



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	ATHARVA COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
Name of the head of the Institution	Prof. Joseph Furtado
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	022-40294941
Mobile no.	9892850730
Registered Email	reception@atharvahmct.edu.in
Alternate Email	principal@atharvahmct.edu.in
Address	Malad-Marve Road, Charkop Nakka, Malad (West)
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400095

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Urban																
Financial Status			Self financed																
Name of the IQAC co-ordinator/Director			Varsha Boricha																
Phone no/Alternate Phone no.			02240294941																
Mobile no.			9892259108																
Registered Email			reception@atharvahnct.edu.in																
Alternate Email			principal@atharvahnct.edu.in																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			http://www.atharvahnct.edu.in/wp-content/uploads/assessment.pdf																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.atharvahnct.edu.in/wp-content/uploads/ACADEMIC-CALENDAR.pdf																
5. Accreditation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>1</td> <td>C</td> <td>1.93</td> <td>2019</td> <td>28-Mar-2019</td> <td>27-May-2024</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	C	1.93	2019	28-Mar-2019	27-May-2024
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	C	1.93	2019	28-Mar-2019	27-May-2024														
6. Date of Establishment of IQAC			21-Sep-2017																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Wellness & Grooming</td> <td>18-Feb-2020</td> <td>124</td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Wellness & Grooming	18-Feb-2020	124					
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Wellness & Grooming	18-Feb-2020	124																	

	1	
VEGANISM	03-Dec-2019 1	45
Career & Education Opportunities Abroad	26-Sep-2019 1	124

L::asset('/', 'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.\$instdata->upload_special_status)}}}

[View Uploaded File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NIL	2020 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

WORKSHOP

SEMINAR

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
Conducting more workshops	practical knowledge have increased
Seminar on different courses of Hospitality	Scope of knowing the hotel industries have increased.
View Uploaded File	
14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	05-Mar-2019
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

For this academic year(2019-2020), the institution ensures effective curriculum delivery through a well planned and documented process Atharva College of Hotel Management And Catering Technology 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. Before 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 Timetable Committee headed by the Principal and a senior Faculty Member draws up a detailed timetable which efficiently deploys the units of time for academic and co-curricular purposes as for example, theory (offline/online), practical(offline/online), tutorial(offline/online). The departments aspire for effective curriculum delivery through a combination of time-tested and innovative methods: beginning with an entry-point assessment of the student's aptitude and expectations relating to the course and conducting an Orientation Seminar for the first year students. Faculties are encouraged to use innovative methods such as presentations, practical assignments, case studies, seminars, workshops, guest lectures(conducted offline/online), to impart knowledge. The college has well equipped library with reference materials like books, magazines, e-journals that help students and teachers. 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 conducted regular online meeting with mentees so that their overall performance is improved. The academic performance of the students is monitored by taking internal test, practical test, and journal submission which was conducted online. Feedbacks from student, faculties, industry and alumni are taken in to consideration. This academic year due to pandemic, semester where conducted online and acknowledgement was received in digital format.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Bar tending	nil	10/06/2019	7	Entrepreneurship	Developing skills for flaring Mixology
Bakery	nil	17/06/2019	8	Employability	Skills for baking cakes, bread ect.
Spa	nil	22/08/2019	10	Entrepreneurship	Developing skills for grooming, therapeutic treatments.
Food production	nil	24/06/2019	15	Employability	Developing skills for food production

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Advanced Food Production, Advanced Culinary Arts- Indian, Food Styling & Presentation, Advanced Pastry Arts, Kitchen Facilities Planning and Environmental Consciousness, Advanced Culinary Arts - Indian ,Advanced Culinary Arts - International .	17/06/2019
View Uploaded File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Advanced Food Production, Advanced	03/06/2019

	Culinary Arts- Indian, Food Styling Presentation, ect.	
BSc	Adv FPP/AdvFNB/AdvHk /AdvFront off And HR/Sale mktg/ foreign language/Revenue mgmt./financ. mgmt.	25/03/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	85	85

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Bar tending courses	06/10/2019	35
Bakery courses	17/06/2019	38
Spa	22/08/2019	40
Food production	24/06/2019	31
View Uploaded File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Internships	176
BSc	Field Projects	601
View Uploaded File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
Atharva College of Hotel Management and catering technology encourages various stakeholders such as students, alumni, faculty, etc., to give their feedback after every semester, and at the time of alumni. The institution collects all feedback in the form of questionnaires. The feedback are minutely studies and analyzed for further improvement. The feedback is discussed in staff meetings which are held every week and an action is implemented our the feedback. The institute also conducts Parents and Teachers Meeting on regular intervals, where the progress of each student and areas of improvement are been discussed with the parent . Feedback is collected from the parents and it is analyzed and

is discussed with faculties and management for implementation. Faculties are briefed for timely corrective actions. Week wise, semester wise and annual feedbacks are collected It helps in improving the teaching-Learning process and planning academic calendar for the future to reduce the gap between industry requirement and syllabus.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Culinary	60	25	10
BSc	Hospitality Studies first year	300	160	145
BSc	Hospitality Studies second year	300	197	179
BSc	Hospitality Studies third years	240	215	202
View Uploaded File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	546	0	18	0	18

