

# **SELF STUDY REPORT**

**FOR**

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

## **ATHARVA COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

S NO.263, PLOT NO.8-12, MALAD MARVE ROAD, CHARKOP NAKA, MALAD  
WEST, MUMBAI-400095.

400095

[www.atharvahmct.edu.in](http://www.atharvahmct.edu.in)

**SSR SUBMITTED DATE: 20-10-2018**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**October 2018**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

**Atharva College Of Hotel Management and Catering Technology is a self financed based college which is a concept of Atharva Educational Trust.**

**The college is spread over 1.5 acres and it is strategically situated in a prime location of the city. The institute is affiliated to University of Mumbai. The college offers quality education in order to groom students to excel in the hospitality industry and related fields.**

**Atharva College Of Hotel Management And Catering Technology is known for its dedicated teaching faculties, quality learning environment and excellent infrastructure. The college is well equipped with training facilities to enable students to learn in an industry oriented environment.**

**Students have access to training kitchens, Food & Beverage Service Restaurants, Housekeeping Laboratories, Reception, SPA, Banquet Hall, Hotel Accommodation within the institute which emphasize on skilled development on a practical front.**

**Support facilities such as Library and Information Technology Laboratory gives students and faculty members a convenient access to available study material.**

### **Vision**

**"Atharva college of hotel management aims to constantly strive & provide comprehensive hospitality education in a healthy learning environment, nurturing the hotel management professionals for the competitive world."**

### **Mission**

**"To provide the best educational opportunities in most conducive work culture with highest level of professionalism & dedication in progressively enhanced manner."**

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

### **Institutional Strength**

- The college functions with proper planning, excellent infrastructure with well equipped classrooms, examination centre, computer laboratory.**

- **In order to provide practical exposure in the core department i.e. Food & Beverage Service, Food Production, Housekeeping, Front Office to the students, the college has Food & Beverage restaurants such as "Ozone", "Mirage". Hotel Room set up for Housekeeping, Reception area for Front Office and well equipped kitchen and bakery.**
- **Students are under the mentorship of the faculties and they are also monitored. Special care is taken if any student is found to be a slow learner or any other problem that enables enhance the overall academic performance of the students**
- **The college has Training and Placement Department which has a strong network that ensures the placement of most of the students in finest properties.**
- **The college encourage students to participate in co-curricular activities, which proves to be beneficial for overall development. Various competitions such as Mystery Box Challenge, Mocktail Making, Flower Arrangement are held**

#### **Institutional Weakness**

- **Non availability of Faculty members with PhD**
- **Requires a strong Alumni association**
- **Usage of I.T infrastructure is not to its optimum level**

#### **Institutional Opportunity**

- **Good recognition in industry circles evidenced by placement of students**

#### **This can help in building stronger links within the industry**

- **The college has the required infrastructural facilities to have collaborations within the hospitality industry in order to provide better opportunities for students**
- **Due to high intake of students every academic year, it is possible for the Institute to generate superior quality working professionals into the industry**

#### **Institutional Challenge**

- **Difficult to cope up with the technological advancement in the industry**
- **Difficult to coach students with a language barrier**

- **Moulding students on a regular basis in a way that they adapt to the ever changing scenario of the hospitality industry**

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Atharva College Of Hotel Management And Catering Technology being the affiliated institute ensures to impart knowledge as per norms of Mumbai University through proper planning. Hotel Industry is more of practical work, thus to ensure that students acquire practical knowledge. For effective and smooth conduction of teaching scrupulous planning is done before the commencement of the semester. Regular tests are being conducted so as to find that students have grasped whatever has been taught to them in classroom lecture and practical sessions.

Looking into the requirements of current industry trends and gap between the syllabus of the University and requirements of the industry, Bridge courses are introduced so that students are well groomed for the competitive environment of the Hotel Industry.

Efforts are been taken by introducing Value Added courses which develops the personality of the students.

Well managed Feedback system mechanism for students and faculties ensures effective teaching and learning process.

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

At Atharva College of Hotel Management and Catering Technology ensures that it is achieved by hiring best faculties with vast industry and teaching experience . The admissions of students are done by CET, Group discussions and Personal Interviews. Teaching plan is made by each faculty before the start of the semester for smooth function. Progressive file is maintained for each subject for the entire semester which is updated on a weekly basis .Regular test are taken to understand if the student has gained knowledge on the particular topic. Feedback mechanism is followed for faculties to ascertain the effective teaching and learning process.

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

Atharva College of Hotel management and catering technology believes in their faculties and students and encourages them to give regular feedback and suggestion for quality enhancement.

As the college offers the state-of-the art resort style building which enables them to go for research in their respective domains.

**Institute conducts Industrial Visit /workshops / seminars, theme lunch competitions etc. every year to develop research culture among the faculty and students. Institute invites eminent people from hospitality industry for their expertise and knowledge.**

**Our students and staff are socially sensitized and made aware of their responsibilities through community services programmes organized by Atharva Foundation Trust like Swachh Bharat Campaign, Save Green Environment etc and One for all, all for one for soldiers Martyrs .**

**Institute has adopted numerous innovative practices to get by the demands of changing world. The infrastructure of the college ensures the uses of water purification plant and waste water treatment plant.**

### **Infrastructure and Learning Resources**

**At Atharva College of Hotel Management and Catering Technology, we strive in giving the best to our students. Along with the theoretical aspects we also provide well equipped practical exposure in all the departments.**

**As hotel management is more to do with practical aspects, in terms of physical facilities with 11 high-tech classroom, an executive education centre, a 75-seat training dining room called Mirage, a 25-seat training bar called O-Zone Resto Bar, a Cheese and Wine Cellar, four test kitchen, a 500-seat auditorium, 2 computers labs, a library, café , a training Spa , Swimming pool and a fitness centre, HouseKeeping Lab, Crystal Banquets.**

**The library is well equipped with all the study material right from textbooks, reference books, bibliography, journals, and question papers for reference to the students to ensure smooth functioning and overall development in their academics.**

**Along with these amenities, we have a huge campus which has Wi-Fi connectivity in all the core departments of the college. We also have two in house IT Laboratories that provides practical exposure to students and staffs to update themselves with the current trends and technology pertaining to the industry.**

### **Student Support and Progression**

**The institute prepares the admission prospectus with all the details of infrastructure facilities, programs offered, activities, rules, regulations etc, the same is also informed to perspective students and general public through website, leaflets and pamphlets. Economically weak students can work after college hours for earning remuneration. A campus provides medical assistance to students . Students are provided every opportunity to get involved in curricular and co-curricular activity through participation in various institute level and competitions such as Chef Competition, Bartending competitions, exhibitions, food stalls, Seminars, VIP catering and food festivals etc. Large no. of students are entrepreneurs, benefitting from the efforts of entrepreneurial guidance.**

**The placement cell continuously looks out for any placement opportunities. The institute has constituted various cells to address the issue of grievances. Students have regular hotel visits and events (both**

internal & external), activities that upgrade their professional abilities. Institute publishes Newsletters known as “ATHARVA TIMES” where students contribute through articles, recipes, reviews of hotels and restaurants and interviews of hoteliers. Institute has in place, an effective mentoring system in the form of class co-ordinator, & Faculty counselor through which students ‘performance and difficulties are assessed at academic and personal level. Feedback is collected formally and informally from all the stakeholders that help in constantly improving and upgrading our curriculum and enhances our facility and resources.

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

"Atharva College of Hotel management & catering technology aims to constantly strive and provide comprehensive technological education in a healthy learning environment, nurturing young hoteliers to become excellent leaders for the hospitality world."

Translating vision into a reality and achieve the objectives with the help of the multiple committees that exist within the department, whose responsibility is to plan out developmental activities and ensure their timely execution. With the help of Internal Quality Assurance cell (IQAC) 2 new food and beverage outlets were introduced for students use. Quality initiatives for slow learners were executed successfully. Faculties and their New methods of teaching along with guest lectures helped the student benefit in knowledge.

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

Atharva College of Hotel Management and Catering Technology believes and strongly enforces gender equity. It shows gender equity by providing facilities such as safety, security, counseling, locker room facilities, swimming pool, mess facilities without any gender biases.

The institution is sensitive to environmental issues. It observes good practices such as clean up drive, water conservation, energy conservation, waste management etc.

It takes necessary efforts to maintain the green landscaping of the campus.

The institution aids differently-abled students in such a way that it is possible for them to excel academically on the same lines as other students

The institution functions as per its code of conduct and promotes human and national values among its staff and students. There is transparency in finance, academics, administrative and auxiliary functions of the institute.

The Institution fulfills its social responsibilities and upholds its values in its regular activities.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ATHARVA COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
Address	S No.263, Plot No.8-12, Malad Marve Road, Charkop Naka, Malad West, Mumbai-400095.
City	Mumbai
State	Maharashtra
Pin	400095
Website	<a href="http://www.atharvahmct.edu.in">www.atharvahmct.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	Anjana Sen	022-40294941	9820679389	022-40294911	exam@atharvahmct.edu.in
Principal	Joseph Julius Furtado	022-40294941	9892850730	022-40294911	reception@atharvahmct.edu.in

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	



Date of establishment of the college	09-07-2007			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Maharashtra	University of Mumbai		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	S No.263, Plot No.8-12, Malad Marve Road, Charkop Naka, Malad West, Mumbai-400095.	Urban	1.5	10968

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Hospitality Studies	36	HSC	English	240	192

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				27			
Recruited	0	0	0	0	0	0	0	0	8	11	0	19
Yet to Recruit	0				0				8			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	2	13	0	15
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	0	0	1
Yet to Recruit				1

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	5	0	7

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	3	0	4

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		1	3	0

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	413	14	1	0	428
	Female	124	1	0	0	125
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>						
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
SC	Male	20	0	0	0	
	Female	8	0	0	0	
	Others	0	0	0	0	
ST	Male	2	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
OBC	Male	24	0	0	0	
	Female	6	0	0	0	
	Others	0	0	0	0	
General	Male	373	0	0	0	
	Female	111	0	0	0	
	Others	0	0	0	0	
Others	Male	9	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
<b>Total</b>		<b>553</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 1

