



MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT

(A Unit of Laxmi Memorial Education Trust)

Recognized by AICTE, Ministry of HRD, New Delhi

(Affiliated to Mangalore University)

Hotel Moti Mahal Annexe, Falnir Road, Mangaluru – 575001 Karnataka, India

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INTERNAL QUALITY ASSURANCE CELL (IQAC) ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2016-2017

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

P.O. Box No.1075, Nagarbhavi, Bangalore-560072, India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
1.2 Address Line 1	Moti Mahal Annexe
Address Line 2	Falnir Road
City/Town	Mangaluru
State	Karnataka
Pin Code	575001
Institution e-mail address	motimahalchm@rediffmail.com
Contact Nos.	0824-2428493
Name of the Head of the Institution:	Prof. Sooraj R.V
Tel. No. with STD Code:	0824-2428493
Mobile:	+917996481585

Name of the IQAC Co-ordinator: Ms. Shakila Hegde

Mobile: +919916130178

IQAC e-mail address: mmchmiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) **KACOGN18641**

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

NAAC/WH/CERT-A& A/EC(15th SC)/17.1/2016
dated 7th July 2016

1.5 Website address: www.lmet-edu.org/mmchm

Web-link of the AQAR: www.lmet-edu.org/mmchm/AQAR2016-2017.doc

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	1.68	2016	2021
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: 19/01/2015

1.8 AQAR for the year: 2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status: Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

MANGALORE UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="08"/>
2.10 No. of IQAC meetings held	<input type="text" value="01"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="-"/>	Faculty	<input type="text" value="02"/>
	Non-Teaching Staff	<input type="text" value="02"/>	Students	
	Alumni	<input type="text" value="02"/>	Others	<input type="text" value="02"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Workshops organized by the IQAC:

Total Nos International National State Institution Level

(ii) Themes

- Workshop on Operational aspects of Housekeeping Department in Hotel Moti Mahal
- Workshop on Law of Attraction –Brain Gym (Train your mind towards positivity)
- Workshop on “ Campus to Corporate Training/personality development programme”

2.14 Significant Activities and contributions made by IQAC

- Workshops.
- Campus interview.
- Roaster Training.
- Industrial visit.
- IQAC is constantly evaluating teaching learning process through student exit form.
- Parent’s feedback.
- Alumni feedback.

2.15 Plan of Action by IQAC:

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year *

TERM JUNE 2016 TO MAY 2017			
Date	Day	Event	Event Conducted & Fulfilled
1 st July 2016	Friday	Commencement of III,V,VII Semester Classes	Done
2 nd July 2016	Saturday	Commencement of 1 st semester class and Orientation Programme	Done
23 rd July 2016	Saturday	Fresher's Day & Student Council Inauguration	Done
16 th August 2016 &	Tuesday	Internal examinations.	Done
31 st August 2016	Wednesday	Ignite 2016 (Inter collegiate event)	Done
7 th September 2016	Wednesday	Onam Day Celebration	Done
14 th September 2016	Wednesday onwards	Model Examination (Theory and practical)	Done
23 rd September 2016	Friday	Campus to Corporate Training program/personality development programme (4 th year students)	Done
23 rd September 2016	Friday	Mangalore University Practical Examination	Done
22 nd October 2016	Saturday	End of I,III,V,VIII semester	Done
26 th October 2016	Wednesday	Mangalore University Theory Examination	Done
15 th December 2016	Thursday	Commencement of II,IV,VIII Semester Classes	Done
15 th December 2016	Thursday	Commencement of On Job Training(OJT) Of VI Semester (108 days)	Done
16 th December 2016	Friday	Cake Mixing event	Done

17 th December 2016	Saturday	Parents Teachers Meeting	Done
23 rd December 2016	Friday	Christmas Celebration	Done
7 th January 2017	Friday	Law of Attraction –Brain Gym (Train your mind towards positivity)	Done
28 th & 31 st January 1 st & 2 nd February 2017	Saturday & Tuesday Wednesday & Thursday	Sports Day	Done
6 th February 2017	Monday onwards	Model Examination (Theory and practical)	Done
11 th February 2017	Saturday	Traditional Day of the students	Done
18 th February 2017	Saturday	Industrial Visit to Nandini Milk Factory	Done
10 th March 2017	Friday	Alumni Day & Visit to HIV Rehabilitation Centre	Done
11 th March 2017	Saturday	Annual Day, Graduation day & Inauguration of silver jubilee celebration	Done
15 th March 2017	Wednesday	Mangalore University Practical Examination	Done
15 th March 2017	Wednesday	Project Viva – VIII Semester	Done
31 st March 2017	Friday	Orphanage Visit	Done
31 st March 2017	Friday	Model Examination (Theory and practical)	Done
12 th April 2017	Wednesday	End of II,IV,VIII Semester	Done
17 th April 2017	Monday	Mangalore University Theory Examination	Done
5 th May 2017	Friday	Fruits Distribution to Lady Goshen Hospital Mangalore	Done
9 th May 2017	Tuesday	On Job Training(OJT) Examination Of VI Semester	Done

