



# MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT

(A UNIT OF LAXMI MEMORIAL EDUCATION TRUST)

Recognised by AICTE-Ministry of HRD, New Delhi, Approved by Govt. of Karnataka, Affiliated to Mangalore University & NAAC accredited

Moti Mahal Annexe, Falnir Road,  
Mangaluru-575 001, Karnataka, India

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**

## **ANNUAL QUALITY ASSURANCE REPORT 2017-18**



**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 Annex

Address Line 2

Falnir Road

City/Town

Mangaluru

State

Karnataka

Pin Code

575001

Institution e-mail address

motimahalmhm@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:

Mrs .Shakila Hegde

Mobile:

9916130178

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(15<sup>th</sup> SC)17.1.2016

Dated 7<sup>th</sup> July 2016

1.5 Website address:

www.lmet-edu.org/mmchm

Web-link of the AQAR:

www.lmet-edu.org/mmchm/AQAR2017-18.DOC

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

19/1/2015

1.8 AQAR for the year (for example 2010-11)

2017-2018

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 2016-2017 submitted on 01/09/2017
- 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)

HOTEL MANAGEMENT

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	<input type="text" value="--"/>		
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="02"/>
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="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year?

If yes, mention the amount  Yes  No

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Workshop based on Front Office(Institution Level)
2. Workshop based on Housekeeping(Institution level)
3. Workshop based on Bakery products(Institution Level)
4. National Level conference on Entrepreneurship in Tourism & Hospitality Industry in India.

2.14 Significant Activities and contributions made by IQAC

- Subject-wise workshops.
- Roaster Training for the students in Hotel Moti Mahal.
- Mock Interviews.
- Industrial Visit.
- Arranging the On-Job Training in internationally branded hotels.
- Feedback from Parents & Students.
- Campus Interviews.
- IQAC is constantly evaluating teaching learning process through student's exit form & faculty evaluation done by students.
- Competitions held at our Institute.
- Remedial Classes for slow learners whereby the academic results become better.
- Faculty Development Programme on Teaching Effectiveness and Research Methodology.
- Various events organised at our Institute.
- Blood Donation Camp Organised.
- Swach Bharath Proramme organised.
- PTA has been formed.
- Started sending the faculties for minor research work in the industry.
- Formation of Entrepreneurship cell in the college.
- Career guidance Programmes organised.
- Research Cell formed to help the students & faculties to do the research work.

## 2.15 Plan of Action by IQAC/Outcome

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 2017-MAY 2018			
DATE	DAY	EVENT	EVENT CONDUCTED & FULFILLED
17 <sup>th</sup> June 2017	Saturday	Orientation Programme for newly admitted students	Done
19 <sup>th</sup> June 2017	Monday	Commencement of classes for 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , & 7 <sup>th</sup> Semester B. H. M	Done.
30 <sup>th</sup> June 2017	Friday	Cooking Competition for the faculties of colleges under Laxmi Memorial Education Trust.	Done
1 <sup>st</sup> July 2017	Saturday	Programme to welcome the newly admitted students & formation of Student's Council of college.	Done
28 <sup>th</sup> July 2017	Friday	Talent Hunt-Inter collegiate Management Fest for the U.G students of colleges in Mangalore.	Done
5 <sup>th</sup> August 2017	Saturday	Formation of Parents/Teachers Association & Talk on Responsibility of Parents in guiding their children by Prof.Vrashabharaj Jain.	Done
12 <sup>th</sup> August 2017	Saturday	Innovates-Science exhibition/competition for the PU/High School students of Mangalore.	Done
21 <sup>st</sup> August 2017	Monday	Workshop on Front Office for the 3 <sup>rd</sup> semester B. H. M students.	Done
31 <sup>st</sup> August 2017	Thursday	Onam Celebration-Traditional Festival of Kerala, whereby our students prepared	Done

		food for 325 pax & served, along with cultural programmes	
9th september 2017	saturday	Career Guidance programme	Done
11 <sup>th</sup> September 2017 To 22 <sup>nd</sup> September 2017	Monday To Friday	Model Examinations (Theory & Practicals)	Done
27 <sup>th</sup> September 2017	Wednesday	Ayudha Pooja	Done
29th september 2017 - 08/11/2017		University Examinations(Practical & Theory)	Done
29 <sup>th</sup> October 2017	Sunday	Swach Bharath Abhiyan Programme by N. S. S unit of college	Done.
13 <sup>th</sup> November 2017	Monday	One Day Faculty Development Programme on 'Teaching Effectiveness and Research Methodology'.	Done
6 <sup>th</sup> December 2017	Wednesday	Cake Mixing Ceremony in connection with Christmas Celebrations in the college  Resource Persons:  1. Prof. Vrashbharaj Jain. 2. Dr. Franscisa Tej.	Done
15 <sup>th</sup> December 2017	Friday	Commencement of On-Job Training (O.J.T) for VI semester students (108 Days) as part of their curriculum.	
16 <sup>th</sup> December 2017	Saturday	Cake Decorating Competition for the General Public	Done
22 <sup>nd</sup> December 2017	Friday	Christmas Celebrations	Done
5 <sup>th</sup> January 2018	Friday	Workshop(Housekeeping)on Flower Arrangement for 2 <sup>nd</sup> semester students.	Done
13 <sup>th</sup> January 2018	Saturday	Industrial visit for all the 2 <sup>nd</sup> semester students; at M/s Hangyo	Done