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
487	361	340	285	235

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
540	420	360	300	240

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	84	92	49	51

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	14	15	15	14

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
18	14	12	10	8

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 9**

#### Number of computers

**Response: 51**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
333.81	305.01	356.37	226.11	211.55

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

The institute is affiliated to Mumbai University and implements curriculum which is prescribed by Mumbai University(MU). The college follows the norms of Mumbai University for implementation of curriculum, admissions, and evaluation process. The college inculcates the vision that aims to constantly strive and provide comprehensive hospitality education in a healthy learning environment, nurturing the hotel management professionals for competitive world. Hospitality Studies operations are more of practical in nature than theoretical relevant to operations the steps are taken. To accomplish the vision the principal of the college ensures that effective strategies are used for implementation of curriculum. Faculties are encouraged to use innovative methods such as presentations, practical assignments, case studies, seminars, workshops, guest lectures, industrial visits, industrial training, to impart knowledge. Students are also sent for waitings so that they have practical knowledge of service. At the beginning of the semester we prepare Teaching Plan which includes the planning for the whole semester. Academic Calendar that is provided by the university is followed while preparing the teaching plan. The college has well equipped library with reference materials like books, magazines, e-journals that help students and teachers. Library committee ensures that regular meetings are conducted and appropriate decisions are taken for the procurement of books, magazines, e-journals. Every faculty has to maintain their course file which is supervised by IQAC members. We also have Mentor-Mentee system where a faculty is a mentor and under one mentor there are 30 students as mentee. Mentor conducts regular meeting with mentees so that their overall performance is improved. Students those who are weak and needs extra attention are given appropriate guidance. The academic performance of the students is monitored by taking internal test, practical test , journal submission and also food festivals are conducted where students gain practical knowledge of planning, managing, and executing the event. Feedbacks from student, faculties, industry and alumni are taken in to consideration.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response: 0**

**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**



2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 6.67

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

<b>File Description</b>	<b>Document</b>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**

**Response:** 0

1.2.1.1 How many new courses are introduced within the last five years

<b>File Description</b>	<b>Document</b>
Details of the new courses introduced	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

**Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 32.66

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
234	196	167	18	13

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

## 1.3 Curriculum Enrichment

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

Response:

Mumbai University has introduced the subject Environmental Studies in semester VI so that students are aware of environmental issues and can contribute towards mother nature. In the college we also have green audit team which works for the awareness of all the environmental issues and also conducts programs like "Swach Bharat ", "Atharva Clean Drive", "Tree Plantation" in order to spread awareness among the youth. The college campus is surrounded with lush green trees. The college has also made some efforts towards cross cutting issues such as: Student Grievance Committee which is monitored by the senior faculty in order to look into the problems that a student faces. We also have Women Cell which includes senior female faculty who takes into consideration women related issues. Women Cell conducts women safety session during orientation of the students, also celebrates International Women 's Day, and conducts regular meetings to address grievances if any. Industry Institute Interaction Cell maintains the cordial relation with the industries in order to maintain the industry standards in the college and also helps in the placement. Girls and boys locker rooms are available where they keep their belongings, we also have SPA facility for girl students as grooming is very important in the industry. In the premises swimming pool facility is provided to all the students where they are allowed to use the pool before and after the college hours. Efforts are

taken to address social and ethical issues. The college also has Anti-Ragging Committee to ensure ragging free campus.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response: 5**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response: 28.75**

1.3.3.1 Number of students undertaking field projects or internships

Response: 140

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 2.29

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	4	0	8	10

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 92.7

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
487	361	340	285	235

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
540	420	360	300	240

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response: 0**

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:****The institution realizes that although all humans are not born equal, all must be****given equal opportunities. The institution has a moral responsibility to society. It strictly adheres to governmental policies regarding the needs of differently-abled****students.****During admission, assessment of the student is done on the basis of their 12th Standard percentage and is also based on their performance in the Personal Interview conducted for each student. This interview is conducted by Senior Faculty members of the Institute at the time of admission. Students undergo an orientation process, which helps them better understand the working of the Institute. Students are assigned with a counsellor whom they can approach in case of any grievances or clarifications.****Introductory lectures for all subjects are devoted to discuss and understand special needs of the students.****Considering their 12th Standard Percentage, class performance, communication skills the Institute categorizes the student's needs in following ways**

- **Slow learners**
- **Average learners**
- **Advanced learners**

**Students of each category are counseled and are provided with required teaching support.**

**Students are encouraged to submit regular class work, assignments and projects and are evaluated on this basis. Challenging topics are identified. Guest lectures by industry professionals are conducted so that students are better able to understand the ongoing trends in the industry.**

**The college library provides journals and eBooks, through which the students can gain knowledge on the advanced topics.**

**Topics over and above the syllabus are also covered to give students a better grasp of the subject.**

**To bridge the knowledge gap of the students, various add-on courses were introduced for the students.**

**The hospitality industry is a practical oriented industry. The college has state of art infrastructure which facilitates effective practical training sessions for the students.**

**Extra attention is paid to slow learners by providing extra teaching and training hours. Doubts, if any are cleared with the concerned faculty members during these sessions. If required extra training sessions are arranged for the students.**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **2.2.2 Student - Full time teacher ratio**

**Response: 28.65**

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

### **2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response: 2.26**

#### **2.2.3.1 Number of differently abled students on rolls**

**Response: 11**

<b>File Description</b>	<b>Document</b>
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</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**

### **Response:**

**Taking into consideration the Academic Calendar and the syllabus designed by the University of Mumbai following steps are taken in order to enhance the teaching and learning process.**

**Subjects are given to the expert faculties of their domain, time table is prepared considering the syllabus and displayed on the notice board. A copy of the same is handed out to the concerned faculties.**

**Interactive classroom session are held. Audio visual aids such as PowerPoint presentations and demo videos related to each subject are incorporated into daily lectures by the faculties. This enhances the learning experience of the students. Role Plays are taken in the classroom in order to make students understand situation handling of particular scenario.**

**Soft skills and personality development lectures are conducted for the students to build confidence before they step out into the industry.**

**Guest lectures by professionals from the industry are organized by the training & placements department, to cover content that is currently trending in the industry. Bridge courses are organized for students so as to cover out-of-syllabus topics.**

**Industrial visits are arranged throughout the year to give hands-on experience to students.**

**Food festivals and similar events are organized to bring out the potential of the students. During such events, students are able to put into practice most of the topics covered during the course of lectures.**

**Computer Laboratories with Internet Connection permit the students to widen their knowledge and skills.**

**Through regular Student interactions, corrective actions wherever required are taken in consultation with the Head of the Institution**

**The examination results are declared on the notice board by the examination section.**



File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 111.76

#### 2.3.2.1 Number of teachers using ICT

Response: 19

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 25.63

#### 2.3.3.1 Number of mentors

Response: 19

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

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

The college encourages various innovative & creative teaching methods apart from traditional way of teaching in order to boost the ability to learn and to teach students. The organization encourages the faculty to complement the academic system with practical skills through various new teaching methodologies. Well equipped laboratories such as Kitchen, bakery, housekeeping lab, Ozone(restaurant), Mirage(restaurant), SPA, guest rooms, banquet enable students to acquire practical knowledge.

**Some key innovative practices are:**

- **Individual and group presentations within the class are encouraged to build the confidence of the students.**
- **Role Plays(Case studies) methods are adopted as regular teaching methodologies for analytical skill development.**
- **As this field comprises more of practical work, Practical Assignments are given to the students to enhance the skills.**
- **Internet facility that is provided proves to be beneficial for research activities.**
- **Presentation of assignments to improve their interactive & presentation skills.**
- **Powerpoint Presentations are used to make teaching-learning effective.**
- **Students are taken to various hotels in order to learn how the different departments in the hotel execute.**
- **Students are also sent for waitings in various hotels so that they acquire practical knowledge.**
- **Before sending students to industry, "Faculty Lunch" is held on daily basis where the faculties of Atharva Institute are invited for lunch and students provide service to them so that they get practical exposure.**
- **Students are encouraged to visit library and refer journals, e-books, magazines, text books to enhance the knowledge.**
- **Group discussions are encouraged in the class in order to develop the communication skills and to boost the confidence of the students.**
- **Students as well as faculties are encouraged to attend the conferences based on their domain so as to enhance their knowledge**
- **Experts from hotel industry are invited to conduct the guest lectures pertaining to industry trends, personality development and other fields.**
- **To keep pace with the growing standards of industry value added courses are conducted.**

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

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 128.89

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years****Response:** 0**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

**2.4.3 Teaching experience per full time teacher in number of years****Response:** 12.35**2.4.3.1 Total experience of full-time teachers**

Response: 210

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

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 13.33**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 59.79

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	6	6	7	6

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

As per the University rules, the evaluation model are divided into three parts: internal evaluation, practical evaluation and the theoretical evaluation.

- **Internal examination:**

**Students are appraised internally on each subject.**

- **Internal marks-theory:**

**It is based on the marks achieved by the student during mid term examination.**

**Internal marks are sent to the university by the examination coordinator before the commencement of the university examination**

- **Internal marks practical:**

**Based upon the practical skills of the student and the discipline students are evaluated, these marks are prepared by the internal examiner and sent to the university with the practical examination marks at the end of the practical examination by the examination coordinator.**

- **Commencement of practical exams:**

**The practical exams are conducted before the theory examinations. The marking criterion is 50% by the internal examiner and 50% by the external examiner.**

- **Commencement of university theory exams:**

**These examinations are conducted by the university as per the Date sheet circulated. The marking criteria is 75% (UA) by the university examiner and 25% (CA) marks by the institute.**

- **An internal Exam Committee looks after the smooth conduction of University theory examination.**
- **At regular intervals Examination Committee meets to discuss examination related matters, queries & makes sure smooth conduction of examinations.**

**Result:**

**The results are prepared by the university and received by the institute for V & VI semester within two months of the examination & the lower semesters (I to IV) is evaluated and declared at College level.**

**The results are displayed on the notice board:**

**The faculty members of the institute are responsible for the internal evaluation and they assist in the final evaluation process, to be conducted by the University.**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

Internal assessment is transparent. Students are informed about the pattern of the assessment and marks distribution well in advance. Adequate preparation for the same is given.

The attendance record of each student is maintained and due weightage is given for attendance in theory class and practical sessions, participation in regular classes, grooming and timely submissions of allotted assignments.

The respective faculties, assess the internal examination and marks are entered in the prescribed format and submitted to the Examination Section.

