



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
• Name of the Head of the institution	PROF. 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	motimahalachm@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
<b>2.Institutional status</b>	
• 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				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://mmchm.in/wp-content/uploads/2020/03/aqar-report-2019-20.pdf">https://mmchm.in/wp-content/uploads/2020/03/aqar-report-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://mmchm.in/wp-content/uploads/2020/03/ACADEMIC-CALENDER-2020-2021.pdf">https://mmchm.in/wp-content/uploads/2020/03/ACADEMIC-CALENDER-2020-2021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.68	2016	25/05/2016	24/05/2021
<b>6.Date of Establishment of IQAC</b>			19/01/2015		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>1. Add on courses conducted 2. International conference conducted 3.Orphanage Visit done 4.Conducted Alumni Interaction Programme 5.Organized Blood Donation Camp 6. Organized Skill Development Programme (Indian Society for Training &amp; Development/ISTD)</p>	
<b>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</b>	
Plan of Action	Achievements/Outcomes
Industry Institute Interaction Programme	Organized a session by the industry expert on this day. This helped the students to acquire the updated knowledge about the industry.
Seminar on Human Rights	We have organized a seminar on Human Rights & Gender Sensitive Issues. The students and staff members of our college attended the seminar. This has helped the participants to understand the concerted effort to sensitize the society in eradicating the issue of gender inequality.
Essay Writing Competition Online by Library department. (Topic:	College Library organized 'Essay Writing Competition' on this

The Importance of free, fair and regular elections in India)	day. This helped the students to enlighten their thoughts towards the said topic.
Fruits/Cake Mixing Ceremony	Fruits/cake mixing ceremony was organized in connection with the Christmas celebrations. Fruits and nuts were mixed on this day by the students, faculties and guests. All members were given chef caps, aprons and gloves and they were invited to mix all the fruits on the mixing table. Once mixed, fruits and nuts are kept safely in the food production lab. This has helped the students to learn about the preparation of cakes in bulk.
New Year Celebration	College organized a programme on the New Year Day. All students and staff members were gathered at MKM Hall. Principal delivered a speech and explained about the upcoming activities of the New Year- 2021.
Faculty Development Programme	Organized Faculty Development Programme about NAAC accreditation. This helped the faculties to understand the procedures to get better grade by NAAC.
Assignment Examination-Open Book	Conducted Open-Book Assignment examination. This encouraged students to know more about the various types of books in available in the library for each subject.
1st Internal Examination for 1st, 2nd, 3rd Years-Online	The 1st internal examination is conducted to all the students through online platform. Internal The hard copy of answer scripts are collected by post and valued by the subject faculties. The slow learners are

	given remedial classes.
Seminar on Intellectual Property Rights	Organized the seminar to inculcate the students about their rights.
Alumni Interaction Programme	Organized reunion of the old batch students. Alumni association is reconstituted. This helped the alumnus and the students of the present batches to get interacted. The alumnus promised to help the college to help in placing the students.
Add-on course on Bartending	Conducted Add-on course in Bartending which helped the students to learn thoroughly about the bartending/mixology and flaring techniques. Many of our students expressed their interest to work as bartenders in hotels.
University Practical Examinations	Practical exams are conducted as per university guidelines. Students attended the practical exams as per the schedule/time-table.
Career Guidance Programme	We have organized a programme to make the students understand various opportunities waiting for them. Career guidance develops an individual's competencies in self-knowledge, educational and occupational exploration, and career planning.
Seminar on Caste discrimination	Organized a seminar to make students aware of the laws related caste discrimination.
Blood Donation Camp	College Red- cross unit conducted a blood donation camp in association with AJ Hospital & Research Center, Mangalore.

	The Blood Bank Officer delivered a speech about the importance of blood donation. Students and staff members have donated the blood.
Fresher's Day Programme	The students of 2nd, 3rd, & 4th Year batches arranged a function to welcome the new batch students. The aim of conducting this day is to make the juniors feel welcome and to interact with them.
Orphanage Visit	Visited Orphanage and served food prepared by the students, with an aim to enlighten the students and public on the importance of serving good/healthy and nutritious food to community who are in need of such support and to improve harmony, friendliness, and trust among residents of the orphanage.
MoU with ISTD	Signed Memorandum of understanding with 'Indian Society of Training and Development. The organization conducts various programs on training/development for both students as well as faculty members.
Workshop on Flower Arrangement	Organized workshop on flower arrangement for 1st year students. This helped the students to learn about various types of flower arrangements.
Career Guidance Programme	Organized career guidance programme for the final year students. This helped the students to know about the procedures for getting a hospitality job in India and abroad.

PTA(Parent Teacher Association)	College organized a PTA meeting and reconstituted the PTA and discussed the issues faced by the students. PTA meeting helped teachers to understand students from the parent's perspective and vice versa. It helped parents to know all about the functioning of the college and the performance of their ward.
International Conference	Organized International Conference. Technical sessions were held. Many research papers were presented during the conference. This helped the students, delegates and participants to share and acquire knowledge.
On-Job-Training(OJT) Interviews	Conducted OJT interviews by selected internationally branded hotel groups and our students are selected for 126 days of OJT as part of the curriculum.
University Examinations for 1st, 3rd, 5th, 7th Semester BHM.	Commenced exams as per University notification. Students have attended the exams as per the schedule.
International Yoga Day Programme	Since 2015, the day has been celebrated annually all over the world on June 21 with an aim to bring about awareness about the health benefits of yoga and its various practices. Its aim is also to educate people about the physical, mental and spiritual benefits one can derive from practicing it. We have organized International Yoga Day on 21st June 2021. Students and staff members were present. This has helped the participants to know more about yoga practices and the importance of yoga in the

	daily life.
Seminar on International Day against Drug Abuse & Illicit Trafficking	Organized a seminar on Prevention of Ragging, Drug abuse, environmental protection, & sexual harassment. Students and faculty members attended the seminar. The seminar helped the participants to understand the drug abuse, importance of being away from the ragging incidents, importance to protect the environment, and the precautions to be taken against sexual harassment in the workplace. The resource person delivered a speech about various laws pertaining to this.
Industry-Institute Interaction Programme	Organized a session by the industry expert on this day. This helped the students to acquire the updated knowledge about the industry.
Skill Development Programme by Indian Society for Training & Development/ISTD	Organized a Seminar on "Skill up Series on planning the First job". Students were enlightened on various procedures of getting into the industry successfully.
Internal Examinations	Internal Examinations are conducted according to university academic calendar. Students attended examination, answer scripts are valued and results announced.
Essay Writing Competition on World Population Day	Organized Essay Writing Competition on World Population Day. Students participated.
Flower Arrangement Competition	Organized a competition. Many students participated.
Napkin Folding Competition based on F & B Service.	Organized a competition on 'Napkin Folding' based on F&B Service. Many students



	participated.
Counseling session	The College considers students' mentoring and counseling to be of high priority. In order to resolve day to day academic problems of the students, mentors are appointed for a batch of 20 students, and they will monitor the respective students regularly & will take the necessary steps to solve their problems. Mentors will make every effort to give effective guidance to students regarding academic matters. This is a continuous process till the end of academic session of the student.
Remedial Classes	Conducted Remedial Classes for slow learners. Students attended the sessions which helped them to score better marks and results in their examinations.
Alumni Interaction Programme: Workshop on Front Office	Organized a workshop by Alumni of our college about present trends in Hotel Front Office. This has helped the students to gain more knowledge about Front office department
University Examination	Conducted the examination only for final years and repeaters by the university.
Book Review Competition	Organized 'Book Review Competition' by the college library
Independence Day Programme Quiz competition	Quiz conducted on Independence Day.
Digital India Quiz competition	Quiz conducted based on Digital India theme
Sports Quiz on National Sports Day	Quiz conducted on National Sports day.

