



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes	
• Phone no./Alternate phone no.	02240294941	
• Mobile No:	9892850730	
• Registered e-mail	reception@atharvahmct.edu.in	
• Alternate e-mail	principal@atharvahmct.edu.in	
• Address	Malad- Marve Road, Charkop nakka, Malad (west)	
• City/Town	Mumbai	
• State/UT	Maharashtra	
• Pin Code	400095	
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution	Co-education	
• Location	Urban	

Financial Status	Self-financing												
Name of the Affiliating University	Mumbai												
Name of the IQAC Coordinator	Varsha Boricha												
Phone No.	02240294941												
Alternate phone No.	9892259108												
Mobile	9892259108												
IQAC e-mail address	reception@atharvahmct.edu.in												
Alternate e-mail address	principal@atharvahmct.edu.in												
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.atharvahmct.edu.in/wp-content/uploads/IQAC-Members.pdf												
4.Whether Academic Calendar prepared during the year?	Yes												
if yes, whether it is uploaded in the Institutional website Web link:	http://www.atharvahmct.edu.in/wp-content/uploads/Calander-2020-2021.pdf												
5.Accreditation Details													
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 16.6%;">Cycle</th><th style="width: 16.6%;">Grade</th><th style="width: 16.6%;">CGPA</th><th style="width: 16.6%;">Year of Accreditation</th><th style="width: 16.6%;">Validity from</th><th style="width: 16.6%;">Validity to</th></tr> <tr> <td>Cycle 1</td><td>C</td><td>1.93</td><td>2019</td><td>28/03/2019</td><td>27/05/2024</td></tr> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	C	1.93	2019	28/03/2019	27/05/2024
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	C	1.93	2019	28/03/2019	27/05/2024								
6.Date of Establishment of IQAC	21/09/2017												
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 20%;">Institutional/Department /Faculty</th><th style="width: 20%;">Scheme</th><th style="width: 20%;">Funding Agency</th><th style="width: 20%;">Year of award with duration</th><th style="width: 20%;">Amount</th></tr> <tr> <td>NIL</td><td>NA</td><td>NIL</td><td>2021</td><td>00</td></tr> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	NIL	NA	NIL	2021	00		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
NIL	NA	NIL	2021	00									
8.Whether composition of IQAC as per latest NAAC guidelines	Yes												
Upload latest notification of formation of IQAC	View File												

9.No. of IQAC meetings held during the year	7	
Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
- Webinars were conducted - Online Bridge Courses were held. - Parents teachers meetings were held - Online competition were organized - Internal audits were conducted.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Webinar on different courses of Hospitality	Scope of knowing the hotel industries have increased	
Conducting more online workshop	Online practical knowledge have increased	
13.Whether the AQAR was placed before statutory body?	No	
Name of the statutory body		
Name	Date of meeting(s)	
Nil	Nil	
14.Whether institutional data submitted to AISHE		

Year	Date of Submission
Yes	13/01/2020

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1

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

2

File Description	Documents
Data Template	View File

2.Student

2.1

Number of students during the year

397

File Description	Documents
Data Template	View File

2.2	N/A
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	No File Uploaded
2.3	153
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	18
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	18
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	7
Total number of Classrooms and Seminar halls	
4.2	223
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
Total number of computers on campus for academic purposes	
Part B	

CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process
Atharva College of Hotel Management And Catering Technology is affiliated to Mumbai University (MU) and implements curriculum which is prescribed by Mumbai University (MU). 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. The college follows the norms of Mumbai University as per the safety norms for ongoing pandemic for implementation of curriculum, admissions, and evaluation process. Before beginning of the semester a detailed teaching plan is prepared which includes the planning for the whole semester to suit the online platform of teaching.. 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, practical, tutorial. 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 Digital Orientation Seminar for the first year students. Dignitaries from the industry are invited to enlightened our students with there wisdom and share there experience. Online carving session is planned for all the students to keep them engaged during the pandemic . Faculties are encouraged to use innovative methods such as presentations, practical assignments, case studies, seminars, workshops. For the betterment of the students online guest lectures with industry personalities are conducted. Online Bridge Course of different subjects for third year specialized students were conducted . These is carried out to guide and trained students for the challenges faced in the industry. This is done to provide the best educational opportunities with highest level of professionalism and dedication in a progressively enhanced manner .New teaching methodologies were adopted to aid the online platform of teaching. As per the Mumbai University norm Research Methodology was introduced for Second Year Bachelors of science students in lieu of Industrial Training.. 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 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. Feedbacks from student, faculties, industry and alumni are taken in to consideration.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
 Affiliated to Mumbai University Malad-Marve Road, Malad (W),
 Mumbai 400095. India, Tel: +91-22- 40294941/40294961, Tel Fax:
 +91-22-40294961 **ATHARVA COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, MUMBAI EVENT CALANDER 2020-2021**

SR NO	NAME OF THE EVENT	YEAR	MONTH
1	Orientation /Welcome for @first year students Virtually by Industry Expert (Online)	1st year	Aug-20
2	Guest Lecture on Grooming & Soft skill (Online)	1st year	Aug-20
3	Hotel & Restaurant Visit (Assignment & Video links)	1st year	Aug-20
4	Seminar/ workshop Career Guidance (Online)	3rd year	Aug-20
SR NO	NAME OF THE EVENT	YEAR	MONTH
1	Freshers Get Together (Online)	1st year	Sep-20
2	1 Day Educational Trip (Virtual Event)	1 Year	/ CC Cookery / Bakery Sep-20
3	Theme Week & Breakfast (Virtual Event)	1st year & 2nd year	Sep-20
4	Guest Lecture by F&B Team (Online)	3rd Year	Sep-20
5	Guest Lecture on interview Skills (Online)	3rd year	Sep-20
SR NO	NAME OF THE EVENT	YEAR	MONTH
1	1 Day Educational Trip (Virtual)	1 Year	/ CC Cookery / Bakery Oct-20
2	Competition/Workshop by Event Team (Online)	1st year	Oct-20
3	Guest Lecture by HK Team (Online)	1st Year	Oct-20
4	Campus Placement Mockdrills (Online)	3rd Year	Oct-20
5	Bartending Workshop (Online Video links)	3rd Year	Oct-20