Students having grievances in their attendance approach the examination department that in turn verifies with the concerned faculty/counselor and addresses the issue. In case of any grievances regarding internal marks of subjects, the students are shown their marks and if any discrepancy is sorted out by the concerned faculty. Retest is conducted for students who have missed the unit test for medical reasons / sanctioned reasons.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

Atharva College of hotel management and catering technology follows a well organized method to deal with all the criticism regarding the clarity in examination. Core team look after the grievance in examination, to have a proper attention on minute details a committee is formed. It is consisting of Principal, Head-of-Departments, subject teachers and mentor is formed. The mentioned committee makes sure the nature of grievances and the proficient method to deal with it. The types of grievance can be fewer marks allotted to the students, answer papers not assessed properly, questions coming from out of syllabus, Proper standard of quality assessment is not followed, Casual/careless approach of inspection etc . If any student is having doubt and not satisfied with examination result, then they have the benefit to apply for the re-checking of the particular subject. All the mentioned points of grievances are checked and monitored before any student appeal for the examination results. Approach of the committee is always transparent. The students are treated as our best patrons hence highest care is taken to see the student is comfortable with the committee. He/she is

allowed to express their concern without restraint about any discrepancy which is faced in the examination pattern. Total clarity in conversation is maintained at all times. The procedures to handle with examinations related grievances- The internal evaluation system of the student's examination papers is transparent. The test answers and marking plan is talk about by the faculty with the students. The attendance record of each student is maintained and maximum importance is given for the attendance in theory class and practical sessions. The performance in tests/tutorials and timely submissions of journals & grooming also plays a vital important role. The Institute has specified the duty to exam section that takes care of all University evaluation grievances. Exam section in-charge forwards the grievances to the University. The students have the right to apply for verification, revaluation and for photocopy of answer book. In this case the University examiners re-verify, reassess the answer papers and the revised marks if any discrepancy is found, the updated or verified results are sent to the Institute which are displayed on the Institute notice board.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

An academic calendar is prepared by the institute which includes following: Academic year starts as prescribed by University. The college prepares the academic calendar for the academic year which includes plans for curricular and co-curricular activities based on the available working/teaching days as per university norms. Approval for the same is taken by head of departments and Principal. The academic calendar is communicated to all faculties before beginning of the semester, this happens during faculty meeting. Based on the academic calendar teaching plan is prepared. Academic calendar of the Institute includes schedule of curricular operation, assessment, internal events, class tests, submission, list of holidays, guest lectures, food festivals, industrial visits, bridge courses & hotel visists. Students are informed about time table and academic calendar well in advance. Teaching Plan; the detailed lesson plan/teaching methodology according to syllabus is prepared by each faculty before start of the semester. The lesson plan comprises of content, learning aid and methodology, faculty approach and course outcomes. The lesson plan generally highlights the content and total lectures for completion of the curriculum. Monitoring of implementation of lesson plan is done by Principal & IQAC and corrective action are suggested. Practical Schedule is prepared by the concerned faculty and batch wise details are specified in practical schedule. Time Table of regular lectures for the semester is prepared as well as displayed on the notice board. There is academic monitoring committee appointed by the Principal/HOD who monitors day to day conduction of the lectures based on the time table.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

**ACHMCT has clearly defined Mission, Vision and Quality Policy which are communicated on the college website and are on display at prominent places within the college campus.**

**During the Orientation program, the vision, mission, goals, objectives and core values of the Institute are communicated. The learning objectives and outcomes that have been defined are also communicated to the students.**

**At the end of every semester, all the departments evaluate POs and COs by analyzing term-end results, course end feedbacks and yearly alumni**

**feedback etc.**

**All the faculties are involved in writing appropriate COs for each course**

**of the program from first year to third year in a three-year Hospitality degree program.**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

**Response:**

**Assessment and evaluation do provide learning out come of the students. These information are passed to respective mentors of the students and also recorded in the faculty report.**

**Continuous evaluation of the students keeps track of the students on day to day basis and remedial actions are taken well in time.**

**The College aspires to have a transformational impact on students through**



**comprehensive education, by inculcating qualities of confidence and excellence.**

**The College has specified its graduate attributes clearly, which are as**

**follows:**

- 1. The College aims to make its students employable.**
- 2. The College makes all efforts to ensure that its students become valuable global citizens.**
- 3. The College makes the students academically sound enough so that they are able to stare in the eyes of the competitive world.**

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

### **2.6.3 Average pass percentage of Students**

**Response:** 77.67

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 80

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 103

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

## **2.7 Student Satisfaction Survey**

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 65000

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
13000	15000	19000	10000	8000

#### File Description

#### Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 22

#### File Description

#### Document

Any additional information

[View Document](#)

Funding agency website URL

[View Document](#)

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

The identification of the value of research, particularly the value addition research can provide vital value to teaching. Research and consultancy is in its growing stage in hospitality, however the institute has made attentive efforts towards its endorsement. The institute has taken solid steps to promote research. The emphasis on steady rise in the budget allocation for research indicates serious dedication. The purchase of new equipments and renovation has been taking place to step up infrastructure and create right tone for research. Importance is given to create available research amenities like well equipped library having national and international books and journals, IT-LAB, free Internet Access, Trade Publications, and magazines & E-Journals, well equipped Wine Cheese cellar, Restaurant, Banquets', Guest Rooms, Swimming Pool ,Spa and Gym Kitchen & Bakery were creative menus are taught to the students a per the industry trends.

The institute has steadily civilized an atmosphere and culture encouraging for research. The results of regular motivation and encouraging environment are noticeable. Faculty is engaged in research work and has publications in different fields of study. The institute has organized different conferences/workshops.

A lot of interest is paid on creative learning events and its productive learning outcomes.

The institute persuades teachers to commence training and collaborative research with hotels. They participate in short & long duration training sessions at reputed hotels to update their professional skills. The support is given by allowing On-duty leaves for the faculties to attend Research Workshops and Conferences. Research based assignments & projects are given to the students to inculcate the inclination towards research. A subject in the syllabus is totally based on research and project work. The students are made aware about the research technique with assistance from subject expert faculties. A report on the same is prepared by student & submitted for assessment.

Good relationship with hospitality industry has been proactively maintained for the purpose of Internships, on job Training & Placement. The institute has been successful in attracting researcher's of eminence to visit the campus and interact with teachers and students and has ensured best use of different equipments. The institute has always steered students to be sensitive towards society and Indian Army and has included activities like Swacch Bharat, blood donation, Book Donation to name a few. The institute consistently endeavors for interactions with industry & community.

Institute has adopted numerous innovative practices to get by with the demands of changing world. Regular efforts are undertaken to implant the spirit of conservation of environment through various green practices like separation of wet and dry garbage, and the waste treated water is used for gardening and maintenance of garden in the campus. The infrastructure of the college ensures the uses of water purification plant & waste water treatment plant.

Inculcating Green Practices in day to day behavior to improve the concern and make constant efforts to protect the environment.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 28

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	14	2	5	5

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** Yes

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

**3.3.2 The institution provides incentives to teachers who receive state, national and international**

**recognition/awards****Response:** No**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.01**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

**File Description****Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)

Any additional information

[View Document](#)**3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

List books and chapters in edited volumes / books published

[View Document](#)

Any additional information

[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years**

**Response:**

The institute has always stood for increasing awareness about the professional courses of students from various sections of the society to higher education. The College aims to achieve its goal of providing higher education to create just, plural and equitable society in consonance with constitutional values. The greatest strength of this College is its ability to ensure holistic development of students to make them enlightened citizens. The institute has witnessed substantial increase in students' social participation during last few years. We conduct Swatch Bharat Abhiyan as an event in cultural context like conducting street plays on social issues and inculcate sports activities. Besides we conduct Group Discussion & Debates in classes regarding social issues and green practices. The faculty members have used the strength of this institute in its ability to ensure holistic development of students to contribute towards, donation of Books. The society of the institute is constantly evolving to create 'equal opportunity' for men and women from all the sections of society. It aims to maintain modern outlook with contemporary developments by an emphasis on moral values for residential education, and to inculcate knowledge and emulate quality-based education to the students by adhering to moral values. We also enhance of technical know-how and facilitating state-of-the-art technologies. It aims to pursue excellence towards intellectual resilience, moral upbringing, and vibrant cultural advancement at work to face national and global challenges. Students donate their blood on campus in blood donation drive and according to the need of the patient at government and private hospitals in Mumbai for different situations. The institute is conscious of its role in campus-community partnership to upkeep its high-held esteem amongst the fraternity by producing candidates with dignity towards labor and hard work. The prominent community activities which are of repetitive nature are as follows: Distribution of Books & Raincoats to children's of Rural areas of Maharashtra, EYE Checkup Camp, Tree Plantation area in and around the campus, Technology Awareness to Kids of Dharvali Village, Motivation to youth to join Indian Army, Distribution of 100 Computers to the 100 daughter of Martyrs and Soldier of India for 100 Days, Celebration of International Women's Day.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 2**

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 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 last five years

**Response: 9**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	3	0	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response: 20.46**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
448	17	19	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 98

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	17	19	21	18

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response:** 1

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0



<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

Atharva College of Hotel Management, has a well built infrastructure that was created keeping in mind the various nuances of learning for young minds and provides industry class facilities in terms of laboratories and set ups with equipment which are in use in modern day hotels, restaurants and hospitality ventures. A list of the facilities being provided by the institute is being provided below:

5

- **Classrooms**
  - **Classrooms – ICT enabled & Air-conditioned**
  - **Classrooms – Non air-conditioned**
  - **Classrooms – Total**
- **Front Office**
  - **Front desk and Reception**
    - **Daily currency exchange board**
    - **Real time working area with seating arrangement decoration**
  - **Software**
    - **Fidellio PMS enabled computers – 24 number**
- **Food & Beverage**
  - **Mirage – 68 covers fine dine speciality Restaurant with**

- dedicated buffet counters, equipment display counter, side station, pantry area and three seating arrangements – Gazebo, restaurant and lounge seating**
- **Cellar 11 – Cheese and Wine training restaurant with 2 pantries and dedicated wine display with wine chillers**
- **Ozone – 22 cover Resto-bar featuring a live bar counter and three types seating – bar stools, lounge and bar tables**
- **Crystal banquet**
- **Open air dining**
- **Housekeeping**
  - **Housekeeping lab – Washing machines, cleaning chemicals, industrial vaccum cleaner, maid carts (trolleys), supplies, high pressure machine (water), chambermaids cupboard,**
  - **Rooms – 3 types**
    - **Hollywood twin room**
    - **Standard double**
    - **Suite**
  - **Public area**
    - **Garden**
    - **Guest washrooms**
    - **Facade**
    - **Swimming pool with deck**
- **Food Production**

- **Basic Training Kitchen**
- **Quantity Training Kitchen**
- **Advanced Training Kitchen**
- **Bakery & confectionary**
- **Spa**
  - **Dedicated massage rooms**
  - **Waiting area**
  - **Jacuzzi**
  - **Steam bath**
  - **Parlour**
- **Computer lab**
  - **2 dedicated servers in 2 labs which can cater to 60 users at any time**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

**Atharva College of Hotel Management, has a well built infrastructure for co-curricular activities that was created keeping in mind the wholesome development of young minds. Competitive activities such as Mocktail making competitions, Chefs competition, Canteen day where food stalls are set up by students. Cultural activities like Onam celebration, Ganesh Chaturthi Celebrations, International Yoga Day Celebration also takes place in our campus. Along with the fun filled activities there is an in house DJ that takes place on every Fridays to rejuvenate and relieve the students from their academic stress. We also conducted the quiz competition for the First Years from all the 6 batches and made a team of two from each batch in order to motivate and enhance the skills of students.**

**list of the facilities being provided by the institute are as below:**

- **Spa**
  - **Dedicated massage rooms-** These massage rooms are used both by the in house faculties, students and guests wherein services are provided at a subsidized rate. In all there are 2 rooms specially dedicated to avail the parlour facilities
  - **Waiting area-** The waiting area is as elegant as it is in the Hotels. The decor and ambience matches the standard of 5 star properties.
  - **Jacuzzi-** A jacuzzi is also one integral part of the salon. Guests come to rejuvenate themselves and for relaxation
  - **Steam bath-** Steam Bath is also an integral part of the salon facilities offered
  - **Parlour-** Threading and Hairstyling/ Haircut etc are done in the Parlour Room
- **Swimming pool with seating-** The Swimming Pool is allotted to our students for relaxation purpose in the evenings after the lectures are over
- **Gymnasium-** The Gym comprises of well equipped cardio and weight lifting machinery and equipments
- **Club/DJ evenings-** Every Friday 7 o'clock onwards a DJ is held in the Cafeteria just to destress the students from their daily academic routine
  - **Dedicated kitchen-** We have in all 3 forms of kitchen allotted to the students year wise. First Years have a Basic Training Kitchen, Second Years have a Quantity Training Kitchen whereas the Third Years have an Advanced Training Kitchen.