Industry-Institute Interaction Programme(Webinar on Trends in F & B Service Industry & Work culture in USA).	Organized a webinar on 'Industry and Work Culture And Trends in F&B Service in USA'. Students attended the session and queries and doubts were answered by the resource person about work culture in USA
World Coconut Day- Quiz competition	Quiz conducted on World coconut Day
Teacher's Day Programme	Celebrated Teacher's Day.
Quiz Competition based on F & B Service	Quiz conducted. Winners are given the certificates
Letter Writing Competition	Students have participated in the competitions, judgment was done and prizes and certificates are distributed to the winners.
Model Examinations	Exams are conducted online. Students have answered the examination in online mode and hard copy of answer scripts are collected and valued.
Placement Interviews	Placement interviews were conducted by various reputed hospitality organizations. Students got placed in various positions.
Dosa Cooking Competition on 'World Tourism Day'	Competition on preparation of various types Dosas. Students prepared various kinds/types of dosas.
Farewell for final years	Organized farewell program for outgoing batch of the college. Distributed the certificates and mementos.
<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021	09/12/2021

**Extended Profile****1. Programme**

1.1	01
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2. Student**

2.1	52
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	30
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	54
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.Academic	
3.1	12
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	3
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	05
Total number of Classrooms and Seminar halls	
4.2	1196000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Moti Mahal College of Hotel Management creates an environment for the holistic development of the students. The college follows the academic curriculum designed by Mangalore University to which the college is affiliated. Flexibility in making changes in the curriculum is not allowed by Mangalore University. The staff members holding position as members of Board of Studies and Board of Examinations give suggestions regarding changes in the curriculum development and deployment to the University. Academic calendar is prepared at the beginning of the academic session by the Principal</p>	

in consultation with IQAC and Governing Council of the college. All the activities are discussed in detail in the staff meeting. Staff members are assigned the duty of organizing each activity as per the academic schedule. Periodic review meetings are done which help in the effective curriculum delivery. While planning the academic calendar, lectures/seminars/educational tour/events etc; relevant to the course offered were given importance. Academic calendar is uploaded in the college website and displayed in the student's notice board. The Principal reviews the time-table, lesson plans and other academic inputs. Principal conducts regular meetings of staff members to review the curriculum implementation and students participation. Regular tests, internal/model examinations are conducted. Teachers record the progress of each student in their mentoring diary. Students are encouraged to utilize library facility to prepare & submit the assignments. Teaching notes are kept in the library for student's reference. Newly appointed faculties are given the induction training at our Hotel Moti Mahal for exposure of hotel environment. Faculty development programme is conducted for all the faculty members once in a year. Remedial classes are conducted for students who are lagging in understanding the concepts and to bring them at par with the rest of the class. Mentoring & Counseling of students on the personal as well as academic front is an on-going process. In addition the College organizes industry-institution interaction programme, youth skill day programme, add-on courses on Carving, workshop on HACCP certification, industry visit, Roaster Training, National Conference, workshops, Career guidance programmes etc. Campus recruitments are done and many students were placed. The Entrepreneurship guidance is given to the interested students by our Entrepreneurship cell of our college. 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. The Internal Assessment System for Practical Sessions was implemented. Teaching methodologies such as lecture demonstration, ICT enabled teaching, Group discussion; Power point and multimedia presentation make the classes more interactive and interesting. The Management encourages faculty members to attend FDP/Conferences/Seminar/Workshops organized by the other institutions/University at regular intervals. 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 is collected from the Students/Alumni/ Teachers and Employers are used to analyze and used for effective curriculum planning/implementation

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mmchm.in/wp-content/uploads/2020/03/ACADEMIC-CALENDER-2020-2021.pdf">https://mmchm.in/wp-content/uploads/2020/03/ACADEMIC-CALENDER-2020-2021.pdf</a>

### 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 planned well before the next academic session, after the announcement of university calendar. The College follows the Academic calendar includes the schedule date for the commencement and closing of Theory and practical classes for the forthcoming semester, events and internal and external Theory and Practical Examinations. Tentative schedule is prepared for various events, examinations etc. The calendar is uploaded in the college website and also displayed in the staff room as well as student notice board.

IQAC prepares the list of events / seminars / workshop & conferences and extracurricular and co-curricular activities. Class Time Table is prepared as per the guidelines of the Mangalore University. Staff meeting is conducted by the Principal before the commencement of each semester. 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. Notes are prepared by faculty members and a copy is kept in college Library for student's reference. The Principal ensures that the teachers are following the academic calendar and activities are conducted as per the schedule. Teachers maintain teaching diary and which is checked by the Principal on a weekly basis to ensure that the portions are completed on time. Examination Coordinator prepares the Examination invigilation duty schedule for the internal and Model Examination. Examination Time table is displayed on the notice board well in advance. Students are shown the answer scripts. After the completion of the valuation of answer scripts. Parent meet is organised to intimate the student's performance and it is recorded in mentor's diary. Continuous internal assessment is monitored according to the guidelines of Mangalore University. A system named Internal Assessment System for Practical Sessions by which is student is

monitored based on his/her performance and guidance is provided for improving the performance. Those students who need an extra attention are provided with remedial classes details are recorded in teacher's diary. Internal marks are displayed in the notice board before sending to the University.

Students are sent for on-the Job-Training to various star hotels during sixth semester for minimum of 108 days excluding weekly off and holidays. OJT internal assessment 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.

Students are encouraged to participate in various extracurricular activities and certificates are provided.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://mmchm.in/wp-content/uploads/2020/03/1.1.2-Wblink-AQAR-2020-21.pdf">https://mmchm.in/wp-content/uploads/2020/03/1.1.2-Wblink-AQAR-2020-21.pdf</a>

**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**

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
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)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
3	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
3	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
127	



File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The mandatory courses prescribed by Mangalore University which address cross-cutting issues relevant to Gender, Human Values, Environment and Sustainability and Professional Ethics which have been integrated into the curriculum .

S1. No.

Programme

Subject

Semester

1

BHM

The Constitution of India

1ST SEMESTER

2.

BHM

Human Rights, Gender Equity and Environmental Studies

2ND SEMESTER

The College establishes gender sensitization and awareness among students through the implementation of the prescribed curriculum of the University.

In addition, Guest lectures, seminar, conferences Workshop, Swachha Bharath Campaigns, Plantation drive and Blood donation camp and yoga day and Personality development have been conducted by the College.

The College is a co-educational institution that sensitizes the student changing profile of gender in India, the differentials engendered by education and empowerment and the contemporization of these issues.

The above said programs are conducted for the students for all the streams to gain a better understanding of gender sensitivity, constitution of India and environmental issues.