		Ice Cream Private Ltd, Uduppi District, Karnataka.	
19 <sup>th</sup> January 2018	Friday	Blood Donation Camp by Red-cross unit of college in association with A. J. Hospital.	Done
30 <sup>th</sup> January 2018	Tuesday	Flower Arrangement Competition for the UG students of colleges in Mangalore	Done
2 <sup>nd</sup> February 2018	Friday	National Conference & Paper Presentation for the research scholars, faculties and students.	Done
10 <sup>th</sup> February 2018	Saturday	Cooking Competition for General Public (Parent/children and housewives) on the theme "Taste of Mangaluru".	Done
15 <sup>th</sup> February 2018 & 16 <sup>th</sup> February 2018	Thursday & Friday	Organised Mangalore University's Inter- Collegiate Men's Volleyball- for the students of colleges under Mangalore University.	Done
21 <sup>st</sup> , 22 <sup>nd</sup> , & 23 <sup>rd</sup> February 2018	Wednesday, Thursday, Friday	Annual Sports Meet	Done
24 <sup>th</sup> February 2018	Saturday	Traditional day cultural fest competition (An Inter collegiate Traditional Dance Competition) for the students and teachers under Laxmi Memorial Education Trust®.	Done
1st March 2018	Thursday	Workshop on Bakery Products.	Done
2 <sup>nd</sup> March 2018	Friday	Release of College Magazine, Vision	Done
2 <sup>nd</sup> March 2018	Friday	Annual Day Celebrations & Closing ceremony of Silver Jubilee	Done

8th march - 28 march 2018	Model Examinations (Theory and Practical)	Done
31st march - 10th march 2018	University Examinations (Theory and Practical)	Done
17th may - 19th may 2018	On-Job-Training Exam by University	Done

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

2.15 Whether the AQAR was placed in statutory body: Yes

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 21/06/2017 and 10/08/2017 and 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				
<b>Total</b>	01	0	0	0

Interdisciplinary	0	0	0	0
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Innovative	0	0	0	0
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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*

- 1) Parents suggested more classes on communicative English.
- 2) Requested more attention to be given on weaker students.

1.4 Whether there is any revision/update of regulation or syllabi, 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
10	03	1	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	01	----	--	01	01	03	01	05	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

04	----	----
----	------	------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	----	02	05
Presented papers	----	-----	-----
Resource Persons	----	-----	-----

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

- Conducted faculty development programme to train the teachers to improve the teaching skills.
- Sending the students for ODC to get more practical exposure.
- Invited experts from industry to take classes.
- Practical exposure is given to students by organizing the events & competitions.
- Audio Visual Aids
- Group discussions
- Seminars/conference
- Subject related Workshops
- Industrial visits
- Roaster training.
- Conducted Internal Examinations, Assignments, Model examinations to evaluate the student's performance
- Bakery practical sessions.
- Remedial classes for slow learners.
- E –Library and E-Journals.

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

180
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2.8 Examination/ Evaluation Reforms initiated by

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%
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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	60	1	13	18	2	57%
II semester	50		11	12	9	64%
III semester	52	1	6	16		44%
IV semester	44		9	18	5	73%
V semester	53	1	15	12	2	57%
VI semester	54	12	32	10		100%
VII semester	33		9	13	2	73%
VIII semester	35	1	13	6	2	63%

## 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
- Entrepreneurship cell/Incubation cell
- IQAC encourages faculty members to do research work and paper presentation.

### Monitor

- Calendar of Events.
- Time Table
- Preparation of Teaching plans by individual teachers as prescribed by university.
- Syllabus Completion Report
- Attendance Monitoring
- Grooming standard reports

### Evaluation

- Feedback is collected from parents during the parents/ teachers meeting(PTA).
- Feedback collected from exit students.
- Feedback is collected from all the students on the basis of teaching quality of every faculty, through online teacher evaluation form.

## 2.13 Initiatives undertaken towards faculty development

Number of faculty Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	06
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others	03

## 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	01	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. Made a separate budget for research.
2. Started sending faculty members for minor research works.
3. Formed Research committee to guide the students of final year students to conduct the research work as the part of their curriculum.
4. Conducted Faculty Development Programme on Teaching Effectiveness and Research Methodology to help the faculties to present the papers.
5. Active participation in the social activities.

#### 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	-	01	-

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

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	----	01	----	----	----
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 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

3.23 No. of Awards won in NSS:

National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Swach Bharath Abhiyan mission under NSS organised beach cleaning at Panamboor beach.
- Blood Donation Camp is organised under the Youth Red Cross unit of our college.