**There are several counters which serves food items like different types of fast food. They are as follows:**

- **Counters**
  - **Shawarma counter**
  - **Chaat Counter**
  - **Sandwich counter**
  - **Coffee day express**
  - **Chinese counter**

- **Tables & chairs – 4 seater and sharing tables**

- **Open air students dining area**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 55.56

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

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### **4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 22.34

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
9	55	150	25	80

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

Library of Atharva College Of Hotel Management and Catering Operations is accessibly located in the institute.. The total area of library is 159.51 sq.mt.operational weekdays from 9.00 am to 6.00 pm along with academic books it has various collection on Hotel Management Books which can be useful for morden upgradation of skills and techniques for students as well as faculty. Seating arrangement in library is very comfortable and ventilated..

Library is automated with SMS Library Management System which is used as internal management tool to keep all the records of - Issue/Return of books, books entry, Students data, etc.

- SMS Library Management System. (MICM Net – Solutions PVT LTD).
- Nature of automation is fully automation.
- Version – 1.0.481
- Year of Automation is 2006

Library is equipped with computers which have internet facility for faculty and Students, other than that Magazines, CD's, Map,e-journals, Newspapers, Question banks, Academic Syllabus, Backdated Project of Student's is also available.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

- Soups & Salads SNAB Mehta Nita
- Mocktails & Starters  
Vegetarian SNAB Mehta Nita
- Cookies & Biscuits Bible Hermes house Atkinson Catherine

- **Cocktails Liquid**
- **Cookbook Of Regional Cuisine of India SNAB Mehta Nita**
- **Cookbook For Festivals of India SNAB Mehta Nita**
- **Appetizers Finger Food Buffets & Parties Hermes house Jones Bridget(ed)**
- **Best Places to stay: 44 extraordinary hotels Firefly Books Cassidy Shelley-Maree**
- **Professional Charcuterie: sausage making curing, terrines, and Pastes John Wiley & Sons Kinsella**
- **Baking Bounty Books**
- **Cheese Cake Bounty Books**
- **Sweet Bounty Books**
- **Cupcake Bounty Books**
- **Variations cookbook quick recipes H.f.Ullmann**
- **Variations cookbook vegetables H.f.Ullmann**
- **Biscuits : quick and easy H.f.Ullmann**
- **Nigella Christmas : food, family ,friends, festivities Hyperion New york Lawson Nigella**
- **The Calcutta Kitchen Interlink Books Parkes Simon & Saekhel udit**
- **Complete Curry Cookbook Rovert Rose Inc. Ayanoglu byron & Mackenzie Jennifer**
- **Everyday Desserts Parragon**
- **Chocolate Chocolate Chocolate Acc Editions Wybauw Jean -Pierre**
- **500 Main Courses Hermes house Fleetwood Jenni(ed)**



- **Best Ever cookie book Hermes house walden Hilaire**
- **Favorite Mince recipes Apple Blaylock Lee**
- **Fat-Burner Foods Hamlyn Shreeve Caroline M**
- **Food Encyclopedia Rolland Jacques L. & Sherman Carol Rover Rose Inc.**
- **Mighty Spice Cookbook Duncan Baird Pub John Gregory - smith**
- **Natural Wonder foods Duncan Baird Pub**
- **Sugar Free low Calorie Desserts BPI (India) PVT LTD D'souza Rita**
- **Big book of curries Duncan Baird Pub Vijayakar Sunil**
- **Grilling Made Easy Wiley Publishing Inc**
- **Reza's Indian Spice Quadrille Mahammad Reza**
- **Taste Of Portugal Grub Street Vieiira Edite**
- **Icing on the cake Duncan Baird Pub Stallwood Juliet**
- **Roux Brothers French Country cooking Quadrille Albert & Michel Roux**
- **Boutique Wedding Cake Ryland Peters & Small Glass Victoria**
- **Comp late Mushroom Book Quadrille Carluccio Antonio**
- **Crush: Juices. Smoothies and Boosters Duncan Baird Pub**
- **Express Meals Duncan Baird Pub Franklin Liz**
- **Sushi Slim Quadrille Sano Makiko**
- **Monica's Kitchen Quadrille Galetti Monica**
- **Suger Flower For Cake Decorating New Holland Dunn Alan**
- **Shots: little drinks to get the party started New Holland Quirk Steve**
- **Tea with Bea Ryland Peters & Small Vo Bea**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 86758.6

##### 4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
59515	36373	143215	80604	114086

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>4.2.5 Availability of remote access to e-resources of the library</b>	
<b>Response:</b> Yes	
<b>4.2.6 Percentage per day usage of library by teachers and students</b>	
<b>Response:</b> 9.92	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 50	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

<b>4.3.1 Institution frequently updates its IT facilities including Wi-Fi</b>	
<b>Response:</b>	
<p>Atharva College of Hotel Management and Catering Technology has a well equipped IT infrastructure. There are two computer labs with total of 45 computers which are all connected on LAN with internet speeds of upto 20 MBPS. In-order to secure internet access Firewall and Antivirus and Software are used. IT Lab has 1 printer and uses licensed as well as open source softwares. All computers are purchased from Dell and Lenovo and we have HP built servers. We also have laptops, server, desktops, internet lines which are available in labs as well as in library. Dedicated team of IT professionals keep a check on the working of server and system on regular basis. Also up-gradation on regular basis is done to keep in pace with the evolving market; so as to provide best facility to the students in order to make learning effective. We utilise the It labs for conducting lectures for the students as well. Fidelio and MIS is taught to the students to learn about hotel reservations and bookings which makes them well versed with practical exposure before even stepping into the industry.</p>	
<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

<b>4.3.2 Student - Computer ratio</b>	
<b>Response:</b> 9.55	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 20-35 MBPS

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

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**

**Response:** No

<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response:** 6.62

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
22.9	19.81	21.70	14.58	15.2

<b>File Description</b>	<b>Document</b>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</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.**

**Response:**

**Physical and Support Facilities:**

- **Locker Rooms**
- **Wash rooms**
- **Mess Facilities**
- **Canteen Facilities**
- **Swimming Pool**
- **Gymnasium**
- **Playground**
- **Banquet Hall**

**Academic Facilities:**

- **Library**
- **Training Kitchen**
  - **ATK**
  - **BTK**
  - **QTK**
  - **Bakery**
- **Mirage Restaurant**
- **Cellar (Wine and Cheese)**
- **Ozone- Restobar**
- **Housekeeping Laboratory**
- **Mock Guest rooms**

- **IT Laboratory**
- **Front Office Desk (Reception)**

#### **General Maintenance and Cleanliness**

- **Cleanliness of wash rooms and locker rooms, corridors, library, computer labs etc are maintained by the in-house employees**
- **All maintenance related issues are reported through a maintenance register maintained at the Reception**
- **Carpentry, plumbing maintenance is done by the in-house carpenter, plumber and electrician respectively**
- **Maintenance of I.T. equipments are done by the designated I.T. personnel**

#### **The Policy of the Library is as follows:**

- **Library is restricted to students & staff of the ACHMCT who are in possession of a current valid identification issued by ACHMCT**
- **No. Ex-student is entities to library or reading room facility unless permitted by the principal's office in writing.**
- **Students must observe complete silence in the library. No discussion / conversation of whatsoever kind shall be permitted.**
- **Library material should be handled with utmost care. Nobody should write damage of make any mark on any of the library materials.**
- **The student in whose name they have been issued must pay books lost or damaged. Librarian shall assess the value.**
- **The librarian reserves the right to recall any book at anytime.**
- **Library Card is not transferable**

**Loss / damage books or any material must be brought to the notice of the Librarian. The student must arrange to replace the lost material with latest edition available; else he / she must pay the market price for the same along with it 50% of the cost of the book as fine.**

#### **The Policy of the Training Kitchen is as follows:**

- **All practical session will take place in the training kitchens according to schedules and the**

**ingredients are provided by the kitchen**

- **No item to be taken out of the kitchen without the required permissions**
- **Cleanliness, hygiene to be maintained as top priority**

**The policy of the Food and Beverage training Centres**

- **All session will aim at providing the students with practical knowledge that can be applied in the industry in future**
- **The sessions will also update students on new developments in the industry**
- **No item to be taken out of the training centre without the required permissions**
- **Mock Service Drills with internal/external guests are carried out for the students for better understanding of the subject**

**The policy of the Accommodation Operations training Centres:**

- **All session will aim at providing the students with practical knowledge that can be applied in the industry in future**
- **All Sessions will familiarize students the industry jargons and standard procedures**

**The policy of IT Laboratory is as follows**

- **Only syllabus related web pages to be accessed and password should not be shared with anyone**
- **Without specific authorization, no Student/Faculty shall use any college computer or network facility for unofficial purposes**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 0

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

#### Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0.35

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	2	0

#### File Description

#### Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

Any additional information

[View Document](#)



**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** A. 7 or more of the above

<b>File Description</b>	<b>Document</b>
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 18.69

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
75	65	73	110	0

<b>File Description</b>	<b>Document</b>
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 34.12

## 5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
141	108	108	103	103

**File Description****Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 100

## 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	84	92	49	51

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 1.25

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 1

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 40

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response: 2**

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

**Student Council is appointed on the basis of student's academic performance and also their co-curricular and extra curricular activities.**

**1)Interested students work right from their first year**

**for the festival i.e Food Festival, Monsoon Dhamaka, Diwali Dhamaka, Mocktails competition and various other hospitality events throughout the academic year.**

2) Their knowledge about the past academic events activities are taken into consideration during the selection.

