Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT**
Name of the head of the Institution	**Prof.Sooraj R V**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08242428493**
Mobile no.	**7996481585**
Registered Email	**motimahalchm@rediffmail.com**
Alternate Email	**soorajrv11@gmail.com**
Address	**Hotel Moti Mahal Annexe, Falnir Road**
City/Town	**Mangalore**
State/UT	**Karnataka**
Pincode	**575001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Mrs. Shakila Hegde**
Phone no/Alternate Phone no.	**08242428493**
Mobile no.	**9916130178**
Registered Email	**motimahalchm@rediffmail.com**
Alternate Email	**hegde_shakila@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://lmet-edu.org/mmchm/wp-content/uploads/2019/04/AAQR-2017-18-Moti-Mahal-College-of-Hotel-Management-1-1.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://lmet-edu.org/mmchm/wp-content/uploads/2019/07/AQAR-report-academic-calander-18-19-converted.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.68**	**2016**	**25-May-2016**	**24-May-2021**

6. Date of Establishment of IQAC	**19-Jan-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Welcoming of New Batch and oath taking of	**18-Jul-2018** **4**	**240**

student council		
Blood Donation Camp	24-Jan-2019 5	52
Induction programme for New Batch students	20-Jun-2018 8	60
National Conference	02-Feb-2019 9	390
Workshop on Front office	01-Aug-2018 3	60
Cater's Act Food Festival and Traditional Cultural Dance Competition	22-Feb-2019 9	500
Kid's Kitchen Cooking Competition for children	04-Aug-2018 5	50
Annual Sports meet	16-Feb-2019 8	180
A Talk on Challenges of running a successful business by Mr. Parkar Mohammad, Principal lecturer in Accounts Finance University of Lancashire UK by Entrepreneurship and Incubation Cell.	13-Feb-2019 3	180
Farewell for Final year students	26-Apr-2019 4	56
Roaster Training at Hotel Moti Mahal	01-Jul-2018 5	60
Workshop on Housekeeping	21-Jan-2019 3	60
Personality Development class for Fifth semester students	04-Oct-2018 3	54
Career Guidance Programme final year students	29-Oct-2018 3	54
Industrial Visit for first year students	27-Sep-2018 6	60
Cake Mixing Ceremony by Aromatum club	06-Dec-2018 3	50
On Job Training for sixth semester students	03-Dec-2018 120	54
Exotico Cocktail and Mocktail Competition	14-Aug-2018 6	25
Fire Safety Programme	09-Jan-2019 6	50
Add on Course On Carving	01-Jan-2019 30	15
NSS Swachh Bharath	06-Oct-2018	100

Abhiyan	5	
Parents Teacher Association Meeting	05-Jan-2019 4	80
Campus Recruitment	01-Jan-2019 6	54
Faculty Development Programme	13-Dec-2018 5	23
New Year Programme by Benvenuto Ckub	01-Jan-2019 2	150
Skill Development Programme	13-Dec-2018 3	10
Annual Day	02-Mar-2019 6	180
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT	00	NIL	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Introduced new system IASPS, Signed MOU with leading hotels , Add on course on carving Flood Relief Camp for Flood affected people of Kerala and Karnataka,

MOOCS under Swayam platform

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

Plan of Action	Achivements/Outcomes
On Job Training for Students of 6th Semester	Accomplished
University Examination	Accomplished
Cake Mixing Ceremony by Aromatum Club	Accomplished
Faculty Development programme	Accomplished
Cake preparation and distribution by Aromatum Club	Accomplished
Christmas Celebrations Benvenuto Club	Accomplished
New Year Programme Benvenuto Club	Accomplished
Campus Recruitment by Training and Placement Cell	Accomplished
Add on course on Carving	Accomplished
Parents Teachers Association Meeting	Accomplished
Flower Arrangement Workshop	Accomplished
Blood Donation Camp By Youth Red cross Wing	Accomplished
National Conference Release of Conference Proceeding with ISBN	Accomplished
A Talk on Challenges of running a successful business by Mr. Parkar Mohammad, Principal lecturer in Accounts Finance University of Lancashire UK by Entrepreneurship and Incubation Cell.	Accomplished
Annual Sports Meet	Accomplished
CATERS ACT Food Festival and Cultural Dance programmes	Accomplished
Industrial Visit for 1st Years	Accomplished
Farewell to Final Year Students	Accomplished
Annual Day	Accomplished
Release of College Magazine	Accomplished
Four Days Induction programme for 1st year students.	Accomplished
Roaster Training at Hotel Moti Mahal	Accomplished
Student Council Election	Accomplished
Fresher day and Students Council Oath Taking Formation of Clubs	Accomplished