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken:

- The IQAC report is placed before the Governing Council meeting which was held on 15/06/2016 & 02/07/2017 and an in-depth discussion was made on the subject including sanction of schedule, budget for programmes and other outreach programmes.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	01	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	01	0	0	0
Interdisciplinary	0	0	0	0
0	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	00
Annual	00

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

- Parents suggested sending the students for training in the hotel after each semester.
- To put more efforts to enhance the communication, language skills of students.
- Wash room facility to be upgraded.

1.4 Whether there is any revision/update of regulation or syllabus, if yes, mention their salient aspects.

NO

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	07	01	-	02	04

2.2 No. of permanent faculty with Ph.D. NIL

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	01	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 01 04 -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	05	-
Presented papers	-	-	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Audio Visual Aids
- Group discussion
- Seminars
- Workshops
- Industrial visits
- Roaster training
- E –Library and E-Journals.
- Bakery practical.
- Remedial classes.

2.7 Total No. of actual teaching days during this academic year 185

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Under the control of Mangalore University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-	-	-
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2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
I semester	59		11	19	1	
II semester	57	1	21	11		
III semester	53	1	18	14		
IV semester	35		9	9		
V semester	34	1	7	8		
VI semester	48	9	27	12		
VII semester	39		7	5	1	
VIII semester	49		6	9	4	

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Contribution:

- Workload Distribution
- Division of subjects
- Time Table
- Engaging classes when faculties are on leave
- Organising hotel visit, events and activities
- Industrial Visit.
- Organising industrial training (OJT)
- Organising Roaster training

- IQAC encourages faculty members to do research, paper presentation; attend workshops, seminars and conferences' to enhance their knowledge.

Monitor:

- Calendar of Events.
- Time Table
- Maintenance of Teaching plan
- Attendance Monitoring
- Grooming standard
- Periodic meeting with staff members.
- Monitoring the absentees.

Evaluation:

- Feedback is collected parents during the parents teaching meeting.
- Feedback is collected parents during the Alumni members
- Feedback collected from exit students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	0	0	0
Technical Staff	02	01	01	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Research Committee with Principal as the Chairperson
- Motivating students to identify areas of research in the core department of Hospitality sector.
- Provides research facilities like free Internet and Research E- Journals.
- Faculty members are encouraged and granted leave for paper presentation, attending workshops, seminars and conferences to enhance their knowledge.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the	-	-	-	-

University/ College				
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	--	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons:

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Bakery Practical's conducted for Students.
- Students, Faculty and Non-teaching staff members extended a charity of Rs. 12,670/- for the treatment of Mr. Sharan, student of II Year BHM from Udupi.
- College has provided 2000 ltr Water Tank to Bhagini Samaj, Orphanage Jeppu market Mangalore.
- Alumni contributed fund to HIV Rehabilitation centre.
- College has conducted a programme to distribute the fruits at Lady Goschen Hospital, Mangalore.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.84 acres	NO	NA	NA
Class rooms	281 sqm	NO	NA	NA
Laboratories	1281.28sqm	NO	NA	NA
Seminar Halls	1080.6sqm	NO	NA	NA
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	05	-	-	05
Value of the equipment purchased during the year (Rs. in Lakhs)	1.63	-	-	1.63
Others (Rs. in Lakhs)	1.92	-	-	1.92

4.2 Computerization of administration and library:

- | |
|--|
| <ul style="list-style-type: none">• Library Software Easylib is used to update new details of the books purchased.• EBSCO |
|--|

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7384	272804			7384	272804
Reference Books	1749					
e-Books						
Journals	44	304625			44	304625
e-Journals	01	2,85,662			01	2,85,662
Digital Database	-	-	-	-	-	-
CD & Video	180	-	-	-	180	-
Others (specify)	EASYLIB SOFTWARE		-	-	-	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	41	42(5 MBPS)	0	0	2	2	3
Added	2	01	6	0	0	0	1	0
Total	50	42	48(5 MBPS computer+ 5 MBPS ADMIN)	0	0	2	3	3