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	21	57	2	2	0
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, the institute has student mentoring system where in place 20 - 30 students are allocated to one of the faculty members. This particular faculty member acts as their mentor for a particular academic year. The role of the mentor involves nurturing the students and guide them in best possible manner for any issues that they are coming across in academic session. Students with personal/family problems if any, are given counselling and support as well. Mentor regularly interacts with the students and monitor their academic performance and attendance with the help of a student profile format. Students are also positively supported and directed both in co-curricular and extracurricular activities. The mentors of the class discuss about the performance with each

and every student individually. During first year, students' concern related to academic and personal well looked after by the mentors. The critical cases are handled by first year in-charges. This help students realize their responsibilities at the early stage and work upon it. The students are given guidance for career growth and personal well-being besides academics. Mentor's at the initial stage are able to assess the student's strength and weakness and accordingly the students' are counselled. For higher semesters, the mentors are allocated to the faculties who teach in that particular year. Hence mentor is responsible to counsel the student and provide guidance regarding personal and academic matters. Mentor keeps track on their improvements and counsels on regular basis. Mentors keep an eye on students' performance and schedule additional lectures/practical's if required. Apart from mentor', students are also counselled by class advisors, subject faculties and HOD for improving their academic performance and attendance. The meetings between mentor - mentee are conducted on regular basis. The meeting is held every month, in which students meet their mentors for academic and personal issues. The students who have low attendance and/ or who have missed their internal tests are paid special attention. Mentor pays complete attention even after the student has been counselled. If required, students with many concerns are asked to call parents to attend parent- mentor meetings. This helps building a reputed bond and helps in improvisation. During faculty meetings, each mentor shares the details of their students with the other faculties to ensure that the student can be supported at any given point of time in throughout the academic year. Students' performance is discussed through assignments, class test, project work and internal assessment thus helping the mentor to understand the student performance in a better way. Students who are slow learners are handled with the utmost care. For such student regular performance check is done and assessed on regular basis keeping the student informed about growth or fall in their performance. Also mentors always keep a check on the attendance of the student, the marks/grades obtained in the internals externals examinations, and regarding his/her candidature in the academic year. Maximum number of students who perceive the professional course are focused to achieve their goal .

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
546	18	1 : 30

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	1	1	1	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NA	Assistant Professor	NA
2020	NA	Assistant Professor	NA
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	4001616	2nd sem/1st Year	02/12/2019	23/04/2020

BA	4001616	1st sem/1st Year	30/07/2019	11/11/2019
BSc	1S00426	6th/ 3rd year	02/12/2019	23/04/2020
BSc	1S00425	5th sem/ 3rd year	18/07/2019	18/11/2019
BSc	1S00424	4th sem/2nd Year	02/01/2020	23/04/2020
BSc	1S00423	3rd sem/2nd Year	18/07/2019	18/11/2019
BSc	1S00422	2nd sem/1st Year	02/12/2019	23/04/2020
BSc	1S00421	1st sem/1st Year	30/07/2019	18/11/2019
View Uploaded File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute has adopted reforms based on curriculum prescribed by Mumbai University to measure the growth and development of students in their capabilities in terms of knowledge, their skills and attitude as part of Continuous Internal Evaluation (CIE). There are meetings conducted in which faculty members for syllabus revision and they are part of all these reforms initiated by the management. In the beginning of semester, respective faculty members teaching their particular course/subject talks about the evaluation components/tools with marks and weightage for each evaluative component for each course. Subject teachers give consideration to behavioral aspects, independent learning and communication skills in framing criteria for Internal Evaluation for the respective courses. Subject teachers provide appropriate weight age for student's participation in seminars, co- curricular activities related to their course and in general. The student representatives are also involved in framing the components and weightage of Continuous Internal Evaluation. It helps out all the students of class in understanding the importance of learning and participation, in various aspects. Advanced techniques are used by institute for Continuous Internal Evaluation throughout the semester, be it Group assignments, projects, case studies, internal tests, presentations, role plays or conventional written exam based on pen and paper. The recommended components of Continuous Internal Evaluation by ACHMCT are as follows: 1. Case Study / Situation Analysis - (Group Activity or Individual Activity) 2. Class Test 3. Field Visit / Study tour and report of the same 4. Small Group Project Internal Viva 5. Role Play 6. Newspaper reading

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute has a distinct standard operating procedure to develop the academic teaching plans and it follows academic calendar to run the academic year smoothly. The Academic Calendar helps as a source of information and planner for students, faculty, staff and other stakeholders of the institute. The institute formulates the Academic calendar by considering the PO's and CO's so that the activities are planned accordingly for that particular academic year. It incorporates all the processes of the institute such as student section, administrative section, academics, co-curricular and extracurricular activities. Academic Calendar lays down a very strong foundation of the academic delivery. The Institute strongly trusts on in transparency when it comes to its functioning. It circulates the Institute's vision and mission set by the management. Academic calendar is designed in line with the affiliating

with the Mumbai University's syllabus and takes into consideration the holidays and vacation. Preparation of the Academic Calendar begins well before the commencement of the academic year. The activity calendar shows the begin and end of each semester stating various activities to be conducted, the internal evaluation schedule and the tentative plan of external evaluation. Academic Coordinator while preparing the academic calendar in consultation with management takes into consideration the feedback of previous year activities. Then it is placed before the governing body for approval. The suggestions given by the governing body are incorporated in the academic calendar before it is finalized and circulated. The institute follows diverse evaluation parameters for each course which are dependent on the student's participation in activities planned for the particular year and demonstrating the required skills while implementation. As per their teaching plans, each teacher takes a liberty to schedule their own internal subjects' concurrent evaluation. Each course and that respective teacher of that course has his /her own pattern of internal examination like practical's, group discussions, seminars, presentations and projects etc. Once finalized, the academic calendar is communicated to the students by featuring it on a website, displaying on notice board o circulated during induction program. The institute has built in mechanisms to ensure syllabus completion and conduct of Continuous Internal Evaluation to be completed within the time frame hence, accordingly various measures can be taken. The academic committee balances the trade-off between strict adherence to the academic calendar and conduct of Continuous Internal Evaluation. The Academic committee ensures the strict implementation of academic calendar by monitoring activities and reviewing the gaps periodically.