The Women Anti Harassment Cell conducts various seminars on gender related topics. Both boys and girls are encouraged to realize the equality in gender, social justice, human rights, and professional ethics. Achievers and experts from various fields are invited to share their experiences with our students. Interactions with successful women have helped our female students realize the positioned power of women, and opportunities that are available to them. 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	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

112

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

112

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mmchm.in/wp-content/uploads/2020/03/feedback-analysis-weblink.pdf">https://mmchm.in/wp-content/uploads/2020/03/feedback-analysis-weblink.pdf</a>

## 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

52

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

19

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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 council 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.
- Extra classes are conducted to clarify doubts, re-explaining of topics for improving the performance.
- 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 earlier years and special attention was given in the class to solve their doubts.
- Absenteeism of students is intimated to parents on the same day.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
219	12

File Description	Documents
Any additional information	<a href="#">View File</a>

#### 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 to practical oriented teaching. The Internal Assessment System for Practical Session (IASPS) helps to evaluate student's performance regularly.

#### Experiential Learning

Industry Institute Interaction -It helps the students to understand the current trend in the hotel industry and it provides a SWOT analysis about the current hotel industry scenario. Usually industry experts or alumnus of the college who are working in the hotel industry are invited to share their knowledge and experience with the students.

#### Participative learning

Group assignments - Students are segregated as different groups of 10 to 12 students, and each group is given a topic for assignment. The assignment will be checked by the concerned faculty member.

#### Problem solving Methodologies

Personality development programmes -These programmes are organised to make students to be flexible in different varieties of situation. In hotel industry many a time quick and effective decision will help to solve during unforeseen circumstances.

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 style easier by projecting the details on the screen so that the students get a visual experience on the screen.

#### LCD Projector

LCD projects are available in the classrooms and seminar hall which helps to provide a visual experience for the students.

#### 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 computers with internet facility

College provides laptops and desktops to the teachers with free wi-fi facility. 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

During the covid-19 pandemic, the faculty members were given training for online teaching and to conduct examination. The faculty conducted classes through zoom platform.

#### Language lab software

The software in the language lab helps the faculty to conduct language classes more effectively.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://mmchm.in/infrastructure/">https://mmchm.in/infrastructure/</a>

**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**

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

00

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)	<a href="#">View File</a>



**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**

59

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

Evaluation has to be transparent and robust in terms of frequency and mode. The college follows the guidelines of Mangalore University. The faculty informs and elaborates the syllabus, its objectives and question paper patterns to students at the beginning of the semester. The continuous internal assessment components are

1. Two internal examination + one assignment
2. One internal examination + one model examination+ one assignment

The internal exams conducted out of 40 marks for 11/2 hour duration. The model examination is conducted out of 80 marks of 3hours.

Concerned faculties set the question papers and send to the official mail address of principal. This will be verified by the principal and sent to the college office for printing.

IASPS is maintained by the faculty members to evaluate the performance of every practical session conducted for the students.

The evaluation of internal examination is done by the college faculty based on scheme of evaluation. Students are given an opportunity to see the valued answer scripts and seek clarification if any.

Internal assessment marks are communicated with the students and it is sent to the university. List of internal marks of the different

semesters are filed accordingly.

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

The examination coordinator and other faculty members of the college are responsible for the solution for grievance. All the exam rooms are kept under CCTV surveillance to prevent any of kind of malpractices. There is a zero tolerance policy followed by the management.

Principal conducts staff meeting before exam commences. In this meeting, instructions are given regarding conducting the examination as well as maintaining the discipline during the examination.

The exam time table is displayed on the notice board well in advance to inform the students. If any of the student is unable to appear for the examination due to any valid reason, they will be given an opportunity to rewrite the paper on a future date.

Faculties are given enough time for evaluation which helps to avoid the manual errors which can happen. The students will verify the marks which are awarded to each answer and if they have any grievances regarding the marks awarded or error in the totaling can always directly inform to the faculties concerned.

Once all the exams are finished, internal marks are displayed in the notice board after taking individual signature from students for each subject.

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
- Teacher's 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 get proper course outcome.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mmchm.in/wp-content/uploads/2020/03/Student-Performance-and-Learning-Outcomes-2020-21.pdf">https://mmchm.in/wp-content/uploads/2020/03/Student-Performance-and-Learning-Outcomes-2020-21.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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	No File Uploaded
Paste link for Additional information	<a href="https://mmchm.in/wp-content/uploads/2020/03/Student-Performance-and-Learning-Outcomes-2020-21.pdf">https://mmchm.in/wp-content/uploads/2020/03/Student-Performance-and-Learning-Outcomes-2020-21.pdf</a>

### 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

44

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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/wp-content/uploads/2020/03/SSS.pdf>

## 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)	<a href="#">View File</a>

**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**

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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**

14

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

000

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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 institution's commitment to the stakeholders and to the community at large reflected in its vision & mission statements. As a part of encouraging and enlightening the students of our college and to impart as well as to cultivate a self reliant mode of life style , we organize various activities. The college provides various facilities 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. NSS and other clubs which encourage the students to involve all the programs conducted by the college.
- Members of student's council and Clubs distributed food to the inmates of "Infant Mary Orphange", Mangalore.
- 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, Orphange visit, Charity, Swachha Bharath Abhiyan, Go-green initiative, Food Festival, Cultural fest, Youth festival, Inter-Collegiate Competitions , Workshop, Seminar, Conferences Etc.

File Description	Documents
Paste link for additional information	<a href="https://mmchm.in/gallery/">https://mmchm.in/gallery/</a>
Upload any additional information	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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**

220

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

06

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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**

06

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

## 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 established in the year 1992. Moti Mahal College of hotel management is attached with the star hotel Moti Mahal. The College launched with a vision of giving a new dimension to the hospitality industry. At the same time in grooming well qualified professionals.

Moti Mahal College of Hotel Management, Keep on updating their facilities as per the need of the curriculum. Now days the art of professional teaching has changed .considering this we have developed our infrastructure and its departments in accordance with the hospitality industry norms. The college is equipped with the state of the art practical labs. Our computer lab is equipped with the latest hospitality operational software IDS. The class rooms are equipped with ICT for online teaching. The classrooms are well equipped with all modern equipment and fixtures to Achieve Excellence. Our college campus have all Architectural Education necessary teaching aids like LCD and Internet facility with LAN supported system for practical teaching. The classrooms are commodious and are so designed to provide comfortable ambience for effective teaching and learning.

The college have 4 class room equipped with LCDs, And other facilities. The college is equipped with various state of the art practical labs for the students to enhance their practical skills, apart from classrooms and labs Institute have other facilities like auditorium, library. The college library is filled with 8409, books. And e-books to help teachers and students to update their theoretical knowledge. The entire college building is equipped with CCTV surveillance for security purpose. All other function we conducting in our own auditorium with 500 pax capacity. Ladies and gents washrooms are there inside the campus. And Purified drinking water facilities is available in campus. The library, classrooms and the Computer lab is equipped with internet facilities.

The college provides good opportunities to students develop their culinary, service skills in the food production and food and beverage service practical lab. Students get trained in aspects of cleaning and setting a hotel room at the Housekeeping laboratory and model guestroom. Front office laboratory is based on the model of a hotel where students are trained to carry on aspects of the hotel

guest cycle. We also have an established placement cell. Which maintains a data bank of passed out students and we help them to get placement in star hotels. The college can proudly say that most our students are placed in good properties in India and abroad.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mmchm.in/infrastructure/">https://mmchm.in/infrastructure/</a>

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

The college gives more importance to physical and mental growth of our students there for college has taken various steps to involve students in various sports and cultural activities. The college have playground. The grounds are used for outdoor games such as football, cricket, and volleyball. The grounds are used on regular basis during the morning and in the evening for practice. Efforts are made to provide the best of facilities to the students be it Indoor or outdoor games including athletics. The College initiates the students to take part in extra-curricular and co-curricular activities such as sports, games cultural and inter-college activities. The colleges also have facilities for indoor games like caroms, table tennis and chess etc..