## 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	0	Own	2.84
Class rooms	4	0	Own	4
Laboratories	5	0	Own	5
Seminar Halls	1	0	Own	1
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.		1	Own	
Value of the equipment purchased during the year (Rs. in Lakhs)	60.5	1.68	Own	62.18
Others	58.37	0.2	Own	58.57

#### 4.2 Computerization of administration and library

- Easylib – library automation service was continued with uploading all the new details of books and journals.
- Introduction of Tally software in Office.
- Provision of Scanning facility in Office.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7481	2852980	38	67226	7519	2920206
Reference Books	1890		-	-	-	-
e-Books	-	-	-	-	-	-
Journals	34	-	-	-	034	207138
e-Journals	01	-	-	-	-	285480
Digital Database	-	-	-	-	-	-
CD & Video	168	-	12	-	180	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	38	38	1	1	3	2	5
Added	-	-	-	-	-	-	-	-
Total	48	38	38	1	1	3	2	5

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

- Computer systems are connected with integrated data system (IDS)
- Training on use of E-journals.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.68
ii) Campus Infrastructure and facilities	2.14
iii) Equipments	3.06
iv) Others	25.34
<b>Total :</b>	33.22

## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC meeting conducted to discuss about curricular/co-curricular activities.
- IQAC ensures the students involvement in intercollegiate events by communicating them for different types of competitions, arranging lectures by them and provide financial assistance.
- IQAC ensures all reserved category students to get the scholarships on time.
- IQAC ensures students participation in research work by involving them in conferences and seminars.  
Updating of events in notice boards and college website to ensure active participation by students in various activities.
- Parents are updated daily through SMS service.
- Through Letter of correspondence.
- Through circulars/notices.
- Through Suggestion box.
- Library and support services.
- New students are provided with orientation classes.
- National service Scheme.
- Youth Red-Cross Wing.
- Student's grievance cell
- Online grievance Redressal Mechanism for students/parents/staff members to register and dispose of the grievances online.
- Woman Anti-Harassment cell
- Anti-ragging Committee services.
- Human Rights committee.
- Student Council.
- Swatch Barath initiatives.
- Placement and Training services.
- Industrial Visit arrangement to impart practical knowledge.
- Celebrations of Onam, X-mas, etc; in the campus.
- Mock Interview sessions for the Final Year Students prior to the campus interviews.
- Transportation facility to hostel/sports ground.
- Remedial classes for slow learners

## 5.2 Efforts made by the institution for tracking the progression

- **360 Degree evaluation**
- **SWOT Analysis**
- **Counselling**
- **Feedback Report of each workshop/programmes.**
- **Exit reports**
- **Tracking attendance shortage on periodic basis.**
- **Conduct internal examinations, model examinations, workshops and assignments.**
- **Mentoring system is in place to track the student academic progress as well as extra-curricular activities.**
- **All teaching faculty prepare the course materials for the respective subjects before the commencement of each semester.**
- **P T A meeting.**
- **Highlighting achievements of students in college magazines and websites,**
- **Interaction with the alumni.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>210</b>	-	-	-

(b) No. of students outside the state

<b>116</b>
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(c) No. of international students

<b>04</b>
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Men	No	%	Women	No	%
	<b>207</b>	<b>98.5</b>		<b>03</b>	<b>1.5</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>33</b>	<b>01</b>	-	<b>26</b>	-	<b>60</b>	<b>34</b>	<b>01</b>	<b>2</b>	<b>23</b>	-	<b>60</b>

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

- **College has effective counselling & mentoring system. Every faculty is a mentor who is assigned with 10 students and minimum of two meetings are conducted to improve the all-round progress of the students.**
- **A separate training and placement cell is in place to care of the students.**
- **Career guidance programmes are organised.**
- **Personality development & communicative English classes are conducted.**
- **Mock Interviews are conducted prior to campus interviews.**

No. of students benefitted

NIL

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
03	31	12	14

## 5.8 Details of gender sensitization programmes

- **Woman Anti-Harassment cell of the college takes care of the problems faced by female staff & Students & conducts periodical meetings.**
- **Anti-ragging cell is in place.**
- **Ladies common room is provided.**

## 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

### 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

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	75	7,20,300
Financial support from government	21	53,300
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-



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: \_\_\_\_\_ **NIL** \_\_\_\_\_

## 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.
- Financial support for Faculty and students for Research and Paper Presentation.
- Sending students to various colleges for participating in inter-collegiate management competitions.
- Remedial classes for slow learners.
- Subject related workshops.

### 6.3.2 Teaching and Learning

- Adopting **computer assisted learning, seminars, workshops, group discussions class test, Assignments, Internal & model examinations** to make teaching and learning as efficient and effective process.
- Mock Interviews prior to campus interviews.
- Language classes.
- Use of teaching aids like LCD Projector in addition to Conventional lecture method.
- Interaction sessions are arranged with people from Hotel Industry to have a clear idea regarding the industrial needs.
- Financial support for Faculties for attending the seminars/conference and to do minor research work & Paper Presentations.
- Sending students to various colleges for participating in inter-collegiate management competitions.

### 6.3.3 Examination and Evaluation

- Two internal examinations or one internal examination & one model examination/assignment are done every semester.
- Question paper is set according to the University Pattern for Internal Examinations/Model examinations.
- Student performance is evaluated by considering the marks of the Internal examinations/model examinations/assignments submitted.