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 in website of the institution (to provide the weblink)

<http://www.atharvahnct.edu.in/wp-content/uploads/Progtam-Outcome-PDF.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1S00426	BSc	Hospitality Studies	202	189	93.5
4001616	BA	Culinary	8	8	100
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.atharvahnct.edu.in/feedback/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Any Other (Specify)	2	ACHMCT	3000	150000
Any Other (Specify)	1	ACHMCT	15000	150000
Any Other (Specify)	1	ACHMCT	20000	150000
View Uploaded File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Development Program from Dale Carnegie	Training and Placement	04/09/2019
Overseas Education Career Guidance	Training and Placement	27/02/2020
Current Trends In Hotel Industry	Training and Placement	07/01/2020
Abroad Internship Opportunities	Training and Placement	07/02/2020
Overseas Education	Training and Placement	20/08/2019
Career Education Opportunities Abroad	Training and Placement	26/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	01/01/2019	NA
View Uploaded File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
ACHMCT	Student Council(amog, Shivani, Minal ect)	Self Sponsered and college	Carving	Fast food	05/09/2019
View Uploaded File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if
------	------------	-----------------------	---------------------------

			any)
National	nil	0	0
International	nil	0	0
View Uploaded File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NA	0
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NANA	NA	NA	2019	0	00	0
NA	NA	NA	2020	0	00	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2019	0	0	00
NA	NA	NA	2020	0	0	00
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	0	0	0	0
Resource persons	0	0	0	0
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	ACHMCT	12	35
Clean Up Drive	ACHMCT	14	37
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
na	na	na	Nill
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachha Bharat	ACHMCT	Clean Up Drive	14	80
Womens Day	ACHMCT	Seminar	13	70
Kargil Vijay Divas	ACHMCT	Seminar	50	100
26 Nov	ACHMCT	Seminar	10	20
Eye camp	ACHMCT	health care	15	19
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Development (FB Service)	All the faculty	00	1
Faculty Development (Front Office)	All the faculty	00	1
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship Training	Hotel Industry	Hotel Industry	03/06/2019	30/11/2019	179
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
295.5	268.64

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SMS Library Management system(MICM net - solution pvt. ltd.)	Fully	1.0.481	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3548	994866	0	0	3548	994866
Reference Books	821	811379	2	1	823	811380
e-Books	0	0	0	0	0	0
Journals	14	31967	0	1	14	31968
e-Journals	2	5000	2	0	4	5000
Digital Database	0	0	0	0	0	0
CD & Video	7	2701	1	2	8	2703
Library Automation	1	7080	1	7670	2	14750
Weeding (hard & soft)	0	0	0	0	0	0

Others(s pecify)	0	0	0	0	0	0
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	51	2	0	3	2	7	11	70	0
Added	0	0	0	0	0	0	0	0	0
Total	51	2	0	3	2	7	11	70	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

70 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Blue Lagoon Mocktail	https://youtu.be/jleNkmiGTbU?list=PLKmHi6EGIAek6cjnakzfjaBgT70UopTcd
Jamaican Coffee	https://youtu.be/tZl9JXfve20?list=PLKmHi6EGIAek6cjnakzfjaBgT70UopTcd
Linen Origami	https://www.youtube.com/watch?v9zaqgRd7hwI

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilities
295.5	268.64	179.28	162.98

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Atharva collage of hotel management and catering technology is committed to

providing an environment where the diverse background of students and faculty and learning. There are established systems and procedures for maintaining and utilizing. Thank you 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. • 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. : • All session will aim at providing the students with practical knowledge that can be applied in the industry in future .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 Centers • 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.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Safety Policy	520	100000
Financial Support from Other Sources			
a) National	00	0	0
b)International	00	0	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Kitchen Bridge Course (Online)	18/05/2020	30	ACHMCT
Yoga	21/06/2020	20	ACHMCT
Remedial lectures for LD students	08/08/2020	7	ACHMCT
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	ETS Learning Link Foundation	59	0	0	0
2019	Overseas Education & Career Guidance	134	0	0	0
2019	KES career & Education Opportunities abroad	124	0	0	0
2020	Abroad Internship Career Elements Consultancy	49	0	0	0
2020	Overseas Education & Career Guidance	98	0	0	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

