YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
• Name of the Head of the institution	SOORAJ. R.V
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0824242893
• Mobile No:	7996481585
• Registered e-mail	motimahalchm@rediffmail.com
• Alternate e-mail	soorajrv11@gmail.com
• Address	Moti Mahal Annexe, Falnir, Mangalore D.K, Karnataka
• City/Town	Mangalore
• State/UT	Karnataka
• Pin Code	575001
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	**MANGALORE UNIVERSITY**
• Name of the IQAC Coordinator	**Mrs. SHAKILA HEGDE**
• Phone No.	**9916130178**
• Alternate phone No.	**08242428493**
• Mobile	**9916130178**
• IQAC e-mail address	**motimahalchm@rediffmail.com**
• Alternate e-mail address	**shakilahegde79@gmail,com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://mmchm.in/wp-content/uploads/2020/03/aqar-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://mmchm.in/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.68**	**2016**	**25/05/2015**	**25/05/2021**

6.Date of Establishment of IQAC	**19/05/2015**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**NA**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**02**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1.Add-On-Course in Personality Development & Soft Skills for Final Year Students 2.Seminar on Health & Wellness 3.Workshop in "Bartending Techniques" 4.Seminar on Waste Management 5. Certificate Course in Bakery

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

Plan of Action	Achievements/Outcomes
Induction Programme	Organized. Students were able to understand the rules and regulations of the college and university. They were given the detailed idea about the hospitality industry and the career options available to them in future.
Add-On-Course in Personality Development & Soft Skills for Final Year Students	30 Hours course was conducted for the final year students which benefitted them to perform well in campus recruitments.
Cake Mixing Ceremony	Conducted.
Seminar on Health & Wellness By Kottakkal Arya VyadyaShala	Conducted.Students were briefed about the role of Ayurveda in maintaining good health.

Seminar on Human Rights Day	Conducted.Students were taught about the importance of Human Rights.
Seminar Front Office	Conducted.
Workshop-" Flower Arrangement" for First Year Students	Conducted.Students were taught about various flower arrangements.
Fresher's Day Programme	Conducted.The programme was organized to welcome the newly admitted students to the campus.
Cake Preparation & Cake distribution to Old Age Home	Students prepared cakes in the college Bakery Lab in connection with the Christmas celebrations. They distributed cakes to the a Old Age Home in Mangalore.
Roaster Training	Done. Roaster training is given to the students in our own 3-Star luxury hotel.Roaster training provides more practical exposure to the students in all core departments.
New Year Programme	Conducted.
Career Guidance Programme	Conducted.The programme made an awareness of various career options available to the hospitality students.
Mathru Bhasha Divas Programme	Conducted.The programme highlighted the importance of promoting the preservation and protection of the mother language'
Workshop in "Bartending Techniques"	Conducted.Students were taught the basics of bartending techniques.
University Practical Examinations	Conducted.
Model Examinations	Conducted.
University Theory Examination	Conducted.

Session on Yoga	Conducted.
Session on Physical Education	Conducted.
Commencement of OJT-6th Semester BHM	Done
Alumni Interaction Programme	Organized
Annual Sports-Indoor along with the Food Stalls run by students	Conducted.
Seminar on Waste Management	Conducted.
Career Guidance Programme	Conducted.
International Yoga Day celebrations	Conducted.
Presentation of Project Work by Threesha, Student of Final Year BHM	Presented the project report.
Aati Festival	Conducted.
Education Tour	Organized
Book Exhibition-Library	Conducted.
Essay Writing Competition by Library	Conducted.
Inter Collegiate Competition "Drishya Tarang"	Conducted.
Campus Interview	Done
Onam Celebrations	Conducted.
Farewell to Final Year Students	Organized
Faculty Development Programme	Conducted.
Training for Support Staff	Conducted.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	28/01/2022

15.Multidisciplinary / interdisciplinary

The college being affiliated to Mangalore university, strictly follows the curriculam pattern approved by the University. As the NEP-2020 is already implemented, students are given the option to choose Open Elective subjects of other academic discipline.

16.Academic bank of credits (ABC):

The college will implement the system of Academic Bank of Credits (ABC) facility as per the instruction of university to facilitate academic mobility of students.

17.Skill development:

The college organizes various activities for the development of soft skills, life skills, etc. The college conducted 'Add-on courses and certificate programmes' in Personality development, Carving, Bartending, etc.

 Yoga classes are conducted as per the time table. The language lab of our college provides the facility for doing the MOOCs courses.

The subjects 'Artificial intelligence, Digital fluency, Cyber Security, Professional Communication, Entrepreneurship, Social Media Marketing,' are taught as skill enhancement courses as per NEP-2020.

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

The college ensures appropriate integration of Indian knowledge system by following curriculum pattern of Mangalore University.

The college encourages faculty members to attend FDP, Refresher courses, seminars and conferences. Although the primary mode of communication and first language is English, we guide our students to choose the right language from the approved language list of University. Subjects like Human Rights & Gender Equity, Environmental Studies, Constitution of India are taught as part of the curriculum. The NSS and Redcross units of our college conduct programs which keep the students connected with the society. The college organizes inter-collegiate competitions, traditional/regional events, traditional day celebration, cultural events etc; which give a platform to our students to communicate and understand with the culture of other regions.

