

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA



ACADEMIC ADMINISTRATIVE AUDIT (AAA)

SELF STUDY REPORT

NAME OF THE DEPARTMENT: Hotel Management

PERIOD:2019 June;2020 December

CATEGORY:

The Departments shall enter the necessary data in this booklet itself. For positive responses the details asked need be given only in a very brief manner. All claims must be supported by documentary evidence.

DEPARTMENT GRADING

The department is requested to submit a Self Study Report (SSR) of its performance during the academic year 2019 – 20 in the following format, for the purpose of department grading. The grading aims to encourage self-evaluation, accountability, research, and innovation in teaching

and learning. It will also help to create healthy competition in curricular and extracurricular activities among departments. The grading will be performed based on the following six criteria.

Criterion I – Teaching-learning Process

Criterion II – Research

Criterion III – Consultancy and extension

Criterion IV – Extracurricular activities

Criterion V – Student Support and Progression

Criterion VI – Supportive activities

SELF STUDY REPORT

CRITERION I – TEACHING-LEARNING PROCESS

a. Does the department Plan and organize the teaching-learning and evaluation schedules?

Yes

(10 MARKS)

(If yes; provide documentary evidence-Submit filled up Teachers Diary (2019-20) of each teacher or any other evidence)

b. Which teaching-learning method/s is/are used by teachers?

(Put **v** marks in appropriate boxes. Details must be given)

- | | |
|-------------------------------|-----|
| 1. Lecture | Yes |
| 2. Interactive method | Yes |
| 3. Project-based learning | Yes |
| 4. Computer-assisted learning | Yes |

5. Experiential learning Yes
https://drive.google.com/drive/folders/1D5-Emh_3RcKW0HI7MEwpGA76hgMX4ein?usp=sharing
6. Seminars Yes
7. Others (Online Class)) Yes (3 marks each max 15MARKS)

- c. Does the department use any modern teaching aids and tools like computers, audio-visuals, MOODLE, CAL (Computer Aided Learning), internet and other information/materials, which ensure that students have effective learning experience?

Yes

Lms

Google meet <https://drive.google.com/file/d/1QHj6hAaADHzp8AV8-7jvuGb4ZeBnSsnR/view?usp=sharing>

Zoom

WhatsApp

You tube video

<https://drive.google.com/file/d/1ScPrRz55gz7bgxVSUChjS3QBFREyPbs/view?usp=sharing>
 3marks each max 15

If yes, give details.

- d. Department conducted any exams in MOODLE-Learning Management system?

Yes 3marks each max 15

If yes, give details of exams.

- e. Does the department conduct any skill-developing programs (short-term add-on courses, soft-skill development programs etc.) for students? 05 for each

– marks yes

If yes, give details

<https://drive.google.com/file/d/1b51ba9GVaCoy19Y5ix2t6cfn7gw3Tyys/view?usp=sharing>

https://drive.google.com/drive/folders/1uEXq6XSMs5xbUMdus5INRmBdpUEb_6_Q?usp=sharing

- f. Does the department apply for any new course, by designing curricula for it, during the current year
 No 5 each max 15

If yes, give details

- g. How many teachers attended seminar/ workshop/ conference/ refresher courses etc. during the period (Use separate sheet if necessary) > 90% =10, >50=5, <50 =0 max 10

Sl. No	Name of faculty	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Organizing agency
			From	To		
	Mr Toybe https://drive.google.com/drive/folders/1vkbnGwIVOn3mUWkpzHFvzyBNKGQfvX2H?usp=sharing Mr Pius https://drive.google.com/drive/folders/1oTcccBhX3xinTIdDFu-wtLt4BHR6YD7r?usp=sharing Mr Ajith https://drive.google.com/drive/folders/1IM0WccdWDjCaxBLq-M1xmH2tuUJGC-k0?usp=sharing Ms Jenny https://drive.google.com/drive/folders/1-Z1FkWklwteZRW0bKx2UU_jbJrpHagaA				National Webinars	

- h. Give details of faculty members, if any, who are selected as resource persons for seminar/workshop/conference/refresher courses etc. during this period (Use separate sheet if necessary)
 2 for each – max 10

Sl. No	Name of faculty	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Organizing agency
			From	To		
1	Pius Joseph	National Service Scheme seven-day camp			Regional	NSS Christ Unit
2	Ajith Mani	National Service Scheme seven-day camp			Regional	NSS Christ Unit
3.	Ms. Jenny Thomas	Resource Person for the school students in Vypin			Regional	YMCA, Cochin

- i. Does the department introduce any innovations in teaching/ learning/ evaluation during the current year? (like online tests, video lectures from out station resource persons)

Yes

10 for each – max 20

If yes, give details

Internal Exams

https://docs.google.com/forms/d/1rB25WVSuBhAul48vblP3Vltta_GhdDZmdHSFzonopaw/edit?usp=sharing

Online methods

- j. Does the department provide remedial teaching?

