



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SAROSH INSTITUTE OF HOTEL ADMINISTRATION
Name of the head of the Institution	Amar Z Cherian
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08242275862
Mobile no.	9480571563
Registered Email	sihainst@hotmail.com
Alternate Email	principal_sarosh@nitte.edu.in
Address	NITTE CAMPUS, KODAKAL, KANNUR P.O
City/Town	MANGALORE
State/UT	Karnataka
Pincode	575007

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	MS. DHANYA C MENON
Phone no/Alternate Phone no.	08242275862
Mobile no.	8547936074
Registered Email	dhanyacmenon84@gmail.com
Alternate Email	sihainst@hotmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.sihainst.com/naac/AOAR%202018-2019.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sihainst.com/academic_calendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.22	2016	17-Mar-2016	16-Mar-2021

6. Date of Establishment of IQAC	30-Oct-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation Program For	20-Jun-2019	90

Freshers 2018-2022 Batch	2	
Bartending Demonstration	27-Jul-2019 2	60
Guest Lecture by Mr. Fayaz Manna on challenges and opportunities in hospitality	04-Jul-2019 2	100
Talk on Professional Ethics	10-Jul-2019 2	100
The workshop on Craft Beer	11-Jul-2019 2	95
JOSH TALK - Ab samjhautha Nahi	17-Jul-2019 2	350
Talk on substance abuse	20-Aug-2019 2	90
Talk on Technology	05-Sep-2019 2	100
Talk on Job Opportunities in Japan	22-Jan-2020 2	87
A talk on Experiences in the Hotel Industry and how to prepare for a Career in Hotels in India and worldwide	06-Feb-2020 2	160
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

• The IQAC monitors the quality of teaching with the help of a comprehensive feedback mechanism which helps to improve curriculum, teaching learning process and students support activities. • Developing cultural awareness among the Students, Teaching, NonTeaching staff by conducting regional festivals. • Conducting a national seminar in the College for exchange of intellectual expertise and update of Information relevant to the BHM Course. • Blood donation and health checkup under the leadership of Rotaract Club. • IQAC ensured that seminars, workshops, industrial visits were conducted for students • Term wise evaluation/assessment of activities is conducted by the College for future reference and execution. • Conducting and Monitoring extracurricular activities through The Clubs managed by the students namely the Gastronomy Club, Elixir Club etc., and in coordination with the students council. • Organizing orientation programme for the first year students to familiarize them with the rules and regulations and activities of the College

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

Plan of Action	Achivements/Outcomes
Advance Planning of Academic Calendar	Principal prepares academic calendar in consultation with faculty. Activities were planned in order to minimize disturbance of teaching schedules.
Encourage participation of Faculty in Faculty Development programmes	faculty members participated in Faculty Development programmes
Research	Resource person was invited to deliver a lecture in research methodology to the final year students of college. Different guides were allocated for individual students. The dates for submission of draft and final copy of research was finalized and informed to the students.
Mentoring and Counselling committee	Realizing the importance of emotional well-being in students' lives, IQAC recommended to engage psychological counselling professionals to impart awareness and training regarding the same. It was recommended that such counselling sessions should not be a onetime exercise but it should be a continuous process for the entire year so as to spread awareness on the issues which generate stress, anxiety and

	sadness which in turn impacts the academic performance and productivity of students. The teacher-student mentoring system is followed in the college.
Evaluation of the staff	Annual evaluation of staff Performance is done twice in a year and analysis of the same is done. The teachers are informed about the analysis made by the students based on certain parameters decided by the college. Principal conducts individual meeting with staff after the analysis is made.
In view of bringing youth oriented system to the College, the IQAC aimed to introduce more clubs where students are make to enroll in the club of their choice	It made the students to participate actively in the areas of their interest and thus enabled them to engage vigorously in curriculum activities
Sending important notifications to all stakeholders of the College through email and SMS. Important notifications are circulated and get it signed by every concerned individual and after which it is displayed at the notice board.	As usual it served as a better intimation of notifications to all teaching, non- teaching staff of the College and the students.
seminars, workshops, industrial visits were conducted for students	Resource persons were invited to conduct seminar for the students of college
Free health check up and blood donation drive	The NSS Unit of the college organised health check up programme with association with the community department of nitte
To organise exposure trip and excursion frequently for the students	Students were taken on Educational visits for practical learning, handson training the sectors related to hospitality
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
GOVERNING COUNCIL	09-Aug-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
Date of Submission	31-Aug-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