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

The college has completely adopted the learning outcome based on the programme structure and curriculum approved by Mangalore University. The College has established a robust and credible continuous evaluation and internal assessment system to constantly monitor the progress of all students. Efforts have been taken by the faculty members to fulfill the objectives and achieve the target as per the structural
curriculum provided by the university. These outcomes are evaluated through CIE & CCE (PPTs, assignments, internal examinations, seminars, projects, Industrial training, roaster training, club activities, paper presentations in the conferences, competitions, and participation of the students in different co-curricular activities). The programme outcomes to a great extent are reflected in the students' progression towards higher studies and placements. The course outcomes are made known to the students by respective teachers at the beginning of the course.

20.Distance education/online education:

The college is affiliated to Mangalore University, Mangalore which offers BHM(Bachelor's in Hotel Management) on regular mode. College has ICT enabled classrooms. During the covid-19 pandemic, we have conducted the classes through online mode. Zoom, Google classrooms, Google Meet etc; were effectively used for conducting the theory classes and internal examinations. Study materials are also available on Goggle classroom. We have created WhatsApp group for each batch by which we share the notices, notes etc; to the students. Faculties were trained to use the online facilities by our IT department whereby they were able to conduct the classes, assignments, examinations, attending the conferences etc;

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**1**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**203**

File Description	Documents
Data Template	View File

| 2.2

 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **10** |

File Description	Documents
Data Template	View File

| 2.3

 Number of outgoing/ final year students during the year | **54** |

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**10**

File Description	Documents
Data Template	No File Uploaded

| 3.2 | **12** |

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**5**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**6220694**
4.3 Total number of computers on campus for academic purposes	**57**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college follows the curriculum prescribed by the University. Academiccalendar is prepared at the beginning of academic-year which is implemented on time. Time- Table is prepared based on the number ofteaching hours required. Teaching Plan and Teaching Diary are maintained by each faculty member. The classes with the help of ICT tools make the classes more effective.We havewell-equipped laboratories for curriculum delivery of practical. Teaching notes are available at library. Remedial classes, Mentoring & Counseling are done as per the schedule. College organizes industry-institution interaction programme, youth skill day programme, add-on courses on Carving, workshop on HACCP, industry visit, Roaster Training, National Conference, workshops, Career guidance programmes etc. Campus recruitments are done andstudents were placed.Entrepreneurship guidance is given to the interested students by our Entrepreneurship cell.Research cell of the college guides the final year degree students to complete the project work successfully.

E-learning facilities provided in the Library made the teaching/learning more effective. Parent-Teachers association

meeting is conducted once in a year and the regular meetings with the students are recorded in the mentor's diary. Feedback collected from the Students/Alumni/ Teachers and Employers are analyzed and used for effective curriculum planning/implementation.

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

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

The institution follows the Academic calendar of Mangalore University. Academic calendar for the institute is reviewed and approved by the Principal in consultation with IQAC and senior faculty members. Academic calendar is planned in advance.Tentative schedule is prepared for various events, examinations etc. The time table and the list of academic activities are discussed in the meeting and responsibility of each event is assigned to faculty members. Faculty members prepare the Teaching plan based on Syllabus. Remedial classes are conducted for slow learners and details are recorded in teacher's diary. Internal Assessment tests, assignments,seminars etc; are part of the Continuous Internal Evaluation (CIE) of students.The internal assessment test timetable prepared by the examination cell is displayed in the college notice boardand conducted as per the schedule.Internal marks are displayed in the notice board before sending to the University.Internal assessment of Industrial Training is done on the basis of Performance appraisal given by the hotel and external assessment is done based on the Training report and Log book submitted during examination.Student feedback is done atthe end of academic session through online feedback forms. Principalreviews the semester's progress and provides suitable suggestions and rectifications.

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

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

0

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

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

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

127

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

127

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

1.3 - Curriculum Enrichment

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

Mangalore University curriculum effectively integrates cross-cutting issues relevant to Gender, Human Values, Environment and Sustainability and Professional Ethics.

The Constitution of India, Human Rights, Gender Equity and Environmental Studies are compulsory subjects. The College establishes gender sensitization and awareness programmes.

In addition, Guest lectures, seminar, conferences Workshop, Swachcha Bharath Campaigns, Plantation drive, Blood donation camp and yoga day and Personality development etc; have been conducted. The subject paper on Environmental Studies creates an awareness of prevailing issues like environmental pollution and global warming. It also enriches knowledge of sustainable development and conservation of natural resources among students. Implementation of value based education imparts holistic education to mold the

students to become responsible citizens of tomorrow.

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

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

02

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

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

117

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://mmchm.in/wp-content/uploads/2020/03/new-feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

60

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

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

supernumerary seats)

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

16

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

2.2 - Catering to Student Diversity

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

Programmes for Advanced learners

- They are motivated to participate and organize intercollegiate as well as national level food festivals and competitions.
- Students are motivated to participate in seminars/conference and workshops.
- Students are encouraged to become student's representatives, class representatives and heads of various clubs in the college to improve their leadership skills.
- Students are encouraged to participate in group discussions/debate to develop competitiveness and problem solving abilities.