The College has sufficient facilities for full-fledged sports activities, which provides necessary facilities for conducting Sports and Games. Indoor games are also given prominence where students take active interest in games. The college have gymnasium with necessary equipments. The students make use of this facility on a membership bases. The gymnasium and swimming pool is attached to hotel Moti Mahal students can be use this facility at morning or evening time.

A group of teachers identify the talents of the students after proper audition and train them in cultural activities. in addition, all the facilities used by college students to improve their skills., all the teachers are helping the students all their ethnic backgrounds to have a free physical and mental the yoga is helpful for this. The college is providing yoga to students. The College provides scope for such regular talents exhibition by conducting

events like variety entertainment, cultural day, fresher's day, annual day, etc. Training is provided by professionals in dramatics, dance and singing our students they are from different parts of India sometimes they prepare for the programs them self this way they can improve their skills , knowledge etc.. the importance of cultural and social activities improving the personality, enhancing communication skills and building a positive ,progressive global outlook. it strongly encourages its students to participate actively in various activity club like sports club, cultural club etc.. literary, cultural and social events such as sports , annual fest etc.. To forge stronger bonds and to bring out their latent talent in these activates. Importance of activates is preparing students for real life and strengthening their personal skills. All the college activities helping the students to develop themselves in a desired field and also improve skills such as organizational, presentation, leadership and interpersonal communication.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mmchm.in/infrastructure/">https://mmchm.in/infrastructure/</a>

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

05

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mmchm.in/wp-content/uploads/2020/03/4.1.3-geo-tag-photo-with-master-time-table.pdf">https://mmchm.in/wp-content/uploads/2020/03/4.1.3-geo-tag-photo-with-master-time-table.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)**

471000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Description of ILMS is as follows:

Name of the ILMS Software : Easy lib. Nature of automation : Partial  
Version : 4.3.3 Year of Automation : 2018-19

Moti mahal College of hotel management Library is housed in the 1st Floor of the College building with in an area of 156sq.mts. with a reading room, stock room, information desk cum circulation centre for free access to students and faculty. Library is equipped with 60 seating capacity and is open from 8:30am to 5:00pm. The library supports the teaching and research objectives of the college. It follows simple circulation procedures. Library is partially automated. Although it is enabled with IT facilities, the college is speculating and trying its best to automate the library there by to enable it with ILMS. It has a separate reading section for the staff and has access for e-resources and CD's/DVD's.

The library facilities an easy access to knowledge material to faculty and students. This system provides an impetus for inquisitive minds to widen the horizon of knowledge boundaries and to enquire into research field towards higher studies. With such an introduction there is an atmosphere of avidity for knowledge among the faculty and students. In fact, it is encouraging to note that the faculty and students take personal interest in enhancing their

knowledge. The college plans to improve upon the present system in order to make available further better facilities in the use of library.

EASYLIB Integrated Library Management Software is used for library transactions. Partial Library automation was started with the purchase of Easy Lib Software, Version: 4.3.3 in 2018.

The Library has National Library and Information Services (NLIST) - UGC which has an access for the e-resources (8409 books).

Facilities to access e- publications and e- resources are provided through NLIST to students and faculty members. Periodically updating the list of books and reminders, acquisition of serial, maintain issue records, sending reminder of missing issues, binding lists are being done through manual method.

The Library Advisory Committee functions for the development of the library system to be of optimum use to students and faculty. The following initiatives and activities have been taken up by Library Advisory Committee: It serves as the bridge between the Librarian and Management and also between Librarian and users. It plays an important role in deciding the infrastructural requirements of the library, particularly with regard to purchase of books, journals and providing access of online journals to the Departments. Explains and emphasizes the use of Digital Library facilities by students & staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mmchm.in/library/">https://mmchm.in/library/</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

295784.47

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

206

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The College main aims at providing futuristic facilities to staff and students so that they can utilize these resources to reach greater heights. To enable this, the institution frequently enhances

these facilities to innovate teaching, learning and evaluation systems and thus enable the staff and students towards higher achievements.

LCD projectors, computers and all the IT related requirements are put to use. Along with high-speed internet facility antivirus has been installed to secure the usage. The internet speed has been enhanced to 30 MBPS. The CCTV installed at strategic places helps to monitor the campus activities as well as security.

The College is facilitated with 52 computers, which include 40 computers at the computer laboratory and 9 computers are kept in library and 2 computers in accounts department and one computer kept in principal cabin, all these facilities accessible to the students as well as the teachers for academic and co-curricular purposes. 2 laptops are provided to the staff members for the classroom presentation. The Computer Laboratory also has a dedicated LAN server connection and UPS facility. There are classes on Basic Computer - MS Office (Word, Excel and PowerPoint), IDS, in hotel industry mainly using IDS software for the operations so here we are giving a proper training to students to operating that IDS.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mmchm.in/infrastructure/">https://mmchm.in/infrastructure/</a>

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS



File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

3138000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 Policies and the procedures for mainlining and utilizing physical academic and support facilities.

The departmental faculty members take responsibility of Monitoring the cleanliness and maintenance of the laboratory, library, sports complex, computers, classrooms etc. Each departmental in charge prepares the list of new equipments required for their department. The consolidated list of each department is included in the budget later it is presented to the management for approval.

The faculty concerned is responsible to maintain cleanliness of institution. A checklist is developed to maintain the cleanliness of the institution .the faculty /staff members concerned will update the status of cleaning through the checklist on daily basis. The regular maintenance work is reported to the maintenance department

for plumbing, electricity, air-conditioning and other important maintenance jobs. The maintenance job order is presented to the management for approval and release of fund assigned for the maintenance work separate stock register is maintained for each department of the college. Regular Stock taking and verification is done once in every six months. The equipments to be replaced / repaired are reported to the principal along with the stock reports. Quotation for the repair / new equipments is collected and after the approval mainianace work is carried out. Regular checkup of fire safety equipments, gas pipeline, kitchen equipments and water purifiers performed from time to time. Regular pest control is done every semester. Gas ranges and other electric equipments are checked and repaired if needed.

There are steel almirah and wooden racks and cupboards are provided in the library for keeping books and journals safe. Stock is taken once in every six months.

Librarian prepares the consolidated list of books suggested by the faculty members each year and prepares a consolidated list and get the quotations from the book suppliers and present it during library committee meeting. The requirements of library books is reviewed in the library committee meeting and forwarded to the management for the approval for purchase of books for the next academic session. Later Purchase order is made for purchase of books. The books purchase is stacked neatly in the racks. The college library has easily automation system. Annual maintenance is done by the company. The library has computer systems loaded with Delnet database. Regular maintenance is done by the system operator. The journals and magazines of 5 years are banded and kept safely. The maintain ace of the electric equipments is done time to time and the tube and lights are changed if needed. The librarian prepares the requirement list for the library like extra racks and forwards it to management through principal for approval.

Cleanliness of class rooms and laboratories and other public area is maintained by the staff concerned. Cleaning duty list prepared and monitored by Departmental lab in -charge. They use a checklist to ensure regular cleaning. Staffs are provided with modern tools of cleaning such as mops, gloves, cleaning agents etc.