When the college reopens after the vacations, Staff meetings are held with the Principal in which subjects to be handled for the semester are distributed to the teachers; after which the teachers submit a lesson plan for the subject that they are to handle, and this is then submitted to the IQAC and thus the IQAC monitors the classes taken by viewing the Teachers Diary, which shows whether the teacher is taking classes as per the lesson plan they have submitted. Classes are held according to the timetable. The College has a library with reference and issue books relevant to all sections of Hotel Management for the benefit of the students. A good number of Journals are subscribed by the College. For the effective teaching delivery of curriculum, various teaching methods are applied based on the requirement of the subject or topic. Advanced teaching-learning aids are used in delivering the lesson, such as Chalk and talk method, ICT-enabled teaching-learning method, Paper Presentation and Seminar by the students, Group Discussion, Industrial visits and Excursion. The teachers distribute printed notes and answered question papers of previous University Examinations in order to help the students to understand the pattern of answering in order that they will be able to score well in the examinations. Seminars and talks by Hospitality Professionals are also arranged. Regular class test are conducted and regular assessment in practical classes are done to keep track on the improvement of the students. Remedial classes are also conducted after viewing the performance of the students in the regular tests. The internal assessments tests assist in judging the performance of the students. The college Office maintains the record of the classes and assessment exams. The College administration also tracks the performances of the students. The Administration of the College discusses the academic performance with the teaching faculty and evaluates the result of every Term end examination and based on the analysis steps are taken to improve and make the plan for the next academic session. A well designed evaluation system involving assignments, tutorials, internal assessment test (continuous evaluation) have been in place. In certain specific subjects, session end evaluation have also been designed A professional approach to preparing session plans for delivery and consumptions is being prepared to be implemented during the ensuing academic year 2019-2020. The college has a practice of inviting external experts for various projects, practical and theory evaluations with the view to ensure quality of education, and objectivity in the teaching-learning processes. The final Internal Assessment of the students is uploaded and submitted to the University in timely manner under the supervision of principle of college. The college infrastructure and facilities are continuously being upgraded to suit the needs of changing curriculum and pedagogy. The college has wellequipped laboratories and classrooms with projection facilities for both faculty and students. The renovated well-stocked college library

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	01/01/2020	00	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
BARTENDERS TRAINING PROGRAMME IN MIXOLOGY AND FLARING	10/07/2019	17
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BHM	On the Job Training	104
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The Administration of the College in coordination with the IQAC coordinator and

collect feedback periodically from students with the help of an appraisal Form. The students give their feedback on the presentation of the curriculum with the help of the Appraisal Form which assesses parameters such as knowledge of the subject, punctuality, quality of teaching etc., and after analysis by the Management the students' feedbacks are given due consideration. The feedback from the faculty is obtained through discussions in the staff meetings with the Principal. In every area where improvements are required, discussions are held in respective committees/Section. Feedback from the parents is conveyed in the Parent-Teacher meeting. Suggestions and comments given by the parents are also taken into account for future development. The feedback from the stakeholders is discussed and analysed by the College. Matters which involve the College as a whole are dealt by the Principal in coordination with the concerned Sections in coordination with the Heads of Sections/committees. The Section Heads then inform individuals concerned in their respective sections in order to address the problem and take corrective steps. The proposals given by the different committees and Sections are discussed with the Governing Body of the College for necessary action. Strengths of the College are also taken into consideration for further upgradation. A Grievance Redressal software is available on the College website through which the students can post their grievances if any. The Grievance redressal committee on receipt of a grievance will take appropriate action when needed.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BHM	HOTEL MANAGEMENT	90	108	90
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	90	Nil	20	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	20	5	8	Nil	2
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has in place a formal student mentoring system. Every teacher is allotted a group of students. In this process, the mentors take on multiple roles, in an effort to get closely acquainted with the class. For this, there are at least two such meetings, one in each term, but the interaction may be much more often, depending on the requirements of the student. Broadly, the class coordinator is responsible for: 1. Managing the day to day affairs of the class 2. Keeping an eye on the regularity of the student in the class and other discipline issues 3. Getting to know the family background (economic and social) of the student and suggesting any possible assistance in this regard 4. Maintaining the academic and personal history of the student 5. Know the students better so as to design suitable teaching learning methodologies 6. To identify slow and advanced learners 7. To direct the slow learners to bridge, remedial and other language proficiency courses 8. To direct the advanced learners to add-on courses like the in house Additional Credit Programme and other subject specific courses 9. Keeping the students informed about various college activities and channelizing them to co-curricular and extracurricular activities or events as per their interest and talent. 10. Noting the major milestones and the progress of the students over the years, thereby helping the student achieve her/ his potential with advice for suitable careers in their areas of excellence. 11. Addressing individual student problems or any interpersonal issues arising in the class 12. To take first hand informal feedback from the students on the college and its functioning. 13. Mentoring of students through trying times. In addition, the college has always provided a very conducive and cordial ambience for an informal mentoring through the student teacher interface at various other levels. Over the years, this has developed a healthy relationship between the students and teachers. The students often approach their heads of sections or subject teachers with confidence in the staff room, sections and other areas in college. This approachability is enhanced through the constant interaction between teachers and students that is facilitated by various social media platforms. These various platforms give the student a chance to seek mentorship with respect to not just academics, but also for personal and emotional issues. Sometimes, noting the severity of the issue, the student is guided to consult experts