Programmes for Slow learners

- Faculty members conduct remedial classes for those students who require personal attention to improve their learning abilities.
- Additional classes are conducted to clarify doubts, re-explaining of topics for improving the performance in the examination.
- Mentors monitor the academic performance and interact frequently to understand and assist any student that with poor learning abilities.
- Slow learners are encouraged to solve the question papers of the examination conducted in previous years and special attention is given in the class to solve their doubts.
- Every day the absent list will be noted separately and SMS is sent to their parents. So the students are inspired to be regular to the class.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
185	**12**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Moti Mahal College of Hotel Management is keenly concentrating on practical-oriented teaching. Separate practical classes are conducted for all core subjects. The Internal Assessment System for Practical Session (IASPS) helps to evaluate student's performance regularly.

Experiential Learning

Hotel Visit for students —It helps the students to understand the working environment of the hotel and get a practical experience to know about different departments. We have two '3 star' luxury hotels under the same group, our students get more practical exposure.

Roaster Training at our hotel: Studetns are trained in Hotel Moti Mahal as per the schedule in all core departments.

Participative learning

Group assignments — Students are grouped to10 to 12 members, and each group is given a topic for assignment. The assignment will be checked by thesubject faculty.

Problem solving Methodologies

Personality development programmes —Courses are conudcted in

Personality develpment. These programms help the students to perform well in the campus placements and also help to nurture their career.

Soft skill development programmes - Students are trained to offer courteous service, to be flexible while dealing with different types of people, time management, stress management, inter personal skills, hazard management etc;

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT makes the teaching easier by projecting the details on the screen so that the students get a visual experience on the screen.

LCD Projector

College has four ICT enabled class rooms which helps to give a visual experience for the students enabling a better understandability.

Property Management System Software

Students are taught and trained to use the 'IDS' PMS software to learn about the activities in the front office such as how to make reservation, check in check out details etc.

Laptops and desktops with internet facility:

We have 52 desktops with internet facility for conducting the practical sessions.The studetns are permitted to use the desktops for preparing the assignemtns, notes, project work, PPT etc. Free wifi access in the campus help teachers to prepare notes and update their knowledge. Laptop facility given by the college is also used by the teachers to conduct classes, add on courses, competitions and conference.

Online teaching

The techers are encouraged and trained to give online classes.

Teachers use various online platforms for conducting the classes, giving assignments etc;

Language lab:

Students are given training in Language Lab. The software in the language lab helps the faculty to conduct language classes more effectively.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://mmchm.in/infrastructure/

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

2.3.3.1 - Number of mentors

10

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

2.4 - Teacher Profile and Quality

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

12

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

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

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

0

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

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

2.4.3.1 - Total experience of full-time teachers

66

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

2.5 - Evaluation Process and Reforms

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

College is affiliated to Mangalore University and follows rules and guidelines regarding the assessment and evaluation process of

performance of students. Academic calendar is prepared at the beginning of every academic year and is made available on the college website and college notice board.Continuous & Comprehensive Evaluationis done through Individual Assignments/ Practical activities//Classroom Presentations/Quizzes/GD/ Group Assignments/Case studies etc.Continuous Internal Evaluationis done through conducting one internal examination and one model examination every semester. Question papers are set as per the university examination pattern. Students are provided question bank which is maintained in the college library. Time Table is prepared and approved by the Principal and displayed in the notice board. Internal marks for each subject is briefed to the students and displayed in the college notice board before sending to the same to University. The transparency is maintained by sharing answer sheet with students and the grievances of the students about assessment if any are addressed. Topics for assignments and Power-Point-Presentation are given one week in advance. Remedial classes are conducted for the slow learners. Attendance percentage is calculated two times in every semester the same is intimated to students and parents.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Principal holds a staff meeting before exam commences. At Institute level, an examination committee,is constituted to handle the issues regarding evaluation process. The exam timetable is displayed on the notice board well in advance to inform the students. If any of the students is unable to appear for the examination due to any valid reason, they will be given an opportunity to rewrite the concerned paper on a future date.The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the errors. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the Principal. Parents are informed about their ward's performance. The slow learners are counseled by the faculty mentor, and remedial classes are conducted.

At University level, in case of grievances, students can apply for re-valuation, personal seeing of answer scripts etc; Once all the exams are finished, internal marks are displayed in the college notice board.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The main aim of the programme is to build an employable workforce who can be used for increasing the profitability of the concerned organisation. Considering the vision, mission and the value systems of the college the Program and its Course Outcome are drafted. Necessary emphasis is given to ascertain the holistic development of the student, keeping in view of the market demand, employer requirements and also enhanced lifelong learning abilities of the students while drafting this. The program primarily target to impart knowledge and skills which is critical for building students competence and personality.

To communicate the learning outcomes to all the stakeholders the following mechanism is adopted.

- Hard copy of the syllabus of the programme is available in the library
- Teachers diary by all the faculties for each subject contains the topic wise course outcomes.
- About the programme and the course outcome are initially communicated to the students during their induction programme soon after the admission.
- Softcopy of the curriculum are made available in the website.
- Teachers of the college are given an orientation during the commencement of the academic year to understand and prepare themselves with programme to achieveproper course outcome.