First Internal Examination	Accomplished
Workshop Front Office for First Year Students	Accomplished
Kids Kitchen cooking competition	Accomplished
Exotico 2019 Cocktail and Mocktail competition	Accomplished
Fire Safety Programme	Accomplished
Four Days Induction programme for 1st year students.	Accomplished
Roaster Training at Hotel Moti Mahal	Accomplished
Student Council Election	Accomplished
Fresher day and Students Council Oath Taking Formation of Clubs	Accomplished
Model theory and Practical Examination	Accomplished
Workshop Front Office for First Year Students	Accomplished
Kids Kitchen cooking competition	Accomplished
Exotico 2019 Cocktail and Mocktail competition	Accomplished
Fire Safety Programme	Accomplished
Induction programme	accomplished
Cake preparation and distribution Aromatum Club	Accomplished
Christmas Celebrations Benvenuto Club	Accomplished
New Year Programme Benvenuto Club	Accomplished
Campus recruitment	Accomplished
Add on course on Carving	Accomplished
Parents Teachers Association Meeting	Accomplished
Flower Arrangement Workshop	Accomplished
Blood Donation Camp By Red cross unit	Accomplished
National Conference and release of Conference Proceedings With ISBN	Accomplished
A Talk on Challenges of running a successful business by Mr. Parkar Mohammad, Principal lecturer in Accounts Finance University of Lancashire UK by Entrepreneurship and Incubation Cell.	Accomplished
Annual Sports Meet	Accomplished
CATERS ACT Food Festival and Cultural Dance Competition	Accomplished
Industrial Visit for 1st Year Students	Accomplished
Farewell to Final Year Students	Accomplished
Annual Day	Accomplished

NSS Swachh Bharath Abhiyan	Accomplished
Participation in Best Magazine Award by University	Accomplished
IASPS	Accomplished
CCTV Installed	ACCOMPLISHED
Renovation of Food and Beverage Service Lab	Accomplished
Skill Development Programme	Accomplished
Obtained FSSAI Certification	Accomplished
Library Committee	Accomplished
Remedial Class	Accomplished
Mentoring System	Accomplished
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14. Whether AQAR was placed before statutory body ? — **Yes**

Name of Statutory Body	Meeting Date
Governing council	04-Jun-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? — **No**

16. Whether institutional data submitted to AISHE: — **Yes**

Year of Submission — **2018**

Date of Submission — **24-Dec-2018**

17. Does the Institution have Management Information System ? — **No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college follows the academic curriculum designed by Mangalore University to which the college is affiliated. Flexibility in making changes in curriculum is difficult as curriculum is designed by the University . The staff members holding position as committee members of Board of Studies and Board of Examination represent to the university and give suggestions regarding changes in the curriculum development and deployment during the BOS and BOE meetings. The college plans the academic calendar as per Mangalore University academic

calendar. The Teachers prepare lesson plan and teaching plan. Review meetings are conducted by the Principal to monitor the progress of the completion of syllabus. Remedial classes are conducted for students lagging in understanding concepts and to bring them on par with the rest of the class. Teachers are encouraged to utilize facilities provided by institution's support materials, books and refer additional teaching materials and journals that would enrich the knowledge needed to effectively deliver the classes. Teachers are encouraged to visit hotels and do the minor research related to their subjects. The college conducts Faculty Development Programmes every year. Teachers are encouraged to use teaching aids like power point and multimedia presentation making their classes more interactive and interesting. College invites the resource persons from the industry who conducts workshops on core subjects and career guidance. College conducts the campus recruitment every year by training and placement cell. The college conduct curricular and co-curricular activities which enrich knowledge of students and help them to develop the leadership qualities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
CARVING COURSE	0	13/02/2019	30	Vegetable/ Fruit/ Butter/ Ice Carving	CARVING IN CATERING INDUSTRY
Fire Fighting Course	0	09/01/2019	54	Safety	Safety Awareness

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BHM	NIL	29/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BHM	NIL	05/07/2018

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

	Certificate	Diploma Course
Number of Students	65	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Carving Classes	19/01/2019	15
Campus Recruitment Training	11/01/2019	55
Career Guidance	29/10/2018	55

Soft skill Training/ Personality Development classes	28/02/2019	55
Fire safety programme	09/01/2019	54
Flower Arrangement Work Shop	21/01/2019	60

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BHM	Hotel Management	104

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The Institution encourages various stakeholders such as Students, Alumni, Faculties and Parents to give their feedback and communicate it to the concerned authorities through proper channel. They are minutely scrutinized and analyzed for further improvement. The feedback is discussed in staff meetings. The Institution participates in curriculum development process through appropriate analysis of feedback given by the various stakeholders from time to time and assimilates the suggestions in the functional style of the institution. Finally, The institution has various channels to collect and document responses on the curriculum from the stakeholders through feedback forms. The inputs are obtained from the stakeholders regularly and further used to improve the overall competency of the students employability.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BHM	Hotel Management	60	128	60

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers

	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2018	60	0	10	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
14	14	4	4	0	4
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In order to resolve day to day academic problems of the students, mentors are appointed for a batch of 30 students, so that they will be taken care by the mentor. This is a continuous process till the end of academic career of the student. The objectives of the practice followed by the institute are: 1. To monitor the students regularity and discipline. 2. To enable the parents to know about the performance and regularity of their wards. 3. Improve the teacher student relationship 4. Guiding students to choose right career path. 5. The system aims at addressing conflicts in attitudes, habits and knowledge of the students towards learning practices. The practices followed The mentors meet the students associated with them once in every month. A separate mentoring hour is allotted for each class and the respective faculty meets the students as per the schedule. 1. The parents / guardians of poor attendee/performance students are called to meet the mentors and corrective action will be taken. 2. Each mentor maintains the entire student information, which is examined by the principal and others concerned whenever necessary 3. Periodical meetings are conducted by the principal with the mentors to review the punctuality and regularity of the students. Mentoring Outcomes 1. The attendance percentage of the students has increased to a greater extent. 2. The number of detainment of students has decreased consistently. 3. Improved the teacher student relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
240	10	1:30

