Institute in future.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The Institute also makes an effort to understand that a pursuit of knowledge is a life-long activity and to acquire positive attitude and other qualities which will lead students to a successful life. To interpret, analyse, evaluate and develop responsibility and effective citizenship is one of the programme outcomes of the students.

**20.Distance education/online education:**

The Institute is also preparing itself to offer Value Added / Career Advancement short term courses through ODL (Open Distance Learning) mode in due course of time. Keeping in view the convenience of the student, the various technological tools used by the faculties especially during the pandemic lockdown are Google Classroom, Zoom, Google, using videos as teaching and learning aids, Group collaboration and interaction and assignment and revision as well as the assessments have been conducted are some of the institutional efforts towards blended learning.

**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	<a href="#">View File</a>

## 2.Student

2.1 190

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 40

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 43

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 06

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 06

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>01</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>190</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>40</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>43</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>06</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	06
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	04
Total number of Classrooms and Seminar halls	
4.2	29.70
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	19
Total number of computers on campus for academic purposes	

## 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

The Institute follows the curriculum designed and prescribed by the S. P. Pune University. The courses are offered in semester mode. At the commencement of the academic year an orientation programme is organized to introduce the students to the syllabus, rules and regulations and the schedule of the semesters. The Institute conducts bridge courses designed specifically for students those who are from non-science stream. Programme specific outcomes and the course outcome are well defined. Faculty Development Programme and Faculty Enrichment Programmes are organized to ensure effective implementation of pedagogy. The department adopts a well - planned pedagogy to ensure effective curriculum delivery in the form of a Course Plan, which is prepared every semester in which the completion of the syllabus is distributed in accordance with the required number of classes to complete it. Assessments are conducted in the form of tests and Pre - Final Examination and the feedback is communicated to the students and as well as to the parents.

Individual assignments in the form of written work and presentations are encouraged to ensure better comprehension of the students. Guest lectures by eminent personalities in the relevant area, workshop and industrial visits are the various modes of effective teaching methods to enrich the knowledge of the Students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/18AUtSLkrTS6RXgiRym8dE2O5DF2EkOpr/view?usp=share_link">https://drive.google.com/file/d/18AUtSLkrTS6RXgiRym8dE2O5DF2EkOpr/view?usp=share_link</a>

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

As an affiliated institution of the S. P. Pune University, the evaluation norms of the University are strictly followed. The current session followed a Credit based evaluation system. The Institute has adopted a method of assessing the academic performance of the students on a continuous basis. The Institute conducts the Internal Assessment department-wise according to a proper schedule and under strict invigilation. The syllabus and timing of these assessments are communicated to the students well in advance. The examination pattern follows the norms laid down by the SPPU. Besides these formal assessments, revision work, class tests, assignments and student presentations, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery and a fulfilment report is submitted to the Principal every month by each faculty member. The institute also provides an open path to the students to perform and present their talent in practical. Teachers have task to identify extraordinary Students and guide accordingly to perform in different field. Continuous evaluation and assessments are also done for laboratory course, project work, seminars and internships & updated to Parents in PTA meet.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://cesihm.com/calendar.html">https://cesihm.com/calendar.html</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

35

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

35

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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 Institution is an affiliating Institute that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

**1. Gender sensitization programmes like lectures, seminars and workshops**

2. Environmental education through projects, field work, nature club activities and Green Audit.

3. Human values promoted through the activities of the NSS. The NSS unit of the Institute refers to the Handbook of NSS, S. P. Pune University for illuminating

the young minds of the duties and responsibilities of the citizens of this country.

4. Community outreach and other social welfare programmes.

5. Value education and mental health workshops.

6. Handbook of Ethics and Code of Conduct uploaded in the Institute website and also enunciated by the Principal during Students' Orientation

7. Programmes on professional ethics and value education conducted by the Departments

8. Observance of Earth Day, World Environment Day.

9. Upholding values of multiculturalism, diversity and gender empowerment through functions like the Annual Programme, Independence and

Republic Day celebrations as well as through the activities of various clubs and societies, poster presentations etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
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

03



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)	<a href="#">View File</a>

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

48

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

**A. All 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)	<a href="#">View File</a>

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## 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	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

- At the institute level organising remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and help to recognize their shortcomings and register on their own without compulsion.
- Faculties are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners' participation may inhibit the others from voicing their problems.
- The institute keep track of slow learners' progress. Along with faculties some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and counselling sessions are held and additional teaching taken up if required.
- Corrected assignments and preliminary examination answer sheets are shared with each student and discussed to enable students recognize their problematic areas and improve.
- Advanced learners are encouraged to motivate slow learners and study recommended readings listed in each subject also they are encouraged to maintain a practical subject journal.
- Training and Placement Cell approach human resource of various hospitality Industries to hold their placement drive at the institute and students are encouraged to actively register for the interviews.
- Students are encouraged to participate in seminars, conferences and workshops to gain knowledge.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
190	06

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

- Students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a centric class.
- The faculty facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.
- BScHS Course under SPPU is provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus.
- Feedback of the Course and faculty, given by students at the end of each year provides an opportunity to identify any lacunae which can then be addressed.
- Industrial Visits, Field Work and Projects are some of the means utilize by the Departments to provide experiential and participative learning.
- Reports of field visit have to submit by students to concern faculties helps to boost confidence, develop skills and hone style, apart.

- NSS Cell has been set-up for the students to participate, integrate and learn.
- Representatives of students serve as members on committees like Internal Quality Assurance Cell, Student Development Cell, Student Grievance Redressal Cell in order to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://cesihm.com/Operational-committee.aspx">https://cesihm.com/Operational-committee.aspx</a>

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

- Besides the chalk and talk method of teaching, the institute makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. The faculties use online education resources, social networking sites and provide enhanced learning experience to the students.
- The use of ICT by faculty apart from enabling students to keep pace with the contemporary digital and virtual world has helped institute to create a student centric learning approach.
- You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide study material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information, Internet and Wifi facility is made available at institute Campus.
- Projector is installed in conference hall to incorporate new pedagogies in the teaching-learning process. Printing facility is available at reception desk, principal office and computer room.
- The institute is 'going green' and saving paper through the extensive use of ICT resources and other computing and storage facilities such as based Google Drive.

• The faculty uses different methods of teaching based on the need of the learners and the subject taught.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 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.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
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)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 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	No File Uploaded
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)	<a href="#">View File</a>

### 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

06

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 follows a fair and transparent internal assessment process and robust mechanism to enhance the quality of higher education and make available various facilities to students to achieve good results in the examination.
- The continuous internal evaluation (CIE) component includes class tests, tutorials, assignments, group discussion etc.
- Assessment is an integral part of teaching-learning process. With regular interactions of IQAC and Heads of the Department, Examination Committee makes plan for reforms in evaluation system.
- The institute internal evaluation process is decentralized

in order to make it more transparent and objective.

- The institute has mechanism for transparent and robust internal assessment as below.
  - The transparency is maintained by sharing prelim examination answer sheet with students and the grievances of the students about assessment if any are addressed.
  - Prelim tests semester wise based University pattern are conducted by the subject departments.
  - Question papers are set as per the SPPU examination pattern.
  - Students are provided question bank which is maintained in the institute library.
  - The subject teacher monitors students field work, visit report and project works.
  - Oral examination based on practical work is carried out for the assessment.
  - The practical examination of Physical education conducted in the institute
  - The attendance record is a part of internal assessment maintained by each subject department

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

- The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIE and rectification of grievances is time bound.
- The institute follows strictly the guidelines and rules issued by the SPPU while conducting internals and semester-end examinations.
- At Institute level, an examination committee, comprising of a senior faculty as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process.
- The faculty distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the faculty. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned faculty will resolve the discrepancy, and the necessary corrections will be made.
- If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned.



- All such representations are taken positively and are reassessed by another faculty if necessary.
- Students are counselled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations.
- Within a time bound the Internal Assessment marks are entered in the University web portal.
- Result will be announced before commencement of University Examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

- In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the department offering the concerned program after rigorous consultation with all faculty.
- After attainment of consensus, the same are widely propagated and publicized through various means such as display and/or communication specified hereunder.
- Website
- Class rooms
- Notice Boards
- Practical area
- Student Induction Programs
- Meetings/ Interactions with employers
- Parent meet
- Faculty meetings
- Alumni meetings
- While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, class teachers, mentors, course coordinators inform the students and emphasize the need to attain the outcomes.
- Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program.
- Course co-ordinators prepare the PSOs, in consultation

with faculties.