Cleaning equipments and the cleaning agent is purchased and provided by the admin. The budget is allocated and utilized for maintenance and repair of furniture and other electrical equipments.

All the class rooms are equipped with the Projector and screen in which is well maintained. CCTV is installed in various locations well maintained by the service provider Bio metric system is used to record the attendance of the staff members which is monitored and maintained by the Admin department.

There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure. Separate rest rooms are provided for boys and girls.

Computer lab is well maintained by the staff concerned. Regular maintenance is done by the technician deputed by the management bulk purchases and major repair work is done after taking prior permission from the management. Painting of the class rooms and labs are done as and when required.

College has a playground and the activities are conducted with the consultation of the Physical Director. A budget is prepared by the PD for Annual sports day and purchase and maintenance of Sports equipments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mmchm.in/infrastructure/">https://mmchm.in/infrastructure/</a>

## 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

1

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

12

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

10

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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**

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
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.**

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 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 association is monitored by faculty members of the college. The council is also responsible to address the issues of the students.

The Student's Council comprises of: • President • Vice President • General Secretary • Cultural Secretary • Sports secretary • Treasurer • Literary Secretary • Marketing Secretary • University Representative • Le Club Aromatum Secretary • Le Club Ambrosia Secretary • Le Club Benvenuto Secretary • Le Décor Club Secretary • Irish Club Secretary • Youth Red Cross Secretary • NSS Secretary • Class Representative

The elected/selected members of the Students' Council fully co-operate with the Principal and staff of the college in promoting academic and cultural activities among students. The Council

President may make representations to the Principal only on matters about the general interest of the students. The Council shall not 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.

Internal Quality Assurance Cell (IQAC): Student representatives are nominated for this cell, who participate in the decisions regarding the quality initiatives of the institute.

Women Anti-Harassment Committee: The girl students are part of the committee to address issues on women's harassment if any.

Hostel Committee: They play a major role regarding food quality, hygiene, and other general facilities in the hostel. They voluntarily monitor day-to-day activities.

Clubs: Student-Clubs organize various programs under the guidance of faculty members.

Cells: Student Members are part of the committees/cells like Anti-ragging cell, Internal Complaint Committee, SC/ST cell, Human Rights cell, etc.

Class Representatives: Each class has a representative to address the issues of their class.

NSS: Enables the student to participate in service activities like organizing swach bharath, plantation drive, etc.

Youth Red-cross: The students organize blood-donation-camp every year under the banner of Youth-Red-Cross.

Our students actively participate in cultural activities by promoting our customs and traditions. They take initiative in organizing events as Food Festival, Inter-collegiate competition, Traditional day Teacher's Day, Fresher's Day/Farewell functions, and also take the responsibility of maintaining discipline on the Campus. Student Volunteers disseminate information from College administration and other committees to all students.

President-



Mr.Nikhil Shetty

Vice President-

Ms.Sahana Shetty

General Secretary-

Mr.Nevil Sam Reju

Cultural Secretary-

Mr.karthik G

Sports secretary-

Mr.Akshay Balachandran

Treasurer-

Mr.Sharath Poojary

Literary Secretary-

Mr.Aswin Kumar AV

Marketing Secretary-

Mr.Sidhik

University Representative-Mr.Abdul Kadar Aneen

Le Club Aromatum Secretary-

Mr. Dheeraj poojary

Le Club Ambrosia Secretary-Mr.Akshay Kumar

Le Club Benvenuto Secretary-Mr.Rahul Singh

Le Décor Club Secretary-Mr.Pradhan

Irish Club Secretary-

Mr.Udith Shetty

**Youth Red Cross Secretary-**

Mr. Deepak P. T

**NSS Secretary-**

Mr. Tonish Thomas.

1st Year Class Representative-Mr.Bharath Shankar

2nd Year Class Representative-Mr.Luiees TD

3rd Year Class Representative-Ms.Priyanka

4th Year Class Representative-Mr.Wilbour

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

13

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 held by the association. The alumni of the college conduct the regular meeting. Some of the alumni are faculty members of the college. The college also keeps track of the career growth and development of all the alumni. The aluminates of the college conduct the meeting 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	<a href="https://mmchm.in/mmchm-alumni/">https://mmchm.in/mmchm-alumni/</a>
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 being managed by Laxmi Memorial Education Trust (LMET®). Laxmi Memorial Education Trust (R), was established in the year 1992 by the well-known industrialist and philanthropist, Mr. A.J. Shetty, in memory of his beloved mother, Late Smt. Laxmi Shetty. During the last one decade of its functioning, the Trust has been successful in establishing a multi-campus network of paramedical and management education institutions, all of which

enjoy a high reputation well known for their academic excellence, discipline and conducive academic environment.

#### Our 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.

#### Our Mission

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

Our institution believes in the practices of decentralization and participative management. This plays a key role in the decision making, planning and administration. The Governing Council of the college delegates all the academic and operational decisions in their policy. Our college formed many cells, committees for the smooth functioning of curricular and extra -curricular activities.

Our College is committed to give quality education to the students in the field of hospitality and Tourism. The College hosts various extra-curricular and co-curricular activities so that students have a better hand in understanding various aspects of hoisting the events and the importance it will have in their career ahead.

File Description	Documents
Paste link for additional information	<a href="https://mmchm.in/leadership/#vision-mission">https://mmchm.in/leadership/#vision-mission</a>
Upload any additional information	<a href="#">View File</a>

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

Our institution believes in the practices of decentralization and participative management. This plays a key role in the decision making, planning and administration. The Governing Council of the college delegates all the academic and operational decisions in their policy. Our college formed many cells, committees for the smooth functioning of curricular and extra -curricular activities.

1. Management: The Institution promotes a culture of

decentralization and participative management by involving all stakeholders in the process of decision making. The management hierarchy includes the President, Vice-President, Board of Directors, Governing Council, and Principal who ensures the successful implementation of policies. The Top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the academic plan of the institution. The Human Resources department of the organisation recruits both teaching as well as non-teaching staff as per the requirements to the college. The recruitment involves persons from management as well as the principal of the college.

2. Principal level: Principal is the head of the institution and responsible for conducting the academic and non-academic/administrative affairs of the institution in a befitting manner. Coordinates with the management and the university to impart regular updates regarding the academics and also guides the faculties to uphold the institutional vision and mission.

3. IQAC: All activities are monitored by the Internal Quality Assurance Cell. Academic Calendar is meticulously planned and prepared in advance by the Principal in coordination with IQAC and ensures the proper implementation of the activities as per the schedule.

4. Teaching and Non-Teaching Staff Members: Staff members maintain the healthy relationship with student's community. They execute the policies and programs accurately and constructively. The faculty regularly updates oneself with the standards followed in industry and imparts the same to the students. They are also part of various committees and engage certain events/workshops for the students in order to impart better knowledge about the subject. In the beginning of academic year, meeting is conducted and discusses the academic plan. Various committees are constituted and responsibilities are assigned to them.

5. Admission committee: Councils prospective candidates for admission and involves members of the staff with an intention of filling all the seats within the stipulated time.

6. Participative management: The College involves all the staff and students in various activities and has various committees for the wellbeing of the students and up-gradation of college standards. Our college has formed many committees and cells with active involvement

of all the stakeholders(Management, Staff Members, Students, Alumni, Parents, Industry-experts) with a vision to conduct all the activities as per the academic calendar prepared and for the smooth functioning of the college.