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

2

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

4

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

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

213

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

152

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our Institution integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values, Gender Equality, Environmental Awareness, which are inseparable part of our curriculum. The College has imbibed different types of courses in the curriculum, some enhance professional competencies while others aim to inculcate general competencies like social values, human values, environment sensitivity etc., thereby leading to the holistic development of students.

The courses on Ethics, Human Values, Human Resources & Organizational Behaviour through NSS, Environmental Studies are embedded in the curriculum of all programmes.

Gender sensitivity and gender sensitization is accomplished through amalgamation of practice. College has designed different types of cells such as Women Cell, Anti ragging cell, Student grievance cell which are in practice and regular meetings are being conducted for the same.

A course of one credit on HRM is offered as Subject / open elective to third year students. As an integral part of student engagement in social activities during their programme of study, the college also mandates all the students to enrol as NSS Volunteers. It aims at inculcating values, ethics and socially responsible qualities. Students organize awareness campaigns, debates etc. Human values activities by students have been conducted since inception.

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

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

137

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

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

137

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

1.4 - Feedback System

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

D. Any 1 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

840

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

48

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The students admitted at Atharva come from various economic sections and communities of the society. The college is very much aware about their overall growth and social upliftment along with the challenges of the pandemic. Our college has a fair system for the admission process. The students are admitted in our institution without considering caste, creed, and gender, and religion, social and economic status. We believe in creating fair opportunities. After the completion of the admission process regular classes commence as per the college time table. The institution equips the students with the required industry exposure so that they are empowered to face the future competition. Post the admissions process, our institute adopts a process to identify slow and advanced learners among students, based on their responses in the classroom as well as the performance in the practise test and internal examinations. After identifying the slow learners, the faculties prepare a separate list & conduct extra lectures (Remedial Coaching) for weaker students. This is made available to the students who opt for remedial coaching. The faculty observes whether the student can easily comprehend the lesson. In case the student is unable to, a different method or approach is used by the faculty. This approach can complete the teaching-learning process and it is also convenient to both faculty and students. Advanced learners are encouraged to ask

their concern freely and frequently, in the traditional online classroom set up. Students are encouraged to refer textbooks & journals further to expand their knowledge.

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

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

Number of Students	Number of Teachers
397	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

We practice a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stakeholders, apart from boosting their confidence and encouraging independence. Each student varies with their ability, thus it can be a challenge to comprehend and absorb it, and may not be possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The Courses of the University are defined highlighting the course objectives, programme specific objectives and programme outcomes. This helps the student right from the beginning of the course. This also helps students to self - evaluate them. Feedback of the Course and teachers, given by students at the end of each semester provides an opportunity to identify any lacunae which can then be addressed. Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills. Experimental Learning methods are incorporated through guest lectures, research work, role play, practical lectures, event

planning, seminars and participation intercollegiate and collegiate competitions. Problem solving methodologies are incorporated through subject related case studies, group discussions, and quizzes.

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

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

Due to the pandemic we have had to shift from the traditional classroom teaching with the use of ICT tools to hybrid Classrooms set up. We at Atharva have always believed in providing the best educational opportunities and have evolved as per the need of the hour. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. The Use of ICT contribute to high quality lessons since they have potential to increase students' motivation, connect students to many information sources, support active in-class and out-class learning environments, and let instructors to allocate more time for facilitation. In order to be corporate ready. It is essential for the students to learn and master the latest technologies As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. The College uses Information and Communication Technology in education to support, enhance, and optimize the delivery of education. We use Google classrooms for our programs to manage and post course related information- learning material, quizzes , lab submissions and evaluations, assignments. The Google classrooms features like Jam board and polls were used to make the class more interactive.

Students are counselled with the help of Google meet applications, the recording of video lectures is made available to students for long term learning and future referencing. Various technical events and management events such as Poster making, Table D Hote, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools available in Google classroom

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

14

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

2.4 - Teacher Profile and Quality

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

18

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

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

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

N/A

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

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

2.4.3.1 - Total experience of full-time teachers

18

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. The students are well informed during the orientation programme itself regarding the College & university norms for the award of internal assessment marks as well as the rules and regulations pertaining to the internal assessment tests and university examination. In order to ensure transparency in internal assessment, the system of internal assessment is communicated to all our students well in time. The Principal & exam Co-donators holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field webinars. The teachers have a choice to select evaluation components according to their syllabus from a wide variety of components like Class Test, Group Discussion, Presentation, Assignment MCQ's Quiz .Unit tests are conducted regularly on the completion of every chapter. The weight-age of the unit test will differ as per the concerned faculty. Personal guidance is given to the poor performing the students after their

assessment through remedial coaching. Remedial classes are conducted to improve the academic performance of slow learners. The college conducts Internal Assessment re-exam for the slow learners and the updated marks are displayed in the notice board. For the parents to be able to assess the students participation in their admitted program, attendance and class performance are shared with them through their mentors.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