- The Head of the Department and subject experts, of the individual departments will discuss the same and approve it after endorsement by the Principal.
- Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program.
- The Course Outcomes (COs) are prepared by the course coordinator in consultation with concerned faculty members teaching the same course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

- The course outcomes are mapped to the program outcomes which are used to provide the quantitative measurement of how well the program outcomes are achieved.
- The performance of the students in the examinations during the semester in course is used to compute the level of attainment of the POs and PSOs through the mapping of questions to COs and COs to POs and PSOs.
- CO-PO & PSO mapping for the course in the program is prepared by the Course coordinator in consultation with faculty members.

CO Attainment:

- Assessment methods include direct and indirect methods. The process of course outcome assessment by direct method is based on preliminary, practical and theory examination. Semester end Examinations is conducted twice a year and is descriptive.

Assessment of Course outcomes of Laboratories:

- This course is practical oriented which describe what students are able to learn in terms of knowledge, skills, and values upon completion of the said course.

**Attainment of Program Outcomes and Program Specific Outcomes:**

- This course which contribute to the PO are identified and is evaluated through the Course Outcomes using direct (Internal (30% weightage) and External exam (70% weightage) assessments. The overall results from the assessments of the PO are compared with the expected attainment. The PO is considered satisfied on attainment of the expected level.

File Description	Documents
Upload any additional information	No File Uploaded
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**

43

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)**

<https://cesihm.com/SSS-Report.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)

0

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)	<a href="#">View File</a>

#### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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

06

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

02

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 are conducted to help the students in developing themselves as good citizens.

To develop constitutional responsibility, national development and integration by conducted activity Celebrated Constitution Day. Bike rally for "POSHAN MAAH" initiative which aims to strengthen the efforts to end hunger and malnutrition among under privileged society.

Seminar to ensuring good Dental Health of Student and Faculty by Dental Check -Up.

To practice value system institute celebrated Youth Week as birth anniversary of Swami Vivekananda through online platform.

Rally on Gender Equity to prevent violence against women and girls. Societies that value women and men as equal are safer and healthier. Gender equality is a human right.

Seminar on HIV to Increased awareness of safe practices to prevent HIV infection.

To obey civil instruction - by participating and conducting Seminar on Gender Equity by Mrs. Vijaya Karande (Sr. Police Inspector Nigdi, Traffic Division) to prevent violence against women and girls

Program on International Women's Day - to celebrate the power and potential of women and girls. We recognize their courage, resilience and leadership.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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**

08

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

401

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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**

18

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

7

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

## 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.

#### Classrooms:

Classrooms and seminar hall are provided with sufficient sitting capacity as per the requirement of the class and are spacious, well-ventilated which is very much important in pandemic situations like covid-19. One classroom is ICT enabled classroom having facilities like Internet Connection, LCD Screen and CCTV cameras for security purpose. Podium for keeping the teaching material for effective delivery of lecture. The classrooms are well illuminated with natural and electrical light system. Generators are used for continuous supply of electricity.

The projectors and WiFi facilities are made available for the students and staff. Blackboard, Furniture and White Board are properly placed for usage. Seminar Hall with ICT facility for conducting Subject Matter Expert Lectures, Paper Presentation, Conferences and workshops.

#### Laboratories:

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.

#### Computing Equipment :

Wi-Fi facility with LAN connectivity. Students use the ICT facilities for their Project Presentations, Assignments and Preparing Study Notes & Menu Recipes.

#### Library :

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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure.html">https://cesihm.com/infrastructure.html</a>

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

Institute aim is to bring the harmonious development to the students. For this, the institute has a very good Football field, Cricket circle, Volleyball playground. A separate recreation room is available for carom, chess towards indoor games. One acres of land has been cleaned off and leveled for playground for events This encouraging performance in sports and games by our students is due to the interest shown by the management in providing the required facilities. Yoga As a part of character building with education,

Institute facilitates Yoga and Meditation Training for students and staff on regular basis by calling expert. Institute also celebrates International Yoga Day every year.

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.

Some interesting programs are, fancy dress, hair-dressing, rangoli, painting, quiz, model and poster making, essay writing, slogan writing preparation etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure-other-dept.html">https://cesihm.com/infrastructure-other-dept.html</a>

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

02

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure-ICT-at-institute.html">https://cesihm.com/infrastructure-ICT-at-institute.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Name of the ILMS software: Vriddhi Software

Nature of automation: Partially

Version: 261.4

Year of automation: 2016

The Library is the knowledge resource centre of the Institute. Teaching and Learning system are supported by library through reading material. Library is well equipped with Reference Books, Textbooks, Journals and Newspapers etc. The faculty

members and students of the institution utilise the library for continuous learning and to enhance their knowledge.

Library is partially automated with 'Vridhhi Software' developed by Hindustan Computer Company. It is integrated with all Modules of higher education ERP and has a multi-user accessibility.

#### Highlights of Vridhhi Software:

1. User friendly interface: User friendly interface is designed while keeping in mind all types of users. This interface will make it really easy for Students and faculty members to operate the system.

2. Easy to customize: This ERP software is designed in a way that you can customize it according to our needs and policies.

3. 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.

4. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://cesihm.com/infrastructure-library.html">https://cesihm.com/infrastructure-library.html</a>

4.2.2 - The institution has subscription for the following e-resources e-journals e- A. Any 4 or more of the above

**ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

0.24

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

41

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

IT infrastructure is continuously upgraded to promote better

Teaching-Learning Facilities. Also, new IT equipment has been purchased as per the requirements. A well equipped computer lab is functioning in the Institute. The students of the Institute are access to the computer lab. All computers at the institute are connected with LAN. It gives information via connectivity of 30 Mbps. Wi-Fi facility is available in the institute campus. All teaching staff member use the ICT in the Smart Classroom and Conference Hall whenever needed. The different educational sites are shown to the students with the help of digital device.

The IT infrastructure is efficiently maintained to support the academic activities carried out in the Institute. In order to ensure uninterrupted power supply to the computers, we have a UPS and Diesel Generating Set, well maintained by competent agencies. Thus, we assure that the lectures and lab sessions are not affected in case of power failures.

Most of the official work is being done with the help of ICT. The Institute regularly maintains the IT facilities. Following are some basic facilities for updating:

- Anti-virus is regularly installed in computer. All computer has anti-virus
- CCTV is installed in every Classroom, Laboratories & Library
- Use of ERP to update information about teaching, learning and evaluation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure-ICT-at-institute.html">https://cesihm.com/infrastructure-ICT-at-institute.html</a>

#### 4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 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)

29.70

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

#### Laboratories:-

All Laboratories equipment are maintained by technical supporting staff. If need be, services are hired from outside agencies also. Stock register is well-maintained. New equipment are purchased on demand. The lab attendant and a sweeper maintain its proper cleanliness.

#### Library:-

Books storage racks are segregated as per the subjects and are

labeled for easy tracking. Naphthalene balls are placed for the security of the books and journals. Binding of books is done when required. Two CCTV Cameras are also installed. Accession Register, Stock Register etc. are maintained properly. Annual Verification & Physical check-up of books are done yearly.

#### Sports Facilities:-

Sports ground is available for outdoor sports activities which includes basketball, volley ball, cricket ground etc. Indoor games facilities such as carom, chess etc. are also available for the students during their free time. The same is maintained by the in-house sports in charge.

#### Computers:-

The computers are monitored and maintained time-to-time. All computers and peripherals are checked by respective technical assistant for any problem. Software updates and ICT tool and internet related problems are resolved from the respective service providers.

#### Classrooms:-

All the classrooms are airy and well ventilated and has desired infrastructure. Maintenance of furniture like benches, tables etc is done regularly. HD CCTV cameras have been installed in the campus & classrooms for security checks.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure.html">https://cesihm.com/infrastructure.html</a>

## 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

40

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)	<a href="#">View File</a>

### 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

06

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)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

88

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

88

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

40

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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.**

02

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

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 )

The motto of the Institute is 'Youth Empowerment through Quality Education'. So enough representation is given in the co-curricular, extracurricular activities of the Institute and partial representation at the administration level. The Institute is involved in a number of activities at institutional and societal level. Most of the activities are monitored and executed by the students because they are the members of that town. Apart from them, other active students are also involved in the various committees as per their expertise.

Students are actively involved in the statutory committees like ICC, Student Grievance Redressal Committee etc. In the Student Induction Programme they are informed about the functioning of the Institution and their role. The Institute convinces the students that it's an opportunity to develop their overall personality. At the administrative level, Council plays a very significant role by providing proper feedback of all the students to the institution.

There is specific work for NSS, Cultural Activities etc. in which not only students' council but majority of the students are involved and actively participated. With the help of Student council cultural events are organized in the Institute. Truly, council helps students to engage in a concrete partnership with all the stakeholders in functioning of the Institute.