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
10	3	1	3	0

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Lecturer	NIL
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2.5 – Evaluation Process and Reforms

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

the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BHM	MMCHM	SEMESTER	09/05/2019	26/06/2019
BHM	MMCHM	SEMESTER	29/11/2018	10/01/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The schedules of internal assessments are communicated to students and faculty in the beginning of the semester by the principal through academic calendar which is prepared based on the University academic Calendar. The internal examination time table is displayed on the notice board a week in advance. The reforms are as follows, 1. Remedial classes have taken to clarify doubts and explaining the critical topics to help the weaker students. 2. Subject wise assignments are given by the faculties. 3. College conducts internal examinations and model examinations prior to the commencement of university examination to assess the progress of the students. 4. Students have advised to solve the previous year question papers which will help them in university examination. 5. Students are mentored and counselled /guided by the faculty mentors in their academic and co curricular activities 6. Personality development programme and group discussion classes are conducted which is helpful in campus interview and career development. 7. College conducts soft skill training. These reforms have resulted in the improvement in student's performance which in turn gives best academic and placement results. Internal assessment tests and other measures taken to judge the performance of students is done fairly and in an effective manner. Students are allowed to go through the valued answer scripts of internal assessment tests and doubts regarding evaluation are cleared. Performance of students are intimated to the parents and Parent Teachers Meeting is conducted to discuss the performance of their ward. class tests, internal assessment tests are conducted by the faculty to identify slow learners. Students are encouraged to improve their performance in future by counselling and Remedial classes. Students are allocated to each faculty member as their mentees. The mentors sort out the personal issues, academic and nonacademic problems of their mentees and provide counselling and guidance.

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

The institute has taken efforts to improve the performance of the students by framing significance reforms in continued internal evaluation at the institute level. Academic calendar is prepared by Principal as per Mangalore University on the Academic Schedule. In the beginning of the academic session the students are apprised of academic Calendar and same is uploaded on college website and displayed on notice boards and at strategic locations.The Schedule of all Examinations is given in academic calendar. The subject teachers announce the syllabus and Assignment as per the academic calendar.Assignments are submitted by students as per the dates given by Faculties. Examination schedule announced and displayed on notice board in advance. Internal marks is also displayed on the notice board before sending the same to the University. Following table shows the schedule and implemented dates of internal evaluation Parameters Internal evaluation Parameter (2018 19) Scheduled Date as per 1st Internal examination 27th, 28th 30th, 31st July 2018 Model theory examination 3rd, 4th, 5th, 6th September2018 Model practical examination 3/09/2018 to 12/09/2018 Assignment 15th September 2018 Display the Marks 15/11/2018 University

practical examination 24/09/2018 to 12/10/2018 University theory examination 02/11/2018 to 29/11/2018 January 2019 Model theory examination 15th,16,18th 19th 2019 Model practical examination 11/03/19 to 14/03/2019 Assignment 11/03/2019 Display the Marks 15/05/2019 University practical examination 25/03/2019 to 10/04/201 University theory examination 25/04/2019 to 11/05/2019

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://lmet-edu.org/mmchm/wp-content/uploads/2019/08/student-performance-and-learning-outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MMCHM	**BHM**	**Hotel Management**	**54**	**41**	**76**
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2.7 – Student Satisfaction Survey

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

http://lmet-edu.org/mmchm/wp-content/uploads/2019/09/STUENTS-SATISFACTION-SURVEY.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	**120**	**Management**	**0**	**0**
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Talk on practices in hotel industry	**Front office Department**	**01/08/2018**
A Talk on Challenges of running a successful business by Mr. Parkar Mohammad, Principal lecturer in Accounts Finance University of Lancashire UK by Entrepreneurship and Incubation Cell.	**Incubation cell**	**13/02/2019**

Talk on Career Guidance	Training and Placement Cell	29/09/2019
Workshop on Flower Arrangement	Housekeeping Department	21/01/2019
Workshop on Fire safety Awareness workshop	Food Production Department	09/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	12/07/2018	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	10/10/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	0	0

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

Department	Number of Publication
0	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2019	0	0	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2019	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	5	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation	Youth Red cross	3	54
Swachh Bharat Abhiyan	NSS	4	58
Swachh Bharat Abhiyan	NSS	3	56
Flood Relief Camp	NSS	10	220

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	certificates awarded on blood donation	A.J. Hospital and Medical Centre	52

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swacchh Bharat	NSS	Swacch Bharat	4	58
Blood Donation Camp	Youth Red Cross	Blood Donation	3	54