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
380	20	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	19	1	1	Nil

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

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

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BHM	BMHMC	ODD SEM	18/11/2019	23/01/2020
BHM	BMHMC	EVEN SEM	13/10/2020	24/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

At the commencement of each Semester, students are informed about the Method of evaluation to obtain Internal Marks. Mentors/Subject Teachers/Class coordinators inform the student regarding obtaining optimum marks in the Internal Examination so that it would be reflected in the Final Semester Examination Marks. Two tests are conducted in a Semester in order that the student revise the subject topics taught upto the time of the test and that they could score optimum marks. Students who are found to be slow learners are given special care. Assignments, Seminars, Group discussions encourage learning and are a method by which the students are assessed either individually or in a group. The College also gives special attention on Group discussion, Educational visits to help the students engage themselves in cognitive learning, learning through exposure, learning through peer review etc. These methods supplement the theoretical method of teaching learning process and this helps in evaluating the student

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

The Academic Calendar is prepared by college at the beginning of each year after the Principal conducts meetings with IQAC, head of the sections and Coordinators, Examination Committee, Intra collegiate Festival Committee and Sports Committee members. The academic calendar prepared for 2019-20 displayed the dates for our annual Intracollegiate Festival, aroma, Annual Day, Sports Day, and. The main purpose of fixing these dates in advance is to enable the sections to plan for their own section programmes and events. It also helps the students to plan their academic and extracurricular activities. Examination dates are decided by the Mangalore University and intimated to the colleges, which is incorporated in the academic calendar as and when provided. Since the Mangalore university conducted the semester end examinations for BHM 2019-2020, the College was obliged to follow these dates for examinations. The dates for internal examinations BHM, which are mandatory, are decided well in advance and displayed on the notice board. This method was followed for both the terms. After every examination, the last date for submission of mark sheets was declared. After correction of paper the marks of each subject is informed by the respective subject teachers and a consolidated report of marks attendance are send to parents .

2.6 – Student Performance and Learning Outcomes

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

<https://www.sihainst.com/bhm.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BMHMC	BHM	HOTEL MANAGEMENT	85	73	85.88
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2.7 – Student Satisfaction Survey

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

<http://www.sihainst.com/naac/STUDENT%20SATISFACTION%20SURVEY%20RESULT.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1 – Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	nil	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Learning and Development-SPARC	TRAINING AND PLACEMENT	20/06/2019
The Bridge - Oberoi, Bangalore	HOUSEKEEPING	08/11/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	30/11/2020	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	Nil	00
No file uploaded.			

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

Department	Number of Publication
NIL	Nil

No file uploaded.

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	Nil	Nil
Presented papers	Nil	1	Nil	Nil

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Drive 2019	ROTRACT CLUB	5	100
Plantation Drive	ROTARACT CLUB	7	250
Free Dental Checkup and Treatment Camp	ROTARACT CLUB	6	150
SIHA KIDS 2020- A CHARITY EVENT	COLLEGE	13	90

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
JOSH TALK - Ab samjhautha Nahi	ITC	GENDER ISSUES	10	350
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INDUSTRIAL TRAINING	INDUSTRIAL TRAINING	Radisson, Mysore Sahara Star, Sheraton Grand Bangalore JW Marriott Taj Bekal Novotel, Chennai Double Tree by Hilton Goa Zuri, Whitefield St Regis, Mumbai FourPoints by Sheraton Cochin The Oberoi bangalore.	01/12/2019	31/03/2020	104
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
THE OCEAN PEARL	01/11/2019	TRAINING	10

SILVER PALM RESORT	27/08/2019	TRAINING	Nil
THE GATEWAY HOTELS	23/05/2019	TRAINING	5
THE RESIDENCY TOWERS	23/05/2019	TRAINING	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2500000	1428956

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
EASYLIB	Partially	4.3.3	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6401	1225291	12	4383	6413	1229674
Reference Books	2608	860980	Nil	Nil	2608	860980
e-Books	8	70000	Nil	Nil	8	70000
CD & Video	70	Nil	Nil	Nil	70	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	89	33	17	2	0	5	0	100	0
Added	0	0	0	0	0	0	0	0	0
Total	89	33	17	2	0	5	0	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2875000	2256000	6914000	5385000