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Training session conducted by the Ebsco (e- journal) for faculties members.
- Computer systems are connected with Integrated Data System (IDS)

4.6 Amount spent on maintenance in lakhs :

i) ICT	86900
ii) Campus Infrastructure and facilities	576200
iii) Equipments	298400
iv) Others	1183300
Total :	2146800

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Bus facility for Hostel students.
- Internet facility with Wi-Fi connectivity is made available throughout the campus to support the faculty in enhancing their knowledge with easy digital access.
- Induction day for the fresher's, where in all the class coordinators & conveners of different committees briefed the students about curricular & extracurricular activities.
- The college is catering to the needs of students belonging to deprived communities of Scheduled castes, Scheduled tribes, other backward classes and low-income groups. SC and ST Students are encouraged to continue their education by way of Scholarships from Government and Non – Government Organizations.
- Subject wise special coaching classes for slow learners are conducted during the evening hours.
- The Institute's builds a good relationship between the Industry and Institute for the welfare of the students by organizing regularly seminars, workshops, industry visits, roaster training, on job training and campus placement.
- Placement & Training Cell organizes on the job training and placement for students.
- Library committee is formed and conducts periodic meeting. Library is equipped with various books, references, journals and e-journals to supplement the thrust of students and to enrich their self-learning ability.
- Student council member organizes various programmes to widen their exposure in their respective field.
- CC Camera for Girls Hostel/Boys Hostel and college campus.
- Students' feedback system is followed to obtain opinion from them about the effectiveness of the faculty and the facilities in the college.
- The undertaking of Anti ragging committee Affidavit is being followed as per university guide lines .Anti-Ragging awareness created among the students.
- Women Anti harassment cell of the college takes care of the problems faced by women students.
- Human Rights committee has been formed.
- Through SMS service

5.2 Efforts made by the institution for tracking the progression

- 360^o evaluation
- Counselling
- Exit form from students
- Tracking attendance shortage on periodic basis.
- Regular consultation with parents
- Mentoring system is followed to track the student academic progress.
- Sending SMS to parents when their ward is absent.
- Parent - Teachers meeting is conducted to convey the progress of wards and to elicit their views on various issues.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
210	-	-	-

(b) No. of students outside the state

143

(c) No. of international students

4

Men	No	%	Women	No	%
	207	98.5		3	1.42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
32	1	-	27	-	60	33	1	-	26	-	60

Demand ratio 1:1

Dropout-5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NO

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Under mentorship programme each faculty is assigned 5 to 10 students every year, which the faculty will mentor at least twice a year.
- Under Training and placement cell conducted programme career guidance on hospitality software & carrier opportunity abroad.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	10	3	15

5.8 Details of gender sensitization programmes

- Women Anti harassment cell of the college takes care of the problems faced by women students.
- Human Rights committee has been formed
- Anti Ragging committee has been formed

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events:

State/ University level National level International level

No. of students participated in cultural events:

State/ University level National level International level

Other Events: State/ University level National Level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

Other Events: State/ University level National Level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	89	8,88,000
Financial support from government	NIL	NIL
Financial support from other sources	23	1,38,735
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____NO_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision statement: The institute aims at providing the corporate sector with professionally sound and dynamic professionals in hotel industry who have a vision and ability to meet the challenges of the present day.

Mission Statement: The mission of the Moti Mahal College of Hotel Management is to provide a full educational experience to students, creating an environment in which students will develop intellectually and personally.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- As the College is affiliated to the Mangalore University and does not have the flexibility in curriculum development, the Institution follows the university norms for curriculum development.

6.3.2 Teaching and Learning

- Adopting computer assisted learning, seminars, workshops, group discussions class test, Assignment & model examinations to make teaching and learning efficient and effective.
- Use of teaching aids like LCD Projector in addition to Conventional lecture method.
- Financial support for Faculty Paper Presentation.
- Sending students to various colleges for participating in inter-collegiate management competitions.
- Financial support for Faculty Paper Presentation.
- Sending students to various colleges for participating in inter-collegiate management competitions.
- Feedback is taken from students, parents and alumni to improve the quality of education.
- Faculty members attended seminars, workshop and conferences to enhance the teaching learning process.
- Remedial classes are been conducted for weak students.
- E-learning/EBSCO facility is provided in library.
- Language lab.
- Roaster training is given to the students enrich their knowledge.
- Student's council is formed. Various events are conducted by the HOD of student's council member. This helps the students with good managerial attributes, boosting their moral but also give them hands on experience.
- Alumni participated in various competition conducted by the college.