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration

faculty exchange	2	Management	6

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training and placement	OJT	Ramee Royal Hotel Dubai	01/12/2018	20/03/2019	01
Training and placement	OJT	Crystal Sarovar premier, Agra	04/12/2018	03/04/2019	05
Training and placement	OJT	Radisson Blue, Noida	03/12/2018	06/04/2019	07
Training and placement	OJT	Chancery Pavilion Bangalore	25/12/2018	20/04/2019	11
Training and placement	OJT	Sheraton Grand , Bangalore	19/12/2018	01/04/2019	09
Training and placement	OJT	Marriott white field, Bangalore	03/12/2018	04/04/2019	08
Training and placement	OJT	Davanam Sarovar portico suites , Bangalore	03/12/2018	31/03/2019	05
Training and placement	OJT	Sheraton Grand , Chennai	03/12/2018	10/04/2019	07
Training and placement	OJT	Gold Finch Hotel, Mangalore	01/01/2019	25/04/2019	01
				[View File](#)	

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Sheraton Grand , Chennai Resorts and Spa	23/11/2018	Research/OJT/Campus recruitment/ Expert Exchange	9
ITC Welcome Heritage Sirsi,	03/10/2018	Research/OJT/Campus recruitment/ Expert	0

Haveli, Jaipur, Rajasthan		Exchange	
Hotel Indraprastha, S.H Mount, Main Central road ,Kottayam , kerala	16/08/2018	Research/OJT/Campus recruitment/ Expert Exchange	0
Gold finch Hotel, Mangalore	02/11/2018	Research/OJT/Campus recruitment/ Expert Exchange	1
Hotel Moti Mahal	18/06/2018	Research/OJT/Campus recruitment/ Expert Exchange	110
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
170000	141200

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Others	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Easylib	Fully	desktop (4.3.3)	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Digital Database	0	0	0	0	0	0

CD & Video	176	0	0	0	176	0
Library Automation	1	21140	0	0	1	21140
Weeding (hard & soft)	0	0	0	0	0	0
Text Books	6863	4196773	12	4738	6875	4201511
Reference Books	690	984018	0	0	690	984018
e-Books	0	0	0	0	0	0

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	27/07/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	48	38	38	1	1	3	2	5	5
Added	9	4	19	0	0	0	0	5	5
Total	57	42	57	1	1	3	2	10	10

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
e content	http://lmet-edu.org/mmchm/infrastructure-facilities/#ffs-tabbed-18

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1036500	886900	149000	96300

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

The college has a procedure of allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of IQAC constituted for this purpose. Late presented to the management for approval and release of fund assigned for the maintenance purpose. Laboratory Record of maintenance account is maintained by the concerned faculties of the concerned departments. Repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises. Technicians are called to inspect the fire safety equipment and kitchen equipment and water purifiers. Library: The requirement and list of books is taken from the concerned departments and faculties are involved in the process. The finalized list of required books is duly approved and signed by the Principal. The proper account of visitors (students and staff) on daily basis is maintained. To monitor the return of books, 'no dues' from the library is mandatory for students before appearing in examination. Library committee meeting is held frequently to discuss the library issues. Sports: Budget is allocated for the sports activities. Classrooms: Teachers submit their requirements to the Principal regarding classroom furniture and other. The budget is allocated and utilized for maintenance and minor repair of furniture and other electrical equipments. With the help of the three full time sweepers and three attenders, cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner. A cleaning checklist is followed and signed by the department faculties. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure. Lab assistants: Under the supervision of the System administrator maintain the efficiency of the college computers and accessories.

http://mmchm.lmet-edu.org/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	PMSSS	2	88580
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	03/09/2018	40	departments
Mentoring	15/07/2018	240	Mentors
Language Lab	03/07/2018	120	Departments
soft skill development	11/02/2019	54	Training and Placement

career Guidance	29/10/2019	54	Training and Placement
Personality Development	03/10/2018	54	Training and Placement

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	career guidance	0	25	0	25

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Four Seasons Bangalore, Paul Resorts and Hotels, Bangalore	52	18	Taj Gateway Mangalore, Taj Vivanta Bangalore,Re nai Cochin, Sun Aqua villu Reef, Courtyard by Marriott,Gra nd Hyatt Hyderabad	22	7

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	MBA	MBA	Viveknanda College Putur	MBA

[View File](#)

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

Items	Number of students selected/ qualifying
Any Other	0

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

Activity	Level	Number of Participants
SportsTrack Field event.	college level	57
Tug of war	college level	21
Cricket	College	42
Volleyball	College	21
Carromsingle	College	32
Carrom doubles	College	56
Chess	College	16
Table Tennis Singles	College	10
Table Tennis Doubles	College	8
Exotico Cocktail Mocktail competition	intercollegiate	21
Cultural dance competition	inter collegiate	12
Atithya 2019	International intercollegiate hospitality competition	6
Astiva 2019	National Level Intercollegiate fest	21
Blue Lagoon	Inter Collegiate	41
AJIT AAKAR2K19 College fest	Inter collegiate	14
Spinout 19	Inter collegiate	10
EXCLSO	Inter collegiate	2
SEMESTA	National Level fest	5
Annual Signature Event	AIMS,Bangalore	1
	[View File](#)	