File Description	Documents
Paste link for additional information	<a href="http://cesihm.com/Operational-committee.aspx">http://cesihm.com/Operational-committee.aspx</a>
Upload any additional information	<a href="#">View File</a>

### 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

04

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

There is a legacy to give back to the Institute once students graduate and take leap forward in the world of industry of Hotel. The Association envisions aiding and assisting the Institute management in undertaking any developmental activities for the overall development of the institution. The registration to the Association is open to all the Bonafide students of Dr. Arvind B. Telang IHM.

This Institute has become an icon by nurturing not only good students but also good citizens. It aims at enhancing employability and entrepreneurial skills amongst youth by collaborating with the institute for various events so as to bridge the gap between academic and corporate. Most of the Alumni of our Institute working at respective positions in different sectors of the Hospitality Industry and they have a good experience also to give best to our current students.

It serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution, to promote and encourage friendly relations between all members of the alumni body, to guide and assist alumni who have recently completed their courses to obtain employment. They also provide guidelines to the students for better career and give the information about the latest industry requirements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	No File Uploaded

## 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:** Governance is incorporated in areas of administration, finance and accounts, student admission support and examination.

Decisions related to academic, curriculum development, administration, finance, infrastructural development, extension, co-curricular and extra-curricular activities are conceived, planned and executed with adequate representations and involvement of

Stakeholders.

**Perspective plans:** The transparent nature in the dynamic processes of policy framing, knowledge sharing, feedback appraisals and action implementations enhances the governance of the College.

**Participation of the teachers in the decision making Bodies:**

The Management enlists the talents of the staff in shouldering various administrative responsibilities and appoints them as officials that include IQAC Co-ordinator, Controller of Examinations, Heads of various Departments, Office Superintendent, NSS Program officer, Scholarship In charge and Coordinator of various cells.

File Description	Documents
Paste link for additional information	<a href="https://cesihm.com/vision-mission-core.html">https://cesihm.com/vision-mission-core.html</a>
Upload any additional information	<a href="#">View File</a>

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

- The institute promotes and practices decentralization in all academic and administrative activities.

**Administrative Decentralization:**

- Board of Governance comprises of the institute has Representatives of statutory bodies, Principal and other Faculty are responsible for planning and policy development, institutional budget, academic growth of the institute.
- The Principal gives directives to the departmental heads to prepare the annual departmental budget.
- The HOD conducts a meeting with all the faculty members of the department and asks them to submit requirements along with relevant quotations, depending upon the need of the syllabus and current industry trends. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries.
- Further, HOD prepares a consolidated report and submits it to the Principal for approval.
- The Principal consolidates requirements of all the departments and forwards it to the management for approval. The sanctioned budget from the management is received by the institute.

**Academic Decentralization:**

- There are different committees that give academic and administrative leadership to the institute.
- Student Development Committee (SDC) is to identify the potential of each student and to facilitate them in achieving their academic goals.
- Also Anti-Ragging Committees take care of healthy, enjoyable and disciplined culture in the institute. It comprises of the Principal, Senior Faculty members and student representatives.



File Description	Documents
Paste link for additional information	<a href="https://cesihm.com/Operational-committee.aspx">https://cesihm.com/Operational-committee.aspx</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Perspective/Strategic plan focuses on current trends and disrupting forces in higher and technical education which when adopted can show better performance.
- It makes an assessment of stakeholder's expectations, students, faculty members, employers, and needs of the people of the region.
- The institute has student centric approach and stakeholders are the final beneficiary of these developments.
- Strategic plan includes the following:
- Encouraging high quality Industry engagement, Entrepreneurship, Alumni engagement and Social outreach through NSS.
- The activities are planned in the beginning of every academic year through the Academic Calendar and suggestions are sought from faculty members.
- Development Plan is a quality initiative which concentrates on the development of the departments in terms of infrastructure, faculty strength, faculty achievement, students' development and student achievement. The plan is finalized by the HODs of all departments in consultation with their faculty members. This plan is then discussed in the HODs meeting with the Principal, followed by approval from the management.

The salient features of the strategic plan are:

- Sign MoU with industry for Internship, interaction, inviting experts for interactive sessions.
- Introduce Certificate/Value Added Courses
- Guest Lecture, Association Activities of respective departments
- Industrial and Field Visits, Alumni interaction
- Purchase of Practical Equipment, Software purchase

- Internships and Industry based projects for students

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://cesihm.com/6.2.1.pdf">https://cesihm.com/6.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

- The overall planning and development of the institution is done by the Board of Management under the President ship of the Chairman.
- The day-to-day administrative affairs of the institute are managed by the Principal and the teaching - non teaching faculty.
- The Principal is also the academic head, ensuring the proper conduct of all the academic and extension activities.
- The Board of Management nominates other academicians and experts in to these Bodies to strengthen the functioning of the institute.
- The programmes, courses and activities are periodically evaluated by the institute.
- There are Committees, Cells and Associations focussing on specific tasks and roles in the institute.
- The executive leadership is shared with the Principal, the Controller of Examinations, IQAC Co-ordinator and all the Heads of the Departments.
- The Management encourages the faculty to participate in various committees. This enhances the leadership qualities and skills.
- The power delegation and decentralisation of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation.
- The Management plays a crucial role in enriching the bottom-up approach in planning and execution of various academic activities.

File Description	Documents
Paste link for additional information	<a href="https://cesihm.com/Statutory-committee.aspx">https://cesihm.com/Statutory-committee.aspx</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**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	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

- **Employees Provident Fund as per PF rules:** Keeping in view the future safety of employees, the institute contributes specific amount towards PF of an employee as per PF rules.
- **Gratuity:** Gratuity is applicable to every staff after five year of permanent service.
- **Full paid Maternity Leave:** Under humanitarian grounds, sanstha provides 180 days full paid maternity leaves to all eligible female employees.
- **Fee concession to wards of economically weak staff:** The provision is made for financial support to economically weaker staff of sanstha in the form of fees concession to their wards.
- **Encashment of Earn leave at the end of service:** At the end of service of an employee, he/she can en-cash his/her earned leaves as per the rules of sanstha.

- **Salary timely credited to bank account of employee:** In each month, the employee gets the salary on time through bank accounts only. The sanstha credits the salary on time at beginning of every month.
- **Festival or Medical advance:** Teaching and Non-teaching staff can avail interest free festival or Medical advance.
- **Medical leave:** Facility of medical leave to teaching and non- teaching staff during the academic year
- **Internet and free Wi-Fi facilities** are also available in campus for staff
- **As Institution has a multicultural environment in the campus;** the management ensures the celebration of all the festivals together.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

05

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

04

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

- A good performance management system works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements of the

overall organisational mission and vision.

- An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In line with this, the Institute is following the appraisal scheme Performance Based Appraisal System (PBAS).
- In this the performance s are classified into three Categories
- (i) Teaching, Learning and Evaluation related activities
- (ii) Co-Curricular, Extension and Professional Development related activities
- (iii) Academic Contributions
- These are called Academic Performance Indicator (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member.
- Further, at the end of each semester, feedback forms are issued to the students for the course.
- The feedback forms in the form of questionnaire collect information about the faculty and different aspects pertaining to the teaching process.
- 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	<a href="https://cesihm.com/Statutory-committee.aspx">https://cesihm.com/Statutory-committee.aspx</a>
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 institute has the budgetary control system to monitor the effective and efficient use of financial resources.
- Finance department headed by the principal, treasurer of

the management and institute accountant.