Westin/ITC Hotel MARATHA	174	16	Hilton Mumbai	60	4
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	0	00	NIL	NIL	NIL
2020	0	00	NIL	NIL	NIL
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	3
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Tug of War Chess -(29/01/2020)	INTRACOLLEGE	65
Dancing Singing -(28/01/2020)	INTRACOLLEGE	37
T- Shirt Painting Mocktail Making - (27/01/2020)	INTRACOLLEGE	24
Diyaati (Diya Painting) - 07/11/2019	INTRACOLLEGE	12
Chromagic (Rangoli Competition) - 06/11/2019	INTRACOLLEGE	24
Sugar Street Sweet (Sweet Making Competition) - 05/11/2019	INTRA COLLEGE	20
View File		

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	Nill	Nill	00	00
2019	NIL	Internat ional	Nill	Nill	00	00
2020	NIL	National	Nill	Nill	00	00
2020	NIL	Internat	Nill	Nill	00	00

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Activity of student council representation of students on academic administrative bodies/committees of the institution . student council a student council is a group of self-motivated students who alot some time to enhance the student life experience in the college. simply put, a student council is the bridge between the administrative officials of the college and its students. Rather , one can say that the student council is the face of the college. Events handled by the council team in the year 2019-2020 • ANNA RATNAM (12th Feb 2020) Council team had organized this event for the ACHMCT students to enhance their event management skills and leadership qualities. There were 10 different stalls and every group was given one key ingredient to add in all their dishes at the end of the day: calculate the profit or loss they had. This competition was about bringing modern flavors to traditional foods of the south. GANESH CHATURTHI (traditional day) (22nd August) HM council look after some arrangement for all the 2 days, till Visarjan. PRE-DIWALI Sugar Street Sweet (Sweet Making Competition) 05/11/2019 -- Sweet making Competition was held in the Open Area Phase 3. Where all students gave the best. The competition was judged and organized by chef Nasir and Chef Kunal. It will help students to learn and work on team work. DIWALI FEST Chromagic (Rangoli Competition) - 06/11/2019 -- The Rangoli Competition was held in Open Area Phase 3 , these types of events make our students very creative and focused. all the participants were very excited and made the beautiful Rangoli,.the Competition was managed by Ms. Anjana Ms. Chandana. DIWALI FEST Diyaati (Diya Painting) - 07/11/2019 -- This event was hosted by the third years , the council looked after the whole event. There were more than 20 students who participated in the competition. Diya was made by the help of colors, Ribbons and Pearls. Ms. Ulka and Ms. Nikta was the Judge. It was very Difficult for us to Judge because all the Diya were very beautiful and elegant. CULTURAL TRI COLOUR EVENT - T- Shirt Painting Mocktail Making - (27/01/2020) - This event was hosted by the third years , the council looked after the whole event. There were more than 15 students who participated for competition. T - Shirt Painting was made by the help of colors and Spray. The Judge for the Competition was Ms. Tanvai and Ms. Ulka .Mocktails Making Competition was held in Open area Phase 3 . Mr. Shailesh and Mr. Sonal were the Judge for the Mocktails Making Competition . CULTURAL TRI COLOUR EVENT - Dancing Singing -(28/01/2020) -- The Dancing and Singing Competition held on Open Area Phase Three. The Theme was Bollywood. Almost 30 Plus Students were Participated. In which Some of the performance was Solo And Group. Singing Competition was also held after the Dance Competition. The Jury of the competition was Ms. Tanvi and Mr. Deepak.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The purpose of an association is to foster a spirit of loyalty and to promote the general welfare of the organization. Alumni associations exist to support the parent organizations goals, and to strengthen the ties between alumni, the community, and the parent organization. Under Alumni Association the meeting is conducted with the students who have passed out . The the alumnus students shared and discussed the trends that they have come across in the industry . They were able to give information that was helpful to the teaching Faculties . Faculties were able to use these information and inculcate in their class room content . Their achievement were shared, these details were given to the

students still studying . All 3 years were able to come in contact with their alumnus for guidance with reference their career . Alumnus students have been a part of the orientation program , to help the new batch of students to get a introduction to the industry and its trends. The Registration process of the alumni association is in the pipe line .

5.4.2 – No. of enrolled Alumni:

30

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting has been organized with the Alumni.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization of Management: The College gives importance to decentralization and same is monitored regularly by Governing Council. Faculties and HOD's are authorised to plan and execute interesting workshops, interactive seminars, invite guest lecturers and do teaching beyond syllabus by using innovative teaching methods to help all round progress of every student. Faculties and HOD's have given recommendation letters to deserving students which will help them progress in their career. Various certificates like bonafied and good attendance certificates were issued to deserving students. Railway concessions were given to the students. Students were given various responsibilities to plan events and cultural activities and they also hosted food festivals welcoming other hospitality colleges. All faculty members were involved along with the students during planning and execution of extra curricular activities, seminars, workshops and other programs. Faculty members were also involved in giving inputs to frame the course and evaluation process to improve the student's overall knowledge and understanding. The senior members are normally appointed as the departmental heads to oversee the same. All departmental heads were given Autonomy to set their Departmental objectives and design an action plan to achieve them in an interactive manner. Encourage to conduct industrial tours and to have tied up with industry experts and organized seminars. Students were encouraged continuously to organize programs and so on. **Participative Management in the Organisation:** At HOD Level: 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. All departmental heads were given Autonomy to set their Departmental objectives and design an action plan to achieve them in an interactive manner. HODs are advised to focus in positioning the department to attain number one status. Encourage Faculties and students to participate in various activities. At Faculty Level: All the teaching and non teaching staff members fill the online Weekly Self Assessment Report about their tasks and duties done during the entire week. 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 tied up with industry experts and organized seminars. Bridge courses were conducted for Bartending, Bakery and Cookery by the respective faculties. At Student Level: Students were encouraged continuously to organize various programs like Food Festivals, Chef Competitions, Bakery competition, Mocktail

making competition, sports, and so on. Students participate in Bridge Courses for Bartending, Bakery and Cookery which helps student earn an additional certification as well as to deepen their knowledge of the respective subjects. List of the committees are as follows: Sr. No. Name of the Committee