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	0	National	0	0	0	0

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

A Student Council is a representative structure through which students in the college can become involved in the affairs of the college, working in partnership with the management, staff and students for the benefit of the college and its students. Students have a valuable contribution to make to the betterment of their college and their involvement in the operation of the college is itself a valuable part of the education process for the students.A Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management in the operation of their college.Our college has an active student council consisting of student members. The student members of the association is either elected through democratic process of election in which student cast their vote to candidates of their choice or selected by the head of Institution. The constitution of the student association comprises of following: 1) President 2) Vice President , 3) General Secretary 4) Cultural Secretary 5) Sports secretary 6) Treasurer 7) Literary Secretary 8) Marketing Secretary 9) University Representative 10) Le Club Aromatum Secretary 11) Le Club Ambrosia Secretary 12) Le Club Benvenuto Secretary 13) Le Décor Club Secretary 14) Irish Club Secretary 15) Youth Red Cross Secretary 16) NSS Students Secretary. The association is monitored by faculty members of college. The student association plays a dominant role in many activities related to fine arts, sports and other co curricular activities of the clubs and the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

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

60000

5.4.4 – Meetings/activities organized by Alumni Association :

Annual Meeting conducted by alumni association. It is decided to form various social media group to communicate college activities. Job vacancies will be intimated by alumni.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. Principal level: The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfil the vision and mission of the institute. 2.Faculty Level : Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. 3. Participative management :The institute promotes a culture of participative management by involving the staff and students in various activities. The institute formed the following committees/cells as below: 1. Governing council: The governing council is the central decision making of the college .Composed of members of the management, Principal and senior faculty members. The governing council meets every 6 months to evaluate the activities of the college, and plan for the next session. 2. Academic Advisory Committee:

it is formed for implementation and monitoring of academic and administrative system to serve the vision and mission of the college. 3. IQAC/NAAC: IQAC monitors all the academic and co curricular activities of the college and submits the AQAR reports to NAAC. 4. Anti Ragging Committee: The committee takes care of Prevention and action against any incidences of ragging cases in the campus and the hostel. 5. Library Committee: The committee takes care of management of learning resources. 6. Students grievance redressal committee: The committee is formed to attend and redressal of students grievances in the college. 7. Accountant: The committee manages finance and account activities. 8. Sports committee: The committee takes care of sports activities in the college. 9. Student Welfare Committee: The committee takes care of planning, execution and supervision of student's welfare. 10. Training and placement cell: The cell takes care of training and placement activities including On Job Training, Roaster training and campus placements of final years. 11. NSS (National Service Scheme): NSS takes care of various activities including the Swachh Bharat Abhiyan programs. 12. Youth Red Cross Wing: It takes care of Community services including Blood donation Camps and Health checkups. 13. Research Committee: It takes care of the research activities of the final year students 14. Examination committee: Committee takes care of internal examination, model examination and university examination activities. 15. Entrepreneurship development cell: The cell provides guidance to the students those who are interested in starting their own enterprises. 16. Women Anti Harassment committee: The committee looks towards the safety of women in the campus and handles issues related to women harassment cases in the campus. 17. Human Rights Committee: The committee looks after sensitive issues like gender inequality, human rights issues in the college. It also conducts seminars regarding human rights. 18. Hostel Committee: It looks upon the issues related to students residing in the hostel including food and handles general discipline. 19. Parent Teacher Association (PTA): PTA meetings are conducted yearly and various issues are discussed and solved and suggestions are collected from the parents. 20. Conference Committee: College organises National Conference every year and research papers are presented by scholars from various colleges and universities.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	ICT is practiced in classrooms using WiFi and LCD. Communication channels are open to students and alumni via social media. All departments like kitchen, bakery, housekeeping, Training Restaurants, use latest equipments for quality learning. IDS training module software is in place.
Curriculum Development	Add on course was introduced. Workshops were organised based on subject. Teachers are encouraged to participate in seminars, conferences and workshops By other colleges.
Teaching and Learning	Use of Traditional methods in combination with advanced method is encouraged. Efforts are made to have

	classroom ambience supportive for teaching and learning. More CCTV terminals are installed for safety, security and monitoring. Use of ICT enabled teaching makes the learning more effective.
Examination and Evaluation	Internal examination, Model examination and Assignments are conducted every Semester. Student's mentoring and counselling diary is maintained for each student to evaluate the progress in their studies. The Evaluation methods are communicated to the students by the teachers in the class rooms and also displayed on the notice board of the college. The college follows the self appraisal method to evaluate the performance of faculty, which is used for correcting shortfalls. Online faculty evaluation is done by the students every year. The Question Papers for the internal examination is prepared by the faculty of the same department. The Answer scripts are evaluated by the faculty members.
Human Resource Management	Institution supports Faculty members with financial grants, study leave for pursuing higher studies and research, attending various seminars, workshops etc. Institute facilitates and encourages faculty for self improvement in field of academics and research.
Industry Interaction / Collaboration	The Principal and the Training and Placement officer are in constant touch with the Industry for better job placement opportunities and training of students. The institute has signed MoUs with five leading hotels. Linkages with hotels, agencies for Overseas education and placement and association with other educational Institutes is in place.
Research and Development	A special provision is made in the annual budget of the institute for research activities. The IQAC Initiates the FDP programs to promote research culture. Financial assistance to attend workshops/ seminars/ conferences/ paper publishing etc. is provided. The institute is in the process of publishing its Research Journal. The final year students are given research topics based on various operational departments of the industry. Students are motivated to conduct product

	research in order to create innovative and fusion recipes. Guest lectures and demonstrations are organized for the students to understand the latest trends in the industry and to carry out further research on the same.
Admission of Students	The institute website gives detailed information about the course, admission procedure etc.. Admission cell is made available for students and parents who approach the institute for admission.
Curriculum Development	Curriculum was developed by Mangalore university under the guidance of Board of Studies.