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

Library : Library has modern facilities including internet connectivity and a media room. Purchase of new books is done in the beginning of each academic year also as when the need arises, by procuring the list of books from each section. This is followed by giving purchase order, delivery, giving accession no., labelling, indexation arranging according to the subjects in bookracks. Library timings are from 9 am to 5 pm from Monday to Friday and 9am to 1 pm on Saturdays. At the end of the academic year, stock verification is done. Sports : Each academic year seeks fresh enrolment of students for indoor/outdoor tournaments.. Sports equipment purchase is done as per the requirements ICT related services: For ICT maintenance a technical personnel is appointed on campus and to manage ICT a system administrator is appointed. A periodic check of all the devices and maintenance of software is carried out as and when the need arises. If the system requires any repairs, a maintenance slip is filled and given to the office. The technical personnel do the needful. Other facilities Periodical servicing of facilities like Water filters, A.C.s, Fire extinguishers, LCDs, etc. are done as per the academic calendar. All classrooms, washrooms upkeep is regularly carried out by special supporting staff, the supervision of which is done by the head of housekeeping department . Regular building maintenance is carried out at periodic intervals. Laboratory In the laboratory, calibration of instruments is done periodically. Transparency is maintained in purchase by inviting quotations from 2 to 3 reputed dealers. The order is finalized on the basis of quality/cost/service with the dealer. For conducting practicals, the requisition list is given for

approval of head of the section and is procured through the purchase department a day in advance, on the basis of which the laboratory attenders keep the requirements ready. Any breakage of glassware by the student is recorded by laboratory assistant. During practicals, electrical appliances used are kept back by the laboratory assistant. Classrooms Classrooms are wide and spacious, well-lit and ventilated. The classrooms are dusted and swept regularly after the completion of all the lectures at the end of the day by the cleaning staff. Repairs and maintenance of the furniture's as well as electrical appliances is been done as and when the need arises

<http://sihainst.com/POLICIES%20FOR%20MAINTAINING%20AND%20UTILIZING%20FACILITIES.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee concession	204	1041500
Financial Support from Other Sources			
a) National	GOVERNMENT SCHOLARSHIPS	35	427250
b) International	nil	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skills	17/07/2019	380	college
Mentoring	17/07/2019	380	college
Language Lab	17/07/2019	90	college
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	nil	Nil	Nil	Nil	Nil
2020	nil	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
HUNGER BOX Rosetta By Ferns RELIANCE SMART Jackson's, Pune Paul's Hotels Resorts	161	57	The Oberoi, Bangalore Accor Group of Hotels Sheraton Grand, Bangalore Evolve Back, Kabini Reliance Retail Ltd. Hotel Ocean Pearl Inn, Mangalore	38	12
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	Nil	00	00	00	00
No file uploaded.					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Sports Meet (Athletics)	Intra College	150
Annual Cultural Competitions	Intra College	132
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2019	nil	National	Nil	Nil	00	00
No file uploaded.						

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

The Student's Council in the year 2019-20, organized an array of academic and extracurricular activities, these activities not only fostered development among students but also cultivated a sense of leadership and discipline. The Students' Council of the Institute works as a team of motivated individuals in coordination with the Faculty of the College, who strive to uphold the expectations of their fellow students by facilitating several activities and events held for the welfare of students. As representatives of the student body, the council was held responsible for hosting events that helped students shape themselves as professionals with a variety of interpersonal skills. Every year the council begins with a Swearing in Ceremony and freshers day for the new batch of students. The Council has been immensely successful in encouraging students to be a part of different activities of the college and in coordinating Food Festivals and Events like Aroma -Food Festival, Cultural Day, College Day etc. The Events helped in proving to be the most effective way to gather all students on the same platform, enhance social interaction and facilitate the exchange of ideas and thoughts. To sum it up, the Students Council has been an Instrument in coordinating the various activities of the College. These activities have not only helped students to shape their personalities but also helped shape the members of the Students Council in become future leaders

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution practises decentralization and participatory management in keeping with its belief in collective leadership and addition of values in Education. A particular reflection of this practice may be seen in the delegation of authority to the Heads of the various Sections of the college. The Ways in which Heads of Sections participate in the Management Process are as follows:-

- The Head of the Section oversees the Teaching Plans submitted by the members of the department/Section.
- He convenes sectional meetings where the programmes for the entire term are decided.
- He/she often takes the lead in planning seminars, workshops, career counselling sessions, remedial measures, interdepartmental or/and inter-college exercises.
- He/she is given

the freedom to introduce creative and innovative measures for the benefit of his/her students. The Food Production Section also manages the Gastronomy Club of the College, which organises culinary activities apart from the curriculum.