- At the beginning of the academic year the annual budgets are prepared.
- The finance committee has fixed the limits of total recurring and non-recurring expenditures based on the income and resources of the institution.
- The institute regularly follows internal and external financial audit system. The institutional accounts are audited regularly by both internal and statutory audits.
- Institute accountant verify all vouchers of the transactions that are carried out in each financial year.
- The institute accountant should verify that the fees are collected from all the students and if there is any concession, the same is granted by a person who is so authorized.
- The internal auditor should also ensure that the fees received in advance and fees receivable are properly accounted and irrecoverable fees are written-off under the authorization of the appropriate person.
- Minor errors when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future.
- The auditor verifies the income and expenditure details of the institute as per the balance sheet. The external auditing is done by a Chartered Accountant, specially designated for this purpose.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

1,00,000.00/-

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

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

- The institution always monitors the effective and efficient use of available financial resources for the infrastructure development to support teaching learning process.
- Institute is a self-financed private institution; tuition fee is the main source of income.
- All the administrative and academic heads along with coordinators of different cells (viz., library committee (for the purchase of books), software and internet charges, printing and stationary, equipment and consumables, furniture and fixtures), will submit the budget requirements for the coming academic year.
- The finance department prepares an annual budget estimate duly considering the proposals received and also the recommendations of the principal and management.
- All the major financial decisions are taken by the institute's Accounts department on direction of Principal
- Institute adheres to utilization of budget approved for academic expenses and administrative expenses by management.
- After final approval of budget the purchasing process is initiated by purchase team. which includes quotations and purchase orders are placed after final negotiations.
- All transactions have transparency through bills and vouchers. The bill payments are passed after verification of items.
- Faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.
- The entire process of the procurement of the material is monitored by the IQAC, purchase team and principal.
- Financial audit is conducted by chartered accountant for every financial year to verify the compliance.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC is one of the major policy making and implementing unit in our institute. It strives hard for upgrading the institute infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education.**

**Practice I) Workshop on Dental Check-up under SPPU NSS unit on 24/11/2021 Dr. Pradeep Makasare (Smileline Dental Hospital & Implant Center, Pune)**

**Practice Outcome: Students learned about periodic dental check-up is important for one's health. Not only do they keep your gums and teeth healthy but they also ensure overall health and hygiene in the long run.**

**Practice II) Online webinar on National Youth Day under NSS on 15/01/2022**

**Guest Speaker - Mr. Swamiraj S. Bhise (Cultural Coordinator, Student Development Board, SPPU, Pune)**

**Practice Outcome: National Youth Day, celebrate as birth of Swami Vivekananda, students were motivate and encourage being positive and happy in life. "The occasion of Youth Day reminds us that without youth, no country has any growth and future. Swami Vivekananda wanted the youth to train itself in order to serve humanity.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

After establishing the IQAC in the institute, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

- 1) Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.
- 2) Establishment of various processes to take feedback/surveys from various stakeholders.
- 3) To implement and enhance the use of ICT tools to strengthen the teaching-learning process.
- 4) Establishment of the Mentor-mentee process and its effective implementation.
- 5) To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

Practice I) International webinar conducted on Trending Innovation in Continental Cuisine on 29/06/2021 By - Chef Anish Divikar (Executive Chef - Global Taste Company Commercial Service, Saudi Arabia)

Practice Outcome: Students were learned about vegetables cutting techniques, method of cooking, handling of perishable & non-perishable food material, plating skills, knowledge about food temperature etc.

Practice II) SYBScHS Students Industrial Canteen visit at Marigold Banquets and Convention, Bavdhan, Pune on 17/11/2021

Practice Outcome: The main aim of student visit to experience about industrial work culture, mass cooking, handling giant equipment's, and utensils etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://cesihm.com/IQAC-21-22.pdf">https://cesihm.com/IQAC-21-22.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 equity is one of the many principles that are followed at our institution. We ensure to bring in a positive change in the approach and support equity among the genders within the institute. The institute conducts regular awareness-raising activities in class in their daily teaching. Some of the initiatives planned by the institute to sensitize the students are listed below:

**INITIATIVES PLANNED:**

§ To organize a lecture on health and personal hygiene to lead a healthy life.

§ Creating awareness among the girl students regarding gender-based.

§ To conduct regular meetings of the girls' students to discuss issues related to safety and security and to resolve the grievances if any.

§ To provide counseling to the students - During free time teachers always engage themselves in counseling the students in regard to their studies, extracurricular activities and their behavior within the campus and beyond. The students always have free access to the teachers about any problem they face.

§ To provide Mentorship in the institute where students can approach the faculty in matters related to gender issues.

§ Providing equal opportunities in curricular/co-curricular activities to the students of the institute.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.cesihm.com/7.pdf">https://www.cesihm.com/7.pdf</a>
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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 institution takes all measures and precautions to ensure the campus is free of plastic materials and other harmful wastes. Separate dustbins are provided in the campus for dry wastage. Garbage is collected daily on regular basis from the Institute area and classrooms.

In Solid Waste Management, we stress on three different kinds i.e. Reduce, Reuse and Recycle. Reduce: The reduction in use of raw materials, Reuse: Reuse of waste materials and Recycling: Recycling of those of materials.

It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are implemented for disposing of solid waste. Being a Hotel Management Institute we have

three kitchen labs, the kitchen waste which we accumulate from this labs

are collected and decomposed in containers to compost under the guidance of consultant which is used as manure for institute trees and plants.

#### E-waste management

Electronic goods are put to optimum use. The minor e-waste such as CDs, batteries, fluorescent bulbs, and electronic items are deposited in the E-Waste Box provided in the library. Other Major E -Waste is disposed according to the policy.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://www.cesihm.com/7.pdf">https://www.cesihm.com/7.pdf</a>
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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and**

**B. Any 3 of the above**

**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**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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).

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy, and set communal harmony. To develop emotional, religious feelings among the students and the faculty, commemorative days are celebrated in campus with the initiative and support of the management for not only recreation and amusement but also to Generate the feeling of oneness and social harmony.

The extension activities are targeted towards enabling a holistic environment for

student development. Institute has always been at forefront of sensitizing students to cultural, regional, linguistic, communal, and socio-economic diversities of the state and nation.

The institute celebrates cultural and regional festivals - Youth Week, Constitution Day, etc. to teach tolerance and harmony to the students. The Gender Equality Policy focuses on equal access, opportunities, and rights for women and men. Motivational lectures of eminent persons of the field are arranged for all-round development of students for their personality development, to make them responsible citizens following national values of social and communal harmony and national integration.

In this way institute's initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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



- Institute has been committed to educating our students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties.
- Republic Day and Independence Day are enthusiastically celebrated to imbibe patriotism.
- The National Service Scheme unit is dedicated to creating a 'sense of patriotic commitment' for national development. Programme besides participating in the Republic Day, NSS Camp, NSS unit where students engage in community service programs.
- Institute also initiated the recycling campaign
- Constitution Day is celebrated where fundamentals of right, values, duties and responsibilities of citizen as stated in constitution of India are made aware to the students, teaching and non-teaching staff.
- Sensitization of students and employees of the Institution to the constitutional obligation is done through curriculum activities. Students having a subject on Environment science in their Second and Third year which gives them insight into environment protection, wildlife protection, forest protection, global environmental concerns etc.
- Students are sensitized for civic sense and other social issues along with their rights, duties and responsibilities as a citizen through activities organized by NSS unit.
- NSS unit of the institution conducts Online webinar on celebration of Youth Week (Thinking of Swami Vivekananda and today's youth)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

**C. Any 2 of the above**

**4.**

**Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The Institute actively celebrates national and international commemorative days, events and festivals. The students enthusiastically participated in the following events:

- Every year the Institute observes Republic day, Independence Day, Teacher’s Day, NSS Day, Constitution Day, and Voters Day. Students, staff and dignitaries attend these programs in large numbers. This is an attempt to inculcate in the minds of the students a sense of patriotism. On Republic Day and Independence Day the principal as Head of the institution receives the salute of the cadets thereby, they cultivate the habit of being obedient to the institution where ever they are.
- The binding between the students and the teacher is strengthened through the observance of teacher’s day.
- Online World Tourism Day was celebrated on 28th September 2021 -highlights the power of “Tourism for Inclusive Growth.”
- The International Women’s Day was celebrated on 8th March 2021 -to empower the women to empower society and make stable.
- International Yoga Day was celebrated to spread awareness about the important health benefits of practicing yoga.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
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 an 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.

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.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

Institute is very keen at facilitating personal commitment to the educational success of students and thus academic department prepares the academic calendar before the semester.

Past few years to change the Teaching - Learning environment into activity based learning. Following methods are adopted to transform the academic environment:

- Changing the teaching methodology by encouraging the faculty to use PPT where ever required.
- Extensive use of online - content and other video lectures.
- Faculty is allotted 31 students to whom one acts as a mentor, who identifies the academic and personal problems of ward.
- Arranges guest lecturers periodically addressed by the eminent persons from

Industry and Academic Institutions.

- Personality development seminar is being conducted for all years.

In addition to the classroom interactions, following are the

other methods of learning experiences provided to the students:

- Industrial visit
- Seminars / Workshops
- Providing access to e-journals and e-books.

To obtain feedback from parents, students and alumni through informal contact to obtain information about qualitative changes which are required:

- Students give feedback about the faculty at the end of year.
- Feedback is taken from the parents of the wards.
- Feedback is also taken from alumni.