3) The productivity, dedication they have shown earlier plays a major role.

4) The selection depends on their experience, calibre and also their past performances.

5) The following are the post's of the Student council: 1) General secretary head 2) Vice General secretary, 3) Vigilance head, 4) Vigilance assistant, 5) Food service head, 6) Food service assistant, 7) Food production head, 8) Food production assistant, 9) Cultural head, 10) Cultural assistant, 11) Sports head, 12) Decor head, 13) Decor assistant, 14) Marketing head, 15) Marketing assistant, 16) Academic head, 17) Housekeeping head, 18) Housekeeping assistant, 19) Registration head, 20) Registration assistant, 21) Front Office Head.

6) The College has various academic and administrative in charges that have student representatives on them. This representation helps them for their overall development. These bodies create more avenues for students to develop Hospitality new trends', updating knowledge personality development staff do guide students in the smooth and efficient of these activities.

7) committee events for the academic year

**NAME OF ACTIVITIES** Ganpati festival, Rhythm, food festival, cake magic, master chef, mocktail competition, fruit carving, brain fever, carving imagination, Box Cricket, Monsoon dhamaka, Diwali dhamaka

The academic schedule of the entire year for the Student Council starts

with "INDEPENDENCE DAY" The freshers party where T.Y.BSC students organized it for the F.Y.BSC students with various type of dance and other activities.

. Also we have Induction for our F.Y students where we give them brief

information about the entire college. With all these events, we have our biggest festival of the year- Ganesh utsav i.e "Atharvacha Raja", where we welcome our beloved bappa in our very own campus for 7 days. As we start up the Monsoon dhamaka which is been hosted by BSC S.Y with the guidance of the staff.

With all this we also plan and schedule the festival and events happening through out the academic year. As the year progress we also Diwali dhamaka which is again hosted by BSc S.Y, later on the mocktail competition and so on

**The Republic day celebration**

where we host the entire flag hoisting program. HODs prepare

**Academic calendar for the both the semesters. In the month of March, we have the convocation ceremony**

**At the end of the year we have our two days Food festival hosted by BSC T.Y , where we invite the experts from the hotel industry and the HOD of the different colleges.To sign off, the last job of the Student council is to conduct Sports**

**Week for 5 days with 2 inter-college and 3 intra-college days held at Poisar Gymkhana.In the month of May, we**

**organise Farewell for our beloved T.Y.Bsc students who have their last few days in college.**

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### **5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**

**Response: 4.8**

**5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	5	9	3

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## **5.4 Alumni Engagement**

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The institution has an Alumni Association. Its activities and major contributions for institutional, academic and infrastructure development, which is mostly held in month of april at the end of academic year. The college collects feedback from its pass out students uses it to improve the facilities and the overall status of the college and to get the necessary improvement in the college.

. The institution collects program exit and feedback from the pass out students during their convocation day which helps the institute in better development. Feedback form and course exit form are filled by the students. The data which is collected from the feedback form is used to implement if any corrective or preventive action required.

Feedback from Alumni is also collected from time to time. This data is used to update the teaching and learning process.

The mission of “Atharva Alumni Association” is to create and maintain a lifelong connection between the institute and its alumni, which will help the institute to improve its methods of teaching.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

NAAC



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution**

**Response:**

**Institute Vision: "Atharva College of HOTEL MANAGEMENT AND CATERING TECHNOLOGY aims to constantly strive ." Institute Mission: "To provide the best educational opportunities in the most conducive work culture with highest level of professionalism and dedication in progressively enhanced manner." The policy statements and action plans for fulfillment of the stated mission The Institute is working continuously to achieve ensure all-round development of students by providing various co curricular extra-curricular. The Management and the Principal ensure that the institution forges ahead with all the planning, to consolidate and become one of the premier institutions. The policy statements and action plans are formulated, after careful consideration of all the stakeholders, by the management. formulation of action plans for all operations and incorporation of the same into the institutional strategic plan The action plans for operations are prepared under the supervision and guidance of the Principal and Heads of the departments. Each department has a well-planned academic calendar before the start of each semester. This calendar lists down all the curricular, co-curricular and extracurricular activities and events to be organized throughout the semester. There are multiple committees that exist within the department, whose responsibility is to plan out developmental activities and ensure their timely execution. Based on the suggestions given by the stakeholders during interactions, guest lectures training Programmers are arranged for bridging the gap between academics and industry. Based on the suggestions given by the stakeholders during interactions, guest lectures training Programmers are arranged for bridging the gap between academics and industry. the college follows a well-structured approach for implementing the required changes to ensure improvement in the performance of the system. The heads of various departments conduct meetings with the staff to review the activities of the previous week. S Students are allowed to organize and participate in Seminars, Competitions, Cultural Programmers. Celebrating Women's day, Independence Day, Republic Day etc. Publication of college magazine Atharva Times. : Helping the students to get employment and develop to entrepreneurship. Arranging industrial visits. Arranging guest lectures by professionals from industry. Guiding students for higher education in the country and in foreign universities. Each committee meets weekly/fortnightly in the presence of the Principal of the Institute to review/monitor various activities executed/to be executed.**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**6.1.2 The institution practices decentralization and participative management**

**Response:**

The college gives priority to decentralization and have also appointed Governing Council to monitor different processes. Authority is given to the respective faculty and HOD to plan and execute workshops, guest lectures of industry professionals, seminars, teaching content beyond syllabus, use innovate teaching methods and such tasks that help progress the student's overall development. Faculties and HOD's are authorized to give recommendation letters to students which would help them in their career. The administrative department gives students various certificates like bonafied, attendance, also railway concession. Faculty members are involved along with the students for planning and executing various events and cultural activities which help to smoothly run the event. Faculty members are also involved in providing inputs in framing the course and examinations to be conducted by the institute. The departmental heads are normally appointed on the basis of institutional seniority of the members of the department.

**Participative Management in the Organisation:** At HOD Level: Given Autonomy to set their Departmental objectives and design an action plan to achieve them in an interactive manner. Weekly meeting is conducted on every Friday to find out about the progress and those who are successful in reaching their goals are advised to set higher goals. HODs are advised to focus in positioning the department to attain number one status. At Faculty Level: Faculties are given representation in various committees and conduct various programs to show their abilities. Encourage to develop leadership skills by being in charge of various academics, co-curricular, and extracurricular activities. Encourage to conduct industrial tours and to have tie up with industry experts and organized seminars. At Student Level: Encourage continuously to organized various programs like Food Festivals, Chef Competitions, Bakery competition, Mocktail making competition, sports, and so on.

List of the committees are as follows:

Sr. No.	Name of the Committee	Sr. No.	Name of the Committee
1	Industry Institute Interaction Cell	9	Reservation Committee/ SC-ST Cell/Minority Committee
2	Student Council	10	Cultural Committee
3	Student Grievance Cell	11	Anti-Ragging Committee
4	Faculty Development Committee	12	
5	College Development Committee		
6	Governing Council		
7	Women's Grievance Cell		

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

**Response:**

**Value Addition Activity-** Apart from regular curriculum, we intend to conduct additional classes of Personality Development with a view to enhance communication. In order to provide practical knowledge to the students, mystery box competition, mocktail making competitions are also conducted which proves to be beneficial.

**Centralized Library facility-** A centralized library with a wide range of books, journals, magazines & periodicals of all the trade on the campus is under consideration. It shall have excellent reading facilities with e-books

facility encouraging self study development & promoting research activities which proves to be beneficial for students as well as faculties.

**Support staff Training-** Training of the support staff is planned in terms of accounts software training, computerized based office.

**Training & Placement-** Training and Placement department ensures that students are placed in the finest 5star properties. Students are also well trained before the placements. Industry Interaction Cell ensures that timely meetings are conducted and students are placed for training in the best properties, also ensures that they get best job opportunities.

**International Association-with B.H.M.S. SWITZERLAND** for exchange of knowledge between faculties and students at international level.

**Research & Development-** Faculties are motivated for research and innovation in their respective fields(Front Office, Food Production, Food and Beverage Service, Housekeeping). Faculties and students are encouraged to attend seminars and workshops which will add to their knowledge and proves to be useful in the industry. Faculty Development Programmes are conducted in order to enhance the teaching capability.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

**Board of Governance :** It is a process of providing the ability to influence others to voluntarily make decisions that enhance the prospects for the organisation's long-term success while maintaining long-term financial stability. Strategic leadership can also be utilizing strategy in the management of employees by Making policy and strategic decisions. Observing and checking the progress of the organizational performance, and ensuring overall accountability. The college Governing Body also have regular working committee meetings with the Principal. . The management and the Principal are also members of Local Management Committee (LMC). The role of the top management is to provide great & effective leadership to further improve the quality & process of performing a task or function in the institution.To motivate,to intensify, and encourage the Principal and staff to enhance their performance of duties To encourage in being extremely good on field & to come up with new innovations .To be ready and able to change so as to adapt to different circumstances To provide the necessary infrastructure to students (beautiful and greenery campus in the heart of the city.well equipped food & beverage outlets ,AC class rooms,well equipped kitchen and bakery). To ensure the safety of women staff and students by employing well trained and vigilant security staff both men and women. To consult the Principal on any administrative matters. Recruitment and Promotional Policies. Self-appraisal is done on the basis of the following points. Specific duties tasks assigned by Heads of the Department Major contribution for the benefit of student staff Institute. Contribution towards extracurricular and co-curricular activities. Execution of exam duties assigned by Mumbai University. The Institute has following committees for hearing grievances complaints from students, teaching and non-teaching staff. Student Council Local Managing Committee Anti-ragging Committee Everybody in the institution is made aware of the existence of these committees. As and when the committee receives a complaint, they meet immediately, review and resolve the problems. The complaint details are filed separately and kept confidential.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

At the start of the new academic year, the first step that is taken into consideration is to prepare academic calendar which includes( various competition and theme lunch and dinner, special guest lecture and so on) for the smooth functioning of the college. For this, Principal of the institutes conducts a meeting along with all the teaching staff of all the various departments and members of student council to discuss and decide date of implementation of festivals, event planning, mocktail competition, kitchen competition etc.. The governing body and also college development committee conducts a meeting in which steps for better education and opportunities are discussed. Also the Industry Institute interaction cell decides on the Hotels in which the students can go for their training. Student grievance cell takes care of any issues related to students. Women Cell looks into the matter related to girls and also female staff of the college and also plans the function such as Women's Day. Anti Ragging committee ensures the decorum of college. Student Council members are appointed so that the students are aware of their duties and responsibilities and gain the experience of planning and working in the team. Minority cell ensures that there is no partiality and all the students those who belong to minority such as SC/ST/OBC are treated equally.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **6.3 Faculty Empowerment Strategies**