- Industrial visit are conducted to ensure that students are exposed to actual operations and get hands on experience is gained by them.

6.3.3 Examination and Evaluation

- Question paper is set according to the University Pattern for model Tests. Student performance is evaluated by considering the marks of the model Tests and assignments submitted.

6.3.4 Research and Development:

- Final year Students have done the research work as a part of their curriculum under the guidance of research committee and according to area of specialization.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Library** – Circulation of books, handling returns of books handled by the Easy-Lib automation software. Subscription of EBSCO E-Journals Software. Total Books 7382. Current journals are displayed on the racks in the library.
- **ICT**- Use of teaching aids like LCD Projector in addition to Conventional lecture method. Desktops, Printers,, Internet and application software like IDS are facilitated to students and staff to learn and keep up to the standards of hospitality industry needs.

6.3.6 Human Resource Management:

Proper care is taken in the selection process for keeping quality in the appointments. Staff sent for various types of training programme and workshops for enhancing their competence. A well structured Salary.

- Staff is given leave facilities, medical facilities and leave, maternity leave, E.P.F, E.S.I.
- Provident fund and TA/DA allowance for attending seminars/workshops.

6.3.7 Faculty and Staff recruitment

The faculty and staff recruitment is done on the basis of merit. The vacancies arising at different points of time are notified in news papers and applications received are filtered and called for the interview. Selection is done by paying importance to their skill, interest in teaching profession, educational qualification, professional experience, subject knowledge etc.

6.3.8 Industry Interaction / Collaboration:

- One day industrial visit to Nandini milk Limited.
- Roaster training for the students in Moti Mahal Hotel.
- 108 days of Industrial training during the 6th semester.
- Placement sessions are conducted for the final year students.

6.3.9 Admission of Students:

- Prospectus.
- Institutional website.
- Advertisement in regional/national newspapers.

6.4 Welfare schemes for:

Teaching	Granting permission & T.A and D.A for attending Conferences, Seminars, Workshops, Faculty Development Programme. Other benefits like : Medical facility, Provident fund, ESI, Maternity Benefits, Medical leave, On duty leave for University work, Staff Uniform and discount facility in hotel Moti Mahal.
Non teaching	benefits like : Medical facility, Provident fund, ESI, Maternity Benefits ,On duty leave for University work, Staff Uniform and discount facility in hotel Moti Mahal.
Students	Best Student Award State/Central Government Scholarship facilities Support for getting Educational Bank Loan / Financial Assistance from Private Trust , discount facility in hotel Moti Mahal, First Aid facility and sick room.

6.5 Total corpus fund generated:

Rs.1,13,00,000

6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	Academic Advisory Board, Mangalore University	YES	Governing Council, Head of the Institute
Administrative	YES	Mangalore University	YES	Governing Council, Head of the Institute

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University for Examination Reforms?

- Bar Code System For Semester University Exam
- Online Submission of Student's Internal Marks to university
- The University has introduced marking on OMR Sheets.
- Revaluation
- Online results are published through university web sites.
- Personal seeing answer script.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Provision of Internal assessment.
- Provision of add-on course.

6.11 Activities and support from the Alumni Association:

- The formal alumni association had been established on 4th march 2016 to have strong linkage:
- An alumni meeting is conducted every year in the month of Feb/March.
 - Alumni Association Conducted competitions in F&B for students along with alumni to help students learn from professionals (alumni)
 - Made generous contribution for financially needy orphanage.
 - Alumni who visit the college interact with the students to create corporate awareness.
 - Assisted the college in getting placement for the current students.