## 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

The Institute follows the curriculum designed and prescribed by the S. P. Pune University. The courses are offered in semester mode. At the commencement of the academic year an orientation programme is organized to introduce the students to the syllabus, rules and regulations and the schedule of the semesters. The Institute conducts bridge courses designed specifically for students those who are from non-science stream. Programme specific outcomes and the course outcome are well defined. Faculty Development Programme and Faculty Enrichment Programmes are organized to ensure effective implementation of pedagogy. The department adopts a well - planned pedagogy to ensure effective curriculum delivery in the form of a Course Plan, which is prepared every semester in which the completion of the syllabus is distributed in accordance with the required number of classes to complete it. Assessments are conducted in the form of tests and Pre - Final Examination and the feedback is communicated to the students and as well as to the parents. Individual assignments in the form of written work and presentations are encouraged to ensure better comprehension of the students. Guest lectures by eminent personalities in the relevant area, workshop and industrial visits are the various modes of effective teaching methods to enrich the knowledge of the Students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/18AUtSLkrTS6RXgiRym8dE2O5DF2EkOpr/view?usp=share_link">https://drive.google.com/file/d/18AUtSLkrTS6RXgiRym8dE2O5DF2EkOpr/view?usp=share_link</a>

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

As an affiliated institution of the S. P. Pune University,

the evaluation norms of the University are strictly followed. The current session followed a Credit based evaluation system. The Institute has adopted a method of assessing the academic performance of the students on a continuous basis. The Institute conducts the Internal Assessment department-wise according to a proper schedule and under strict invigilation. The syllabus and timing of these assessments are communicated to the students well in advance. The examination pattern follows the norms laid down by the SPPU. Besides these formal assessments, revision work, class tests, assignments and student presentations, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery and a fulfilment report is submitted to the Principal every month by each faculty member. The institute also provides an open path to the students to perform and present their talent in practical. Teachers have task to identify extraordinary Students and guide accordingly to perform in different field. Continuous evaluation and assessments are also done for laboratory course, project work, seminars and internships & updated to Parents in PTA meet.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://cesihm.com/calendar.html">https://cesihm.com/calendar.html</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

35

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on



**programs during the year**

35

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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 Institution is an affiliating Institute that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

1. Gender sensitization programmes like lectures, seminars and workshops

2. Environmental education through projects, field work, nature club activities and Green Audit.

3. Human values promoted through the activities of the NSS. The NSS unit of the Institute refers to the Handbook of NSS, S. P. Pune University for illuminating

the young minds of the duties and responsibilities of the citizens of this country.

4. Community outreach and other social welfare programmes.

5. Value education and mental health workshops.

6. Handbook of Ethics and Code of Conduct uploaded in the Institute website and also enunciated by the Principal during Students' Orientation

7. Programmes on professional ethics and value education conducted by the Departments

8. Observance of Earth Day, World Environment Day.

9. Upholding values of multiculturalism, diversity and gender empowerment through functions like the Annual Programme, Independence and

Republic Day celebrations as well as through the activities of various clubs and societies, poster presentations etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
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**

03

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)	<a href="#">View File</a>

<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
48	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<b>Nil</b>
<b>TEACHING-LEARNING AND EVALUATION</b>	

<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
120	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
25	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<ul style="list-style-type: none"> <li>• At the institute level organising remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and help to recognize their shortcomings and register on their own without compulsion.</li> <li>• Faculties are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners' participation may inhibit the others from voicing their problems.</li> <li>• The institute keep track of slow learners' progress. Along with faculties some advanced learners are encouraged to</li> </ul>	

mentor weak students and help them with explanation and notes. Revision classes and counselling sessions are held and additional teaching taken up if required.

- Corrected assignments and preliminary examination answer sheets are shared with each student and discussed to enable students recognize their problematic areas and improve.
- Advanced learners are encouraged to motivate slow learners and study recommended readings listed in each subject also they are encouraged to maintain a practical subject journal.
- Training and Placement Cell approach human resource of various hospitality Industries to hold their placement drive at the institute and students are encouraged to actively register for the interviews.
- Students are encouraged to participate in seminars, conferences and workshops to gain knowledge.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
190	06

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

- Students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a centric class.

- The faculty facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.
- BSCHS Course under SPPU is provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus.
- Feedback of the Course and faculty, given by students at the end of each year provides an opportunity to identify any lacunae which can then be addressed.
- Industrial Visits, Field Work and Projects are some of the means utilize by the Departments to provide experiential and participative learning.
- Reports of field visit have to submit by students to concern faculties helps to boost confidence, develop skills and hone style, apart.
- NSS Cell has been set-up for the students to participate, integrate and learn.
- Representatives of students serve as members on committees like Internal Quality Assurance Cell, Student Development Cell, Student Grievance Redressal Cell in order to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://cesihm.com/Operational-committee.aspx">https://cesihm.com/Operational-committee.aspx</a>

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

- Besides the chalk and talk method of teaching, the institute makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. The faculties use online education resources, social networking sites and provide enhanced learning experience to

the students.

- The use of ICT by faculty apart from enabling students to keep pace with the contemporary digital and virtual world has helped institute to create a student centric learning approach.
- You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide study material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information, Internet and Wifi facility is made available at institute Campus.
- Projector is installed in conference hall to incorporate new pedagogies in the teaching-learning process. Printing facility is available at reception desk, principal office and computer room.
- The institute is 'going green' and saving paper through the extensive use of ICT resources and other computing and storage facilities such as based Google Drive.
- The faculty uses different methods of teaching based on the need of the learners and the subject taught.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**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.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
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)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 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	No File Uploaded
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)	<a href="#">View File</a>

### 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



06

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 follows a fair and transparent internal assessment process and robust mechanism to enhance the quality of higher education and make available various facilities to students to achieve good results in the examination.
- The continuous internal evaluation (CIE) component includes class tests, tutorials, assignments, group discussion etc.
- Assessment is an integral part of teaching-learning process. With regular interactions of IQAC and Heads of the Department, Examination Committee makes plan for reforms in evaluation system.
- The institute internal evaluation process is decentralized in order to make it more transparent and objective.
- The institute has mechanism for transparent and robust internal assessment as below.
  - The transparency is maintained by sharing prelim examination answer sheet with students and the grievances of the students about assessment if any are addressed.
  - Prelim tests semester wise based University pattern are conducted by the subject departments.
  - Question papers are set as per the SPPU examination pattern.
  - Students are provided question bank which is maintained in the institute library.
  - The subject teacher monitors students field work, visit report and project works.
  - Oral examination based on practical work is carried out for the assessment.
  - The practical examination of Physical education conducted in the institute
  - The attendance record is a part of internal assessment maintained by each subject department

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

- The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIE and rectification of grievances is time bound.
- The institute follows strictly the guidelines and rules issued by the SPPU while conducting internals and semester-end examinations.
- At Institute level, an examination committee, comprising of a senior faculty as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process.
- The faculty distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the faculty. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned faculty will resolve the discrepancy, and the necessary corrections will be made.
- If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned.
- All such representations are taken positively and are reassessed by another faculty if necessary.
- Students are counselled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations.
- Within a time bound the Internal Assessment marks are entered in the University web portal.
- Result will be announced before commencement of University Examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

- In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the department offering the concerned program after rigorous consultation with all faculty.
- After attainment of consensus, the same are widely propagated and publicized through various means such as display and/or communication specified hereunder.
- Website
- Class rooms
- Notice Boards
- Practical area
- Student Induction Programs
- Meetings/ Interactions with employers
- Parent meet
- Faculty meetings
- Alumni meetings
- While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, class teachers, mentors, course coordinators inform the students and emphasize the need to attain the outcomes.
- Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program.
- Course co-ordinators prepare the PSOs, in consultation with faculties.
- The Head of the Department and subject experts, of the individual departments will discuss the same and approve it after endorsement by the Principal.
- Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program.
- The Course Outcomes (COs) are prepared by the course

coordinator in consultation with concerned faculty members teaching the same course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

- The course outcomes are mapped to the program outcomes which are used to provide the quantitative measurement of how well the program outcomes are achieved.
- The performance of the students in the examinations during the semester in course is used to compute the level of attainment of the POs and PSOs through the mapping of questions to COs and COs to POs and PSOs.
- CO-PO & PSO mapping for the course in the program is prepared by the Course coordinator in consultation with faculty members.

CO Attainment:

- Assessment methods include direct and indirect methods. The process of course outcome assessment by direct method is based on preliminary, practical and theory examination. Semester end Examinations is conducted twice a year and is descriptive.

Assessment of Course outcomes of Laboratories:

- This course is practical oriented which describe what students are able to learn in terms of knowledge, skills, and values upon completion of the said course.