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

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	Practical and Theory lectures are planned well in advanced at the beginning of each semester and conducted as per the planned time table schedule by respective Teaching faculties in the allocated locations of classrooms or practical labs. The teaching and learning takes place in college during lectures as well as during industrial training. Many seminars and workshops as well as informative industrial visits are conducted to enhance students learning experience.
Examination and Evaluation	Examination Section maintains accurate records of all the examinations and evaluations that are conducted during every semester. Online paper correction is done in CAP centre by all the teaching faculties as per university norms to help increase the accuracy and ease of evaluation process. Exams and evaluations are conducted as per the academic calendar. Institution has adopted the strategy - plan your work and work your plan - for quality improvement.
Research and Development	Faculties are continuously motivated to carry on research pertaining to their subjects. Faculties do attend workshops and seminars on current trends in the industry. Students are encouraged to do research on various topics depending on their interests and present the same in the form of projects and assignments. Faculty Development Programmes are conducted to enhance teaching quality and for better understanding of students learning capabilities.

Library, ICT and Physical Infrastructure / Instrumentation	State of the art Library is well equipped with high speed internet connection and wide range of books, magazines, journals and periodicals related to hospitality industry. The library facility encourages self study development promotes research activities which proves to be beneficial for students as well as faculties. Information Communication Technology and physical infrastructure is best in class and students make the most of these facilities while researching for their assignments and projects
Human Resource Management	Human Resource Management is responsible for hiring the appropriate candidate for vacant position. This is one of the most important department and can be considered as the backbone of the entire management and operations. Continuous training and feedback helps in improvement of quality.
Industry Interaction / Collaboration	Training Placement Department interacts frequently with the industry experts for various purposes like to conduct seminars and workshops, recruitment of students for Industrial Training and for jobs - campus placements. Industry interaction is also done for the purpose of industrial visits like with Sula Vineyards, Suhana Masala factory, Gowardhan dairy and many others like Stir Academy of Bartending, Flaming Trio and Flairology.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	College have made Atharva app which acts like a platform that helps communicate every important piece of information between the faculties, management and student. Planning is done using technology in the following context - computerised system is used to conduct research and rediscover current trends and implement the same relevantly. Group communication is possible using mobile communication which helps in quick, easy and appropriate two way communication. Information and Communication Technology plays a major role in Planning and Development.

Administration	Electronic Governance is understood as a set of activities involving the effective contribution of Information and Communication Technology (ICT) for strengthening administration and management in higher education system. it creates transparency between the colleges, universities and students. Most of the Administrative work is done using e-governance and this helps to increase accuracy.
Finance and Accounts	Electronic Governance is used by Finance and Accounts department and it plays a major role to record all monetary transactions. This is important as one can track the dues and budget and accordingly take appropriate decision about the monetary transactions. Reduced paper work is an added advantage of using Information and Communication Technology. Due to e governance, finance and accounts have become simpler.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	00	00	00	Nill
2020	00	00	00	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Effective Leadership Programme	Nill	08/07/2019	10/07/2019	19	Nill
2020	Nill	Grooming Soft Skills	26/06/2019	27/06/2019	Nill	14
<u>View File</u>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Effective Leadership Programme	19	04/07/2019	06/07/2019	2
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	Nil	0	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Freemeals, Uniforms, Shoes, Mediclaims, Paid leaves, Sickleaves, PF, Gym, SPA, Parlor, Locker Facilities. Parking Facilities	Freemeals, Uniforms, Shoes, Mediclaims, Paid leaves, Sickleaves, PF, Gym, SPA, Parlor, Locker Facilities	Lunch, Uniforms, Shoes, Locker Facilities, Parking Facilities

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute's parent body is liable to conduct internal Audits to evaluate internal controls, including corporate governance and accounting processes. Statutory Audit for an examination of an entity's financial records in accordance with the requirements of a government agency. Under Income Tax act- 1961 which provides for administration, collection and recovery of Income Tax and obtain Audit Report in from 10B. Trust also files Return U/S 139(1) , shows provisions related to late filing of income tax returns. Any individual or non- individual tax assesses has not filed tax returns within the specified deadline, it features the guidelines to file delayed returns. The institute conducts internal audit as well as statutory audit every year to keep proper track of financial transaction, control of expenses and creditors and outstanding fees from the student. The report also submitted on quarterly basis to the management by which help them to take proper financial decision for the future development of the institute. The Statutory Audit of the institute as well it's parent body is conducted by Certified Practicing Auditors on annually basis through M/s S. K. Shetty and Company, the Audit firm situated at Malad west Mumbai. During the Statutory Audit the representatives of the Auditors visits at the institute and checks cash and bank vouchers payment to creditors, allocation of capital and revenue expenditures in books of accounts, bank Reconciliation statement for every month, statement of outstanding fees from the student. During the Statutory Audit if any queries raised is asked to the concerns employees and sorted out before the finalization of Accounts and necessary finalization journal entries are passed in the books of accounts. Auditors also verify the status of Fixed Assets through physical checking of the Assets and necessary Depreciation calculated based on rates fixed as per Act and thereafter accounts of the institute is finalized with the help of Accountants and Income and Expenditures along with Balance sheet are prepared and submitted to the Management for its approval. The Management keeps the accounts for approval in the meeting of the board of trustees and after their