- Each teacher is given additional responsibilities, other than the subject/s that they teach, for eg: they take up responsibilities of Horticulture, Eco Club, Elixir Club and also involvement in maintaining Discipline and Grooming standards as this is what the profession of Hospitality requires.
- He/she, in consultation with his/her department oversees the paper-setting, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.
- He/she decides on the nature, pattern and duration of special and remedial classes for the students of his/her department.
- The Section Heads assist in the academic and administrative processes in the college thereby contributing to the overall development of the Institute.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The College adheres to the academic calendar of Mangalore University, regarding the admission dates and schedules. The management along with administrative staff review the admission process every year. Faculty members of each department and student volunteers assist in guiding the candidates and their parents during the admission. Selection of the candidate is based on the eligibility criteria fixed by the Mangalore University and the candidate's aptitude for the BHM program, after counseling session with the candidate and his/her parents. The College website and prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form. The admission prospectus containing information about the course, subjects of study, eligibility criteria, fees, duration of the course, curricular and co-curricular activities, infrastructure details, hostel information is issued to the candidate who come for admission.
Industry Interaction / Collaboration	Industry professionals are invited to conduct seminars and talks for the students. There is an understanding and arrangement with various hospitality providers to train students in various operational departments during vacations. Alumni of the Institute and Hotel Professionals are also invited to

share their experiences with the students and the Faculty. Also hotels and event management companies seek our student's assistance for various operations based on their requirement. Industry professionals visiting the college are encouraged to conduct classes for the students which helps them to understand the working of the Hotel Industry and assess themselves to identify their strengths and areas for improvement in order that they be fit for a profession in the Hospitality Field. This Interaction also includes the Hospitality professionals updating the Faculty with present trends and practices of the Hospitality Industry.

Human Resource Management

At the end of every academic year, the management checks the vacancies and appoints staff. The administrative department maintains a file of applications received from potential candidates, which is referred to whenever a vacancy arises. The staff are recruited after a round of interview with the Heads of the concerned Sections. The selected candidate then meets the Correspondent along with the Principal and on approval by the Trustee, a formal letter of appointment is handed over. The staff and students are covered under the Medicare scheme and are also eligible to utilise Medicare facilities provided by the Justice K S Hegde Hospital.

Library, ICT and Physical Infrastructure / Instrumentation

The college has a well-stocked library that caters to the needs of the students and the faculty. • There is Wi-Fi facility in the Library and Staff room, apart from the internet facility provided in the Computer Lab, Administration department. • The Librarian updates the library notice board with news clippings about 'career options' and later the same is filed in the student information file, for reference. • Inclusion of library hour in the time table to encourage additional reading of reference books. Library hours are monitored and included as a compulsory hour in the time-table, in order to promote individual learning and reading skills. • The use of ICT and e-journals are promoted among the students. As a part of the curriculum students are taught

the Hospitality software IDS and MS Office. Students are assigned projects that require them to make use of the ICT facilities. • Physical Infrastructure - The infrastructure has been designed and built as per the course requirements. It includes 3.13 acres area with a built up area of 5951.93 sq.mt. The college infrastructure comprises of classrooms, Quantity training Kitchen, Basic training Kitchen, Advanced training kitchen, Service Training Restaurant, Housekeeping Lab, Laundry, Guest rooms, Front Office Training area, Bakery and Confectionery Lab, Computer labs, Cafeteria for staff and students, Amphitheatre, Indoor games room, Counseling room and Seminar room. • There are 82 Desktop computers in the computer lab. The college has Internet facility with 100 mbps data speed.

Research and Development

Final Year students as a part of their curriculum have to conduct and submit a Research Project guided by the faculty members based on topics in Food and Beverage Service, Food and Beverage Production, Front Office, House-Keeping, Human Resources, Advertising and Marketing, Information Technology for hotels, resorts, welfare establishments, or any sector of the hotel and Food service industry. This research Project enables the students to kindle a research and analytical viewpoint that will enable and help them to prepare for the career after the completion of the BHM Course.

Examination and Evaluation

Examination related information such as the schedule for filling application forms, examination timetable, results etc. is displayed on the college website, College notice board. College ensures that all Examination related rules and regulations of the University are strictly followed. College follows Technology enabled Online reforms introduced by the University such as submission of online examination forms, results, Hall ticket etc. Orientation sessions were conducted for new teachers wherein they were guided about the rules and regulations of the examination and details of supervision and Invigilation duty.

Teaching and Learning

Teachers were provided training to conduct Online classes using Google

Meet, Zoom etc in addition to other ICT tools including YouTube. Teachers are advised to conduct Group Discussions, Quiz, Case Studies, Industrial Visits, Management Games for the students. Lectures by Experts from various fields were conducted to help in development of the Faculty and to improve their teaching skills and teaching methods. Experts from hotels were invited to promote interdisciplinary perspectives.