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

E-governace area	Details
Student Admission and Support	The college manages to improve education by offering seats to many students and the strength of students class wise is on acceptable standards.The students are supported for their special skills and motivated for the same.
Examination	The college conducts examinations as per university rules and guidelines.The marks are calculated and the individual students are counselled with the system of mentorship where faculty can guide a student individually.
Planning and Development	The college has planned various activities according to the curriculum and also decided to implement various development projects like renovation of food production Lab and to start its own consultancy services
Administration	The college is being run under Laxmi Memorial Education Trust (R) which has more than 27 years of vast experience in the field of education and the name is well renowned for its Medical, Engineering, Para Medical,Management and hospitality business.
Finance and Accounts	The college has good hold on financial statistics as it manages to accumulate fees for its respective courses and also keeps up to date track on all financial transactions pertaining to the college. College Operates accounts in two most affluent banks:Canara Bank and Federal Bank and manages to provide budget related to college infrastructure,extra curricular/co curricular activities and seminar/Conferences etc

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	JONAL RUBAN DSOUZA	SYMPOSIUM ON ENTERPRENURSHIP AND SKILL DEVELOPMENT	Sarosh institute of Hotel administration	600
2018	VIJESH	SYMPOSIUM ON ENTERPRENURSHIP AND SKILL DEVELOPMENT	Sarosh Institute of Hotel Administration	600
2018	VIJESH	BASIC FIRE SAFETY	Hotel Moti Mahal	1000
2018	DEEPU GOPAL	BASIC FIRE SAFETY	Hotel Moti Mahal	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Faculty development Programme	Soft Skill Development Progamme	13/12/2018	13/12/2018	15	4
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	12/07/2018	29/03/2019	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	9	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

| Provident fund, ESI, Medical facility, LIC, Gratuity,Maternity Leave and uniform for staff members. Expense incurred by management to attend workshop /seminar/conference and minor research. Leave facility in the form of casual leave, sick leave, On duty leave and Earned leave are provided. | Provident fund, Maternity Leave,ESI and uniform for staff members .Leave facility in the form of casual leave, sick leave. On duty leave and earned leave are provided. Expense incurred by management to attend workshop /seminar and conference | LIC, medical facility in AJ hospital and Research Centre and Expense incurred by management to attend workshop /seminar and conference. |

6.4 – Financial Management and Resource Mobilization

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

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute every year. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate way on yearly basis. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections. Minor errors pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal external financial audit system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	LOCAL INSPECTION COMMITTEE UNDER MANGALORE UNIVERSITY	Yes	IQAC
Administrative	Yes	LOCAL INSPECTION COMMITEE UNDER MANGALORE	Yes	IQAC

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

The information regarding the academic and cocurricular activities are communicated through bulk SMS system where the details regarding attendances and class performance have been sent to parents regularly and also, parents are being informed of any student issues and programs conducted in the college. Parents feedback on various topics are received, reviewed and implemented.

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

Soft skills program, Principal conducted workshop on Personality Development. Workshop conducted on housekeeping practices and introduced cheek list.

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

1 Consultancy services 2 Green Campus initiative 3.Add on Course on Carving

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Induction program	20/06/2018	20/06/2018	23/06/2018	60
2018	Roaster Training at Hotel Moti Mahal	01/07/2018	01/07/2018	01/07/2018	60
2018	Student council election	04/07/2018	04/07/2018	04/07/2018	240
2018	Freshers day	18/07/2018	18/07/2018	18/07/2018	220
2018	1st Internal Examination	27/07/2018	27/07/2018	31/07/2018	220
2018	Workshop on front office for 1st year students	01/08/2018	01/08/2018	01/08/2018	60
2018	Kids Kitchen Cooking Competition	04/08/2018	04/08/2018	04/08/2018	50
2018	Exotico 2019 Cocktail Mocktail competition	14/08/2018	14/08/2018	14/08/2018	25
2018	Flood Relief Camp	20/08/2018	20/08/2018	21/08/2018	180
2018	Teachers day	05/09/2018	05/09/2018	05/09/2018	15

	celebration				
2018	Model Examinations practical and theory	03/09/2018	03/09/2018	06/09/2018	180
2018	Personalty Development for 5th semester students	03/10/2018	03/10/2018	04/10/2018	54
2018	Swacch Bharat Abhiyan by NSS unit	06/10/2018	06/10/2018	06/10/2018	100
2018	OJT for 6th semester students	17/10/2018	17/10/2018	17/10/2018	54
2018	University Examination	02/11/2018	02/11/2018	29/11/2018	220
2018	Cake mixing Ceremony	06/12/2018	06/12/2018	06/12/2018	50
2018	Faculty development Programme	13/12/2018	13/12/2018	13/12/2018	23
2018	Cake preparation and Distribution	20/12/2018	20/12/2018	23/12/2018	15
2019	New Year Programme	01/01/2019	01/01/2019	01/01/2019	200
2019	Add on Couse on carving	01/01/2019	01/01/2019	31/03/2019	15
2019	Placement/Campus Recruitment	01/01/2019	01/01/2019	31/03/2019	54
2019	Parent/Teachers association meeting	05/01/2019	05/01/2019	05/01/2019	80
2019	Fire Safety workshop	09/01/2019	09/01/2019	09/01/2019	145
2019	Flower arrangement workshop	21/01/2019	21/01/2019	21/01/2019	60
2019	Blood donation camp by Red cross unit	24/01/2019	24/01/2019	24/01/2019	60
2019	National Conference	02/02/2019	02/02/2019	02/02/2019	500