15

Yes

If yes, furnish the following (use separate sheet if needed); provide evidence for student attendance

Sl. No.	Name of the teacher	Class for which remedial teaching is arranged	No of students benefited
1	Clinta PS	First semester (A01)	16
2	Clinta P.S	Second Semester (A02)	05
3	Ajith Mani	Banking and Insurance	08
4.	Toybe Joseph	F & B service	08
5	Pius Joseph	EDPM	09
6	Jenny Tony	Food and Beverage Production	07

- k. Does the department provide coaching for entrance tests/eligibility tests (JAM, CSIR/UGC, University entrance tests etc.)? No 15

No

If yes, furnish the following (use separate sheet if needed); provide evidence for student attendance

Sl. No.	Name of the teacher	Class for which remedial teaching is arranged	No of students benefited

CRITERION II – RESEARCH

- a. Give details of the publication by faculty, if any during the period. 2 for each
 – max 10

Sl. No	Name of faculty	Title of the paper	Title of the Journal and year of publishing	Citation index and impact factor of the journal, if available

- b. Is the department recognized as a research department?

No

05

If yes give the number of research scholars joined this year.

- c. Did the department produce any Ph. D during the last two years? (*For research departments only*)

No

10

If yes furnish the following

Sl. No	Name of the Research scholar	Name of the guide	Title of the thesis	Year of awarding

- d. Does the department have running Major research projects?

No

10 for each

max 20

If yes furnish the following.

Sl. No	Name of the principal investigator	Duration		Title of the project	Funding agency
		from	to		

e. Does the department have running Minor research projects?

No 5 for each max 15

If yes furnish the following.

Sl. No	Name of the principal investigator	Duration		Title of the project	Funding agency
		from	to		

a. Did the department submit any new proposal for project, seminar etc. to funding agencies during the academic year?

No 5 for each max 10

If yes give the number proposals submitted and the name of agencies.

b. Did the department conduct seminar/workshop/conference etc. during the academic year?

yes 5 for each max 15

If yes furnish the following <https://www.youtube.com/watch?v=IVMPq8AVaig>

Sl. No	Title of the seminar/ workshop/ conference etc.	Duration		Whether international/ national/ state/regional	Funding agency
		From	To		
1	Webinar on Tourism & Covid 19	28th September	3P.M.to4PM	National	Department

- c. Is there any publication from faculty like books, articles, conference/seminar proceedings, course materials (for distance education), software packages or other learning materials, any other (specify) ?

No 5 for each max 15

If yes give details.

CRITERION III – CONSULTANCY AND EXTENSION

- a. Does the department have any MoU/ MoC (memorandum of contract)/ mutually beneficial agreements signed with industry /agency, or other academic institutions?

no 5 for ea

- a. Does the department have collaborative activities (on-the-job training, student placement, internship, publication, curriculum development, research, consultancy, etc.) with other organizations (service sector, agricultural sector, local bodies/community, administrative agencies, state/national/international organizations)?

Yes 05 for each max 10

If yes give details

All students are sent for internship of six months

Pass out students are sent for on-the job training & placement interviews

- b. Does the department conduct/coordinate any kind of extension activities which are integrated with the academic curricula, contributive to community development etc.?

Yes 5 for each max 10

If yes give details.

https://drive.google.com/file/d/1ZXhc1h0XniXtq2Ga0PRULspx_wVBZ7Qc/view?usp=sharing

Kess vocational training institute, setting practical rooms & recruitment of staff

- c. Does the department have partnership with University/Research institutions/Industries/ NGOs etc. for extension activities?

5 + 5

No max 10

If yes give details

CRITERION IV – EXTRACURRICULAR ACTIVITIES

- a. Mention achievements of students, if any, of the students under the department (D- zone, Quiz competitions etc..) outside the college

05 for each max 15

Dhanush won prize in D Zone for Chendda melam

Amal Prakash won first prize in cocktail making competition Conducted by Naipunnya College

https://drive.google.com/file/d/1d7OzsMzi9dsEnvzWJ0IcIj7ppsUZ4I2_/view?usp=sharing

Karthika won First prize in best manager competition conducted my Naipunnya college Pongam

https://drive.google.com/file/d/1n59mvmEemkuliWgjuEOWk_2_ws1N0aUs/view?usp=sharing

- b. Mention the association activities, if any, during the academic year other than inauguration and sent off