approval and Statutory Auditors signs the statement of Accounts. After signing of the Accounts the process of filing of the TDS return for Contractor in form 26 and for Employees in Form 24 is being prepared and finalized and after approval filed online with Income Tax Department. After filing these returns form 16 and form 16A generated respectively for contractors and employees which gives them proof of their tax payment to the department through TDS which helps them to file their annual income tax return as per Income Tax Act 1961. There after the trust starts the process of filing income tax return as per Income tax Act 1961 and Income tax return u/s 139(1) and Audit Report in FORM 10B is also filed with Income Tax Authority. As the Trust is registered with Charity Commissioner of Mumbai under Mumbai Public Trust Act 1950 the Statutory Report also filed with this Authority after completion of Audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
View File		

6.4.3 – Total corpus fund generated

4591303

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	By Head of Department
Administrative	No	NIL	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. progress report of the student is delivered.2. Academic progress is explained to the parent. 3. Feedback and quires.

6.5.3 – Development programmes for support staff (at least three)

1. Extra pay for over time. 2, Sending support staff for IV. 3. Providing lunch. 4. weekly meeting conducted by the section head
--

6.5.4 – Post Accreditation initiative(s) (mention at least three)

ICT tool facilities improved . Number of FDPs were increased. Usage of LMS tools by all the faculties.
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
------	------------------------------------	-------------------------	---------------	-------------	------------------------

2019	Development Program from Dale Carnegie	04/09/2019	06/09/2019	06/09/2019	60
2020	Overseas Education Career Guidance	27/02/2020	27/02/2020	27/02/2020	98
2020	Current Trends In Hotel Industry	07/01/2020	07/01/2020	07/01/2020	66
2020	Abroad Internship Opportunities	07/02/2020	07/02/2020	07/02/2020	90
2019	Overseas Education	20/08/2019	20/08/2019	20/08/2020	134
2019	Career Education Opportunities Abroad	26/09/2019	26/09/2019	26/09/2019	124
2019	VEGANISM	03/12/2019	03/12/2019	03/12/2019	45
2020	Wellness Grooming	18/02/2020	18/12/2020	18/12/2020	124

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on Bartending Workshop on Bartending	01/10/2019	01/10/2019	59	43
Industrial Training	20/08/2019	20/08/2020	70	109
Seminar by Speakwell and PIHMS, New Zealand	20/08/2019	20/09/2019	65	67
Veganism	03/12/2019	03/12/2019	20	25
Current Trends in Hotel Industry - By Hilton Hotels	07/01/2020	07/01/2020	37	29
Woman Day	08/03/2020	08/05/2020	50	12

Celebration				
Woman Cell Meeting	01/10/2020	01/10/2020	20	2
Woman Cell Meeting	07/01/2020	07/01/2020	20	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institute is very perceptive to the environment and environmental issues. The institution has been taking initiative of Green practices with the objective of protecting the environment. The institute works continuously to improve and maintain clean and green campus. The faculty members and students of the college take measures to maintain ecofriendly environment within the campus. The following initiatives are undertaken by the college to promote eco-friendly environment in the campus.a. The institute has an environment committee of faculties and students both which do takes care of the environment in the institute.b. The college has been declared as no smoking zone.c. Dustbins have been placed within the campus for waste material.d. Routine practices of Segregating wet dry Garbage.e. Maintaining of Herb garden in our campus Tree Plantation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Provision for lift	Yes	10
Ramp/Rails	Yes	10
Braille Software/facilities	Yes	0
Rest Rooms	Yes	15
Scribes for examination	Yes	12
Special skill development for differently abled students	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	26/07/2019	2	Celebration of Kargil Vijay Diwas	Homage to all army Martians who have lost their lives in India-	65

						Pakistan 1999 Kargil War which was fought in the areas on Ladakh and Drass sector.	
2019	1	Nill	15/08/2019	5	Cleanup drive	Awareness about keeping your areas and surroundings clean	34
2019	1	Nill	26/11/2019	2	Homage to Brave Soldiers (26-11)	Homage to all police as well as army Martyrs who have lost their lives in the 26/11 terrorist attack in 2008	75
Nill	Nill	1	08/03/2019	5	Womens Day Celebration	Salutes the spirit and determination of women in Defence.	37
Nill	1	Nill	02/10/2019	4	Swacha Bharat Abhiyan Gandhi Jayanti	Awareness about keeping your areas and surroundings clean	21
Nill	1	Nill	05/06/2019	3	Save Trees Save Water international environment day	Awareness about betterment of environment and saving trees.	61

Nil	Nil	1	26/01/2020	4	Republic Day	To inculcate patriotism among the faculties and online for students	1000
-----	-----	---	------------	---	--------------	---	------