The item requirements for specific departments is taken by the concerned faculty-in-charge and the same list is submitted to the principal along with the quotation. The principal then forwards the quotation to the management for approval and then the purchase is made according to the requirements.

The faculties come together to organise various festivals and events in the college where a particular staff is made in-charge and all the students are involved and the programs are conducted. Public events like food festivals are conducted with the involvement of management, staff members and students.

7. Salary: The salary is credited to the bank accounts of the staff members on a stipulated date and the salary statement for the same is incurred.

File Description	Documents
Paste link for additional information	<a href="https://mmchm.in/">https://mmchm.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has signed MOUs with various hotels. We have a training and placement cell in our college which places students for their jobs and careers in reputed 5 star properties around the world. Students are sent for their On-The-Job Training in their Sixth semester as part of their syllabus. Roaster training is provided to students on rotation basis at Hotel Moti Mahal to which our college is attached.

The college has well equipped library which contains a wide range of books required for the academics and references. Our digital library provides access to e-books, e-journals etc. We have provided 10 computers in the library (8 for students and 2 for faculties). Library is fully automated with Easy-Lib software. Subject-wise CDs are available. ICT is practiced in classroom using Wi-Fi and LCD projector. The advanced Training Kitchen and Training Restaurant are

renovated. Purchased equipment's to Training-Kitchen and Housekeeping Lab. Class Rooms, Computer Lab, F B Service and Production Lab, Bakery, Front Office Lab, Housekeeping Lab etc. are well maintained.

Our College is affiliated to Mangalore University and the examinations are conducted according to the rules and regulations set by the University. College conducts internal examinations, model examinations as per the academic calendar. The results are displayed in the college notice board for the student's reference. Internal marks for each subject are calculated based on the marks obtained in the internal examinations and model examinations. We have implemented a system called IASPS whereby the performance of each student is recorded. The remedial classes are conducted for the weaker students. The overall performance of students is communicated to the parents during PTA meeting and through the SMS.

Moti Mahal College of hotel management is affiliated to Mangalore University, Karnataka and follows the curriculum prescribed by the university. Our faculty members participate at various bodies of university such as board of studies (BOS), Board of examination (BOE) to contribute in updating the syllabus and conducting the examinations time to time. The feedback policy of our college provides a framework for obtaining, analysing and documenting information from all the stakeholders, which in turn helps the college to enrich the curriculum. The recommendation from the stakeholders is communicated to the BOS for curriculum revision. It is recommended to the university to revise the syllabus immediately.

Faculty prepares the study material according to curriculum prescribed by university and ICT enabled teaching is carried out. Wide access to internet facility helps the teachers to make the teaching effective. E-learning facilities are provided to the students. E-books, E-journals etc. are available in our library. Various activities organized in the college such as orientation programme, industry visit, workshops, cultural events, conference, food festival, add-on courses, guest lectures, industry interaction program etc. contributed to enhancement of Teaching-Learning. PPT Presentations, Project Work, Book Exhibition, On-Job-Training etc. are designed in the academic calendar. Remedial classes are conducted. Mentoring/Counselling cell of our college provides individual attention to the students. Students are permitted to do the research work, ODC, and roaster training at Hotel Moti Mahal which provides the hands-on training in various departments.

The institute has a research cell to encourage the students and faculties to take up research projects. The College conducts research classes for the final year students for their project work and also encourages students and faculty to do research works on various topics. The college conducts National conference which provides a platform to many research scholars and students to present their papers. We have allotted separate amount in the annual budget for the research activities. The faculty members are encouraged to publish their research papers and presented their papers in the national conference organized by nearby university. The institute motivates the faculty members and librarian to attend the research oriented seminar and conferences by providing special duty leave and registration fee. The institute has Wi-Fi enabled internet facility for the fast access to online resources. The digital facilities in the library help the faculty to access to the e-books, e-journals and other research related books for reference.

The institution recruits the staff members as per the norms of AICTE/University. Institute organizes induction program for the newly recruited staff members. Salary is paid on time as per the norms. The management contributes an amount equal to employee share for EPF. All staff members are covered under a group insurance scheme. Yearly increment, SL CL, on-duty-leave, EL etc. are provided to staff members. Biometric/CCTV is in place. Training programs are conducted. Staff appraisal evaluation is done. Good performance is duly recognized. Management support is extended to faculties to attend the conferences, present papers, and to do research.

The Admission Cell maintains a systematic approach towards prospective students. The process of applying to the course is facilitated in an organized manner by our admission team who will attend the queries. Students can take admissions directly through the college admission cell. College Website gives ample information regarding the college. Admission cell is managed by Admission coordinator. Online application can be submitted through the form available in the college website. The admission coordinator will explain about the course, facilities, rules/regulations, placements, etc. to the students and parents. Students must have passed Class XII or 12 with minimum percentage of 45.



File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
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.

Our institution believes in the practices of decentralization and participative management. This plays a key role in the decision making, planning and administration. The Governing Council of the college delegates all the academic and operational decisions in their policy. Our college formed many cells, committees for the smooth functioning of curricular and extra-curricular activities.

1. Management: The Institution promotes a culture of decentralization and participative management by involving all stakeholders in the process of decision making. The management hierarchy includes the President, Vice-President, Board of Directors, Governing Council, and Principal who ensures the successful implementation of policies. The Top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the academic plan of the institution. The Human Resources department of the organisation recruits both teaching as well as non-teaching staff as per the requirements to the college. The recruitment involves persons from management as well as the principal of the college.

2. Principal level: Principal is the head of the institution and responsible for conducting the academic and non-academic/administrative affairs of the institution in a befitting manner. Coordinates with the management and the university to impart regular updates regarding the academics and also guides the faculties to uphold the institutional vision and mission.

3. IQAC: All activities are monitored by the Internal Quality Assurance Cell. Academic Calendar is meticulously planned and prepared in advance by the Principal in coordination with IQAC and ensures the proper implementation of the activities as per the

schedule.

4. Teaching and Non-Teaching Staff Members: Staff members maintain the healthy relationship with student's community. They execute the policies and programs accurately and constructively. The faculty regularly updates oneself with the standards followed in industry and imparts the same to the students. They are also part of various committees and engage certain events/workshops for the students in order to impart better knowledge about the subject. In the beginning of academic year, meeting is conducted and discusses the academic plan. Various committees are constituted and responsibilities are assigned to them.

5. Admission committee: Councils prospective candidates for admission and involves members of the staff with an intention of filling all the seats within the stipulated time.

6. Participative management: The College involves all the staff and students in various activities and has various committees for the wellbeing of the students and up-gradation of college standards. Our college has formed many committees and cells with active involvement of all the stakeholders(Management, Staff Members, Students, Alumni, Parents, Industry-experts) with a vision to conduct all the activities as per the academic calendar prepared and for the smooth functioning of the college.

The item requirements for specific departments is taken by the concerned faculty-in-charge and the same list is submitted to the principal along with the quotation. The principal then forwards the quotation to the management for approval and then the purchase is made according to the requirements.

The faculties come together to organise various festivals and events in the college where a particular staff is made in-charge and all the students are involved and the programs are conducted. Public events like food festivals are conducted with the involvement of management, staff members and students.

7. Salary: The salary is credited to the bank accounts of the staff members on a stipulated date and the salary statement for the same is incurred.