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

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

The institution is committed to impart quality education to the student community which is reflected in their program outcomes, and program specific outcomes of the college. The selection committee while recruiting faculty members thoroughly examines the qualifications, experiences along with the ability to deliver the POs and COs to the candidates.

The faculty members are encouraged to update their subject knowledge and keep track of the changing trends in the teaching methodology and delivery by attending the conferences, participating in seminars, and attending faculty development programmes etc.

There is a paradigm shift from the traditional chalk and board conventional style of teaching to experiential learning techniques using ICT enabled tools

The college uses the following method for the attainment of POs and COs:

- **The performance of the students during the continuous internal evaluation (CIE) and the semester examinations are the prime evidence of the attainment of POs and COs.**
- **The percentage of the students taking the career path and higher studies is another evidence of attainment of POs and COs.**
- **Experiential Learning in the form of organizing events like workshops/Seminars/Fests is used to evaluate students organizational and leadership skills which are having a component of PO attainment.**

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

2.6.3 - Pass percentage of Students during the year

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

37

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

2.7 - Student Satisfaction Survey

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

https://mmchm.in/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

12

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

3.2 - Research Publications and Awards

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

the year

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

0

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

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

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

0

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

3.3 - Extension Activities

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

The college provides various opportunities to acquire and gain knowledge in the field of Hospitality, and tries to translate its social commitment into action through different outreach programs organized. The Extension activities are useful in moulding students into responsible citizens by sensitizing them on social issues and exposing them to the sufferings of the underprivileged sections of the society Participation in the activities of NSS sensitizes the students to social realities and inculcates a sense of caring for the deprived and the marginalized.

The Students' Welfare Council, Youth Red Cross and various Departments and Associations collectively undertake wide-range of extension activities and outreach programmes. Awareness of various social issues is created among the campus community through the Workshops, Seminars and Talks. Students organize and actively

participate in Swachh Bharat drives at the Campus and Beaches. Students overwhelmingly participate in Blood Donation Camps.

Students Celebrates various festivals / Events like Onam, Christmas & New year etc. "Youth Red Cross wing" of the college is an important arm of the institution for its Social Outreach Initiative. Financial aid is provided to the needy persons by the students, staff and the management. Students are actively participating in various activities such as Blood Donation Camp, Charity, Drug abuse awareness rallies, Swachha Bharath Abhiyan, Go-green initiative, Food Festival, Cultural fest, Inter-Collegiate Competitions, Workshop, Seminar, Conferences Etc.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

2

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

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

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

4

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

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

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

550

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

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

6

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

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

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

6

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Moti Mahal College of Hotel Management keeps on updating their facilities as per the need of the curriculum. The college is equipped with the state of the art practical labs according to the hospitality norms.

The college has five class rooms equipped with LCDs and other facilities. The college is equipped with Food Production Labs, Food and Beverage Service Lab, Front Office Lab and Housekeeping lab, Bakery, Computer Lab etc; where they get trained in each and every practical aspect of hospitality operations. Apart from classrooms and labs Institute have other facilities like auditorium, for organizing seminars, workshops, and other cultural activities. The college library has 8452 books, e-books, e-journels etc; to help teachers and students to update their theoretical knowledge. Our computer lab is equipped with the latest hospitality operational software IDS. The college has signed a MOU with Hotel Moti Mahal to use their facilities to enhance the practical skills of our students. The college has installed CCTV for surveillance and security purpose. There is rest room for the gents and ladies. Purified drinking water facilities are available in campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mmchm.in/infrastructure/

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

The college gives importance to physical and mental growth of our students. The college has taken steps to involve students in various sports and cultural activates The college has playground at AJHRC. The ground is used for outdoor games such as football, cricket, and volleyball. The ground is used on regular basis during the morning and in the evening for practice. The college provides facilities for indoor games like caroms, table tennis etc.

College conducts the various cultural activities at our auditorium.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://mmchm.in/annual-sports-meet/

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://mmchm.in/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

506000

File Description	Documents
Upload any additional information	[View File](View_File)
Upload audited utilization statements	[View File](View_File)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](View_File)

4.2 - Library as a Learning Resource

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

NAME OF THE ILMS SOFTWARE NATURE OF AUTOMATION VERSION YEAR OF AUTOMATION EASYLIB PARTIALLY 4.3.3 2015

The Institute library provides academic books, journals, e-Journals, Wi-Fi facility, Project & CD access, magazines, research projects, rare books, other knowledgeable books, newspapers etc; These books are made available to the students to increase their knowledge and understanding on various subjects. The students can extend their search with use of internet, e-books, e-journals etc. made available in the digital library. The institute has installed EASYLIB software.

File Description	Documents
Upload any additional information	[View File](View_File)
Paste link for Additional Information	https://mmchm.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

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

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

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

99083

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

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

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

1915

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college provides IT facilities to the staff and students enabling them to access more number of study materials. Regular maintenance of the computers is carried out from time to time. The college renews the antivirus software. Students are being encouraged to use the computer lab and digital library facilities the minor research works. The college has purchased Hospitality IDS software for the training of the students and it is renewed every year. The college is covered under CCTV surveillance and maintenance of the same is done regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mmchm.in/infrastructure/

4.3.2 - Number of Computers

57

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

506000

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Moti Mahal college of Hotel Management has adopted certain policies and procedures for maintaining and utilizing the physical and academic support facilities.