### 6.3.4 Research and Development

- College formed a Research Committee to guide and encourage the students & faculties to do research works and paper presentations.
- Students of 8<sup>th</sup> semester B. H. M are given research work as the part of their curriculum under the guidance of a Ph. D holder.
- Students are given the choice to choose their topics for the research work according to their area of specialisation.
- Each student is closely monitored and guided by the subject faculties.
- Teachers are also encouraged to conduct minor research.
- Started to send the teachers for minor research work every year.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Subscription of EBSCO E Journals Software
- Library – Circulation of books, handling returns of books handled by the Easy-Lib automation software. Total Books are 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.
- Renovated the infrastructure.
- Procurement of foreign edition books as well as reference books

### 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. Work distributed as per qualifications and experience of the staff.

- Faculty development programme conducted for teaching staff at institute.
- Encouragement to faculty members for participation and paper presentation in the conferences with leave facility and financial assistance.
- Encouraging faculty member to do research and PhD Programme
- A well-structured Salary is in place.
- Human Resource development programs are conducted for staff members.
- Staff are given leave facilities, medical facilities etc;
- Provident fund and TA/DA allowance for attending seminars/workshops are provided.

### 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 newspapers 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.
- Recruited 03 new faculties in the previous academic year.

### 6.3.8 Industry Interaction / Collaboration

- Entrepreneurs, executives and policy makers from industry are invited to address students thereby facilitating student's guidance in choosing career and knowledge about the industry. Other events like Industry visits, Industrial training, roaster training, career guidance programme, personality development and grooming sessions, Placement sessions etc.. are conducted.

### 6.3.9 Admission of Students

- Distributed Admission Brochures and Posters to Various PU Colleges.
- Admission Advertisements published in various newspapers and in college website.
- Admissions are done on merit basis.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Granting permission for attending Conferences, Seminars, Workshops, Faculty Development Programme.</li> <li>• Other benefits like : Medical facility, Provident fund, ESI, On duty leave for University work</li> </ul>
Non-teaching	Benefits like : Medical facility, Provident fund, ESI, On duty leave for University work
Students	<ul style="list-style-type: none"> <li>• State/Central Government Scholarship facilities</li> <li>• Support for getting Educational Bank Loan / Financial Assistance from Private Trust. -“-</li> </ul>

### 6.5 Total corpus fund generated

1, 50, 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	<b>YES</b>	<b>Academic Advisory Board, Mangalore University</b>	<b>YES</b>	<b>Governing Council, Head of the Institute</b>
Administrative	<b>YES</b>	<b>Mangalore University</b>	<b>YES</b>	<b>Governing Council, Head of the Institute</b>

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

For UG Programmes Yes  No

For PG Programmes Yes  No

#### 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Bar Code System For Semester Exam
- Hall tickets can be downloaded from the university website.
- Online Submission of Student's Internal Marks.
- OMR shading of mark sheets.
- Revaluation.
- Personal seeing of answer script.
- Results are published online.

#### 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 subject or programmes in addition to University mandated subjects.

#### 6.11 Activities and support from the Alumni Association

- The formal alumni association had been established on 4th march 2016 to have strong link with the industry:
- Alumni who visit the college interact with the students to create corporate awareness.
- Assist the college in getting placement for the current students batch.

#### 6.12 Activities and support from the Parent – Teacher Association

- Induction programme for the first year students in the presence of parents.
- Parent Teacher Meetings are held once in a year.
- Informing parents and inviting them for all the college activities  
Parents offer support and suggestions during the Meetings held in the Institute are forwarded to the IQAC for consideration.
- Parent feedback is taken to improve 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

- Staff development programmes were held for teaching and non-teaching staff.
- Periodic meetings with support staff by the Principal.
- Deputation to workshops.

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

- Environment Education classes are part of our curriculum. Students are instructed to use Eco-friendly materials.
- The NSS cell of the college maintains the cleanliness of the campus.
- Control of plastic in the college premises.
- Saving electricity by switching off lights & fans whenever not required.
- Save-paper-save tree policy is introduced in the college. Student's assignments are collected through online, corrected by faculties & marks are awarded.
- More saplings are planted inside the college premises.
- Introduced the system of gifting the sapling to the guests.
- Save water instructions are given to students & staff members.

## 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.	Accomplished.
Encouraged students to attend Value added courses conducted in other colleges to improve the technical skills.	Accomplished
Faculty evaluation system	Accomplished
Up gradation 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.	Accomplished
Encouraged students to attend Value added courses conducted in other colleges to improve the technical skills.	Accomplished
SMS facility-SMS sent to the parents to communicate the absenteeism of their ward, notifications etc;	Accomplished
Industry familiarisation in association with Hotel Moti Mahal	Accomplished
Feedback system	Accomplished
Wi-fi Facility	Accomplished

## 7.3 Give two Best Practices of the institution

### *Best Practice - I*

#### 1. Roaster Training:

Students are sent to Hotel Moti Mahal to which the college is attached for roaster training. The training goes along with the regular academic session; starts from 5.00 pm to 10.00 pm. Log book is maintained by all the students. Certificate will be awarded on the successful completion of roaster training.

## Best Practice –II

### Formation of Research Committee

A research committee is formed under the supervision of the Principal and research work will be guided by a Ph. D holder. Students of 8th semester B. H. M. to undergo the research work as the part of their curriculum.

The faculties are also encouraged to do the research works under the guidance of the Research Committee.

### 7.4 Contribution to environmental awareness / protection

- Swach Bharat Abhiyan programme.
- E-Waste Management.
- 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 dust free chalks in the classrooms.
- Decided to present saplings as gifts to the guests during the college events.
- Planting of saplings in the college premises.