A transparent, time-bound and efficient method is being followed when dealing with internal examination related grievances. Various internal examinations are being performed throughout the semester. Some of them are - unit-test1, unit-test2, assignments, practical's evaluation, project evaluations. As per the university norms, following are the methods of grievance redressal regarding university assessment:

- Right to apply for verification of answer books.
- Right to challenge the evaluation of answer books.
- The candidate who appeared to university examination can apply to the university within a period of 21 days from the date of declaration of the concerned examination result in the prescribed form for verification of marks of his answer-books. The result of the verification of marks is communicated to the candidate concerned, within a period of 30 days from the last date of receipt of application by the university.
- If any student is not satisfied with the marks awarded to him/her, he/she may challenge the same by applying to the university through the Principal of his/her college in the prescribed form within 8 days from the date of issuance of photocopy of answer book by the university.
- The college takes special initiative for resolving group grievances, if any, regarding university assessments.
- The evaluation of answer sheets of the 1st four semesters undergraduate programme is carried out at the college level, in a time bound schedule and in a best possible efficient manner and the results are submitted to the university within a stipulated time.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students at the time of orientation.

In compliance with the objectives of Outcome Based Education, the Program Outcomes, Program Specific Outcomes) and Course Outcomes are framed by the department offering the concerned program after rigorous consultation with all faculty and the stakeholders. After attainment of consensus, the same are widely propagated and publicized through various means such as display and/or communication specified .

- Website
- Curriculum /regulations books
- Classrooms
- Student Induction Programs
- Parent meet
- Faculty meetings
- Alumni meetings
-

The faculty members, counsellors, mentors, course coordinators, also inform the students and create awareness and emphasize the need to attain the outcomes. The faculties are able to better work on attaining their outcomes by using a structured teaching plan. Semester End Examination is a metric used for assessing whether all the COs are attained.

Each course has a defined set of course outcomes and corresponding

evaluation criteria. The course outcomes are mapped to the program outcomes which are used to provide the quantitative measurement of how well the program outcomes are achieved.

All the courses which contribute to the PO are identified and these courses are evaluated through the Course Outcomes using direct and external exams.

The course outcomes of a practical component should satisfy at least any one or more of the defined program outcomes. These describe if the students are able to demonstrate their knowledge, skills, and values upon completion of the said course.

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

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

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

At Atharva ,the assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are :

The Direct methods are provided through direct examinations or observations of the student knowledge and skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. Finally, program outcomes are assessed by the Management. At the end of every semester, the university conducts examinations. Based on the result that are published the course outcomes are measured.

Assignments are given through Google classroom platform .The assignments are provided to students and they refer the text books and good reference books to find out the answers and understand the expected outcome of the given problem.

To evaluate, whether corresponding course outcomes are achieved or

not, the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.

Alumni interactions are an important assessment tool to find out factors once in a year .The Level of relevance of the curriculum with the expected skills of the hospitality industry . The level of attainment of goal for the specified program can be assessed.

Employer surveys are conducted for finding out whether the knowledge, skill and attitude learned from this institution is adequately satisfying their expectation or not. The objective the conducting the student exit survey is to identify several factors for future strategy framing once in a year. To understand the impact of training they understand the strength and weakness of various value added courses and pre-placement training imparted.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.atharvahmct.edu.in/courses-offered/

2.6.3 - Pass percentage of Students during the year

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

153

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

10

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

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

Due to the Pandemic Extension activities were carried out virtually by NSS SB-14.

The Following were the activities :

- World Tobacco day
- Wash your hands for 20 Sec
- International Yoga Day
- How to make Homemade Sanitizer
- Face Mask Distribution
- Home made face Shield
- Food & Clothes Donation for Chiplun Floods
- Flag Awareness
- Gandhi Jyanti
- Self Defence Seminar
- Awareness on blood donation
- National Food Day
- Waste Management
- Paper Bag making
- Importance of Vaccination
- Women's Day
- Tree Plantation
- World Water Day

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

3.3.2 - Number of awards and recognitions received for extension activities from government /

government recognized bodies during the year

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

0

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

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

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

21

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

261

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

137

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

All classrooms are well-furnished ICT enabled wherever it is necessary.

The classrooms /Laboratories are well equipped with high speed internet ,projectors and computers to conduct online lectures.

With changing times the library has emerged as an important learning resource which is in tune with the needs of the learner.

Learning resources such as libraries are available for reference books , hospitality magazines,journals and Internet access which students can avail.

Computer facilities (2 IT Labs) are available for research or subject related information.

Spacious seminar halls with access to the internet , projectors and LCD are available.

Classrooms are spacious and well ventilated.

In view of securing the assets and ensuring the safety of the students and staff, the entire premises are under vigilance. CCTV's have been installed in the campus, corridors, office, library and kitchen area.

A sincere effort is made to develop cost effective and sustainable infrastructure for effective teaching and learning.

The departmental Head's place their requirements which are prioritized by the management and provided .

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

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

The institute integrates sports and extra -curricular activities as

essential components for participation and overall growth of the students.

The institution has adequate facilities for sports, events and cultural activities.

The institute has a playground for multiple sports like cricket, football etc..

Some of the faculty members serve as instructors.

Sports activities could not be conducted this year due to covid 19 restrictions /Protocols.

However, with the world going digital the institute conducted online fruit carving sessions, cooking and Online competitions in this way they get involved in physical activities too.

The sessions were conducted to motivate the students and to explore their knowledge and skills.