Curriculum Development

The college being affiliated to Mangalore University, works according to the prescribed curriculum provided by the University. Courses of studies and syllabus are formulated by the academic council of the University and the Board of Studies of the BHM Course periodically give their suggestions to the Mangalore University. It is mandatory for all the constituent colleges to follow the syllabus and academic calendar (for admission, registration, examination, results etc.) of the University. In the IQAC meetings, members discuss about the scope of updation of the syllabus and necessary inputs are forwarded to the Board of Studies (BHM) of Mangalore University.

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

E-governance area	Details
Planning and Development	Office automation is done through which we are able to produce staff and students detail. SMS system for information regarding attendance as a regular information to Parents/Guardians, where attendance is uploaded daily after classes on the attendance portal of the Institute. Biometric system of recording attendance is also introduced.
Administration	Computerised system is employed for storing student records such as Internal Marks, Fees details, Appraisal records etc
Finance and Accounts	The accounts of the College are maintained with the help of an accounting software. Fees are collected and recorded on the software meant for this purpose which maintain records of students receipts and Student profiles. Class wise fees receivable and the actual fees are received every semester

	with the help of the software. Staff salary along with their profile is maintained in the system.
Student Admission and Support	The College adheres to the academic calendar of Mangalore University, regarding the admission dates and schedules. Students who require financial support are helped by the College in proper documentation which is to be uploaded in the Scholarship portals of the Central (N.S.P) and State governments (S.S.P).
Examination	The University results are uploaded on the College website every semester, the Mangalore University has a software which helps to record admission, examination application details, results etc

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	MS.NIRUPAMA MR.JOEL	FACULTY DEVELOPMENT PROGRAMME ON INNOVATIVE PEDAGOGY	MSNM Besant Institute of Postgraduate studies	1000
2019	MR.AMAR CHERIAN MS.VEDA RAI MS.DHANYA.C MENON	Challenges of Higher Education-Teacher Initiatives and was based on the Quality, Curriculum and Ethics	SDM LAW COLLEGE	600
2020	MR.UDAY MENON	Women Entrepreneurship	MOTIMAHAL COLLEGE OF HOTEL MANAGEMENT	650
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2020	Nil	PRECAUTION AND AWARENESS ON COVID 19	17/03/2020	17/03/2020	Nil	5
2019	Innovative methods of using ICT for Teaching-Learning Process.	Nil	17/06/2019	17/06/2019	12	Nil
Nil	Work Culture/Personal Academic Development	Nil	18/06/2019	18/06/2019	12	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Workshop on Learning and Development	1	20/06/2019	20/06/2019	06
FACULTY DEVELOPMENT PROGRAMME ON INNOVATIVE PEDAGOGY	2	18/10/2019	18/10/2019	04
The Bridge - Oberoi, Bangalore	1	08/11/2019	08/11/2019	06
Challenges of Higher Education-Teacher Initiatives and was based on the Quality, Curriculum and Ethics	3	20/01/2020	20/01/2020	06
Women Entrepreneurship In Tourism And Hospitality Industry In India	1	01/02/2020	01/02/2020	04
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Maternity leaves, Employee Provident, Fund Gratuity Scheme, Funds for doctoral research and to Attend seminars, Provision of Canteen Facilities ,Group insurance for personal accident	Maternity leaves , Employee Provident Fund, Gratuity Scheme, Group insurance for personal accident ESI	Free yearly medical checkup, Free vehicle parking, Subsidized canteen facility , Funding for various competitions , Sick room with first aid facility ,Group insurance for personal accident, Scholarships ,Student Welfare Committee, Grievance Redressal Cell, Antiragging Cell, Sexual Harassment Cell, Helpline, Counselling Centre

6.4 – Financial Management and Resource Mobilization

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

The Accounts Head of the Institute maintains the Accounts, which is audited at the end of the year by an External Auditor. The College does not receive any grants from the Government.

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

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

50045123

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	GOVERNING COUNCIL

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

The College does not have a formal Parent Teacher Association. However, the college ensures a healthy interaction with the parents. When the academic year

commences, parents of first year students attend the Orientation Programme. Parents give suggestions and feedbacks in the Annual parent Teacher Meeting organized by the College. Parent feedback helps in further improvement of the coordination between the College and Parents. The parents are invited for all the major Events held in the College and their participation.

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

Meetings with training and feedback sessions, In house Skill oriented workshops, Loan assistance. The support staff is encouraged to attend workshops and training program conducted by the Staff In-charges of Sections.