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"><li>• NAAC accredited.</li><li>• AICTE recognised.</li><li>• Successfully completed 26 years in hotel &amp; tourism sector.</li><li>• Active support of Alumni.</li><li>• Campus located in heart of city.</li><li>• Excellent student support with hostel, E-library, health care etc...</li><li>• Admission policy according to Mangalore University guide lines.</li><li>• Mentoring system</li><li>• Well stacked library with more than 7300 books, national/international journals, magazines etc;</li><li>• Well updated college website.</li></ul>	<ul style="list-style-type: none"><li>• College has only one course</li><li>• Lack of Ph.D. Qualified staff.</li><li>• Number of foreign student's admission is less.</li><li>• Being an affiliated college, flexibility in revising the syllabus/curriculum is limited.</li></ul>



<ul style="list-style-type: none"> <li>• Well-equipped labs.</li> <li>• Strong staff team.</li> <li>• Excellent placement opportunities.</li> <li>• Scholarships support for students.</li> <li>• Attached to a star hotel where the students are send for the roaster training.</li> <li>• College is under Laxmi Memorial Education Trust, a group of branded institutions.</li> <li>• We have a Ph. D qualified person as part-time faculty.</li> <li>• Active support of Parents/Teacher’s Association.</li> <li>• NSS, Swach Bharath &amp; Red-cross units of the college make the students &amp; staff members to take active part in the social activities.</li> </ul>	
<b>OPPORTUNITIES</b>	<b>CHALLENGES</b>
<ul style="list-style-type: none"> <li>• E-library facility.</li> <li>• Students &amp; staff members are given chances to be the part of social activities.</li> <li>• Excellent academic environment.</li> <li>• Well stalked library.</li> <li>• Attached to a 3 star hotel.</li> </ul>	<ul style="list-style-type: none"> <li>• To recruit more PhD qualified and competent faculty.</li> <li>• To computerize college data and activities.</li> <li>• To attract more industries for Training and Development.</li> <li>• Increase the number of female students to maintain gender balance in admission process.</li> <li>• Collaboration and MOU with national and international institute.</li> <li>• Collaboration with foreign universities.</li> <li>• Inadequate research facility.</li> <li>• To communicate with the Alumni as they are working in different parts of the world.</li> </ul>

## 8. Plans of institution for next year

- To conduct 04 days induction programme for the new entrants.
- Students to be provided the Rule Book which contains rules and regulations of the college, uniform, timings, fees etc;
- Planned to conduct 100 hours of social work including providing literary awareness to the people of remote area, under the banner of Swach Bharath Abhiyan programme. Students will get chances to interact with the layman of the society.
- Decided to continue to intensify College-Industry relationship.
- To conduct Food Festival.
- To introduce a system called IASPS by which internal assessment of students for the regular practical sessions is done.
- To introduce the insurance scheme for students and staff members.
- To conduct National Level Conference whereby students/research-scholars get a platform for paper presentations in the field of hotel and tourism industry.
- Subject-wise workshops will be conducted along with special classes on carving & bartending courses.
- Introducing New -Checklist for cleaning & maintenance to make sure the hygienic standards of the institute/campus.
- Decided to send minimum 02 faculty members to industry for minor research work.
- Decided to implement 'online grievance redressal' system for students/parents & staff members.
- Decided to implement MOOCS under SWAYAM platform.
- Decided to go for Google classroom which aims to simplify creating, distributing and grading assignments in a paperless way.
- To purchase a few advanced equipments to Food Production Lab to enhance the facilities of Training Kitchen.
- To train the students in the hotel which is attached to the college whereby the students and faculty members will be updated as per the changes in the industry.
- Continue to intensify the parents/teachers relationship.
- To conduct awareness sessions about fire-safety, women harassment, cyber crime, etc.
- Decided to request the University/B.O.S to revise the syllabus.
- Decided to start consultancy services.
- Decided to introduce LOG BOOK for students during the roaster training; experience certificate will be provided to the students based on the log book when they complete their academic session.
- Decided to start star batch system for slow learners.
- To implement Entrepreneurship cell/Incubation Cell in the college to encourage the students to start their own enterprises. The college will give necessary guidance to students to set up the business.
- Institution has been on a continual path of improvement in the teaching and learning process. With this in mind, the Institute will continue strengthening its industry ties to ensure industry participation in the teaching learning process so that the knowledge imparted to the students is in line with the industry operations.
- The Institute has also allocated adequate budgets to renovate some of the laboratories with the latest equipment's used in the industry. The college will also increase its E-library resources which will immensely benefit the students and the faculty.

Name SHAKILA HEGDE

Name SOORAJ R.V.