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

4.87

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

4.2 - Library as a Learning Resource

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

NAAC Data for Academic year 2020 - 2021 - Library
4.2.1 Library is automated using Integrated Library Management System (ILMS) Name of the ILMS software :- SMS Library Management System. (MICM Net - Solutions PVT LTD).
 Nature of automation (fully or partially) Nature of automation is fully automation.
 Version - 1.0.481 (Year of Automation is - 2006)

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1, 99, 793

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

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

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

18

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

4.3 - IT Infrastructure

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

With the increasing demand for internet access in educational campuses and due to evolving standards of education and flexibility offered by the Internet ,the Institute has secured and stable wired and Wi-Fi networks.

The institute has a user access control, control over bandwidth consumption, and differentiated policy control for management faculty's access and student's access.

The college has its own domain (.edu):

Advantages are as follows:-

An additional advantage is site ranking

High level of user and search crawler trust which educational and government websites have.

The Faculties and Students have an access to their college provided official (.edu)email ID's for Uploading notes ,Submitting assignments ,tests,online viva, google classrooms,google meet etc.

The institute has an application for complete visibility on which sites are being accessed within the organization and by which user.

The institute has 70 MBPS high speed internet facility

Total number of computers

Lab1 - 24 Student access

Lab 2 - 24 Student access

Library 4 Student access and staff 2

Reception Staff 1

Kitchen -Staff 1

Store Staff 1

Admin Staff 3

Training and Placement dept- Staff 1

Principal Office -Staff 1

Exam section Staff 2

Total 64 Computers

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

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

10.47

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

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

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. 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.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

0

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

352

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

352

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

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

C. Any 2 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

46

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

2

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

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

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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

2

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

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

STUDENT COUNCIL MEMBERS 2020-21 SR NO. POSITION STUDENT NAMES TEAM MEMBERS
1 GENERAL SECRETARY Nishant Singh 7492913437 2 VICE GENERAL SECRETARY Supriya Sanghvi 80809 35571 3 VIGILANCE BRANDA POOJARI. RANO VISHWAKARMA. SHUBHAM SHINDE. 4 TREASURER MARK DSOUZA FAISAL GHORI. AATMARAM BAGWE. 5 FOOD PRODUCTION MALAIKA IBRAHIMPURKAR NEHA SALIAN CAROLINE DSOUZA AMRITA PANCHAL SRIRAM KANHERI VIVEK NAIK DAKSHATA PATIL. FAIZAL KHATIK. ZAHOR KOSKANI. NIKHIL JETHWA. POURAS PIRANKAR. TANAYA TAROO. SHUBHAM PRABHU. 6 HOUSE KEEPING VARUN JADHAV. SPARSH BHATT. YASHASVI TIWARI. KHUSHI SURANA POOJA PANDALAI

7

FOOD & BEVERAGE

ANUSHKA MALKAR (Head)

CHETAN KHANNA KHUSHI SHETTY HARSHITA SHETTY SIDDHI SURVE

NAMITA SOPTE

8 SPORTS AARON NORONHA. KAUSHIK KUNDER. SAHIL SAWANT. MANASVI JADHAV. 9 DECOR SAKSHI PARAB. Drasti Goradia NAVNATH MELEKAR. ANIL JAGTAP. 10 FRONT OFFICE ASHWINI PARTE BETHIA VALLEDARES. RHEA PURI. ALICIA MORAES. AYESHA KHAN. 11 MARKETING LEON FERNANDES. KHUSHI SURANA. CHINNMA KADAM. ARMAN PARMAR 12 REGISTRATION BHAKTI PATIL. RUPINDER NAHAL GAURAV MORE. AAKASH JAISWAL. SUFIYAN BHURANI. FAIZAN MOHAMMAD. 13 DIGITAL SHRIRAM KANERI. NIYATI WAKADE. TEJAS SAVLA. 14 ACADEMICS PRATIK KAMAT. PRATIK PAWAR POURAS PIRANKAR SIMRAN SINGH 15

CULTURAL ANUSHKA MALKAR Mark Dsouza NAVNATH MELEKAR KAUSTUBH KASLAY

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

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

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

37

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

5.4 - Alumni Engagement

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

An association's goal is to establish a sense of loyalty among its members. The organization's overall well-being Alumni groups exist to help former students. The institute objectives, as well as to enhance links between alumni, the community, and the institute. The gathering is held with the students who have graduated under the Alumni Association. Students who have graduated from the university are referred to as alumni students.

They talked and highlighted the trends they've noticed in the sector. They were able to provide useful information to the instructional faculties. Faculty members were able to incorporate this knowledge into their classroom topic. Their accomplishments were promoted, and these facts were shared to students who were

still in college. Each of the three years was permitted to contact an alumnus for career advice. Alumnus students participated in the orientation session to enable the new students gain a better understanding of the sector and its trends.

We had coordination with alumni students through online virtual meetings with them due to pandemic.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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.

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

"Program Specific Outcomes PS 01 : To Learn and apply Hospitality studies theory and employ appropriate methodologies to help an individual or organization achieve its goals and objectives. PS 02 : Acquire the necessary departmental skills to be able to perform on the shop floor. PS 03 : Keeping the students updated with the latest trends of the hospitality industry. PS 04 : Specialization in the 4 core departments such as Food Production & Pâtés sire , Food &

Beverage Service, Hotel Front Office and Hotel Housekeeping .

Program Outcome The expected outcome of the HMCT program is keeping in view the basic and objectives stated above. The outcome of this model program structure is foreseen that on completion of this program the students will be able to :-

PO1: Hotel and Hospitality Knowledge : How 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 base in the industry .