Attainment of Program Outcomes and Program Specific Outcomes:

- This course which contribute to the PO are identified and is evaluated through the Course Outcomes using

direct (Internal (30% weightage) and External exam (70% weightage) assessments. The overall results from the assessments of the PO are compared with the expected attainment. The PO is considered satisfied on attainment of the expected level.

File Description	Documents
Upload any additional information	No File Uploaded
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

43

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)

<https://cesihm.com/SSS-Report.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)

0	
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)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
06	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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 are conducted to help the students in developing themselves as good citizens.

To develop constitutional responsibility, national development and integration by conducted activity Celebrated Constitution Day. Bike rally for "POSHAN MAAH" initiative

which aims to strengthen the efforts to end hunger and malnutrition among under privileged society.

Seminar to ensuring good Dental Health of Student and Faculty by Dental Check -Up.

To practice value system institute celebrated Youth Week as birth anniversary of Swami Vivekananda through online platform.

Rally on Gender Equity to prevent violence against women and girls. Societies that value women and men as equal are safer and healthier. Gender equality is a human right.

Seminar on HIV to Increased awareness of safe practices to prevent HIV infection.

To obey civil instruction - by participating and conducting Seminar on Gender Equity by Mrs. Vijaya Karande (Sr. Police Inspector Nigdi, Traffic Division) to prevent violence against women and girls

Program on International Women's Day - to celebrate the power and potential of women and girls. We recognize their courage, resilience and leadership.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

01



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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**

08

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

401

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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**

18

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

7

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

## 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.

#### Classrooms:

Classrooms and seminar hall are provided with sufficient sitting capacity as per the requirement of the class and are spacious, well-ventilated which is very much important in pandemic situations like covid-19. One classroom is ICT enabled classroom having facilities like Internet Connection, LCD Screen and CCTV cameras for security purpose. Podium for keeping the teaching material for effective delivery of lecture. The classrooms are well illuminated with natural and electrical light system. Generators are used for continuous supply of electricity.

The projectors and WiFi facilities are made available for the students and staff. Blackboard, Furniture and White Board are properly placed for usage. Seminar Hall with ICT facility for conducting Subject Matter Expert Lectures, Paper Presentation, Conferences and workshops.

#### Laboratories:

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.

#### Computing Equipment :

Wi-Fi facility with LAN connectivity. Students use the ICT facilities for their Project Presentations, Assignments and Preparing Study Notes & Menu Recipes.

#### Library :

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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure.html">https://cesihm.com/infrastructure.html</a>

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

Institute aim is to bring the harmonious development to the students. For this, the institute has a very good Football field, Cricket circle, Volleyball playground. A separate recreation room is available for carom, chess towards indoor games. One acres of land has been cleaned off and leveled for playground for events This encouraging performance in sports and games by our students is due to the interest shown by the management in providing the required facilities. Yoga As a part of character building with education,

Institute facilitates Yoga and Meditation Training for students and staff on regular basis by calling expert. Institute also celebrates International Yoga Day every year.

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.

Some interesting programs are, fancy dress, hair-dressing, rangoli, painting, quiz, model and poster making, essay writing, slogan writing preparation etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure-other-dept.html">https://cesihm.com/infrastructure-other-dept.html</a>

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

02

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure-ICT-at-institute.html">https://cesihm.com/infrastructure-ICT-at-institute.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

**Name of the ILMS software: Vriddhi Software**

**Nature of automation: Partially**

Version: 261.4

Year of automation: 2016

The Library is the knowledge resource centre of the Institute. Teaching and Learning system are supported by library through reading material. Library is well equipped with Reference Books, Textbooks, Journals and Newspapers etc. The faculty

members and students of the institution utilise the library for continuous learning and to enhance their knowledge.

Library is partially automated with 'Vriddhi Software' developed by Hindustan Computer Company. It is integrated with all Modules of higher education ERP and has a multi-user accessibility.

Highlights of Vriddhi Software:

1. User friendly interface: User friendly interface is designed while keeping in mind all types of users. This interface will make it really easy for Students and faculty members to operate the system.

2. Easy to customize: This ERP software is designed in a way that you can customize it according to our needs and policies.

3. 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.

4. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://cesihm.com/infrastructure-library.html">https://cesihm.com/infrastructure-library.html</a>

**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**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**0.24**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

41

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

IT infrastructure is continuously upgraded to promote better Teaching-Learning Facilities. Also, new IT equipment has been purchased as per the requirements. A well equipped computer lab is functioning in the Institute. The students of the Institute are access to the computer lab. All computers at the institute are connected with LAN. It gives information via connectivity of 30 Mbps. Wi-Fi facility is available in the institute campus. All teaching staff member use the ICT in the Smart Classroom and Conference Hall whenever needed. The different educational sites are shown to the students with the help of digital device.

The IT infrastructure is efficiently maintained to support the academic activities carried out in the Institute. In order to ensure uninterrupted power supply to the computers, we have a UPS and Diesel Generating Set, well maintained by competent agencies. Thus, we assure that the lectures and lab sessions are not affected in case of power failures.

Most of the official work is being done with the help of ICT. The Institute regularly maintains the IT facilities. Following are some basic facilities for updating:

- Anti-virus is regularly installed in computer. All computer has anti-virus
- CCTV is installed in every Classroom, Laboratories & Library
- Use of ERP to update information about teaching, learning and evaluation.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure-ICT-at-institute.html">https://cesihm.com/infrastructure-ICT-at-institute.html</a>

#### 4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

29.70

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**Laboratories:-**

All Laboratories equipment are maintained by technical supporting staff. If need be, services are hired from outside agencies also. Stock register is well-maintained. New equipment are purchased on demand. The lab attendant and a sweeper maintain its proper cleanliness.

**Library:-**

Books storage racks are segregated as per the subjects and are labeled for easy tracking. Naphthalene balls are placed for the security of the books and journals. Binding of books is done when required. Two CCTV Cameras are also installed. Accession Register, Stock Register etc. are maintained properly. Annual Verification & Physical check-up of books are done yearly.

**Sports Facilities:-**

Sports ground is available for outdoor sports activities which includes basketball, volley ball, cricket ground etc. Indoor games facilities such as carom, chess etc. are also available for the students during their free time. The same is maintained by the in-house sports in charge.

**Computers:-**

The computers are monitored and maintained time-to-time. All computers and peripherals are checked by respective technical assistant for any problem. Software updates and ICT tool and internet related problems are resolved from the respective service providers.

**Classrooms:-**

All the classrooms are airy and well ventilated and has desired infrastructure. Maintenance of furniture like benches, tables etc is done regularly. HD CCTV cameras have been installed in the campus & classrooms for security checks.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://cesihm.com/infrastructure.html">https://cesihm.com/infrastructure.html</a>

**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**

40

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)	<a href="#">View File</a>

**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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

06

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

88

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

88

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>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</b>	<b>A. All of the above</b>
---	----------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>

<b>5.2 - Student Progression</b>
<b>5.2.1 - Number of placement of outgoing students during the year</b>
<b>5.2.1.1 - Number of outgoing students placed during the year</b>
<b>40</b>

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
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.**

02

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

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 )

The motto of the Institute is 'Youth Empowerment through Quality Education'. So enough representation is given in the co-curricular, extracurricular activities of the Institute and partial representation at the administration level. The Institute is involved in a number of activities at institutional and societal level. Most of the activities are monitored and executed by the students because they are the members of that town. Apart from them, other active students are also involved in the various committees as per their expertise.

Students are actively involved in the statutory committees like ICC, Student Grievance Redressal Committee etc. In the Student Induction Programme they are informed about the functioning of the Institution and their role. The Institute convinces the students that it's an opportunity to develop their overall personality. At the administrative level, Council plays a very significant role by providing proper feedback of all the students to the institution.

There is specific work for NSS, Cultural Activities etc. in which not only students' council but majority of the students are involved and actively participated. With the help of Student council cultural events are organized in the Institute. Truly, council helps students to engage in a concrete partnership with all the stakeholders in functioning of the Institute.

File Description	Documents
Paste link for additional information	<a href="http://cesihm.com/Operational-committee.aspx">http://cesihm.com/Operational-committee.aspx</a>
Upload any additional information	<a href="#">View File</a>

**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**

04

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

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

There is a legacy to give back to the Institute once students graduate and take leap forward in the world of industry of Hotel. The Association envisions aiding and assisting the Institute management in undertaking any developmental activities for the overall development of the institution. The registration to the Association is open to all the Bonafide students of Dr. Arvind B. Telang IHM.

This Institute has become an icon by nurturing not only good students but also good citizens. It aims at enhancing employability and entrepreneurial skills amongst youth by collaborating with the institute for various events so as to bridge the gap between academic and corporate. Most of the



Alumni of our Institute working at respective positions in different sectors of the Hospitality Industry and they have a good experience also to give best to our current students.

It serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution, to promote and encourage friendly relations between all members of the alumni body, to guide and assist alumni who have recently completed their courses to obtain employment. They also provide guidelines to the students for better career and give the information about the latest industry requirements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## 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:** Governance is incorporated in areas of administration, finance and accounts, student admission support and examination.

Decisions related to academic, curriculum development, administration, finance, infrastructural development, extension, co-curricular and extra-curricular activities are conceived, planned and executed with adequate representations and involvement of

Stakeholders.

Perspective plans: The transparent nature in the dynamic processes of policy framing, knowledge sharing, feedback appraisals and action implementations enhances the governance of the College.

Participation of the teachers in the decision making Bodies:

The Management enlists the talents of the staff in shouldering various administrative responsibilities and appoints them as officials that include IQAC Co-ordinator, Controller of Examinations, Heads of various Departments, Office Superintendent, NSS Program officer, Scholarship In charge and Coordinator of various cells.

File Description	Documents
Paste link for additional information	<a href="https://cesihm.com/vision-mission-core.html">https://cesihm.com/vision-mission-core.html</a>
Upload any additional information	<a href="#">View File</a>

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

- The institute promotes and practices decentralization in all academic and administrative activities.

Administrative Decentralization:

- Board of Governance comprises of the institute has Representatives of statutory bodies, Principal and other Faculty are responsible for planning and policy development, institutional budget, academic growth of the institute.
- The Principal gives directives to the departmental heads to prepare the annual departmental budget.
- The HOD conducts a meeting with all the faculty members

of the department and asks them to submit requirements along with relevant quotations, depending upon the need of the syllabus and current industry trends. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries.

- Further, HOD prepares a consolidated report and submits it to the Principal for approval.
- The Principal consolidates requirements of all the departments and forwards it to the management for approval. The sanctioned budget from the management is received by the institute.

**Academic Decentralization:**

- There are different committees that give academic and administrative leadership to the institute.
- Student Development Committee (SDC) is to identify the potential of each student and to facilitate them in achieving their academic goals.
- Also Anti-Ragging Committees take care of healthy, enjoyable and disciplined culture in the institute. It comprises of the Principal, Senior Faculty members and student representatives.

File Description	Documents
Paste link for additional information	<a href="https://cesihm.com/Operational-committee.aspx">https://cesihm.com/Operational-committee.aspx</a>
Upload any additional information	No File Uploaded

**6.2 - Strategy Development and Deployment**

**6.2.1 - The institutional Strategic/ perspective plan is effectively deployed**

- Perspective/Strategic plan focuses on current trends and disrupting forces in higher and technical education which when adopted can show better performance.
- It makes an assessment of stakeholder's expectations, students, faculty members, employers, and needs of the people of the region.
- The institute has student centric approach and stakeholders are the final beneficiary of these developments.
- Strategic plan includes the following:

- Encouraging high quality Industry engagement, Entrepreneurship, Alumni engagement and Social outreach through NSS.
- The activities are planned in the beginning of every academic year through the Academic Calendar and suggestions are sought from faculty members.
- Development Plan is a quality initiative which concentrates on the development of the departments in terms of infrastructure, faculty strength, faculty achievement, students' development and student achievement. The plan is finalized by the HODs of all departments in consultation with their faculty members. This plan is then discussed in the HODs meeting with the Principal, followed by approval from the management.

The salient features of the strategic plan are:

- Sign MoU with industry for Internship, interaction, inviting experts for interactive sessions.
- Introduce Certificate/Value Added Courses
- Guest Lecture, Association Activities of respective departments
- Industrial and Field Visits, Alumni interaction
- Purchase of Practical Equipment, Software purchase
- Internships and Industry based projects for students

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://cesihm.com/6.2.1.pdf">https://cesihm.com/6.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

- The overall planning and development of the institution is done by the Board of Management under the President ship of the Chairman.
- The day-to-day administrative affairs of the institute are managed by the Principal and the teaching - non teaching faculty.

- The Principal is also the academic head, ensuring the proper conduct of all the academic and extension activities.
- The Board of Management nominates other academicians and experts in to these Bodies to strengthen the functioning of the institute.
- The programmes, courses and activities are periodically evaluated by the institute.
- There are Committees, Cells and Associations focussing on specific tasks and roles in the institute.
- The executive leadership is shared with the Principal, the Controller of Examinations, IQAC Co-ordinator and all the Heads of the Departments.
- The Management encourages the faculty to participate in various committees. This enhances the leadership qualities and skills.
- The power delegation and decentralisation of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation.
- The Management plays a crucial role in enriching the bottom-up approach in planning and execution of various academic activities.

File Description	Documents
Paste link for additional information	<a href="https://cesihm.com/Statutory-committee.aspx">https://cesihm.com/Statutory-committee.aspx</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

- **Employees Provident Fund as per PF rules:** Keeping in view the future safety of employees, the institute contributes specific amount towards PF of an employee as per PF rules.
- **Gratuity:** Gratuity is applicable to every staff after five year of permanent service.
- **Full paid Maternity Leave:** Under humanitarian grounds, sanstha provides 180 days full paid maternity leaves to all eligible female employees.
- **Fee concession to wards of economically weak staff:** The provision is made for financial support to economically weaker staff of sanstha in the form of fees concession to their wards.
- **Encashment of Earn leave at the end of service:** At the end of service of an employee, he/she can en-cash his/her earned leaves as per the rules of sanstha.
- **Salary timely credited to bank account of employee:** In each month, the employee gets the salary on time through bank accounts only. The sanstha credits the salary on time at beginning of every month.
- **Festival or Medical advance:** Teaching and Non-teaching staff can avail interest free festival or Medical advance.
- **Medical leave:** Facility of medical leave to teaching and non- teaching staff during the academic year
- **Internet and free Wi-Fi facilities** are also available in campus for staff
- **As Institution has a multicultural environment in the campus;** the management ensures the celebration of all the festivals together.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

05

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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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

04

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

- A good performance management system works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements



of the overall organisational mission and vision.

- An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In line with this, the Institute is following the appraisal scheme Performance Based Appraisal System (PBAS).
- In this the performance s are classified into three Categories
- (i) Teaching, Learning and Evaluation related activities
- (ii) Co-Curricular, Extension and Professional Development related activities
- (iii) Academic Contributions
- These are called Academic Performance Indicator (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member.
- Further, at the end of each semester, feedback forms are issued to the students for the course.
- The feedback forms in the form of questionnaire collect information about the faculty and different aspects pertaining to the teaching process.
- 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	<a href="https://cesihm.com/Statutory-committee.aspx">https://cesihm.com/Statutory-committee.aspx</a>
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 institute has the budgetary control system to monitor the effective and efficient use of financial resources.
- Finance department headed by the principal, treasurer of the management and institute accountant.
- At the beginning of the academic year the annual budgets are prepared.
- The finance committee has fixed the limits of total recurring and non-recurring expenditures based on the income and resources of the institution.
- The institute regularly follows internal and external financial audit system. The institutional accounts are audited regularly by both internal and statutory audits.
- Institute accountant verify all vouchers of the transactions that are carried out in each financial year.
- The institute accountant should verify that the fees are collected from all the students and if there is any concession, the same is granted by a person who is so authorized.
- The internal auditor should also ensure that the fees received in advance and fees receivable are properly accounted and irrecoverable fees are written-off under the authorization of the appropriate person.
- Minor errors when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future.
- The auditor verifies the income and expenditure details of the institute as per the balance sheet. The external auditing is done by a Chartered Accountant, specially designated for this purpose.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

1,00,000.00/-

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

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

- The institution always monitors the effective and efficient use of available financial resources for the infrastructure development to support teaching learning process.
- Institute is a self-financed private institution; tuition fee is the main source of income.
- All the administrative and academic heads along with coordinators of different cells (viz., library committee (for the purchase of books), software and internet charges, printing and stationary, equipment and consumables, furniture and fixtures), will submit the budget requirements for the coming academic year.
- The finance department prepares an annual budget estimate duly considering the proposals received and also the recommendations of the principal and management.
- All the major financial decisions are taken by the institute's Accounts department on direction of Principal
- Institute adheres to utilization of budget approved for academic expenses and administrative expenses by management.
- After final approval of budget the purchasing process is initiated by purchase team. which includes quotations and purchase orders are placed after final negotiations.

- All transactions have transparency through bills and vouchers. The bill payments are passed after verification of items.
- Faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.
- The entire process of the procurement of the material is monitored by the IQAC, purchase team and principal.
- Financial audit is conducted by chartered accountant for every financial year to verify the compliance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC is one of the major policy making and implementing unit in our institute. It strives hard for upgrading the institute infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education.