S. S. HOGG

[Signature]  
PRINCIPAL

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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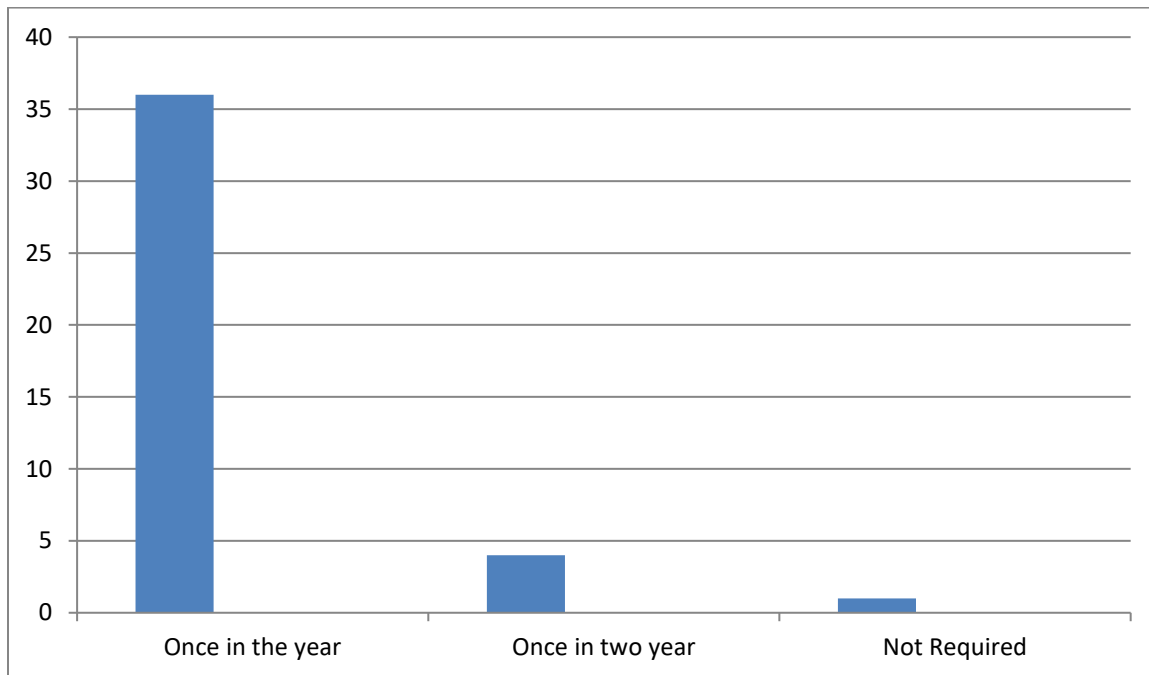


**Abbreviations:**

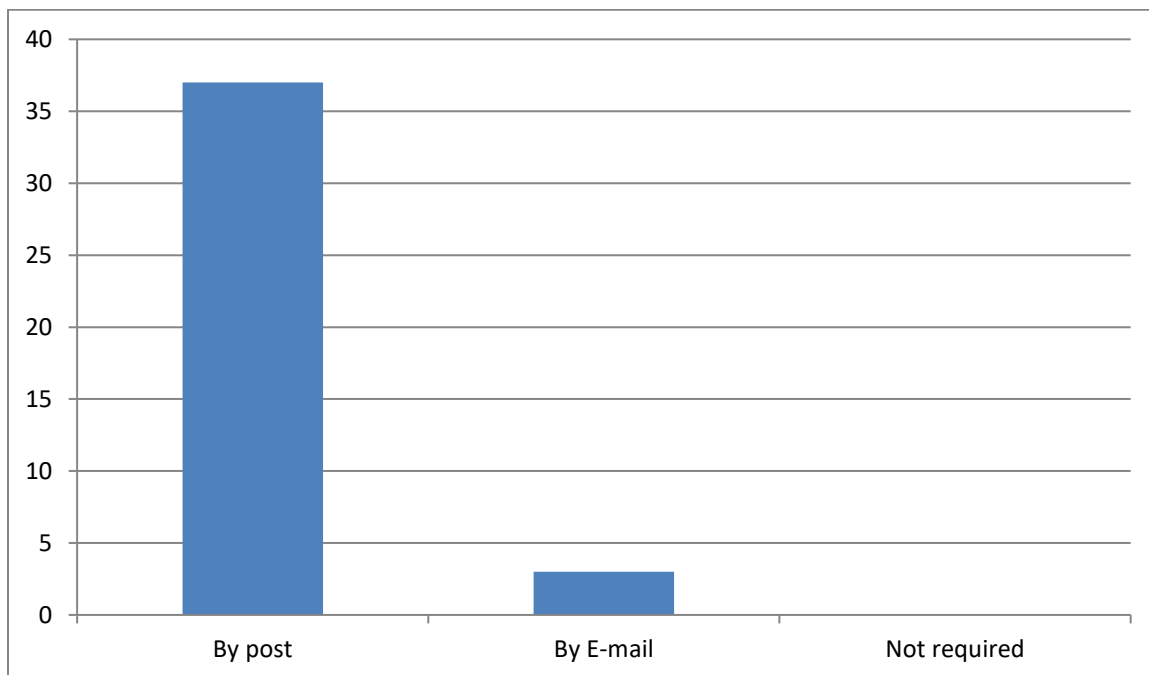
CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
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