PO 2: Problem analysis: To be able to Identify, formulate, research, and analyze complex hospitality problems reaching conclusions using principles of management.

PO 3: Modern Tool Usage : Create, select, and apply appropriate techniques, resources, modern management and IT tools with an understanding of the limitations that the industry may face.

PO 4: Designing /developing solutions: To have the ability to design solutions for complex hospitality related problems and design system components or processes that meet the standards of the industry with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO 5: Hospitality and Society : To have the ability to reason with situations informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional practices.

PO 6: Environment and Sustainability: To be able to understand the impact of the hotel, hospitality and tourism in societal and environmental contexts, and demonstrate the knowledge for sustainable development keeping the goals of the organization in site.

PO 7: Ethics : To understand and apply the ethical principles and commit to professional ethics and responsibilities and norms of the industries practices.

PO 8 : Individual and Team Work : As an individual and as a member or leader in diverse teams, and in multidisciplinary settings to be able to function effectively.

PO 9: Communication: Communicate effectively on hospitality activities with the professional community and with the society at large. Being able to comprehend and write effective reports and design documentation, make effective presentations, and to be able give and receive clear instructions.

PO 10: Project Management and Finance : Attain knowledge and understanding of the hospitality and the management principles. Application of these to one's own work, as a member and leader in a team, to manage projects in multidisciplinary environments.

PO 11: Lifelong learning : Recognize the need for , and to be prepared and have the ability to engage in independent and lifelong learning in the broadest context of technological change. To be able to adapt to the changing trends of the industry while applying the same to the organization's growth ."

<http://www.atharvahmct.edu.in/vision-and-mission/#:~:text=Program%20Specific%20Outcomes,the%20organizations>

%20growth%20.

File Description	Documents
Paste link for additional information	http://www.atharvahmct.edu.in/vision-and-mission/#::~:~:text=Program%20Specific%20Outcomes,the%20organizations%20growth%20.
Upload any additional information	View File

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

*For effective leadership decentralization and participative of Management is very important. ATCHMT has a Governing Council to monitor these practices. Faculties and HOD's are authorized to plan and execute interesting workshops,

***In this workshop we invite Guest lecturers and organize interactive seminars 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.

*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. Encourage Faculties and students to participate in various activities. 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.**

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ Perspective plan is effectively Deployed

Atharva is one of the fastest growing, educational brand in India which is a blend of continuous innovation and global benchmarking. The objective of the Atharva Group of Institutes is to provide outstanding and accessible learning experiences that prepare our diverse students for successful hospitality service management careers.

Our outstanding progress by creating world class infrastructure consisting of a sprawling educational campus with green cover which is a landmark.

At the end of the day, our students represent our quality. When they graduate, they take Atharva with them wherever they go. This is why we want to ensure that our students join a college where the quality of the educational program and facilities is Excellent.

Strategic Plan

- Planned to introduce job oriented courses
- Offering certificate and diploma courses through various excellence
- Introduce skill development and value oriented courses

Implementation

- Extension activities were carried out through NSS
- Staff Development Programs were conducted to enhance the skill and knowledge of the teaching and non-teaching staff

- **More students from the socially deprived society were admitted with nominal fee, merit scholarship**

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.atharvahmct.edu.in/faculty/
Upload any additional information	View File

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

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

1-Atharva Educational Trust Provide Health Insurance for all Employee throuh H Care Insurance compony

2- Employees are provided with Casual Leave, Sick Leave, Privilage leave and Complymentry Offs.

3- All Atharva Hotel Management Teaching and Non Teaching Staff are provided with Uniform.

4- All Staff of Atharva collegge of Hotel Management has facility of Disconted canteen, RO Drinking water units no. 4, First Aid Box for staff and Students.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

0

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

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

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

0

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

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

A good performance management system works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. An effective performance management system plays a crucial role in managing the organization in an efficient manner.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

Teaching Staff

The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment. The faculty members are informed well in advance of their due promotion. The Appraisal performed by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Principal, IQAC and the Director. Faculty members whose promotions are due are recommended based on their Performance Based Appraisal and are required to appear before the screening and selection committee.

Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff). Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor. The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director by the forwarding officer. On satisfactory performance, all employees are granted promotions and financial upgradation under Company Scheme. The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Atharva College of Hotel Management conducts internal and external financial audits every Financial Years. It has a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance reports of internal audit are submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of

financial resources are as below:

- Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like Kitchen and Restaurant equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.
- The depreciation costs of various things purchased in the preceding years are also worked out.

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

Process of the external audit: The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

We are not an aided organization , thus no funds recieved.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University

Malad-Marve Road, Malad (W), Mumbai 400095. India, Tel: +91-22-40294941/40294961, Tel Fax: +91-22-40294961

**ATHARVA COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, MUMBAI
EVENT CALANDER 2020-2021**

SR NO

NAME OF THE EVENT

YEAR

MONTH

1

Orientation /Welcome for @first year students Virtualy by Industry Expert (Online)

1st year

Aug-20

2

Guest Lecture on Gromming & Soft skill (Online)

1st year

Aug-20

3

Hotel & Restaurant Visit (Assignment & Video links)

1st year

Aug-20

4

Seminar/ workshop Career Guidance (Online)

3rd year

Aug-20

SR NO

NAME OF THE EVENT

YEAR

MONTH

1

Freshers Get Together (Online)

1st year

Sep-20

2

1 Day Educational Trip (Virtual Event)

1 Year / CC Cookery / Bakery

Sep-20

3

Theme Week & Breakfast (Virtual Event)