Practice I) Workshop on Dental Check-up under SPPU NSS unit on 24/11/2021 Dr. Pradeep Makasare (Smileline Dental Hospital & Implant Center, Pune)

Practice Outcome: Students learned about periodic dental check-up is important for one's health. Not only do they keep your gums and teeth healthy but they also ensure overall health and hygiene in the long run.

Practice II) Online webinar on National Youth Day under NSS on 15/01/2022

Guest Speaker - Mr. Swamiraj S. Bhise (Cultural Coordinator, Student Development Board, SPPU, Pune)

Practice Outcome: National Youth Day, celebrate as birth of Swami Vivekananda, students were motivate and encourage being positive and happy in life. "The occasion of Youth Day

reminds us that without youth, no country has any growth and future. Swami Vivekananda wanted the youth to train itself in order to serve humanity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

After establishing the IQAC in the institute, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

- 1) Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.
- 2) Establishment of various processes to take feedback/surveys from various stakeholders.
- 3) To implement and enhance the use of ICT tools to strengthen the teaching-learning process.
- 4) Establishment of the Mentor-mentee process and its effective implementation.
- 5) To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

Practice I) International webinar conducted on Trending Innovation in Continental Cuisine on 29/06/2021 By - Chef Anish Divikar (Executive Chef - Global Taste Company Commercial Service, Saudi Arabia)

Practice Outcome: Students were learned about vegetables cutting techniques, method of cooking, handling of perishable & non-perishable food material, plating skills, knowledge about food temperature etc.

Practice II) SYBScHS Students Industrial Canteen visit at Marigold Banquets and Convention, Bavdhan, Pune on 17/11/2021

Practice Outcome: The main aim of student visit to experience about industrial work culture, mass cooking, handling giant equipment's, and utensils etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://cesihm.com/IOAC-21-22.pdf">https://cesihm.com/IOAC-21-22.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 equity is one of the many principles that are followed**

at our institution. We ensure to bring in a positive change in the approach and support equity among the genders within the institute. The institute conducts regular awareness-raising activities in class in their daily teaching. Some of the initiatives planned by the institute to sensitize the students are listed below:

**INITIATIVES PLANNED:**

§ To organize a lecture on health and personal hygiene to lead a healthy life.

§ Creating awareness among the girl students regarding gender-based.

§ To conduct regular meetings of the girls' students to discuss issues related to safety and security and to resolve the grievances if any.

§ To provide counseling to the students - During free time teachers always engage themselves in counseling the students in regard to their studies, extracurricular activities and their behavior within the campus and beyond. The students always have free access to the teachers about any problem they face.

§ To provide Mentorship in the institute where students can approach the faculty in matters related to gender issues.

§ Providing equal opportunities in curricular/co-curricular activities to the students of the institute.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.cesihm.com/7.pdf">https://www.cesihm.com/7.pdf</a>
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**

**C. Any 2 of the above**

conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 institution takes all measures and precautions to ensure the campus is free of plastic materials and other harmful wastes. Separate dustbins are provided in the campus for dry wastage. Garbage is collected daily on regular basis from the Institute area and classrooms.

In Solid Waste Management, we stress on three different kinds i.e. Reduce, Reuse and Recycle. Reduce: The reduction in use of raw materials, Reuse: Reuse of waste materials and Recycling: Recycling of those of materials.

It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are implemented for disposing of solid waste. Being a Hotel Management Institute we have

three kitchen labs, the kitchen waste which we accumulate from this labs

are collected and decomposed in containers to compost under the guidance of consultant which is used as manure for institute trees and plants.



**E-waste management**

Electronic goods are put to optimum use. The minor e-waste such as CDs, batteries, fluorescent bulbs, and electronic items are deposited in the E-Waste Box provided in the library. Other Major E -Waste is disposed according to the policy.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://www.cesihm.com/7.pdf">https://www.cesihm.com/7.pdf</a>
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	<a href="#">View File</a>
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:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**

A. Any 4 or All of the above

- 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	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

**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**

**D. Any 1 of the above**

**copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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).

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy, and set communal harmony. To develop emotional, religious feelings among the students and the faculty, commemorative days are celebrated in campus with the initiative and support of the management for not only recreation and amusement but also to Generate the feeling of oneness and social harmony.

The extension activities are targeted towards enabling a holistic environment for

student development. Institute has always been at forefront of sensitizing students to cultural, regional, linguistic, communal, and socio-economic diversities of the state and nation.

The institute celebrates cultural and regional festivals - Youth Week, Constitution Day, etc. to teach tolerance and harmony to the students. The Gender Equality Policy focuses on equal access, opportunities, and rights for women and men. Motivational lectures of eminent persons of the field are arranged for all-round development of students for their personality development, to make them responsible citizens following national values of social and communal harmony and national integration.

In this way institute's initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- Institute has been committed to educating our students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties.
- Republic Day and Independence Day are enthusiastically celebrated to imbibe patriotism.
- The National Service Scheme unit is dedicated to creating a 'sense of patriotic commitment' for national development. Programme besides participating in the Republic Day, NSS Camp, NSS unit where students engage in community service programs.
- Institute also initiated the recycling campaign
- Constitution Day is celebrated where fundamentals of right, values, duties and responsibilities of citizen as stated in constitution of India are made aware to the students, teaching and non-teaching staff.
- Sensitization of students and employees of the Institution to the constitutional obligation is done through curriculum activities. Students having a subject on Environment science in their Second and Third year which gives them insight into environment protection, wildlife protection, forest protection, global environmental concerns etc.
- Students are sensitized for civic sense and other social issues along with their rights, duties and responsibilities as a citizen through activities organized by NSS unit.
- NSS unit of the institution conducts Online webinar on celebration of Youth Week (Thinking of Swami Vivekananda and today's youth)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The Institute actively celebrates national and international commemorative days, events and festivals. The students enthusiastically participated in the following events:

- Every year the Institute observes Republic day, Independence Day, Teacher's Day, NSS Day, Constitution

Day, and Voters Day. Students, staff and dignitaries attend these programs in large numbers. This is an attempt to inculcate in the minds of the students a sense of patriotism. On Republic Day and Independence Day the principal as Head of the institution receives the salute of the cadets thereby, they cultivate the habit of being obedient to the institution where ever they are.

- The binding between the students and the teacher is strengthened through the observance of teacher's day.
- Online World Tourism Day was celebrated on 28th September 2021 -highlights the power of "Tourism for Inclusive Growth."
- The International Women's Day was celebrated on 8th March 2021 -to empower the women to empower society and make stable.
- International Yoga Day was celebrated to spread awareness about the important health benefits of practicing yoga.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
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 an 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.

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.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

Institute is very keen at facilitating personal commitment to the educational success of students and thus academic

department prepares the academic calendar before the semester.

Past few years to change the Teaching - Learning environment into activity based learning. Following methods are adopted to transform the academic environment:

- Changing the teaching methodology by encouraging the faculty to use PPT where ever required.
- Extensive use of online - content and other video lectures.
- Faculty is allotted 31 students to whom one acts as a mentor, who identifies the academic and personal problems of ward.
- Arranges guest lecturers periodically addressed by the eminent persons from

Industry and Academic Institutions.

- Personality development seminar is being conducted for all years.

In addition to the classroom interactions, following are the other methods of learning experiences provided to the students:

- Industrial visit
- Seminars / Workshops
- Providing access to e-journals and e-books.

To obtain feedback from parents, students and alumni through informal contact to obtain information about qualitative changes which are required:

- Students give feedback about the faculty at the end of year.
- Feedback is taken from the parents of the wards.
- Feedback is also taken from alumni.



File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- The Institution is prioritizing 2nd Cycle NAAC Accreditation. For this the preparation of SSR and IIQA is to be started very soon.
- To facilitate a Research Environment in the Institute, this encourages Faculty and Students to undertake Research
- To emphasize on publication by Faculty members in national and international level Journals as well as books.
- Encourage Faculty members to apply for research projects.
- Continue to provide quality education.
- Encouraging all departments to undertake Career counseling programs.
- NSS activities to be accentuated.
- Student exchange and Faculty Exchange Programme to be undertaken
- Signing of MOUs with different Institutions to ensure quality education.
- Initiatives for an eco-friendly learning space. Conducting programmes to encourage and support students to become entrepreneurs.
- To set two new Best Practices for the Institute academic sustainability in competitive environment for next five years.
- To set a goal for Institutional Distinctiveness as Institute USP (Unique Sale Prospective).