Each one of the faculty members take responsibility of monitoring the cleanliness and maintenance of the laboratory, Library, sports facilities, classrooms etc. Concerned faculty members prepare the indent for the new purchases required for the next session. The indent is checked by the principal and quotations are collected and forwarded to the Management for final approval. A checklist is used to keep the track of cleanliness within the premises. Maintenance of the major equipments is done on a regular interval. Day to day repair work is reported to the maintenance department. Regular repair and change of faulty equipment, if required is done during the semester breaks.

The faculty members suggest the list of books to be added in the library for the next session. Librarian collects the quotations from the various book sellers and presents it during the library meeting and after discussion the list of books with the quotation is forwarded to the management for final approval for purchase.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

01

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

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

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

15

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to institutional website	https://mmchm.in/2021-2022/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

`209`

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

`209`

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

2

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

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

The Institution ensures the active participation of students in the effective governance of the College with the support of the Student Council. The college encourages the participation of student representatives in various decisions making, academic and administrative committees; enabling the council in building a better academic environment. Student council's opinions and suggestions are considered while taking decisions by the head of the institution. Student-Council is responsible to organize programs/activities including cultural, social, co-curricular,recreational, and act according to the educational interest of the students. The student members of the association are either elected through the democratic process of election in which students cast their vote to candidates of their choice or selected by the Principal.The elected/selected members of the Students' Council fully cooperate with the Principal and staff of the college in promoting academic and cultural activities among students.The Council dosenotnot interfere directly or indirectly in matters involving discipline and action taken by the Principal. The Budget for each program and plan of action is submitted to the Principal through the concerned faculty in charge for approval. The Council President submits the report immediately after each programme. Students have active representation on academic and administrative bodies and committees of the Institute.

File Description	Documents
Paste link for additional information	https://mmchm.in/students-council/
Upload any additional information	View File

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

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

7

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

5.4 - Alumni Engagement

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

The Alumni association of Moti Mahal College of Hotel Management was established on 4th March 2016 with an aim to promote interaction and networking among the alumni of the institution. It has been successfully carrying out its goals and objectives since its inception and has steadily risen into a full-fledged association. It has been consistently taking efforts to implement its activities and has been successful in all its endeavors. Every year the graduates of the college are enrolled through a registration form, once a graduate is enrolled, the association keeps the alumnus informed about the various events planned by the association. The alumni of the college conduct the regular meetings. The college also keeps track of the career growth and development of all the alumni. The alumniof the college conduct the meetings as per the schedule decided by the association. The association keeps communicating

between them through social media.

File Description	Documents
Paste link for additional information	https://mmchm.in/mmchm-alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college is established in the year 1992 under Laxmi Memorial Education Trust®, Mangalore. Our Vision & Mission are as follows;

Vision

To continue as the premier Hotel Management Institution by providing training and education to students and develop future leaders for the Hospitality & Tourism Industry.

Mission

To develop leaders in all segments in the hospitality & tourism industry by imparting high-quality education and training.

Our college has its unique administrative structure that involves Management, Principal, the staff and the students in various Cells/Committees. The Principal in consultation with the management makes action plans every year. The action plan is discussed in different Cells/Committees and implements with the support of faculty members & stakeholders. We have Governing Council, Academic Advisory Committee, IQAC/ICC, NSS/YRC, Training/Placement Cell, etc. The Academic Calendar is prepared, discussed and presented in the Governing Council. CCTV is installed in all prominent places of campus. Regular staff meetings are conducted. Faculties and other

stakeholders are involved in various decision making processof the institute. The Student Council of the college takes active participation in all activities. The College organizes seminars, workshops, conference, competitions etc; Grievances of the students are represented in the appropriate committees and resolved accordingly.

File Description	Documents
Paste link for additional information	https://mmchm.in/leadership/#vision-mission
Upload any additional information	View File

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

We have a decentralized administration, provides complete transparency in the decision making process. The governing body has given powers to the principal to take decision in Academic and Co-curricular activities. The governing body meets at regular intervals and monitors the activities of the institute. Under the guidance of the Management, Principal constitutes different committees for the successful operation of the institution. The Principal conducts regular meetings with the members of various cells/committees. The entire academic, curricular, co-curricular, extra-curricular, sports and extension activities are carried out successfully by active participation of the members of the committees. Faculty members serve as coordinators and members of the various committees and cells, such as IQAC, the Examination Committee etc. The institution has followed its stated policy of striving for excellence in its vision and mission statements. The Institution enhance the quality at various levels - Management, Governing Council, Academic Advisory Committee, Principal, IQAC, Various Committees, Staff Welfare, Administrative and Non-Teaching Staff, NSS, Youth Redcross, etc; All stakeholders involve in the decentralization and participative management and working together for efficient functioning of the Institution.