1st year & 2nd year

Sep-20

4

Guest Lecture by F&B Team (Online)

3rd Year

Sep-20

5

Guest Lecture on interview Skills (Online)

3rd year

Sep-20

SR NO

NAME OF THE EVENT

YEAR

MONTH

1

1 Day Educational Trip (Virtual)

1 Year / CC Cookery / Bakery

Oct-20

2

Competition/Workshop by Event Team (Online)

1st year

Oct-20

3

Guest Lecture by HK Team (Online)

1st Year

Oct-20

4

Campus Placement Mockdrills (Online)

3rd Year

Oct-20

5

Bartending Workshop (Online Video links)

3rd Year

Oct-20

SR NO

NAME OF THE EVENT

YEAR

MONTH

1

2 Day Educational Trip (Next Year)

1 Year / CC Cookery / Bakery

Nov-20

2

Workshop/Seminar(Diwali Week) (Online)

1st year & 3rd year

Nov-20

3

Out Door Catering (Next Year)

1st Year

Nov-20

4

Campus Placement Interviews Starts (Online)

3rd Year

Nov-20

5

Workshop for Food Production (Online & Video Links)

3rd Year

Nov-20

SR NO

NAME OF THE EVENT

YEAR

MONTH

1

Out Door Catering (PPT & Ref Material Given Online)

1st Year

Dec-20

2

Hotel Visits for Christmas Hamper Distribution (Online)

3rd Year

Dec-20

3

Christmas Lunch (Virtual Competition)

1 Year & 3rd Year

Dec-20

4

(Research Methodology as per Mumbai University)

2nd year

Dec -20

SR NO

NAME OF THE EVENT

YEAR

MONTH

1

Guest Lecture by Front Office Team (Online)

3rd Year

Jan-21

2

Workshop/Seminar (Online)

1st Year

Jan-21

3

Hotels Industrial Training Interview Starts (Online)

1 Year / CC Cookery / Bakery

Jan-21

SR NO

NAME OF THE EVENT

YEAR

MONTH

1

Competition (Online)

1st Year

Feb-21

2

International Trip (Next Year)

3rd Year

Feb-21

3

**1 Day Educational Trip (Sula Vineyard) (Fruit Carving Classes
taken Online 1st, 2nd & 3rd year)**

2nd Year

Feb-21

4

Parents Meeting (Online)

3rd Year

Feb-21

5
7 Day Educational Trip (on hold due to the pandemic)
3rd Year

Feb-21

SR NO

NAME OF THE EVENT

YEAR

MONTH

1
3 Days Educational Trip (Next Year)
1st Year

Mar-21

2
Convocation & Alumni Meet (2019-2020 Passed out students) (Online)
3rd Year

Mar-21

3

Seminar (Online)

1st Year

Mar-21

4

Food Festival Academic Event (Competiton held online)

3rd Year

Mar-21

5

5 Days Educational Trip (Fruit Carving Classses online)

2nd Year

Mar-21

6

Campus Interviews (Proposed to hotels for online interviews)

3rd Year

Mar-21

7

Workshop/Seminar on softskills and Interview preperation (Session taken Online)

3rd Year

Mar-21

SR NO

NAME OF THE EVENT

YEAR

MONTH

1

Rhythm week (Online)

1st,2nd & 3rd Year

Apr-21

2

Intercollege Competitions (Online)

1st,2nd & 3rd Year

Apr-21

3

Exam Prepration Classes by Teaching Faculties (Online Classes & Revision lectures taken)

1st,2nd & 3rd Year

Apr-21

4

Guest Lecture (Online)

2nd Year

Apr-21

5

Planning for New Academic Admission (Online)

1st Year

Apr-21

NOTE- Due to the pandemic all the activities were conducted online.

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

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed

All students are provided with the Study Material that provides all details relevant for students as per Syllabus.

Students are apprised of the Time-Table, Programmed structure, syllabi of the courses before the semester commences.

Important announcements are made in the morning assembly and

attendance and conduct of classes are monitored by the Principal, HODs and proctors of various classes.

Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process.

Feedback from students is also taken individually by teachers for their respective courses, by Proctors, AAAC and directly through IQAC. Students are also free to approach the Director of the Institute for feedback and suggestions.

Feedback is properly analyzed and shared with the Director, Principal, HODs and individual faculty members.

The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

- Introduction of Daily Home Assignments
- Automation of Admission Processes - Provision for online fee payment
- Automation of Examination Processes
- Curriculum Development Workshops in many subjects
- Green initiatives in Campus - tree plantation, Biodiversity Park, Biogas plant, solar photovoltaic power plants, e-vehicles etc.
- Application for NIRF, ISO and NBA Certifications

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

D. Any 1 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Annual gender sensitization a action plan

Gender equality is intrinsically linked to sustainable development and is vital to the realization of human rights for all. The overall objective of gender equality is a society in which women and men enjoy the same opportunities, rights and obligations in all spheres of life. Women Empowerment is one of the prime focuses of ACHMCT, We practice to bring a positive change in the attitude and support equity among genders within the institute.

To promote equality, women empowerment, harmony, a prosperous and sustainable environment within the institution.

- Provide professional counselling to the students.
- Conduct workshops related to safety and security in hotels and career enhancement for students.
- Conduct safety, hygiene and grooming seminars for the female students.