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

**Response:**

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

- **Provision of leaves as per norms Maternity leaves for female staff.**

**All teaching staff are eligible for 15 CL, after completing one year they get 2 Saturday off per month and 10 SL, after completing 2 years they get 30 PL.**

**All non-teaching staff are eligible for 15 CL, after completing one year they get 2 Saturday off per month and 10 SL.**

- **PF benefit is also given.**

**We give PF benefit to all teaching and non-teaching staff as per the rule.**

- **Leisure facilities- gym, swimming pool, Spa, Parlor etc on campus.**

**We provide gym and pool facility to staff to maintain their physical fitness, Parlor and spa facility to maintain high grooming standard, This facility we provide at minimum amount on premises.**

- **Uniforms to support to all Teaching and Non-teaching staff of Hotel Management.**

**To maintain uniformity in grooming standards we provide uniforms to all teaching and non-teaching staff. As service industry demands that the workforce look more united and eager to serve the guest and also guest will approach them more confidently. This results in considerable conservation of time and energy of the personnel, as he doesn't have to choose again and again the clothes to be worn at the work place. Also a lot of money is saved since rarely will that personnel will be buying new clothes. If staff wears the same clothes to the work place then they share a feeling of commonness and belonging, which otherwise gets very difficult to achieve. People wearing uniform are more caring for their fellows and colleagues; they care not only for their growth but the growth of their peers as well.**

- **Lunch to support to all Teaching and Non-teaching staff of Hotel Management.**

**We provide Lunch facility to all teaching and non-teaching staff so that they get hot and freshly prepared food also it helps to students to learn quantity food production.**

- **Parking Facility - Parking facility is provided for Students and staff on free of coast.**

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 12.41

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	6	2	0	0

<b>File Description</b>	<b>Document</b>
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	7	3	2	3

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	<a href="#">View Document</a>
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 11.82

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	1	1

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

**Principal do one on one interview twice a year for all teaching and non teaching staff in which he advice to improve their performance and appreciate good things they did. Also he suggest some add on things to enhance educational quality.**

**Through performance appraisal we do systematic evaluation of employees with respect to their performance on their job and their potential for development. we measure productivity in terms of efficiency and effectiveness. We assess an employee's effectiveness and productivity and serves both administrative and developmental purposes. Administratively, it helps guide decision-making regarding employment actions, personnel planning and training and development. The most**



**productive employees are those that are constantly driven, and unrelenting in their pursuit of goals. Setting achievable targets during the appraisal helps to motivate employees, and empowers them to feel more confident when they hit them.**

**An employee performance appraisal is a process combining both written and oral elements whereby management evaluates and provides feedback on employee job performance, including steps to improve or redirect activities as needed.**

**Increment happens on the basis of appraisal. Which are escalate to higher authority. Weekly self assessment report is one of them in which all teaching & non-teaching staff have to fill in the details of their weekly duties, Challenges faced and out come if any. This is done on every Friday.**

**A well thought-out Performance Appraisal System is being followed. It facilitates mention of the entire activities and contribution by the faculty for the academic year.**

**The Appraisal System covers following parameters:-**

- **Subjects taught, results; Improvement in teaching.**
- **Participation in departmental activities, institutional activities, co-curricular activities.**

**The link to access the Weekly Self-analysis report**

**LINK :** <https://goo.gl/forms/CD43ntEqWRUXJq9Y2>

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 Institution conducts internal and external financial audits regularly**

**Response:**

**Internal audit is carried out by college appointed auditors. The accounts of the College are audited regularly as per the Government rules .The internal auditor checks receipts with fee receipts and payments with vouchers and necessary supporting documents. He/She also ensures that all payments are duly authorized.**

**The external audit is carried out by C.A. Surendra Shetty from S.K. Shetty & CO. in accordance with the standard on auditing issued by the institute of Chartered Accountants of India every year. The external auditor conducts statutory audit at the end of financial year. The external audit is done by the chartered accountant. The last audit was done for the year 2017-18. Audit report is prepared**

once the financial audit is completed.

The report of external auditor for last five years along with audited Balance Sheet and Income and Expenditure account is enclosed. Audit work for the session 2017-18, 2016-17, 2015-16, 2014-15 and 2013-14 is also performed by same auditor. Details of the audit are attached herewith. According to audit report the Balance Sheets, Statements of Income and Expenditure comply with the accounting standards, generally accepted in India.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The majority of the funds in the college are obtained from the tuition fees collected from the students. The Atharva Educational trust contributes resources from time-to-time to take up various major infrastructure development projects. The Institute has a well formulated financial policy, which ensures that every year the budget is prepared well in advance after taking into consideration the requirements of every department. Budget is reviewed by Trustees and a team of Accounts Department, who approve the same after necessary changes. Every department is expected to provide a list of requirements such as equipment & consumables required for the next academic session. Quotations are requested from various suppliers. Quotations of different suppliers are evaluated, comparative statement is prepared, suppliers are called for personal discussion and after comparing all aspects from various suppliers, orders are placed by the. This ensures that right equipment is purchased at most competitive price. The Principal is in charge of managing the

financial resources effectively. Funds are allocated on priority basis for various purposes. The finance committee ensures the optimum use of the available financial resources. The Local Management Committee and finance committee studies the annual expenditure, scrutinizes the budget and provides feedback for efficient use of financial resources. An appropriate internal & external audit system is followed on a regular basis. For resource mobilization faculties and students are encouraged to submit research projects for getting the grant and to enhance the research facilities in the labs.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

**Response:**

The IQAC decided to send students to baramati trip so that they could get more exposure to the industry and also learn various aspects of hospitality field. The students were taken to the various 5 star properties to understand the current working culture in the industry. Various departments like housekeeping, front office, food and beverage, food production, human resources and engineering were shown to students and detailed working of the same is explained to them. The Managers had given demonstration of working of different equipments and their uses. Class room lecture with the help of projector and signs board were held for ease of their understanding.

The student were also taken to Baramati Krishi Vigyan Kendra where they have shown how farming of different vegetables are done with the help of modern machineries and technology. They were also given brief information about the honey farming and cotton farming. The process about fish hatchery of different varieties of fishes was explained. The domestication of cattle with Israel technology for purpose of milk and other dairy products were also shown. The modern poultry farming of different varieties of poultry birds were explained, how the production of eggs and meat from the birds is process for export is held was also taught. Adding to this student were also taken to sugar factory where the process to obtain sugar from sugarcane is fully explained. Lastly, students were also taken to Nandan dairy where they were informed about pasteurization, homogenization, processing, storing and packing of milk.

**Growth:** After the post trip to Baramati Krishi Vigyan Kendra and Nandan dairy the student seems getting keen interest in the subject topic as the relevant information was already learnt in the farm and dairy. The students were also responding actively on the topics of dairy, vegetables and fruits. The growth in their knowledge was an add-on for the students.

**Result:** The trip to the Baramati Krishi Vigyan Kendra helped student to understand the different

types of vegetables and poultry farming, fish hatchery etc. Visit to Nandan dairy helped out student to understand the pasteurization & homogenization method. Moreover it also focuses light on the different types of milk and cream. It also helps them to bridge the knowledge from the books to the real world. This result in being aware of the subject knowledge before starting of the topic in theory lectures.

File Description	Document
Link for Additional Information	<a href="#">View Document</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

#### Response:

As discussed in the IQAC meeting students require a banquet hall for the food & beverage practical where they can learn specialization on various types of banquet setup. This was implemented by opening up a new banquet hall which is named crystal banquet. The banquet is planned and design keeping the 5 star standard of facilities and services in mind. The banquet hall is now use to conduct different types of meeting, conferences, parties which also helps students to gain the knowledge and understanding of different types of food and beverage services. It is equipped with the modern facilities like projector sound mixer etc which helps for better sound quality in the meetings and presentations. It also helps students to learn different types of seating arrangement setup which is done in banquet halls like U-shaped for conference, theatre style set up for seminars and round table set up style for parties, lunch and dinner. The crystal banquet hall is also used to conduct high-tea functions where students who are part of the service not only learn about the services of the various dishes but also the proper arrangement of dishes on the table counter. The services of tea and coffee are also taught to the students. Other drinks service like water, juices and cold drinks are also practically taught to the students.

2. As discussed in the IQAC meeting BSc 3rd semester has lot of wine and cheese topic in their syllabus as we were lacking in practical approach of the topic, which we implemented by opening up of student friendly wine and cheese restaurant named as Cellar 11. The Cellar 11 restaurant is equipped with varieties of red wine, white wine and sparkling wine. It also has the sample models of various cheeses of different countries of the world. The fresh cheeses are also stored in refrigerator for student's observation and learning which is prepared in the campus. Fresh sandwiches and salads are also prepared and stored in cellars refrigerator for student's aid. The practical based on wine is also conducted for ease of explanations about the different topics of the subject. Different types of wine glasses and their uses are explained to the students. The implication of different wines with different food is also taught to the student which is also know as wine pairing. The students are taught about different world cheeses and their accompaniments which goes with it. The session of cheese tasting in cellar-11 helps the students to taste different varieties of cheeses from around the world to increase their understanding about the specific food item. In the cheese tasting session the students are not only made to focus on the taste of that particular cheese but also on the other parameters taking in mind about the organoleptic senses like outer and inner texture, colour, aroma, feel etc.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 0.4

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### **6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)**

##### **Response:**

**Guest Lecture: Expert lecture from Mr. Mukul Sharma (Mars Hospitality) about varieties of Mocktails & cocktail. The new current trends in the bar were explained. Also various method of mocktail & cocktail build up were made by the guest. Bar equipment were explained with their uses and a ppt presentation was also shown. Classic cocktail & mocktail were made by Mr. Mukul Sharma like cuba libra, Shirley temple, pina collada. This guest lecture by Mr. Mukul Sharma helped the student a lot in improving their skills and techniques and clearing most of their doubts. The uses of glasses which glass is used for which cocktail & mocktail was also explained to the students. Proper garnish for cocktail & mocktail were also shown. garnish made from fruits & vegetables & Indian spices were used in making cocktail & mocktail. Student loved guest lecture as they got to learn lot of new things related to how to work behind the bar & what is the bartenders life all about.**

**We also had practical guest lecture in the kitchen department which was conducted by Chef Karl J Guggenmos he is an established and recognized global culinary leader, a passionate educator. He has served as Dean of culinary development of Johnson and Wales University for 27 years. He conducted a workshop on continental cuisine. The practical demo was given to Bsc 3rd year students who have selected kitchen as their specialization. Grilled chicken served with its accompaniments. How to grill a chicken and how do a plate presentation is done of the particular dish was shown to the students. Basics about the food preparation techniques and cooking ideas are also shared with the students.**