6.12 Activities and support from the Parent – Teacher Association

- Parent Teacher Meetings are held once in a year.
- Parents offer support and suggestions during the Meetings held in the Institute are forwarded to the IQAC for consideration.
- Parent feedback is obtained for considering improvement in the teaching pattern and student management.
- In certain cases parents are informed and are called to the institution to discuss the matter related to their ward

6.13 Development programmes for support staff

Non-teaching staff members attended training programme.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Use of dust free chalks on blackboards in class.
Control on use of plastic.
Saving on electricity by switching off lights and fans whenever and wherever not required..
Minimising on printing materials by re-using one sided printed paper wherever and whenever possible.
Campus declared “Non smoking zone”
Campus declared “plastic free zone”
Class teacher advised the students no to use Tobacco.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovation	Impact
Enhance use of I.D.S software	Students find helpful during O.J.T.
Academic and lesson plan prepared by each faculty	Curriculum
Planning to start N.S.S unit.	On process.
Encouraged students to attend Value added courses conducted in other colleges to improve the technical skills.	Accomplished
Faculty evaluation system	Accomplished
Upgradation of college website with new URL.	Accomplished

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action taken Report (ATR):

ATR	Impact
Roaster training in Hotel Moti Mahal.	Students finds helpful during O.J.T.
Academic and lesson plan prepared by each faculty	Curriculum
Planning to start N.S.S unit.	On process.
Encouraged students to attend Value added courses conducted in other colleges to improve the technical skills.	Accomplished

7.3 Give two Best Practices of the institution

Best Practice - I

Bakery Practical's.

- To demonstrate core concepts in baking and analysis of different style baking and pastry products.
- Illustrate advanced classical and contemporary pastry and confectionary techniques in the planning, development, execution, and evaluation of products, menus, and creative presentations.

The college identified it as a requirement for the student's development. Throughout the four years course, students have bakery lab practicals. The practical classes are conducted during the regular academic session. Attendance register is maintained to identify the student's attendance. The practice of attending bakery lab is compulsory for all the batch students. Bakery classes Provides an unique opportunity to gain knowledge and learning experience.it can brighten the career opportunities of the students both in India and Overseas.

Best Practice -II

Remedial system for slow learners.

To guide and support the slow learners to pass the entire subject in current semester and also clear the arrears if they unable to clear.

- ✓ To make the student (slow learners) to complete their graduation fast.
- ✓ To overcome attendance shortage.

The slow learners struggle to complete their Graduation in time and best learners are unable think how to be successful after Graduation. They need to be motivated and guided for best future. Our staffs hold this responsibility until the fruitful results came. They are unable to understand the concepts from the text book. Every staff prepares their notes in a simple way and gives it to the student for making photo copy. The classes are conducted during 4pm to 5pm.

7.4 Contribution to environmental awareness / protection

- Plastic free campus.
- Circular to staff and student's vehicle pollution check.
- Waste disposable according to waste bins.
- Sign boards to save electricity.
- Sign boards to save water.
- Use of tube lights replacing electric bulbs.
- Use of dust free chalks in the classrooms.
- No Smoking campus

7.5 Whether environmental audit was conducted? Yes/No

No

7.6 Any other relevant information the institution wishes to add. (For example SWOT)

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"> • NAAC Accreditation • 25 years existence in hospitality sector • Hotel Attached campus • Campus located in heart of city. • Excellent student support with hostel, E-library, health care etc... • Admission policy according to Mangalore University guide lines & AICTE • Mentoring system • Excellent library facility. • Well-equipped lab. • Strong staff team. • Excellent placement opportunities. • Scholarships support for students. • E-library facility. • Remedial classes for slow learners. 	<ul style="list-style-type: none"> • College has only one course • Lack of Ph.D. Qualified staff. • Number of foreign student's admission are less. • Limitation in reconstructing curriculum
OPPORTUNITIES	CHALLENGES
<p>College has strong Alumni association helps students to get the job India and Abroad.</p>	<ul style="list-style-type: none"> • To recruit PhD qualified and competent faculty. • To computerize college data and activities. • To attract more industries for Training and Development. • Collaboration and MOU with national and international institute.

Action plan for next year

1. Teacher's evaluation/Feedback analysis to be done as per the feedback collected from students, parents and alumni.
2. To allot separate fund for research work. To motivate faculties to do research work relating to their concerned subjects.
3. To send the teachers to hotels for minor project works.
4. To motivate the faculties for paper presentations.
5. To conduct National Level Seminar.
6. Restructuring of infrastructure.
7. To conduct workshops relating to the subjects.
8. Special classes on French for final year students.
9. To start NSS Unit in the college, to do the social activities under the banner of NSS.
10. To conduct faculty development programme.
11. To conduct personality development programme for students.
12. Roaster training of students in Hotel Moti Mahal-to do feedback analysis based on the reports from the Hotel.
13. To conduct a programme on Gender Sensitization - an awareness campaign against sexual harassment at workplace.

Name SHAKILA HEGDE

Name SOORAJ. R. V.

S.S.Hegde

Signature of the Coordinator, IQAC

[Handwritten Signature]

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