File Description	Documents
Paste link for additional information	https://mmchm.in/clubs/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/Perspective plan is effectively deployed. The Academic Calendar is prepared based on the University academic calendar and the needs of the hospitality industry. The strategic/ perspective plan is prepared by the Principal in consultation with various bodies, cells and committees. The regular meetings are conducted to discuss about each plan and proposals are sent to management for approval. The following are the plans successfully deployed;

1. University approved curriculum is strictly adhered to and faculty members and students
2. Conducted all activities/events as per the Academic Calendar.
3. Renovated the Bakery department and purchased a combi-oven for the regular practicals.
4. Signed MoU with internationally branded hotels.
5. Organized Add-on courses/certificate programmes. Add-on course in Bartending is conducted.
6. Subject-wise workshops are conducted.
7. Organized campus interviews and placed the students in various hotels.
8. Organized Faculty Development Programme, and workshop for Non-teaching Staff on Stress Management, and Work Ethics
9. Roaster Training is provided to the students in our hotel.
10. Student's Overall Development through Participation in all college activities/events.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://mmchm.in/wp-content/uploads/2020/03/ACADEMIC-CALENDER-2020-2021.pdf
Upload any additional information	No File Uploaded

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

The college is established in the year 1992 by Laxmi Memorial Education Trust®, Mangalore. The Management of the Institution consists of President, Vice President, & Directors. At the institutional level, Principal is the final authority.

A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. The Governing body is constituted to monitor and achieving the vision and mission of the institution. The IQAC was constituted under the chairmanship of the Principal for monitoring the quality parameters of the institution. Every year, the institute submits an Annual Quality Assurance Report to NAAC.

Principal is responsible to provide leadership, guidance, and monitor all the academic activities in compliance with the affiliated university.

The college has constituted several Cells & Committees like, Academic Advisory Committee, Governing Council, IQAC, Anti Ragging Cell, Women Anti-harassment cell, Human Rights Cell, Examination Cell, ICC, PTA, Student Council, Alumni Association, Grievance Redressal Cell, SC/ST Cell, Admission Cell, etc; Every committee constituted at college level have the faculty member as an In-charge with more faculty members as committee members.

The institution has its own service rules, policies and procedures for effective functioning of the institution.

File Description	Documents
Paste link for additional information	https://mmchm.in/
Link to Organogram of the Institution webpage	https://mmchm.in/administration/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution provides effective welfare measures in place for its teaching and non-teaching staff as;

- Leave facilities: CL, SL, EL etc;
- Maternity benefits
- EPF: Employee Provident Fund (EPF) is applicable to the staff of our college from their date of joining the institution.
- Faculties are encouraged to do minor research.
- Faculty Development Programme
- Training sessions for non-teaching staff are conducted annually.
- Faculties are encouraged to attend seminars/workshops/National and International conference organized by other institutions and leave granted for the same. Financial assistance is provided.
- Faculties are granted on-duty leave for university examination duty, paper valuation, and practical examinations.
- Health Insurance policy is provided to all staff members.
- ESI Facility is provided to the staff members.
- Regular Promotion with increments and enhancement.
- Uniform facility for the employees.
- Faculty members are provided with Individual cabin and system to facilitate good ambience.
- Wi-Fi facility.
- Automation of attendance and leave using biometric system.
- Gratuity for the employees of the institution
- All the staff members are treated on par with each other in obtaining benefits from the institution.
- Workspace/Discount in cafeteria
- Identity cards/Computing facility

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

4

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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

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

1

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

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

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

7

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

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

The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extracurricular activities The performance of each employee is assessed annually after completion of each academic year based on the teaching methods, syllabus handling, knowledge sharing etc. The new teaching staff members have to undergo an induction program to showcase their knowledge about a particular subject prescribed to them. Faculty Evaluation by students is done regularly, and discrepancies are monitored and rectified to enhance learning ability. Parent feedback is also noted, and regular updates are given to the parents regarding the teaching procedures and syllabus content. The College has many alumni who are regularly in touch with the College and share their views regarding the course and upcoming/new admissions.

All non-teaching staff are also assessed through and annual performance appraisal.

Students Suggestion Box:- is another mechanism to collect information about the satisfaction students get from the services

provided by the college and staff. Students Suggestion Box:- is another mechanism to collect information about the satisfaction students get from the services provided by the college and staff.

File Description	Documents
Paste link for additional information	https://mmchm.in/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The College is under Laxmi Memorial Education Trust, where the accounting and budgeting are done solely at the discretion of the management. The College has its internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors verifying and certifying 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 thoroughly checks and verifies all vouchers of the transactions carried out in each financial year. Likewise, an external audit is also carried out elaborately every year. The institutional accounts are audited regularly by both Internal and statutory audits. So far, there have been no significant findings/objections. Minor errors pointed out by the audit team are immediately corrected/rectified, and precautionary steps are taken to avoid the recurrence of such mistakes in the future. The institute regularly follows an internal and external financial audit system.

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

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

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

0

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

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

Moti Mahal College is a private institution, and the funds are generated through student fees. The institution manages to gather funds for various activities, and the budget is sent to the management for approval. The institution has internal and external audit systems where funds are accounted for and maintained systematically.