5 each max 10

<https://drive.google.com/file/d/1zSh7VP1dfmfBGlemim-RJNULI0uYTonQ/view?usp=sharing>

- c. Mention performance of students in sports activities during the academic year (Athletics, Games etc in Intercollegiate/University competitions)

2 marks for each max 10

- d. Any other relevant information the department wishes to add.

e. Conduct Cake marination & cake making during Christmas Season
<https://drive.google.com/file/d/1b51ba9GVaCoy19Y5ix2t6cfn7gw3Tyys/view?usp=sharing>

f. French Theme food festival in association with French Department 10 marks

CRITERION V – STUDENT SUPPORT AND PROGRESSION

a. Furnish the pass percentage for degree main 2019 – 20 batch (pass out) and PG 2018 – 20 batch.
max 60

% pass

Postgraduate course :

Degree (Main) :41.37

Marks	>90%	89-80%	79-70%	69-55%
Number of students UG		1	5	6
Number of students PG				

Language & Complementary Course (Batch-wise)

Batch	Number of students with grade			
	>90%	89-80%	79-70%	69-55%

Pass > 90 % = 20 marks, > 80 % = 10 marks, <80% = 0 marks.

For UG: Each >90% 2 marks each, 1 for 89-80% (Max 50)

For PG: Each >90% 3 marks each, 2 for 89-80% (Max 50)

For Language/Complementary for each students > 90% 2 marks, 1 for 89-80%, 0.5 for 79-70% (Max 20)

- b. Mention about CSIR-UGC-NET, if any, obtained for the 2018 – 20 batches. (provide documentary evidence)

5 for each max 20

- c. No of students who got admission in Top universities/institutions
(List of institutions- IITs, NITs, JNU, Hyderabad University, EFLUs, CUSAT, IISC, Pondicherry University, IISERs)

5 for each (Max 20)

Should submit list of students with register number

- d. Mention the efforts made by the department to minimize the dropout rate and facilitate the students to complete the course.

Remedial class
Regular assessments
Motivational class

(Max 5)

- e. Give the percentage of the students progressed to higher studies. Give details for last year.
If records are kept >70%- 05 marks,
69-60%-3 marks, 59-50%- 2marks (Max 5)

Submit the list of students, admitted course, college and university

Jeesmon Varghese Food Processing Technician, ontario college,Cambidge campus,,Canada

Sharik Mohhammed,

- f. Does the department provide any support for students for appearing and qualifying in various competitive examinations? (UGC-CSIR-NET, JAM, SLET, CAT, TOFEL, GMAT, GRE etc.); If yes provide evidence

(5 for each) (Max 10)

No

g. Does the department provide placement and counseling services for students?

Yes

Records to be kept 10

Many are placed through the placement interview schedule given by the incharge

<https://drive.google.com/file/d/137envzjnzHVUITzpmsFiZBq3QGbwo2eg/view?usp=sharing>

The files are maintained

h. Does the department encourage and develop entrepreneurial skills among students?

Yes

10

https://drive.google.com/drive/folders/12Em1w5FRbtyUbaNX3BMA_hj7RETBtyr5?usp=sharing

i. Does the department have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

Yes

https://drive.google.com/file/d/10Kw9_bPHj6ZCIWEJIC07Zsqe6UIBw_L/view?usp=sharing

At least one of the faculty will visit the properties in the students are doing the internship

last year three of us travelled in all the hotels to seek the feed back of students & hoteliers

<https://drive.google.com/drive/folders/1uQxa50NzobJLKFaqRb0HbYgsjAq800x?usp=sharing>

5 marks each max 10

CRITERION VI – SUPPORTIVE ACTIVITIES

a. Members of the department involved in the administrative/club/committee activities of the college in 2019-20 academic year?

2 mark for each (Max 10)

Sl. No.	Name	Activity to which associated
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1	Pius Joseph	Discipline committee
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- b. Describe the measures taken for maintaining the cleanliness of staff room, classrooms, labs, museums etc.

Details to be furnished (Max 10)

Staff & Students	<p>The entire department building is cleaned by pressure pump</p> <p>The Kitchen & Restaurant is cleaned on a daily routine after practicals</p> <p>Classrooms cleaned in a weekly basis</p>
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- c. Does the department maintain proper documentation of data on Internal marksheets /Question papers/ Stock register (Details to be furnished)?

Yes

https://drive.google.com/drive/folders/1X_VzXkGCLKNXwBT0fnMdMCRfmDhx9svk?usp=sharing

(Max 10)

- d. Mention the measures if any, taken by the department for personality development of students.

Grooming Session
 Motivation class
 Industrial expert visit
 Experience Sharaing

(Max 05)

Date: 14/01/20

Signature:

Head of the department:

Toybe Joseph