- **Workshops on the importance of Soft skills and Hard Skills in the Hotel and Tourism Industry.**
- **Arranging seminars, Workshops, Activities & Adult education programs for women empowerment. To promote a culture of respect & equality for female gender and promote holistic way towards the betterment of society.**
- **Interactive session with invited entrepreneurs**

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

Specific Facilities provided for the women in terms of:

- 1. Safety and security**
- 2. Counseling**
- 3. Common rooms**
- 4. Day care for young children**
- 5. Any other relevant information**

CCTV Cameras installed in every premise

CCTV in Library

CCTV in Bakery Lab

Girls Common Room

Girls Common Room

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

Atharva College of Hotel Management believes in Clean and Green Environment for the students. The importance of waste management and methods of waste disposal mechanism is taught to students through courses such as Environmental Studies, Solid waste Management etc. In ACHMCT campus the following initiatives are taken towards the waste management of solid waste and wet waste. They are as follows:

Solid Waste Management

To achieve a healthy and conducive environment on our campus, we stringently follow the waste segregation by Dry and Wet waste disposal system. Dry waste generated is sent for recycling and wet waste from waste bins and canteen leftovers are composted in our very own compost pit. The compost pit is maintained by Trained Staff. The compost obtained is filtered, processed and then distributed for gardening in the campus. There is 1 compost pit installed by ACHMCT. The composting process is monitored by the trained staff. Each compost pit takes at least 3 to 4 weeks to form

manure. It is used for gardening throughout the campus.

Recycling & Reuse System

The paper waste generated is either sent for recycling or is used by the creative team of our college during college fests. Single side printed papers are reused on the other side by the faculties for making attendance sheets and students progress reports. Students are encouraged to submit soft copies of the assignments to reduce paper waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

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

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

D. Any 1 of the above

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

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

C. Any 2 of the above

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

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

The institution has been taking several efforts and initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. By celebrating many National and International Days, Events and Festivals the institution aims at bringing tolerance and harmony among the students and staff. Some of the major events organized by the college in this connection are listed below.

Webinar “BARTENDING by FLAIROLOGY”

Date: 4th September 2020

Time: 11:00 Am onwards

Platform: Zoom Meetings (Host –Account)

Speaker details: Mr. Pankaj Kamble & Mr.Prashant Kamble

No. of Students attended: 158

Organized by: Training & Placement Department

Faculties assigned:

Mr.Deepak Toppo

Objective:

- To make students aware about careers in bartending.

- How to make the most of the situation
- How to set goals and achieve them.
- Flaring and Juggling Technique that can be practiced at home

Webinar on Hospitality and Tourism (Discover future Career in the experience economy)

Date: 26th October 2020(Monday)

Time: 4:00 Pm to 5:00 Pm

Platform: Online - Zoom

Faculty Name: Mr. Deepak Toppo

No. of Students attended: 60

Organized by: Training & Placement Department

Speaker: Ms Fabienne Rollandin

Objective:

To help our students understand what are the career options available for them in the Hospitality and Tourism industry by choosing their area of interest as their specialization and work in the hospitality/ tourism industry in the competitive market while preparing them with the required skill set for the post Covid world.

- Top 10 Skills Required post Covid
- Preparing for a future post Covid world
- Importance of learning soft skills
- Progressive learning principles
- Professional Internships
- Employability

The ACHMCT NSS SB 14 team is also taking active participation in

- Tree plantation activities

- Road safety campaigns
- Disaster Management Training
- Self Defence Training for girls
- Programs on Employment generation Strategies

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

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

At ACHMCT Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the constitutional obligations e.g. Environmental Science, Information Technology.

In addition to this many regular programs are conducted by NSS team of the institute to educate women about their rights. Also seminars and workshops are conducted on days of national importance on various rights, duties and responsibilities of citizens. Also every year on Kargil Vijay Diwas ex-defense or police personnel are invited to share their experience and inspire and motivate young minds to contribute in building the nation. Seminars on topics like Right to Information, sexual harassment are conducted periodically. In Right to Information seminar, various sections and categories of the act are explained.

NSS unit of the institution conducts a cleanliness drive to mark the occasion of Swachh Bharat Abhiyan in the college campus as well as in the nearby village area. An oath is taken by all students and faculties to keep their surroundings clean. Also many skits and dance performances are presented in various events related to sensitization.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above
--	-----------------------

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

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

At ACHMCT, All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. Every year students come together and perform cultural programs like dance, skits highlighting societal problems. During festivals like Onam, navratri food stalls are set up by the students on the campus. The students also prepare videos and speeches to share their thoughts on these days. Every year on Republic Day and Independence Day ex-defence or police persons are invited to share their experience and inspire and motivate young minds to contribute in building the nation.

Women's Day is celebrated to express love and gratitude towards women's' contribution to our lives and society. It honors the power and struggles of women who have broken all barriers and reached the pinnacle of success in every sphere of life. Atharva foundation welcomed the real unsung heroes of the nation in Kargil Vijay Diwas an initiative envisaged and conceptualized by Shri Sunil Rane, chairman, Atharva Foundation Virtually on 26th July 2020

The NSS unit and the student's council organize many cultural programs to address prevailing social issues. On International Yoga day virtual session was organized to raise awareness worldwide of the many benefits of practicing yoga. The aim is to educate people about the various means of overcoming stress naturally. On the occasion of Gandhi Jayanti an online seminar was organized to Discuss about Mahatma Gandhi, his virtues, his pride and the reason behind celebrating 2nd October as Gandhi Jayanti to mark the birth anniversary of Mohandas Karamchand Gandhi, popularly called Mahatma Gandhi and regarded as the Father of the Nation.

Apart from these, many events and guest lectures are regularly organized by faculties and Students of Atharva College of Hotel Management and Catering Technology.