Significant funds are collected through:

Fees: the college collects the fees from the students every year, and the amount generated is used for the welfare of the students and the institution. The college also organizes several programs for the betterment of the students, as these will always help shape the students' future in their respective careers.

Utilization of funds Salary:

The management decides the salary structure according to the position, qualification, and hierarchy levels. The salary is derived through funds collected through fees. The salary is credited to the employee's account every month. The employees also have the benefit of provident funds and other benefits.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The approach of IQAC has always been focused on the learner-centric teaching-learning process and has designed the policy to assess and evaluate it from time to time. The management has always emphasized the placement and outcome of the outgoing students of the college.The college unanimously decided to introduce the various add- and job-oriented courses in support of their regular teaching-learning methodologies. As a part of effective teaching-learning, the students are classified as slow and advanced. Therefore, the college uses projects, field visits, and ICT-based teaching like Google classrooms to help students understand the subject. MOUs have been signed by the college with various hospitality enterprises like internationally branded 5-star hotels in India and abroad, which can provide hospitality training to students. They also help provide on-the-Job Training and career prospects to the students.

1. The college has also started various certificate and add-on courses on multiple subjects, which help students understand more about additional subjects related to the hospitality industry.

2. The college also has implemented a feedback system for the students, parents, alumni, and staff members where they give their opinion and consent regarding the syllabus and the various outputs delivered.

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

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

1. The students are made to fill out the mentor's diary, where each student has to give details regarding their parents, contact details, etc., and their academic excellence/ activities are noted.

The student council is being formed with each student taking responsibility/initiative for a particular institution's department. They will look after all the activities/programs conducted in their respective department, and a detailed report has to be sent to the HOD for approval.

2. The institution takes feedback from students regarding their curriculum, learning experience, and teaching methods, and discrepancies/mistakes are being rectified immediately for better quality and learning purposes. The feedback system is appropriately analyzed, and steps are taken to ensure the betterment of students and staff regarding all-curriculum and environments in the institution. The teaching-learning processes are reviewed, and improvements are implemented based on the IQAC recommendations. In addition to IQAC, the institute also considers the advisory committee's recommendations on education, comprising academicians from the management level and outside the Management, which regularly reviews the progress and makes necessary recommendations in an advisory capacity.

File Description	Documents
Paste link for additional information	https://mmchm.in/annual-quality-assurance-report-aqar/
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Moti Mahal College of Hotel Management provides equal opportunities to all individuals irrespective of gender, caste, language, religion, region, or other status. We have separate hostel facility for boys and girls with well trained male/female wardens and security guards. Rotational duty is allotted to all faculty members to visit the hostel. We have taken all necessary steps to implement the anti-ragging measures in the college and hostel. The college campus is under surveillance with CC cameras installed at prominent locations. Internal Complaints Committee (ICC) interacts regularly with the girl students and resolves the issues addressed by them. A complaint box is arranged to receive grievances or suggestions from the students which are addressed by respective committees. A Common Room is provided for the girl students. The institution has different committees such as Anti – Ragging Committee, Students Grievance Cell, Anti-Ragging Squad, Human Rights Committee, Women Anti-Harassment Cell, ICC and Discipline Committee. Telephone / Mobile numbers of the members of committees/cells are made available on the Notice Board. Online Grievance Redressal Systemfor staff and students is available. "Human Rights & Gender Equity" is taught to the students as part of curriculum. The college adopted 'Mentor – Mentee' system. Each faculty is assigned with 15-20 students. Faculties counsel the students during mentoring regarding academic performance, career plans and personal issues. We have organized seminars on 10th December 2021 & 29th July 2022 to educate the students about the human rights and gender equity.

File Description	Documents
Annual gender sensitization action plan	https://mmchm.in/wp-content/uploads/2020/03/ACADEMIC-CALENDER-2020-2021.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mmchm.in/infrastructure/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

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

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

Solid Waste Management: We take utmost caution in managing the waste. The solid wastefrom the practical labs are segregated into degradable and non bio degradable. The waste from food and beverage service lab like bottles are segregated and sent to scarp and the other waste like plastic bottles and plastics are segregated as non degradable waste, which is cleared by the Mangalore City Corporation every day. Dustbins are placed at every corner of the classroom, library, administration office and labs which are again segregated and disposed off. Dustbins kept in the lab are colour coded with labels on it for easy segregation of waste.

E-waste: Electronic waste which is another hazardous waste to the environment. The used and fused electrical and the electronic waste like monitors, UPS, CPUs, keyboards, mouse, printers, scanners etc are either sent to scarp or resold. College disposes the E-waste as

soon as it get accumulated. The E-waste is accumulated in the store with proper care.

The use of plastic carry bags, cups and laminated paper plates are prohibited inthe campus. Students and staff are advised to bring cloth bags.