2019	A talk on challenges of running a successful Business	13/02/2019	13/02/2019	13/02/2019	180
2019	Annual Sports meet	14/02/2019	14/02/2019	16/02/2019	180
2019	Caters act food festival and traditional dance competition	21/02/2019	21/02/2019	22/02/2019	500
2019	NSS Swachh Bharat Abhiyan	09/03/2019	09/03/2019	09/03/2019	105
2019	Industrial Visit for 1st year students	16/03/2019	16/03/2019	16/03/2019	60
2019	Farewell to Final Year students	22/03/2019	22/03/2019	22/03/2019	56
2019	Annual Day Release of college magazine	23/03/2019	23/03/2019	23/03/2019	210
2019	Model Practical and theory Examinations	25/03/2019	25/03/2019	30/03/2019	220
2019	University Examinations	25/04/2019	25/04/2019	11/05/2019	220
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
0	21/06/2018	22/03/2019	0	0

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

Percentage of power requirement of the University met by the renewable energy sources
The normal tube lights has been converted to LED tubes where the power consumption is less and saves energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	5	5	20/02/2019	3	English communication to the students of rural area.	to bring them to the main stream	30
2018	5	5	06/10/2018	6	SWACH BHARTH ABHIYAN	CLEANINESS AND HYGIENIC STANDARDS OF LOCAL AREA	120
2018	5	5	29/10/2018	5555	CAREER GUIDANCE	PROFESSIONAL DEVELOPMENT	54
2019	10	10	12/08/2019	100	FLOOD RELIEF	HELPING FLOOD PEOPLE AFFECTED AREA COORG AND KERALA	100
2019	5	5	24/01/2019	2	NSS	BLOOD DONATION	60
2019	5	5	09/01/2019	3	FIRE SAFETY	SAFETY	55
2019	5	5	11/02/2019	3	SKILL DEVELOPMENT	PEOPLE FROM RURAL AREA	50
2019	5	5	22/02/2019	6	Traditional cultural dance competition	promoting the cultural local area	500
2019	5	5	02/02/2019	5	National Conference	helples in tourism rural area	500
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders		
Title	Date of publication	Follow up(max 100 words)
Service book (Code of Conduct) for Teaching Non Teaching Staff	01/06/2018	Responsibility and Accountability 1. Teachers should handle the subjects assigned by the Principal. 2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same. 3. One Internal examination should be conducted for 40 marks in each semester. 4. Teachers should carry out other academic, cocurricular and organizational activities that may be assigned to them from time to time. Punctuality and Attendance 1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. 2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. 3. Teachers should sign the attendance register as well as register their attendance biometrically while reporting for duty 5. Teachers are expected to be present in the college campus at least 10 minutes before the College time. 6. Teachers should remain in the campus till the end of the College hours. Leave 1. Prior written permission is required from the Principal at least a day in advance. Publication of Research

Papers, Books and Participation in Research Projects, Seminars, Conferences etc. 1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences 2. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge. NonTeaching 1. NonTeaching staff working in the College should remain on Duty during College hours. 2. NonTeaching staff should wear the Uniform provided by the Management. 3. NonTeaching staff must always wear their identity badge during working hours. 4. NonTeaching Staff assigned to Laboratories should keep the Labs clean.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
SWACHH BHARAT	27/09/2018	27/09/2019	58
SWACHH BHARAT	06/10/2018	06/10/2018	57
Blood donation camp	24/01/2019	24/01/2019	50
Traditional cultural dance competition	22/01/2019	22/02/2019	500
Career guidance	29/10/2018	29/10/2018	54
FOOD FESTIVAL	22/02/2019	22/02/2019	500
NATIONAL CONFERENCE	02/02/2019	02/02/2019	500
SKILL DEVELOPMENT	11/02/2019	11/02/2019	55
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The glass windows of the class rooms facilitate the maximal utilization of natural light. The traditional lighting systems are replaced with LED lighting system Switching off the electrical equipment when not in use Use of mobile phones in the campus is prohibited. Plastic in the campus is banned