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Atharva College Of Hotel Management Catering Technology Hr Manual	15/07/2019	The HR Manual Of Atharva College Of Hotel Management Catering Technology explains core Values of the institution i.e. Integrity, Service and Quality. The institute aims at protecting the fundamental rights of the employees. To accomplish the goal of respecting the fundamental rights of the employees, the institute adopts guidelines such as Working Policies, Grooming and employment terms. Discipline, Decorum Code of Conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2019	21/06/2019	1000
Kargil Divas	26/07/2019	26/07/2019	1000
Republic Day	26/01/2020	26/08/2020	1000

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1)Maximum use of Natural Light. 2)Replacing Tubes with LED Lights. 3)Water treatment plant.4)harvesting practice. 5)Routine practices of Segregating Wet Dry Garbage. 6)Compost Management System .7) Plantation in the campus for reducing carbon Footprint.8)Mobile free campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: One For All, All For One 2. Objectives of the Practice It is an effort towards throwing light on the selfless contribution and sacrifice of our soldiers. 3. The Context: The One For All, All for One Program is about reciprocating the respect of the civilians towards our

National defence Force. Understanding the situation of the family of martyr, life and struggle of soldier's hardships and his love and dedication for the country. The One for All, All for One programme, is with an aim of uniting the masses for offering the respect and love for the soldiers martyrs and their families. 4. The Practice One For All, All For One Programme:- Felicitation of soldiers and 10 Martyr's families and displaying their unsung valor.

<http://atharvafoundation.in/oneforall/gallery.html> "AWARENESS THROUGH BIKE RALLY" Mass awareness with aid of Bike rally for enhancing the patriotism.

<http://atharvafoundation.in/oneforall/initiatives.html> "Indian Army Day Celebration" Paying homage to the soldiers on Jan15,2019 for their hardships on the borders of our nation.

<http://atharvafoundation.in/oneforall/initiatives.html> 5. Evidence of Success <http://atharvafoundation.in/oneforall/blog.html> Atharva foundation team under the guidance of Shri. Sunil Rane and Col.Sudhir Raje worked rigorously to pay tribute and salute to the Indian Armed forces through various activities for the patriotic program "ONE FOR ALL | ALL FOR ONE", a Tribute to Indian Army and salute to Soldiers, a one-of-its-kind noble program by ATHARVA FOUNDATION . Atharva Foundation welcomed the Real Unsung Heroes of the Nation in "ONE FOR ALL ALL FOR ONE", an initiative envisaged and conceptualized by Shri Sunil Rane, Chairman, Atharva Foundation at Dome, NSCI, Worli on 31st January evening 2019 During the program Families of brave martyrs Capt. Neikezhakuo Kenguruse, Major Udai Singh, Major Mohit Sharma, Naik Neeraj Kumar Singh, Captain Tushar Mahajan, Lt.Natarajan Parthiban, Lt Triveni Singh, Lance Naik Sandeep Singh, Naik Gawade Pandurang Mahadev, Captain R Harshan and the living legends Subedar Yogendra Singh Yadav (PVC) and Wing Commander Jag Mohan Nath (Bar to MVC) were facilitated and rewarded with Rs. 2 Lacs to each Martyr's family. The chief minister of Maharashtra Hon. Shri. Devendra Fadnavis has announced the reward of 50 Lakhs and 2 acres land to each of the martyr's family. He also announced that the soldiers felicitated by Paramvir Chakra and Ashok Chakra will receive 60 lacs from the state government instead of 30 lacs. He also announced that the state has tripled the amount to 36 lacs for Sarvottam Yudh Seva Medal, Mahavir Chakra and Kirti Chakra soldiers. He also announced to double the amount to 24 lacs for Uttam Yudh Seva Medal, Veer Chakra, Shaurya Chakra and Yudha Sena padak soldiers. He announced to double the amount of all Armed Forces Medals. The Chief Guest of the program were Hon.Shri. Nitin Gadkari (Minister of Road Transport and Highways, Shipping and Water Resources, Govt. of India), Hon.Shri. Devendraji Fadnavis (Chief Minister of Maharashtra) and GUEST OF HONOURS were Wing Commander Jag Mohan Nath (Bar to MVC), Sub. Yogendra Singh Yadav (Param Vir Chakra) and Major General Raj Sinha (VSM, Chief of Staff HQ MG and G Area). During the program, the stories of 12 brave hearts were narrated by renowned personalities including Shreemati Hema Malini, Shri. Raza Murad, Shreemati Mahima Chaudary, Shri.Sanjay Bhatiya, Shri.Dilip Joshi, Shri. Gulshan Grover, Shri.Mohan Joshi, Shri.Shreyash Talpade, Shreemati Warina Hussain, Shri Punnet Issar and Shri Sunil Rane. Speaking during the program Shri. Sunil Rane mentioned that the program was unique to create awareness among youth to be patriotic and they should stand by armed forces by knowing their heroic deeds for the country. 6. Problems Encountered and Resources Required: Reaching to soldiers in the remotest area of country, finding their day to day life struggles and survival life strategies. II] 1. Title of the Practice The Course networking website 'www.thecn.com' The Learning Management System (LMS) 2. Objectives of the Practice a. Build an understanding of using online platform as a learning resource. b. Familiarize Students to the online submission of assignments and other course related tasks. c. Introduce students to the social networking concept for education. d. Inculcate self-learning, Peer-Learning and Group Learning. e. Introduce the students to the concept of online virtual lecture. f. Availability of the subject resource material i.e. e-content, in soft-copy format. g. Introduce the students to the platform for discussion on their courses 3. The Context CN is more than a learning management