**YouTube video sessions: The students are also given different subject knowledge with the help of YouTube videos like food and beverage service, food production, bakery and confectionary, front office, house keeping etc. The implication of this teaching methodology not only helps students to gain the ease of understanding about the particular subject but it also helps to get a proper vision of the particular thing that how it is implemented in the real world. It also helps the students to bridge their knowledge from their syllabus to the current scenario happening in the real world.**

**New method of teaching: Different newspaper articles and cutouts are pinned to the notice board to get the new concept in the contemporary world and the new development and current trends coming up in the next few years. Posters and signage of different subject topics are placed on the walls so the students can see it everyday and it will inculcate in their minds for a longer time. Apart from the teaching methodology of the Oxford books we have also started the use of PowerPoint presentation to explain about the subject in detailed and in the easier manner. It also aid students to gain interest about the topic and the session becomes more interactive and interesting.**

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response:** 12

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	2	2	3

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

**7.1.2**

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

**Gender Equity refers to practices which provide equal access to resources and opportunities regardless of gender.**

**It includes participation, decision-making and valuing different behaviors, aspirations and needs equally.**

**In Atharva College of Hotel Management and Catering Technology, gender equity is followed right from the admission stage of a student and is an ongoing process. Other than students, all management, faculties and support staff are treated equally, regardless of gender**

**The institute shows gender sensitivity in providing the following facilities:**

? **Safety and Security**

**There is a proper system in place for the safety of students/staff on the campus**

**The security team is always present at their designated areas to ensure no threat (internal/external) is faced by students/staff**

**? Counseling**

**On admission, all students are counseled irrespective of their gender. During counseling sessions students are made aware of the course format, subjects, exams, students code of conduct and other rules and regulations. They are also made aware of the facilities available to all students on campus.**

**During the year, each batch of students has a counselor, whom they can approach in case of any doubts or grievances**

**To address any grievances, the college has a Student Grievance Cell, who meet once a year or as and when the it is deemed required by the head of the Student Grievance Cell.**

**At such meetings, grievances if any, are discussed and solved. The root of the issue is also found and a solution is found in such a way so that the same does not occur again in future .**

**• Grooming**

**Grooming is a importance aspect in the Hotel industry, hence grooming session are held for students (boys/girls) to prepare them as per industry standards**

**? Common Room**

**There are separate locker facilities for boys and girls**

**• Mess Facility**

**There is a mess facility provided for all staff/students**

**• Swimming Pool**

**All students are permitted to use the swimming pool on campus**

**For security and disciplinary reasons, there is a specific time schedule allotted which is as below:**

**Boys 5.30pm to 6.30 pm**

**Girls 7.30 am to 8.30 am**

**All students/staff have access to all areas of the college campus (with proper authorization) without any gender bias.**

**Equal opportunity is given to students during class activities.**

**Internal Competitions encourage students to take active part without any reservations**



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

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 9.9

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 9.9

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

**There are separate Dry waste bins and Wet waste bins in all training kitchens and other areas on campus.**

**All members of the college are made aware of the presence of all bins in various areas.**

**The waste is disposed in the respective bins.**

**Dry waste is disposed off in the BMC Garbage bins outside the college campus.**

**The wet waste is sent to the Bio plant. At the Bio plant, the waste is first crushed in the machine. Bioculum (composting material) is added to this mix in order to convert it into manure . Quantity used is 1 kg for 1 metric tonne of waste.**

**At Atharva, wet waste generated per day is 5 kgs (including waste from kitchen practical sessions) on an average.**

**Out of 5 kgs waste that is inserted into the Bio plant, 3kgs of manure can be obtained on an average.**

**It take 4-5 days for processing of the manure.**

**This manure is used as a fertilizer for all gardening purposes in the campus, in Phase 1/Phase2/Phase3**

**Liquid waste management: Yes Atharva College treats wastewater from washrooms (grey water). Grey water collected is filtered off initially and solid waste is separated and disposed off in the sewage system backyards. The filtered water is treated with hypochlorous acid, Jaggery and cow dung to remove micro-organisms and fouling smell.**

**Later the treated water is used to water the plants in the college campus. Re-using grey water reduces the volume of sewage effluent entering watercourses which can be ecologically beneficial.**

**Grey water use in gardens or toilet systems helps to achieve some of the goals of ecologically sustainable development.**

**Method of treatment A tank of 20000 capacities is used for the recycling of grey water and hazardous water. The treatment of water is done twice a day, in the morning hours and then later in afternoon .**

**Capacity of tank-20000 L Ingredients added:**

**Hypochlorous acid-500 ml**

**Jaggery -250 g**

**Cowdung- 250 g**

**Treatment time : 7 hours Sand filter : Consists of three layers Coarse sand Fine sand Treated water is filtered to remove solid waste if any. Filtration becomes necessary when suspended solid particles are to be removed that cannot be forced to settle or float within a reasonable time. Most filters have a double function, they provide a fixed surface for treatment of bacteria and they form a physical obstacle for the smaller solid particles by creating adhesion of particles to their surfaces. In the next**

step water is passed through sand filter to remove tiny particles of waste matter. And finally after filtration, the treated water is used for gardening of plants in the premises of Phase I ,Phase II and Phase III of Atharva College.

**Maintenance** In terms of maintenance ,the treatment plant do not require as much of maintenance, only monitoring has to be done regarding supply of water in reaction tank, addition of required chemicals and then to utilize water for gardening.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

In Atharva College of Hotel Management and Catering Technology, rain water is collected underground by absorption method and later on it is spread all over the garden.

#### Rainwater harvesting system rooftop water harvesting:

The runoff from the terrace of the college building is channelized into five different recharge wells located at three Five different locations, each measuring 1m x 1m x 2m. All the rooftop rainwater outlets, discharge into storm water drains and then to the recharge structures. In network of pipes linked through chambers take the rainwater to the recharge tanks.

To facilitate groundwater recharge, all structures are provided. Tank Capacity of -20000 L is installed for proper filtration of harvested water. After water scarcity in the past months underscored the crying need for alternative sources of water,

The institute puts in place measures to harvest rainwater. The conserved water will be used for washing, gardening and such purposes, thus reducing the burden on the city's water supply.

**Method of treatment** A tank of 20000 capacity is used for the recycling of grey water. The treatment of water is done twice a day ,in the morning hours and then later in afternoon . Capacity of tank-20000 L Ingredients added: Hypochlorous acid-500 ml Jaggery -250 g Cowdung-250 g Treatment time : 7 hours Sand filter : Consists of three layers

Coarse sand Fine sand Treated water is filtered to remove solid waste if any. Filtration becomes necessary when suspended solid particles are to be removed that cannot be forced to settle or float within a reasonable time. Most filters have a double function, they provide a fixed surface for

treatment of bacteria and they form a physical obstacle for the smaller solid particles by creating adhesion of particles to their surfaces. In the next step water is passed through sand filter to remove tiny particles of waste matter. Finally after filtration ,the treated water is used for gardening of plants in the premises of Phase I ,Phase II and Phase III of Atharva

College.

**Maintenance** In terms of maintenance ,the treatment plant do not require as much of

maintenance, only monitoring has to be done regarding supply of water in reaction tank, addition of required chemicals and then to utilize water for gardening.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 7.1.7 Green Practices

- Students, staff using
  - a) Bicycles
  - b) Public Transport
  - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

**Response:**

- Students, staff using Bicycles
- Public Transport
- Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

**Students, staff using Bicycles**

In Atharva College of Hotel Management, many students and attendants commute by bicycle

Parking for the same is available right outside the main gate of the College.

## Public Transport

Many students, staff and faculty members of the college commute using Public Transport

## Pedestrian friendly roads

The college also has pedestrian friendly roads on the garden side to facilitate ease of walking for all members of the college

There is a private road outside the college which is safe and pedestrian friendly

## Plastic-free campus

The college makes minimal use of plastic within the campus. Also, the is dry and wet garbage separation that is followed

## Paperless office (NO)

## Green landscaping with trees and plants

Atharva College Campus is divided into 3 phases.

In Phase 1, there are 276 saplings/trees

In Phase 2, there are 197 saplings/trees

In Phase 3, there are 1099 saplings/trees

For maintenance of these plants, staff is appointed and a schedule is followed

Cleaning takes place on a regular basis. Trimming of trees/ plants, fortnightly

Once a month non chemical pesticides are used

Every three months, compost fertilizer is used

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.31

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-

wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.44	0.05	0.20	0.02	0.94

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response: 15**

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	4	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response: 15**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	4	2	1

File Description	Document
Report of the event	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response: Yes**

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website****Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 5



7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

Atharva College of Hotel Management and Catering Technology organizes national festivals such as Republic Day and Independence Day.

On the occasion of Republic Day the staff and students of the Institute gather first thing in the morning to hoist the flag . This is followed by a cultural program. Students took part in a cultural dance and singing event. The cultural event was followed by snacks.

For national festivals, Officers from the Malvani Police Station are invited to grace the occasion with their presence. The National flag was hoisted and National Anthem was sung. A speech was given by the inspector to all the attendees after which cultural events was held for the students of the institute.

The institute also took part in Atharva Foundation's "One for All, All for One' initiative, which aimed at felicitating the families of martyrs of the Indian Army.

On the the day of Kargil Divas the institute organised a function to facilitate the personnels from the Indian Army. Prominent personalities from the armed forces were invited.

In attendance was Shree Sunil Rane Sir. During the function the invited dignitaries spoke about their days in the army.

A letter reading section was also held where the letters written by the martyrs to their family were read by the guest present.

The National Anthem was sung at the end of the event.

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and

**auxiliary functions****Response:**

**Atharva College of Hotel Management and Catering Technology maintains complete transparency in its financial, academic, administrative and auxiliary functions. The fees structure is explained to the interested student and parents during the time of inquire. Enough amount of time is given to the students to clear the fees. Fees are collected through DD in the name of the institute. Proper receipts are provided to the students acknowledging the payment. Students are also given an option to pay the fees in instalment so as to reduce the burden of paying a large amount. For students opting for bank loans proper guidance is provided.**

**Academic Calendar is designed with the help of faculty members and under the guidance of the Principal.**

**There is complete financial transparency. The financial statements are submitted to the management in a common format.**

**There is administrative transparency through all the processes such as admissions, recruitment, placements etc.**

**Weekly meeting are conducted for all faculty members, headed by the Principal.**

**Decisions and discussions during meeting are recorded for future reference.**

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

**7.2 Best Practices****7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:****I).1.Title of the Practice: Annual Food Festival**

**Aim:** The institute has planned the practice ‘Annual Food Festival’ with an aim to encourage entrepreneurial interests amongst budding professional.