Students are encouraged to submit e-assignments

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://mmchm.in/infrastructure/
Any other relevant information	**No File Uploaded**

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	No File Uploaded

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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

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

The college conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. The college celebrated cultural and regional festivals like Christmas, Onam, Aati, etc. to teach tolerance and harmony to the students. The Gender Equality Policy focuses on equal access, opportunities, and rights for women and men. We have conducted seminars on Human Rights & Gender Equity. College organized several events like 'Welcoming Programme for newlyadmitted students, Cake Mixing Ceremony in connection with the Christmas celebrations, Seminar on Intellectual Property Rights, , Swach Bharath Abhiyan Programme by NSS, Cake Preparation and distribution in connection with the Christmas celebrations, New Year Celebrations, Alumni Interaction Programme, International Yoga Day Celebrations, Yoga classes, Blood Donation Camp by Red-cross unit of the college, Mathru Bhasha Divas Programme, Seminar on Caste Discrimination, Annual Sports Meet, National Conference, Yuvaana Fest-2021' under the banner of 'Ek-Bharath Shresht Bharath, Traditional Dance programme, Teacher's Day Celebrations, etc; As we have students from Kerala, Karnataka, Tamil Nadu, Jammu, Bihar etc.

These events actively enhance interaction between people of diverse cultures living in different States in India, with the objective of promoting greater mutual understanding amongst them.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular/co-curricular activities. A few subjects offered have topics which sensitize the students about the constitutional obligations.

The University has introduced a compulsory paper on the Constitution of India, Human Rights/Gender Equity, and Environmental Studies. Seminars and workshops are conducted on various rights, duties and responsibilities of citizen. Seminars on topics like Human Rights, Sexual Harassment, Gender Equity, Mathru Bhasha Divas Programme,Yoga sessions etc; are conducted every year.

"Constitution of India"as a compulsory paper sensitizes the students about constitutional obligations.

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

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

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

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

During the academic year 2021-2022 our college celebrated National and International days enthusiastically. All staff members and students participated in the events organized. Due to covid-19 restrictions and change in the academic calendar of University, we couldn't organize a few programmes as scheduled in the academic calendar.

The college organized the following programmes/events as;

1. Seminar on Human Rights Day on 10th December 2021

2. Mathru Bhasha Divas Programme was orgnaized on 21-02-2022

3. International Yoga Day celebration was organized on 21-06-2022

4. Onam(Kerala Traditional Festival) Celebrations was held on 03/09/2022

5. Christmas

6. New Year 2022 Celebrations

7. Aati Festival(Karnataka Traditional Festival) on 19-07-2022

9. Essay Writing Competition on World Youth Skill Day(15th July 2022)

10. Teacher's Day celebrations on 5th September 2022

11. World AIDS Day on 01/12/2022

These activities/events help the holistic development of students.The celebration on the National/International commemorative days help to maintain the harmony and healthy environment and make students and staff aware of the cultural heritage of our nation

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

7.2 - Best Practices

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

I).1.Title: Yoga Classes:

2. Goal:

1. To enable the student to have good health.

2. To develop a great sense of self-discipline and self-confidence.

3. The context:

Yoga techniques provide improved attention in studies, better stamina and co-ordination for sports and a heightened awareness and balanced attitude for social activity.

Practice:

Yoga classes are conducted on every Fridays at the college campus by a well trained Yoga Guru.

Evidence of Success:

Students have become more cautious about their health and physical fitness. The overall discipline is improved. The self confidence is increased which helped them to get placed in the campus interviews.

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II. 1. Title: Induction Programme

2. Goal:

To introduce students to the Institute's environment, its faculties
and infrastructure and facilitate a smooth transitions the new life.

3. The context:

Induction programmes are aimed at familiarizing the students to an
unknown campus environment, its faculties and infrastructure.

4. Practice:

The college organized the programme for the new batch for a period
of 21 days. The course, rules and regulations of the college,
industry, career opportunities etc are explained in detail.

5. Evidence of Success:

The students are well disciplined as per our standards. The overall
academic results are good.
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File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

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Excellent Placement Records:

The Training & Placement cell of our college has a pivotal role in
grooming the students & to take care of better placements. The final
placements, at the Institute, are the result of very systematic
interaction with the industry and continuous career counseling of
the students. Right from the beginning of the programme, students
are continuously counseled with regard to his/her career aspirations
and options, which in turn is vigorously followed up with the
potential hotel groups for participating in the placement programme
of the Institute.

The Training & Placement related activities, at the Institute, are
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carried out by Placement Cell under the supervision of the Principal.

In the year 2021-2022, The Training & Placement Cell of the college organized campus interviews. Internationally branded hotels visited our capmus to conduct interviews.. The students of final year BHM(8th Semester BHM) have been placedin Marriott, Radisson Blu, Sheraton Grand, Holiday Inn, Crystal Sarovar, Chancery Pavilion, Taj Vivanta, Grand Hyatt, Courtyard Marriott etc; The students of 6th semester BHM have been selected to various internationally branded five star hotels for the industrial training.The cell organized Add-on course in Personality Development and Soft Skills. Career Guidance programmes were also organized.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. To sign more MoU with leading hotel groups.

2. Encourage faculty members to present/publish research papers and enrollforPh.D.

3. To obtain better NIRF Ranking.

4. To conduct Add-on course in Bartending

5. To organize extension activities.

6. To conduct certificate courses in Bakery & Confectionery.

7. To conduct National Conference based on 'Tourism and Environment'.

8. To conduct Yoga classes.

9.Conducting programmes to encourage and support students to start their own business ventures.

10. To conduct Add-on course in Personality Development and Soft Skills.