File Description	Documents
Paste link for additional information	<a href="https://mmchm.in/">https://mmchm.in/</a>
Link to Organogram of the Institution webpage	<a href="https://mmchm.in/administration/">https://mmchm.in/administration/</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

Provident fund is available for all the employees according to the rules.

The staffs have leave benefits like casual leave, sick leave and earned leave as per the policies of the management.

Lady faculty can avail maternity leave as per the rules by the management.

Faculties are encouraged to do the minor research.

Faculty Development programmes (FDP) and Training session for non-teaching staff is conducted every year.

The faculties as well as non-teaching /support staff are provided with staff uniform from the college.

Faculties are allowed to attend seminars/workshop organised in other institutions and leave is granted for the same.

Faculties are granted on-duty leave for university duty, paper valuations and practical examinations.

Life Insurance policy is provided to all staff members

Free Internet facility is provided for the teachers on the workplace.

ESI and Gratuity are provided to the staff members as per rules set by the management.

File Description	Documents
Paste link for additional information	<a href="https://mmchm.in/">https://mmchm.in/</a>
Upload any additional information	<a href="#">View File</a>

### 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

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

02

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

### 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

11

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

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

The Institution regularly conducts staff appraisal procedures and feedback regarding teaching method, syllabus handling and knowledge sharing.

Training sessions for non-teaching staff are held every year.

The new teaching staffs members are have to undergo induction program to showcase their knowledge about a particular subject prescribed to them.

Student evaluation for faculty is done regularly and discrepancies are monitored and rectified to enhance learning ability.

Parent's feedback is also noted and regular updates are given to the parents regarding the teaching procedures and syllabus content.

The College has good number of alumni who are in regular touch with the college and share their views regarding the course to the upcoming/new admissions.

The college also conducts programs for non-teaching staff and evaluates their capacities .They are assigned to work with various departments on rotation basis. They look after overall cleanliness in the college.

File Description	Documents
Paste link for additional information	<a href="https://mmchm.in/wp-content/uploads/2020/03/feedback-analysis-weblink.pdf">https://mmchm.in/wp-content/uploads/2020/03/feedback-analysis-weblink.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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 is done solely in discretion by the management .The institute has a mechanism for internal and external audit. The College has its own internal audit mechanism where internal audit is an on-going continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute every year. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate way on yearly basis. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings /

objections. Minor errors pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows internal external financial audit system

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Moti Mahal College is entirely a private institution and the funds are generated through fees collected by the students. The institution manages to gather funds for various activities and the budget for the same is sent to the management for the approval. The institution has both internal and external audit system where funds are accounted and maintained in a systematic manner.

Major 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 as well as the institution. The college also organizes several programs for the betterment of the students as these will always help shape the future of the students in their respective careers.

## Utilization of funds

**Salary:** The salary structure is decided by the management according to the position, qualification and hierarchy levels. The salary is derived through funds collected through fees. The salary is credited to the employees account every month by 5th. The employees also has the benefit of provident fund and other benefits.

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

## 6.5 - Internal Quality Assurance System

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

The approach of IQAC has always been focused on learner-centric teaching learning process and has designed the policy to assess and evaluate it from time to time. Accordingly, IQAC complements the teaching, learning activities and modify after taking the review, suggestions. In order to perceive learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, upgradation and addition of the requisite material, equipment, infrastructure etc. Therefore college has identified two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC.

1. Outcome oriented teaching through add on courses: Since the very first cycle of the NAAC, the management has always been emphasizing on the placement and outcome of the outgoing students of the college. Therefore, as per the discussion in governing body, and IQAC meeting, it was unanimously decided to introduce the various add on 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 ones. Therefore the college uses methods such as projects, field visits and ICT based teaching like Google classrooms to help students understand the subject. MOU's 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



student's .They also help in providing On-The -Job Training and career prospects to the students. The college has introduced need based add-on-courses as a regular practice to bridge the gap between the university curricula and the market demands.

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

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

File Description	Documents
Paste link for additional information	<a href="https://mmchm.in/">https://mmchm.in/</a>
Upload any additional information	<a href="#">View File</a>

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

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

The academic calendar is prepared in advance, displayed and circulated in the institute.

Admission to the course is done as per norms of the institution and the college is a 4 year professional degree program in Bachelors of Hotel Management (BHM) affiliated to Mangalore University. The fees are collected annually.

The College conducts orientation program where the newly joined students are invited along with their parents/guardians and the teaching process/rules pertaining to the course is being specified to them. The students are given a guided tour of the campus and all facilities available in the campus are explained to them.

The students are made to fill the mentors diary where each student has to give his details regarding his/her parents; his contact details etc and his academic excellence/ activities are being noted

in the same.

Students will be provided by the time-table, programme structure, syllabi of the courses before the semester commences.

Important announcements are made as per the decision taken by the Head of the Institution/Principal after taking approval from the Management.

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

Feedback system from students is taken by the institution regarding their curriculum, learning experience and teaching methods and discrepancies/mistakes are being rectified immediately for better quality and learning purposes.

Feedback system is properly analyzed and steps are being taken to ensure betterment of students and staff regarding all-curriculum and environment in the institution.

The teaching -learning processes are reviewed, and improvements implemented, based on the IQAC recommendations.

In addition to IQAC, the institute also considers the recommendations of the advisory committee on education, comprising of academicians from management level as well as outside the management, which regularly reviews the progress and makes necessary recommendations in an advisory capacity.

File Description	Documents
Paste link for additional information	<a href="https://mmchm.in/annual-quality-assurance-report-aqar/">https://mmchm.in/annual-quality-assurance-report-aqar/</a>
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);**

C. Any 2 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mmchm.in/wp-content/uploads/2020/03/Student-Performance-and-Learning-Outcomes-2020-21.pdf">https://mmchm.in/wp-content/uploads/2020/03/Student-Performance-and-Learning-Outcomes-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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**

**1. Safety and Security:** Gender sensitivity and equity play an important part in the administration and implementation of the college programmes. College has conducted many Gender sensitivity programmes for all the students. All necessary measures are put in place to make sure that safety is our first priority. College has reception counter with a receptionist who monitors the visitors who visit the college for any enquiry. College has separate entrance, and hotel has a separate entrance. Students have to enter the college with uniform and ID Card. The lady students are provided with over coat with the college logo and name printed on it. The College ensures a friendly environment for all with optimal safety. The campus is under surveillance with 15 CCTV cameras in all the labs, classrooms, library, entrance, staff room, admin office corridors. College has women anti harassment cell, anti ragging cell, Grievance cell that takes care of any issue of the students, In case of any untoward behaviour, it is brought to the notice of the committee members and appropriate action is initiated. To ensure safety and security at times of fire disaster, fire extinguishers are installed in the labs. Separate hostel facility is provided to

boys and girls. Wardens are appointed to look after the various issues of the students. Since college is into hospitality Sector College gives utmost priority and train all the students regarding the gender equity safety and security. Guest lecture on topics such as caste discrimination, drug abuse and illicit trafficking are organised to create awareness and sensitise students on gender equity.