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

7.2 - Best Practices

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

7.2 Best Practices

Best Practice

1. Title of the practice:

Kargil Vijay Divas

2. Objectives of the practice :

The day India won a historic war on 26th July 1999 The Kargil war was fought for more than 60 days it ended when India successfully took command of the high outpost which had been lost to Pakistan more than 200000 Indian soldier fought this war it is an effort towards throwing light on the selfless today we remember them for

their contribution and sacrifice of our soldiers.

3. The Context:

Kargil Vijay Diwas program is about reciprocating the respect of the civilians towards our national defense force. Understanding the situation of the family of the martyr, life and struggle of the soldier's hardships and his love and dedication for the country. The Kargil Vijay Diwas program is with an aim of uniting the masses for offering the respect and love for the soldiers, martyrs and their families.

Atharva Foundation will be paying their highest tribute to the Kargil war heroes on 26th July, 2020 for their bravery & noble sacrifice which has brought VIJAY DIWAS upon us

On the occasion of KARGIL VIJAY DIVAS, shall commemorate 22 years of the Kargil War through a virtual program.

Let's come together to respect our nation and remember our heroes of the Kargil War.

4. The Practice:

Kargil Vijay Divas

Felicitation of soldiers and their martyr's families and displaying their unsung valor.

<https://www.facebook.com/atharvafoundation1/>

Atharva foundation team under the guidance of Shri Sunil Rane who worked vigorously to pay tribute to the Indian Armed Forces through various activities for the patriotic program Kargil Vijay Divas a Tribute to our unsung worriers and salute to Indian soldiers, one of its kind of Noble Program by ATHARVA FOUNDATION.

Atharva foundation welcomed the real unsung heroes of the nation in Kargil Vijay Diwas an initiative envisaged and conceptualized by Shri Sunil Rane, chairman, Atharva Foundation Virtually on 26th July 2020

During this program soldiers & their family was been honored (Kargil Victory Day) is commemorated every 26 July in India, to observe India's victory over Pakistan in the Kargil War for ousting Pakistani Forces from their occupied positions on the mountain tops of Northern Kargil District in Ladakh in 1999. War was started from Pakistanis end initially on 3rd May 1999 from 3 May to 26th July 1999 total 90 days Initially, with little knowledge of the nature or extent of the infiltration, the Indian troops in the area assumed that the infiltrators were jihadis and declared that they would evict them within a few days. Subsequent discovery of infiltration elsewhere along the LOC, along with the difference in tactics employed by the infiltrators, caused the Indian army to realize that the plan of attack was on a much bigger scale.

527 soldiers lost their lives and 13063 were injured

Captain Vikram Batra , Major Rajesh Singh Major Vivek Gupta Leader
Ajay Ahuja Subedar Yogindra Singh Yadhav were facilitated

Shri Sunil Rane Sir also discussed various strategy and output and story of various soldier who played a role during the war

He also concluded the Kargil Vijay Diwas Virtual Session with the help of a poem to show gratitude towards the Indian Army.

REF : <https://youtu.be/qGnxRIvBEjw>

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

7.3 - Institutional Distinctiveness

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

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 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. As an additional facility, students are allowed to use the campus swimming pool and Gymnasium after college hours for recreational purposes. Additionally, 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.

The Covid-19 Pandemic introduces us to the new approach of education. Online studies needed an hour. We at ACHMCT encourage our students for online learning and seminars. Some of the seminars conducted are listed below

Webinar “BARTENDING by FLAIROLOGY”

Date: 4th September 2020

Time: 11:00 A.M.

Platform : Zoom Meetings (Host -Account)

Speaker details: Mr. Pankaj Kamble & Mr.Prashant Kamble

No. of Students attended: 158

Organized by: Training & Placement Department

Faculties assigned: Mr.Deepak Toppo

Admits to global scholarship (Edwise)

Date: 5th February 2021

Time: 4:30 Pm Onwards

Platform: Online - Zoom

Faculty Name: Ms.Pooja Sarvaiya & Ms.Sarah Mathew

No. of Students attended: 163

Organized by: Training & Placement Department

Workshop on "Fruit carving"

Date: 15th March-12th April 2021

Time: 9-11 AM, 11-1PM (Mon to Friday)

Venue: Online – Google meet

Faculty Name: Chef Feroz Khan

No. of Students attended: 241

Organized by: Training & Placement Department

Faculties assigned:

Ms.Pooja Sarvaiya, Ms. Sarah Mathew & Ms. Anjana Sen

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

7.3 Institutional Distinctiveness

7.3.2 Plan of action for the next academic year.

The institution has a long term planning for the growth and development that is reflected in its Perspective Plan. The Internal Quality Assurance Cell (IQAC) of the college takes initiatives in the preparation of the plan of action for the next year

- Organizing more seminars / Workshops to keep the students up to date with the industry's trends, thus helping them apply their contextual knowledge to their profession. This will increase their networking with others and renew motivation and confidence.
- Encouraging of Faculties to attain their higher education, this allows the faculties to teach with a variety of

strategies thus making classroom 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 want to be entrepreneurs and establish their own business after 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 & extracurricular.
- Introducing more themes Breakfast/ Lunch/Hi- Tea's /Dinner where the students will themselves handle the restaurant and kitchen operations.
- Arrange paid internships abroad for students. This will give them exposure on an international platform. This also gives them a moral boost to tackle issues that may come across.
- In-House Resort training for the students. This will give them an exposure to the industry with the support & guidance of the faculties during their on the job training.