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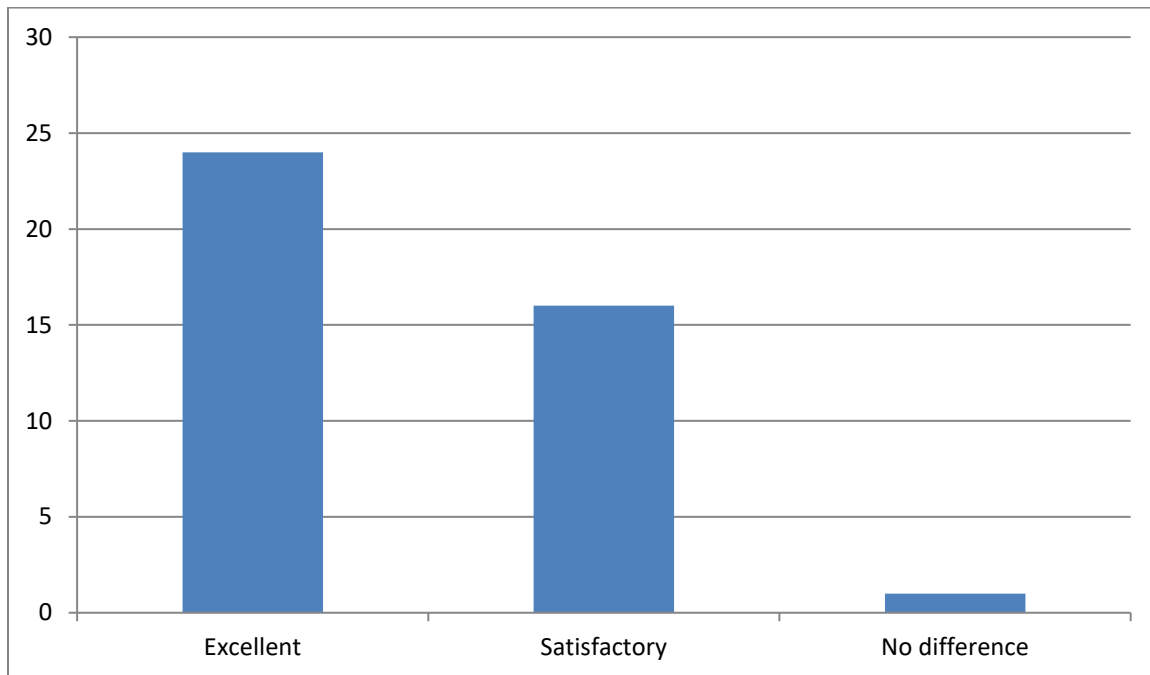
### Do you feel PTM must be organized in the year?



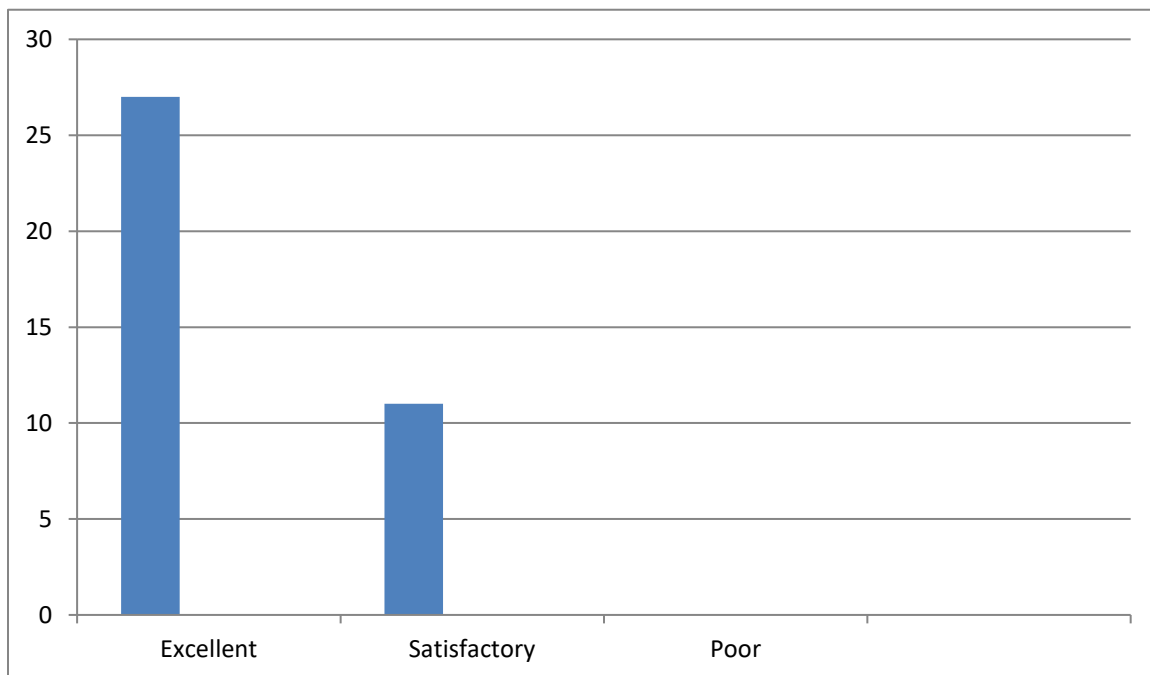
### Are you willing to have a progress report of your ward?