## 2. Counseling:

As college is into hospitality industry, and also the students enrolled are teenagers it is the responsibility of the college to see that students are getting good care both physical and psychological. All aspects of welfare of students are taken into account and appropriate measures implemented. The College has counselling cell. When a student is in need of counselling, the faculty in charge of the counselling cell, counsels the student and suggest the appropriate measures. Each faculty member is encouraged to attend conference / webinar on counselling / mentoring so that they too can take care of mentoring their students. Each faculty is assigned 20 mentees & who provides necessary guidance and counselling. If a mentor feels that a mentee needs a counselling, mentor recommends the mentee for a counselling and a special attention is given to that particular student. The mentorship programme is also helpful to understand the academic performance of the student. The students meet their mentor and share their feelings and problems. If required, the parents of the students are also called for counselling and guidance.

## 3. Common Rest Room:

The college being a co-education institution, It is a need of every common man to use the clean and tidy rest room. The House keeping department of the college takes the initiative to keep the restroom clean. There is separate rest room for boys and girls in the college. The ladies common rest rooms are monitored by the lady faculty to ensure their safety and privacy.

File Description	Documents
Annual gender sensitization action plan	<a href="https://mmchm.in/human-rights-cell/">https://mmchm.in/human-rights-cell/</a>
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	<a href="https://mmchm.in/infrastructure/">https://mmchm.in/infrastructure/</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**1. Solid waste management:**

We take utmost caution in managing the waste. The solid waste from 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.

**3 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 dispose off the E-waste as soon as it get accumulated. the E-waste is accumulated in the store with proper care.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://mmchm.in/">https://mmchm.in/</a>
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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

<b>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</b>											
<table border="1"> <thead> <tr> <th data-bbox="86 439 550 506">File Description</th> <th data-bbox="555 439 1477 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 512 550 647">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="555 512 1477 647" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 654 550 748">Certification by the auditing agency</td> <td data-bbox="555 654 1477 748" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 754 550 851">Certificates of the awards received</td> <td data-bbox="555 754 1477 851" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 857 550 920">Any other relevant information</td> <td data-bbox="555 857 1477 920" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	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	<a href="#">View File</a>	
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Any other relevant information	<a href="#">View File</a>										
<b>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</b>	<b>D. Any 1 of the above</b>										
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Any other relevant information	No File Uploaded										
<b>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</b>											

diversities (within 200 words).

The Hotel Management degree is a very unique and relevant qualification. The faculty of Moti Mahal College strive hard to offer many Add- on- courses such as vegetable / fruit carving, bartending, bakery & confectionery, Communicative English etc, to provide more knowledge and experience to the students of the college to make them employable. The institution has taken initiative to organise many regional festivals such as Onam, Dasara, Christmas, Ramadan and the celebration of International Tourism Day in order to give an exposure of the culture, traditions and food habits of different community of the country. Organisation of the food festivals encourage the students to learn the cultural, regional, linguistic communal and socio economic diversity of our country and learn the value of respecting communal harmony. It is not just learning the skills of cooking various types of food, but celebrating the festivals together irrespective of cast, creed and religion.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Students are taught the paper 'Indian Constitution and Human Rights' as a part of curriculum, the values of patriotism, human rights, duties and responsibilities of the citizen of the country is transmitted. Celebration of Independence Day, International yoga day, youth day, mathrbasha divas etc; convey the culture, tradition and the rich heritage of India to the students. Students celebrate the traditional day by wearing traditional attires and conduct activities / competition based on Indian culture and way of life.

The seminar on Human Rights Day by creates an awareness on human rights and ways and means of protecting their rights.



File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Teacher's Day is celebrated as a mark of birthday of Dr. Sarvepalli Radhakrishna who was the mentor for all the teachers. On this special day, students organise cultural programme, competition for teaching and non teaching staff.

Onam being the traditional festival of Kerala to commemorate King Mahabali, it is also signified as a harvest festival which is celebrated by the college to educate students about the culture of different region, as we have students from different regions. Cultural programme and traditional games are conducted and

traditional Kerala food of around 17 to 20 dishes are prepared by the students under the supervision of faculties and served to all staff and students.

Ayudha Puja as a part of Navratri festival, is celebrated at the colleg.

Christmas is a festival which is celebrated all our the world with joy and fun. As a hotel management college, cake mixing ceremony is conducted, where the raw ingredients are mixed along with different spirits and kept for fermentation and on Christmas eve cakes are distributed to all the members oo our college, and the various stakeholders.

The New year day, all staff and students get together at the auditorium, Principal address the gathering and positive vibes are conveyed to the students and followed by cake cutting and light refreshments.

The significant days of the country such as International Yoga Day, the Environmental day, the Human Rights Day, the Tourism Day, Mathrbasha Diwas etc; are celebrated with much reverence and patriotism.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

**Best practice 1:**

**Title of the practice**

**Blood donation**

**The Objective**

1. To raise awareness that individuals can save lives and improve the health of others by donating blood.
2. To encourage people to donate blood voluntarily to needy persons.
3. To support the operation of safe and reliable blood services.

#### The context

Students are encouraged to donate as it is a precious gift that anyone can give to another person. A decision to donate blood can save a life, or even several.

#### The practice

The college organises Blood Donation Camp every year. The practice of donating the blood is followed from past many years, where the students and staff voluntary come forward and donate the blood. This opportunity is given to all since donating blood help in saving a life, and also a person who donates blood gets refreshed.

#### Evidence of succes:

The blood bank calls the college in case of urgency in blood, and in other hand the blood bank also arrange the blood in case if the staff or students are in need.

#### Problems encountered and resources required:

Most of students are unaware of the benefits of donating blood, and due to phobia some students step backward in donating the blood. The lecture of Blood Bank Officer helps the students and others to understand importance of donating blood and clarifies the doubts in connection with blood donation.

#### Best Practice: 02

#### Orphanage Visit:

#### Objective:

To enlighten the students and public on the importance of serving the good healthy and nutritious food to community who are in the need of such support and to improve harmony, friendliness, and trust among residents of the home for the aged.

**The Context:**

Donating a part of wholesome food on the occasion of events conducted in the college, for the people from Old age homes / orphanage.

**The Practice:**

College started the initiative of providing the food to the orphanages / old age homes, on the occasion of the events organized by the college.

Students prepare the food in the food production lab for the programs, and a part of the food is packed and distributed at Infant Marys Convent, Mangalore (home for the aged).

Students serve the food to the organisation that is in need of such support which also shows as social service.

**Evidence of Success:**

The people in the "home for the aged" were very happy.

**Problems encountered:**

Student had to come early morning to prepare the food, since the old age home had a specific time to serve the food for the old age people.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

**Orphanage Visit:**

To enlighten the students and public on the importance of serving the good healthy and nutritious food to community who are in the

need of such support and to improve harmony, friendliness, and trust among residents of the home for the aged. We Donate a part of wholesome food on the occasion of events conducted in the college, for the people from Old age homes / orphanage. College started the initiative of providing the food to the orphanages / old age homes, on the occasion of the events when we organize in the college. Students prepare the food in the food production lab for the programs, and a part of the food was packed and distributed at Infant Marys convent, Mangalore (home for the aged). Students serve the food to the organisation that is in need of such support which also shows as social service.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. To conduct all activities/events as per the academic calendar.
2. To renovate the Bakery department and purchase a combi-oven for the regular practicals.
3. To purchase the required equipments for all departments.
4. To sign MoU with internationally branded hotels.
5. To introduce new Add-on courses/certificate programmes.
6. To organize extension activities.
7. To give additional thrust to Campus Placements Initiatives.
8. Organising Workshops for Non-teaching Staff on Stress Management, and Work Ethics
9. To streamline the alumni association.
10. To organize executive development programme.