system, as it not only focuses on course content delivery and management, but takes it a step further by introducing the networking of courses and their content. CN is an open, free, academic and social networking framework scalable to massive numbers of learners from any place in the world within a single environment. CN is free for all to use across the globe. CN, as an LMS is surely one of very useful and helpful virtual learning technology tool available to distance learners and institutions to make learning entertaining and fruitful in achieving its learning objectives. 4. The Practice CN, as an LMS, is surely one of very useful and helpful virtual learning technology tool available to distance learners and institutions to make learning entertaining and fruitful in achieving its learning objectives. We use it as a tool for communication as well as the. 5. Evidence of Success For the year 2019-2020 most of our students have benefitted from this learning environment. The feedback is positive from the students. 6. Problems Encountered and Resources Required While conducting online lecture we are not able to record the lecture, as there is no facility available to do the same. Secondly all faculties and students require hardware such as a good headphone with microphone and a PC with good internet connection. This may not be available with all the students. III] 1. Title of the Practice Study amp Work 2. Objective of the Practice ? To enhance students resume ? To make student better at their chosen subject ? To teach student important life skills 3. Evidence of Success Students worked with Food and Beverage outlets like Burger King, Budha bowl etc. It helped them to get placed during their final year placements. Few students even started their own business like Catering and Detox water and Juice business.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.atharvahmct.edu.in/wp-content/uploads/Best-Practices-17.2.20.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Vision Atharva College of Hotel Management aims to constantly strive and provide a comprehensive hospitality environment, nurturing hospitality professionals for the creative world. The priority in vision is to create a world class educational environment for students. Mission To provide the best educational opportunity in the most conducive work culture with the highest level of professionalism and dedication in a progressively enhanced manner. We at Atharva College of Hotel Management and Catering Technology have always wanted our students to acquire necessary departmental skills to be able to perform on the shop floor, the students are always updated with the latest trends of the hospitality industry. The expected outcome of the HMCT program is keeping in view of the vision and mission stated above. The outcome of this model program structure is foreseen that on completion of this program the students will be able to apply the knowledge of hotel, hospitality and tourism, and core area specialization to the solution of complex hotel management problems faced on a day to day bases in the industry. To achieve this vision, college is equipped with state of the art technology like two well maintained computer labs, projectors, finest cooking and baking equipment, three modern well designed restaurants, banquet hall and class rooms with a projector facility. Infrastructure is a major boon to Atharva College of Hotel Management where each department is designed and equipped keeping in mind the current trends and innovation being followed in the hospitality industry. As an additional recreational facility, students are allowed to use the campus swimming pool after college hours. Students can also use the inhouse gymnasium for physical fitness Additionally, Music is also played for students every Friday evening to distress themselves. Academically along with the syllabus we

also conduct bridge courses related to Bartending, Food Production, Bakery and Housekeeping. 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 build up team working ability that strives towards one goal of success. Faculty's guide the students in every stage of the event including planning, execution of the plan and feedback. Students are also motivated to participate in intercollegiate competitions. 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 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

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

B.Sc. Hospitality and B.A.culinary course will prepare one with several career options in the food industry. To provide adequate knowledge, skills exposure in the field of Culinary Arts that commensurate with the requirements of the Industry. To prepare students to exploit newly created opportunities in the Culinary Profession both, at the domestic international level .This will create an additional avenue of self-employment. Students will be able to promote Indian cuisine globally to international students. To gain leadership skills and imbibe a customer focused orientation through an understanding of the role of a team leader / supervisor. • Organizing more seminar / Workshops to keep the students up to date with the industries trends, thus helping them apply their contextual knowledge to their profession. This will increase their networking with others and renewing motivation and confidence. • Arrange paid internship abroad for students. This will give them the exposure on an international platform. This also gives them a moral boost to tackle issues that may come across. • Encouraging of Faculties to attain their higher education, this allows the faculties to teach with a variety of strategies thus making class room sessions more interactive. • International Exposure for the students by sending them for International Industrial Visits. These Visits provide exposure to students at global level which enables them to learn the cross cultural management practices, comparative analysis of the business phenomenon and opportunities in various countries. • Making Project work more exciting – Students were asked to create 3D models for their courses such as Wine Making process, Guest Room Layout, Decorative cakes, Variety of Cheeses. This will help as a team building activity and the students will gain better knowledge on the subject • More Faculty Development Program to be introduced in the next academic year. Such Programs It improves the academic experience at institutions for teachers and students. The program will help the faculties improvise in the delivery of their content. This will enable the faculties to use teaching tools as per the different audiences they have with one class room. • To further strengthen the ICT Tools in classrooms. • Increase the involvement of students, teaching and non- Teaching staff towards corporate social responsibility. Corporate social responsibility is the thoughtful and practical way to give back to the society. • Promote entrepreneurship and innovative culture that will help young minds who to be entrepreneurs establish their own business after their completion of their program. • Improving on the infrastructure with the addition of a new sports

complex. Regular physical activity helps keep your key mental skills sharp, this will create a balance between curricular extra curricular . • Introducing more theme Breakfast's/ Lunch's/Hi- Tea's /Dinner where the students will themselves handle the restaurant and kitchen operations. •In-House Resort training for the students.This will give them and exposure to the industry with the support guidance of the faculties during their on the job training.