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

Teaching-Learning process quality Improvement, Academic improvement of its faculty, Enhancement of number of workshops. Motivating faculty to qualify with Ph.D.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Bartending Demonstration	27/06/2019	27/06/2019	27/06/2019	60
2019	Guest Lecture by Mr. Fayaz Manna on challenges and opportunities in hospitality	04/07/2019	04/07/2019	04/07/2019	100
2019	Talk on Professional Ethics	10/07/2019	10/07/2019	10/07/2019	100
2019	The workshop on Craft Beer	11/07/2019	11/07/2019	11/07/2019	95
2019	JOSH TALK - Ab samjhautha Nahi	17/07/2019	17/07/2019	17/07/2019	350
2019	Talk on substance abuse	20/08/2019	20/08/2019	20/08/2019	90
2020	workshop and demonstration of	06/02/2020	06/02/2020	06/02/2020	350

	first aid				
2020	Advanced Techniques used in Bakery and Confectionery	08/02/2020	08/02/2020	08/02/2020	150
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
JOSH TALK - Ab samjhautha Nahi	17/07/2019	17/07/2019	25	325

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

Percentage of power requirement of the University met by the renewable energy sources
<p>The students and faculty are encouraged by the NSS unit/Eco Club to keep the campus green by planting more trees and making the campus plastic free zone. Though there is no formal green audit system, the entire building of the institution is designed by the architect in considering the maximum utilization of the natural resources. All the class rooms are well lit and well ventilated and optimum use of natural lighting is utilized. The College uses LED Bulbs where needed to decrease power consumption and Solar Energy is used for the need of hot water and for cooking in the Quantity Kitchen of the College and also for lighting, where possible. Water management: As such, wise use of water is a general practice in the College. Rainwater harvesting is practiced on a small scale. Practice. Waste is segregated into dry and wet waste and it is collected by the workers of the Mangalore City Corporation. The College depends on its own well water for maintenance. A well maintained garden along with an abundance of trees are present in the campus adding to the aesthetics.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	20/07/2019	02	PLANTATION DRIVE	SOCIAL RESPONSIBILITY	200
2019	Nil	1	13/09/2019	02	Blood	SOCIAL	30

			019		Donation Drive 2019	RESPONSIBILITY	
2020	1	Nil	16/01/2020	04	Free Dental Checkup and Treatment Camp	SOCIAL RESPONSIBILITY	150
2020	Nil	1	25/01/2020	03	Free Dental Checkup and Treatment Camp	SOCIAL RESPONSIBILITY	100
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Policies and Regulations Handbook	17/06/2019	<p>The handbook contains information related to college timings, general college rules and regulation, attendance requirement, course pattern, university examination norms, details about students' uniform and grooming standards for students, hostel rules and regulation. Information about the usage and timing of library and internet lab is also provided in the handbook.</p> <p>The handbook and prospectus is revised based on the feedback received from the students/parents and in consultation with all the staff and approved by the admission committee, academic committee. Some of the relevant information is put up on the college website - www.sihainst.com</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Values and ethics taught during soft skills classes	17/06/2019	12/10/2020	380

Values and ethics taught during soft skills classes	02/12/2019	31/03/2020	380
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college is taking the possible initiatives for energy conservation and the new buildings of the college are being designed accordingly to save the energy. The employees and students are advised to use the natural light, turn off the switches of lights, fans etc. whenever not in use, use of LCD monitors for computers, use of tube lights instead of bulbs etc. There are sufficient cross ventilation in laboratories and class rooms to avoid the unnecessary use of electricity. The use of solar energy specially for heating water for the purpose of cooking. There is wide natural plantation throughout the campus. concerned. Only LPG cylinders are used in Labs/hostels and other places for cooking.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-I 1. Title of the Practice: Soft Skills/Life skills classes for all Students 2. Objectives of the Practice: In today's world, a majority of employers are on the lookout for people who practice Integrity, Honesty, Commitment to the profession, the institution recognizes the need to inculcate these values in the students. The Teacher who is in charge of a particular semester is responsible for coaching in this area. 3. Context: The Teacher In charge is responsible for inculcating these values to the students, by means of conducting Soft skills classes where the students are informed regarding how to practice punctuality, right attitude, right body language, public speaking etc. 4. Practice: The Soft Skills classes are allocated in the regular Class timetable. 5. Evidence of Success: Students are increasingly taking interest in this practice. Although Students are to compulsorily attend these classes, they do not find it a burden as it helps them personally. 6. Problem encountered: ? Resistance by students to change. ? Time taken to see change in the personality