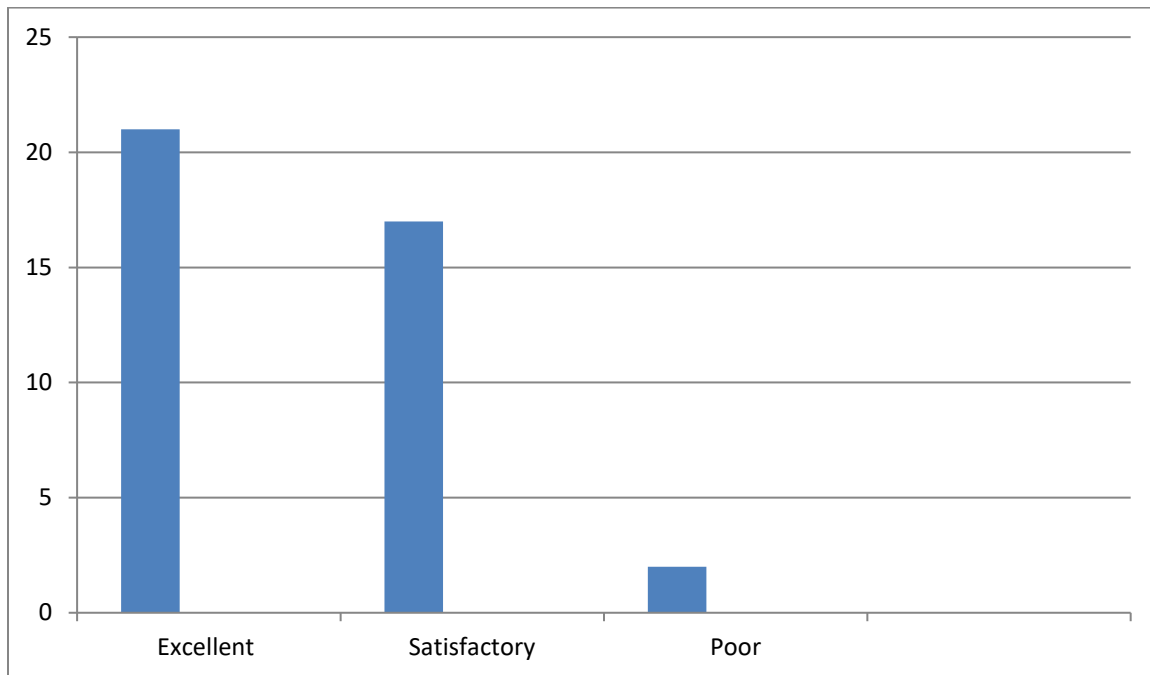
### Your views about progress of your ward after joined to MMCHM?



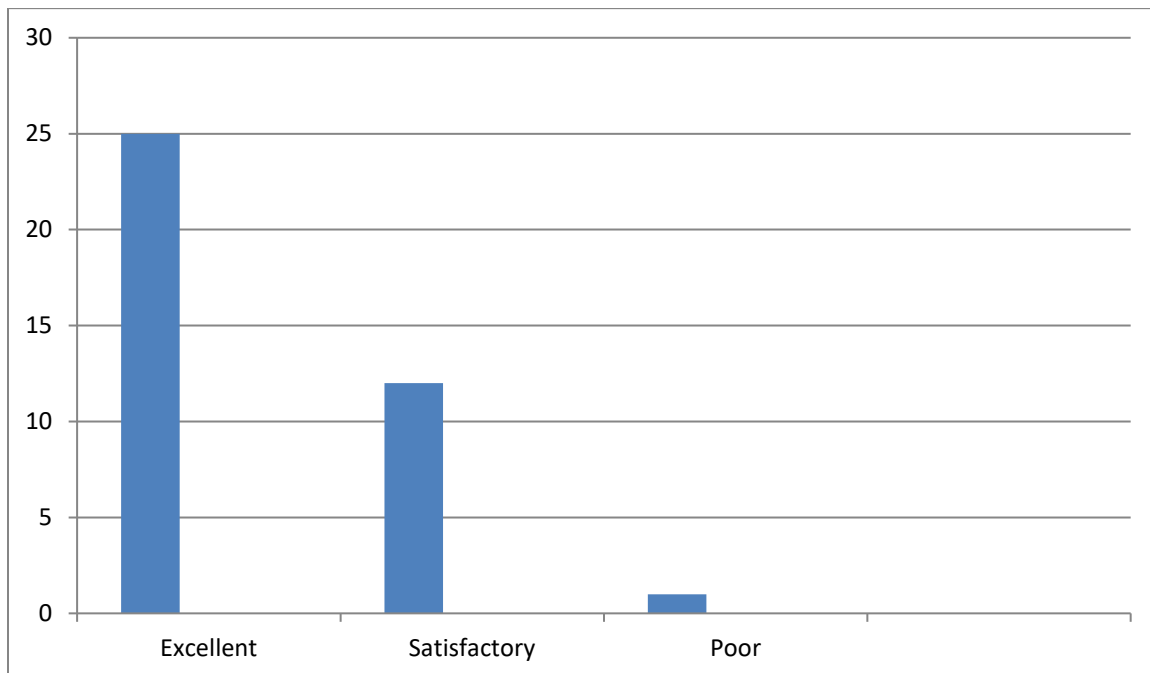
### Your views of teaching standard in the college?



### Your opinion about facilities available in the college?



### Personal attention of faculties towards your ward is?



## Technical knowledge and communication skills of your ward after joining in MMCHM?