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. National Conference: We have conducted National Conference on "Tourism and Hospitality Industry in India"on 02.02.2019. The conference provided a unique forum for attendees from academia, industry, medical, government, and other organizations related to hospitality industry. The World Tourism Organization (WTO) in its "Tourism 2020 vision" has accepted the role of tourism as an integral part of the global economy and importance within the field of sustainable development. In view, it has become important to project India as an attractive destination for all type of tourists across the world. We have sent brochures highlighting about the conference to various Educational Institutions with a request to take part in the conference. The students, faculties, and research scholars who were present in the conference gained abundant knowledge. The conference provided a platform for many of the research scholars, students and faculties to present and publish their research papers. The conference consisted of key note speech, 04 technical sessions by the resource persons, paper presentations, and panel discussion. We have arranged separate venue for the students, research scholars and faculties for their paper presentations. We have released the conference proceedings with ISBN. It is decided to continue the National Conference every year. 2. Cater's Act/Food Festival: We organized Cater's ActFood Festival and Traditional dance competition on 22.02.2019. The programme attracted many people from the local area who could enjoy the food prepared by the students under the guidance of faculties and also enjoyed the dance programmes by the participants of various educational institutions. The main purpose of arranging the programme is to train our students in marketing the event as well as to prepare the food of different cuisines. It is decided to continue the event every year in more innovative way. 3. Awards Rewards: We have started the practice of presenting the awards and rewards to the students on various categories. The awards are given for the following categories a. Best Chef of the Year. b. Best Marketing Manager. c. Sports Awards. d. Best Entrepreneur of the year. e. Best Captain for Food and Beverage Service. f. Best Marketing Team. g. Cultural Day Dance Competition Winners. h. University Rank Holder. i. Best Outgoing student. This is aimed in motivating the students and start putting their best effort to reach their goal and to prepare the students as per the industry standards.

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

http://mmchm.lmet-edu.org/

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness: We would like to highlight our plan of action to equip our students to acquire knowledge on various areas which are closely related to the hotel industry. A couple of initiatives have taken at the Institution level. 1. Carving Classes: Carving "art on the fruits, vegetables, ice, butter" etc has become the sign of attraction for the guests attending the parties. There is a an attractive caricatures made out of fruits and vegetables near the plates lying for the gusts to go for the lunch/dinner for the food of the choice.In Indian parties as well as world over the chef always try to impress the guests by their skill of the art carving on the fruits and vegetables apart from the dishes they are preparing. There are many fruits vegetables that can be used in this process the most popular one that artists use are watermelons, apples, strawberries, pineapples, carrots, pumpkins, cantaloupes etc. One constraint to carving fruits and vegetables is that sometimes one must work fast. The moment a peel is removed, oxidization will

start to discolor your artwork. The person who is having knowledge in carving will be in good demand. One can opt to settle completely in that line. The college would arrange the carving classes by a well experienced faculty member. Duration of the course, timings, date etc would be decided to suit the timings of Faculty and students. The affordable fee will be fixed for the course. On completion of the course, college will issue certificate to the students. 2. Bakery classes: Culinary students preparing to embark on a career in food preparation are faced with an early choice. The hierarchy of most kitchens is based on delineation between sweet and savory specialties. Early in his or her career a chef will generally declare a field of study that will guide their educational path toward the preparation of sweet or savory foods. The passion for savory or sweet is pretty clearcut among chefs and so too is the educations for each. Cakes, chocolates, pies, tarts, cookies, soufflés, truffles, and other delectable creations are limited only by the creativity of the pastry chef, and have become a natural part of daily menus and celebrations. Pastry chefs work in a diverse array of kitchen and culinary environments including small and large standalone restaurants, bistros, hotels, convention centers, resorts and spas, cruises, casinos, and as personal chefs. In large convention and resort centers there are often many kitchens on a single property. Common related positions in an active kitchen might include: 1. Executive Pastry Chef 2. Sous Chef Pastry. 3. Pastry Chef. In view of the reason to equip our students with good Knowledge about bakery confectionery, we decided to start above said course. We conduct the bakery classes as the part of time table the students are asked to maintain the journals to record the recipes of the sessions done which will be valued by the faculties.

Provide the weblink of the institution
http://lmet-edu.org/mmchm

8.Future Plans of Actions for Next Academic Year

College is Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared as per the Academic Calendar of the Affiliating University with additional activity. This year, we plan to make the Academic Calendar more 'action oriented' especially as per the needs of various Departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental wellbeing of the youth. More activities of Social Outreach would be organized like blood donations, plantation drives, national level conference, add on course on vegetable/fruit carving etc. Apart from increasing the activities in these regular areas, we have planned to do the following additional things in the next academic session. 1. Add on course on 'Bartending': This is an exhaustive course designed to provide an overview and in depth knowledge of bartending while also providing an opportunity to practice what is taught. Bartending course is recommended for hotel management graduates as well as regular graduates interested to explore bartending as career option. 2. Certificate course on WEAT (Wine Education, Appreciation and Tasting): It is a short term certificate course based on history and evolution of wines in the world, sensory evolution and wine producing regions, storage and service of wine. 3. Renovation of advance training Kitchen: it is decided to renovate advance training kitchen by installing a few advanced kitchen equipments. 4. MOU with an institution in the city: it is decided to sign a MOU with one of the leading hotel management colleges under Mangalore University of the same region. 5. Workshop on Chocolate Garnishes. 6. Green Initiative/Plantation Drive. 7. Short Term Course on Yoga for Students Staff. 8.HACCP certification. 9. College Journal. 10. Charity. 11. Skill India Programme.12. Inter Collegiate Competition