BEST PRACTICE-II 1. Title of the Practice:-Students Union and Clubs of the College. 2. Objectives of the Practice: ? To develop personality, communication skill, awareness about different types of entrance exams and interview, and to develop skill to qualify various competitive exams. ? To conduct useful courses and technical seminars workshops as per the current industry need. ? To organize various activities like programming contest, technical quiz, debate competition, personality contest etc. that will not only enhance the technical abilities and knowledge among the students, but also builds the overall personality skills of the students. ? To develop awareness about participation in different events held at state, national and international level. 3. The Context: ? It is platform for students to participate actively in the activities conducted by students Union and the Clubs of the College. ? Each department of college an associated Club and college also has its own students association called as ?students Council. ? These associations are working on methods of ?for the students, by the students and from the students means these associations are made by students for student's development. ? In the association students may works as volunteer on post such as President, Secretary, Ladies representatives and members. They are elected by all the students. 4. The Practice: ? After formation of association the activities are planned for a semester. While making plan different suggestions from student and faculty members are considered in a meeting under the supervision of the Principal. For every activity a team is formed including a faculty and students. The team is responsible for conducting the activity. ? The students

Union in coordination with the various Clubs plan the activities each year which includes sports, literary activities and activities related to the Hospitality Field such as Food Festivals, Welfare programmes etc. 5. Evidence of success: ? The Students who are participating in activities are recognized and appreciated with certificates and prizes. Attendance of participating students is maintained with the signature of event in charge. Notices have been circulated through college about conduct of activities so that students can take active part in these activities. ? Student's involvement: Students are actively participating in different activities, it makes a positive improvement in students like personality development, communication skills, management skills, programming skills etc. ? Teamwork: As students and faculty work together, it builds team spirit among students. It also helps for faculty since students share their innovative ideas. Bonding is formed among students and faculty. It helps in many perspectives for students. 6. Problems Encountered and Resources required: ? Students are hesitating to take part in activities because of lack of confidence and daring. ? To motivate students for participation is challenge

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

<https://www.sihainst.com/naac/Best%20Practice%202019-20.pdf>

7.3 – Institutional Distinctiveness

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

Sarosh Education Trust which runs Sarosh Institute of Hotel Administration, is associated with the Nitte Education Trust which is a leader in the Education Field in the state of Karnataka, that provide its students with the best opportunities for hands-on training. Mentoring system by teachers and Involvement of the student in co-curricular and extracurricular events are a few distinct features. • The campus promotes cross cultural engagement. It encourages staff and students to engage in team work and collaboration with each other to work towards cultivating an attitude of professionalism in the area of their study and the BHM Course. The Institute encourages all the students to participate in events conducted by it, thus putting into practice what has been instructed to them during the Theory classes. • A drive to motivate and challenge students, to learn leadership values and skills and to encourage them to learn and practice values of honesty, integrity, responsibility, accountability, tolerance, respect by means of involving them in managing and conducting cultural, culinary and sports events with the guidance of the Faculty. • The mission of the Institution, 'To develop competency in students by providing Hospitality Education in an environment that inculcates professionalism with Ethics and Social Values', whereby Students assimilate a culture of professionalism by following Grooming standards and by uplifting ethical values. They also practice social mindedness when they visit Orphanages, Old age homes to have an awareness of their social responsibilities towards the lesser fortunate in the Society. The Institute has striven to be abreast with the current trends in the Field of Hospitality Education and the needs of the Hospitality and associated areas, and therefore all stake holders work towards the development of the student with a holistic view in developing him or her as responsible citizens of the Nation.

Provide the weblink of the institution

<http://sihainst.com/>

8.Future Plans of Actions for Next Academic Year

Clean and Green Campus - The Institute is striving to ensure that it be able to maintain a Plastic Free/Pollution free campus and become an Eco-Friendly campus. The plan for the future is to introduce smart technology enabled campus, whereby there will be saving of energy striving towards making the campus eco-friendly. 2. RFID enabled attendance system and Identity Card for students, will ensure that the College will be able to monitor the arrival of Faculty and students to the campus and information will be recorded automatically and conveyed to all concerned. 3. Digital Notice Board for interactive / real-time publication of notices / information to the students is being partially done at present in the form of sms and google classroom, but in the future it is planned to allow parents to view the academic performance of their wards on a system meant for this purpose which can be installed in the College website. 4. Introduction of standardized mechanism for reporting to IQAC by developing a system for recording and monitoring activities and taking immediate action when needed. 5. Workshop for students on skill development - by inviting more Hospitality Professionals to conduct workshops related to Culinary skills and areas important in the Hospitality and related fields. 6. Awareness programme on Entrepreneurship for Students, by informing them regarding the scope of entrepreneurship by inviting successful entrepreneurs to give their inputs based on their experiences in running a successful business. 7. Organisation of more Seminars/Workshops to make the students aware of innovations and current trends in the Hospitality and related fields. 8. Quality Online feedback system for students and other stakeholders.