**2. Objectives of the Practice:**

- To provide a platform to the students to learn hospitality business while actually at work.
- To help develop interpersonal skills, communication and team work ability of the students that would be useful to every candidate in professional as well as personal life.
- To Bridge the gap between academics and industry.

- To be the most preferred hospitality education institute among the aspirants.
- To create a platform for the students and faculty to get industry exposure.

### **3. The context:**

The institute recognizes the need to expose the students to industry work culture through continuous interaction and hand on training during the course. The exposure to real time situations and environment gives them the sense of being a professional. Practice, use of equipments and adaptability of newer technology is possible through industrial exposure. Being a global industry, it is necessary to make students ready for international career and adapt to multicultural work environment. While researching on the educational gap challenge, it was realized that the biggest gap lies in the fact that the curriculum has limitations in instilling the confidence amongst the students. It is also imperative to go hand in hand with industry; faculty members are also encouraged to improve understanding of latest trends, techniques and procedure. This is inculcated in the institute activities. Interaction with industry also helps the institute in enriching and complimenting the curriculum.

### **4. Practice:**

Foodology, Alchemy are names of the events that are practiced in Atharva College campus.

Student's personal development: Students are encouraged to make groups and put up their own stalls. Promotion of the event is done online as well as offline by the students and invitations are sent to various institutes, colleges, hotels and hospitality organizations. Footfall is approximately two thousand people from different organizations. Students handle

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40294941/40294961, Tel Fax: +91-22-40294961

their stalls throughout the day and try to attract maximum crowd. Different games like dart and board, water brick and so on are conducted by the students themselves. The dominating attraction are the food stalls that serve a huge variety of foods and non-alcoholic drinks from kebabs to street foods, from Pizzas, Pastas to Cakes and Pastries and Bakery delicacies to drinks with Fog effect and tropical flavors to Arabic selections all the innovative varieties of food and drinks can be found in the Annual Food Festivals. The group of students work in team coordinating with each other to make the event a successful one in terms of hospitality, quality, learning experience, profitability, coordination and most importantly team work

development.

**Professional Training Program:** For further self development, students are sent for Industrial training and are also encouraged to take up training in vacation period at best brands of hospitality industry. They are trained in various operational departments at different working levels. The placements are done by the Training and Placement Cell.

**Diversifying Training:** Students are encouraged to take training in hotels, restaurants, professional catering in India and abroad.

**Hands on Training:** Efforts are taken to give maximum exposure through hands on training at evening and on weekends in Mumbai hotels for various catering events.

**Food Festival:** Institute organizes food festival for professional exposure to students, inculcating leadership, team work, sales skills, interpersonal skills, sharpening the technical skills.

**Seminar/ Workshops:** Institute has successfully organized seminar/workshops, invited industry experts for guest lecturers; students and faculty have attended seminars at other locations as well.

**5. Evidence of Success:** Students have successfully acquainted with global practices in

hospitality industry. Students have learned to think out of the box and present themselves with more confidence. One can easily make out the professional touch that the students have got after the event. Many of the students are coming up with their own business plans to set up small food outlets, juice corners and so on. They have adopted the professional work culture with improved

technical and interpersonal skills. They have become confident and more adaptive to

latest hospitality practices and shown ease of working in different situations. The

placements in best hotel brands in India and abroad is witnessed in recent years.

Workshops and seminar have helped in improving the curriculum & knowledge base.

This has positive effect on the enrollment in our institute.

**6. Problems Encountered and Resources Required:** Any event has its positives as well as negatives. Annual Food Festivals is no exception. It had few negative points as well as many positive aspects also. To list a few negative points which were turned into learning opportunities are lack of communication and coordination, punctuality, mismanagement of

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certain resources like funds, human resources, getting sponsor was a challenge which taught many out of syllabus lessons that will surely be useful to the students.

Resources were required for the entire event, which was divided into different departments like funds required were for the stalls, invitations, decoration, food preparations and travelling.

The major part of funding was brought in by the students from the sponsors and by putting up their

advertisements at their stalls. Politics and alcohol related sponsorships were avoided. Overall, the event is a very good learning experience to students as they learned from the problems they encountered as well as they surely learned to gather funds.

**II).1.Title of the Practice: One for All, All for One**

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**Aim:** The institute has planned the practice ‘One for All, All for One’ with an Aim to inculcate patriotism for the country and to recognize the efforts of Indian soldiers.

**2. Objectives of the Practice:**

- To inculcate patriotism among the students, faculties and Indians.
- To felicitate and recognize the Real Heros of India – the Soldiers.

- To ensure that everybody knows the names, the work, the sacrifice of the soldiers in India and that everyone respects them genuinely from heart.
- One for All, All for One – the name itself suggests that it is for every person in India, the duty and responsibility of every citizen to be part of this initiative.

### **3. The context:**

The institute recognizes the need to expose the students as well as every Indian to the life of a soldier. The armed forces are very important and necessary to protect the country from outside threats. Hence, it is very much necessary that every Indian must respect every soldier of the country. One for All, All for One is a practice that inculcates love for country and its people. An event was also held in National Sports Club of India (NSCI), Worli, Mumbai. The event was a grand success with number of guests above 10,000. One of a kind event to felicitate and narrate the stories and live experiences of martyr soldiers and their family. Many soldiers and their families from all over India had participated in the event. Many of the celebrities like Kapil Dev, Aftab Shivdasani, Hema Malini, Amisha Patel, Aada Khan and Niel Nitin Mukesh attended the grand event in NSCI, Worli. Amongst the Chief guest was the Chief Minister of Maharashtra Mr. Devendra Fadanavis and some of the higher rankings of Indian Army.

### **4. Practice:**

One for All, All for One is an initiative that Atharva College have taken to inculcate patriotism and love for country in every Indian. For this, the faculties as well as students do promotion like tell others about the initiative, practice certain policies like Clean India – Swachha Bharat, also, spread awareness using online as well as offline medium to share information about soldiers, martyrs, work of soldiers. Some of the faculties and students also took initiative to visit the Indian borders and know the actual situation of the soldiers there and spent some time with them. The families of martyrs were invited for the event One for All, All for One which was held at NSCI Dome, Worli, Mumbai on 31st January, 2018. Publicity was done on social media like pages were created with information of different soldiers; students and faculties shared it with many of their friends. People were invited to the NSCI event and the response was overwhelming. Chief guest for the event was the Chief Minister of Maharashtra Mr. Devendra Fadanavis along with some of the higher rankings of Indian Army. Stories of 10 martyrs were narrated by high profile bollywood celebrities like Ms. Hema Malini, Miss Amisha Patel, Mr. Aftab Shivdasani, Mr. Niel Nitin Mukesh, also

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former Indian Cricket Team Captain Mr. Kapil Dev. Many of the Soldiers attended the event along with their families. There was an exhibition put up by the Indian soldiers in the NSCI premises exhibiting the guns like Automatic Grenade System, Snipper, AK 47, AK 56, Shot Guns, MMG, Rocket Launcher, light machine gun, Army Tank, Army Trucks, Anti Tank guided missile launcher, 81 MM MOR, and many other Army weapons. The soldiers explained the using procedure and details about all the weapons in the exhibition to the common people. All this surely inculcated a strong sense of love for country as well patriotism amongst the people of Mumbai.

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

Students and all the people who came for the event were pleased by the entire concept of the event. Many students and participants have already started thinking about pursuing career in armed forces and live and die for the country. Some people who never even bothered to know the name of a soldier are now having list and details of martyrs and their families. One for All, All for One event was a great success because every body who participated, voluntarily took home the information about the soldiers and shared it with their known people. The total number of attendees was above 10,000 and counting.

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

Although the event was a successful one, there were many problems that came up. It was a great challenge to bring together so many people for a practice like this one for soldiers that too on a weekday evening. Many of the participants had to sacrifice on the weekly off and on family time. A great number of resources were required as the number of volunteers was more than about 300 and everyone had given their time and efforts for making the event a successful one. In the beginning, some of the staff and students were not much willing to sacrifice their holiday and family time to One for All, All for One event, but when they were told the truth that soldiers sacrifice their entire life on the borders, they were touched and volunteered for participating in various events related to One for All, All for One event. The students learned about organizing such huge event and surely this experience was a valuable one for them and will be a very helpful lesson for life.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

**To create a world class educational environment, that allows students to develop their professional abilities and foster a strong sense of responsibility and ethics.**

**The priority in Vision of Atharva College of Hotel Management is to create a world class educational environment for students. To achieve this vision, college is equipped with state of the art technology like two well maintained computer labs, projectors, finest cooking and baking equipments, three modern well designed restaurants, banquet hall and class rooms with projector facility.**

**Excellent world class infrastructure is a major boon to Atharva College of Hotel Management. As an additional facility, students are allowed to use in campus swimming pool after college hours for recreational purpose. Additionally, DJ is also played for students every Friday evening. We also conduct bridge courses related to Bartending, Food Production, Bakery and House Keeping. These courses help students to enhance their knowledge and innovative thinking abilities and also assist the students to develop their practical skills related to their area of interests. All these activities help the students to develop their professional abilities.**

**Events are given notable importance as they help the students to nurture their sense of responsibility and built up team working ability that strives towards one goal of success. Faculties guide the students in every stage of the event including planning, execution of the plan and feedback.**

**Students are and placed for training in reputable five star hotels in Mumbai, India and around the globe. Diversified training is given to students as they are trained in all the operational departments of the hotel. Some of the students are placed even in the best fine dine restaurants, clubs and resorts which help them get trained and be one with the current industry trends. Industry experts are invited for as a guest lecture to make students aware of industry happenings and also students learn from them many new industry trends, this helps the fresh students to choose their area of interest and commit themselves to their bright career path.**

**Students are provided with all the facilities in campus as well as off campus to develop themselves as a professional career oriented person. The response of students is also great and notable to the efforts of faculties and non teaching member's team.**

**Bottom line is "Students are nurtured, made ready attitude wise, physically, mentally, skills wise, knowledge wise and overall personality to take up challenging jobs in hospitality industry any where**

around the globe”

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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## 5. CONCLUSION

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### Additional Information :

- World class infrastructure equipped with multi cuisine kitchen, bakery and to provide the feel of Hospitality Industry we also have various outlets such as Ozone, Mirage.
- ISO certified ISO 9001:2015
- Institute has ranked 2nd in Maharashtra by Times Of India ranking 2018
- Qualified, experienced teachers and result oriented team to mould students as per Industry Standards.
- Ozone, Resto Bar
- Mirage, which gives the actual restaurant feel.
- Crystal Banquets which gives students the experience of Banquets setup.
- Students are placed in Five Star properties.

### Concluding Remarks :

As per NAAC format the SSR is written, To the best of our knowledge the report is been made , hope to meet the expectations of NAAC committee for accreditation process.