

COMMITTEES / CELLS FOR ACADEMIC YEAR 2023-2024

Functional Responsibilities is assigned to: w.e.f .11.09.2023

Sno	Name	Designation	Department	Dept Activities	Institutional Activities
1	Dr. Prem Ram	Associate Professor	Food & Beverage Management	Incharge	<ul style="list-style-type: none">• Programme Coordinator• CHE Coordinator
2	Dr. Gagandeep Soni	Asst Professor	Rooms Division Operation & Management	Incharge	<ul style="list-style-type: none">• IQAC Coordinator,
3	Dr Arvind Kumar Saraswati	Associate Professor	F & B Service	HOD	<ul style="list-style-type: none">• Academic Coordinator• NIRF Coordinator
4	Dr Rachna	Assistant Professor	Housekeeping	HOD	<ul style="list-style-type: none">• Dy IQAC Coordinator• Institutional Compliance (General)
5	Dr Indrajit Choudhary	Assistant Professor	Front Office	HOD	<ul style="list-style-type: none">• (Liaison Officer- GGSIPU/AICTE)• 2(f) & 12B/ Autonomy Coordinator
6	Dr Manish Malhotra	Assistant Professor	Food Production	HOD	Placement Coordinator & Coordinator Ethics Training & Supervision
7	Mr. Ranojit Kundu	Assistant Professor	Bakery & Patisserie	HOD	Dy Coordinator CHE
8	Mr Peeyush Srivastava	Asst Professor	Communication & Soft Skills	HOD	Media Coordinator

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Functional Responsibilities is assigned to:

Support Department

1	Dr Ashish Ranga	Asst Professor	Administrative Coordinator
2	Ms Reshma Kamboj	Asst Professor	Exam Coordinator
3	Dr Sidharth Srivastava	Asst Professor	Admission Coordinator
4	Mr Nikhil Sharma	Asst Professor	HSR/ Tourism Skills Coordinator
5	Mr Mohan Jain	Asst Professor	IT Coordinator
7	Mr Uttam Kumar	Asst Professor	Coordinator Accounts & Cost Centre
8	Dr Sidharth Srivastava	Asst Professor	Institution's Innovation Council/ Innovation/ Incubation Cell Entrepreneurship/ startup club)
9	Mr Mohinder Pal Singh	Librarian	Administration (Fees & Accounts reconciliation)
10	Mrs Sonia Srivastava	PA	Dy. Administrative Coordinator (General & Office)

S. NO.	Committee / cells	Coordinators/Incharge
1.	Housekeeping	Dr Gagan Soni, Incharge Rooms Division Operation & Management Dr. Rachna (HOD), Mr Deepak, Ms Jyotsna General Housekeeping
2.admn	Maintenance of Building and class rooms, facilities and assets	Mr Deepak Chikkara (Incharge), Ms Jyotsna Supervision and delegation of the task in coordination with Principal office/ Admin Office to the concerned faculty/HOD/Incharges of the department/ Area for time bound action and



		updating Principal for completion of the task. Further data/ record updation at office validated by the signature of the incharges. All observations / complaints and tasks will be routed for compliance through HOD/ Incharges/ Coordinator to the Principal Office.
3 C	Disciplinary Council & Redressal Cell	Dr. Gagandeep Soni, (Coordinator) Dr Rachna, Dr Manish, Mr Deepak, Mr Nikhil , Ms Jyotsna Dr Ashish Ranga,
4 P	Discipline and Grooming Cell/ Task Force	Dr Prem Ram, (Coordinator) Dr Sidharth Mr Nikhil Ms Jyotsna
5 A	Mentoring Coordination	Dr Arvind Saraswati
6 C	Anti Ragging Committee Anti Ragging Squad	Dr. Prem Ram (Coordinator), Dr. Ashish Ranga, Ms Reshama , Dr Manish Malhotra, Ms. Neha Sahni, Mr Mohan Jain , Mr Deepak, Mr Nikhil, Ms Jyotsna, Mr Mohinder Pal
7	Examinations Centre	Ms. Reshma Kamboj (Incharge), Dr. Indrajit, Mr Gaurav Dhaka
8A	Attendance	Dr. Arvind (Co-ordinator) BATCH 2023-2027 Ms Jyotsna, Mr Gaurav BATCH 2022-26 Ms Divya, Mr Durga Batch 2021-25 Dr Sidharth Srivastava, Mr Nikhil Batch 2020-24 Mr Deepak/ Mr Uttam Kumar
9C	Internal Complaint Committee and Sexual Harassment Committee	Dr. Gagandeep (Coordinator), Dr. Rachna , Ms Divya, External Member –Dr. Saroj Tyagi.
10	Training & Placement Industry- Institution Cell Ethics Training & Supervision	Placement: Dr. Manish Malhotra (Incharge) Ms Jyotsna Training: Dr Sidharth Srivastava (Coordinator), Mr Nikhil Sharma
11P	Hospitality Ensemble	Dr. Prem Ram – Coordinator

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	And Internal Chef Competitions	Chef. Kundu - Dy-Coordinator Dr. Manish, Mr. Uttam, Mr. Sumit Pant, Dr Sidharth Srivastava, Mr Durga Prasad
12 A	Library Committee/ Books Procurement	Mr. Mohinder Pal, Dr Arvind Kumar, All HOD
13	Media Cell/ Social Media Cell	Mr. Peeyush (Incharge) Dr Sidharth, Ms Divya, Ms Jyotsna, Mr Gaurav Social Media : Mr Peeyush, Mr Sumit Pant, Ms Jyotsna
14	Alumni connect	Dr. Manish Malhotra (Coordinator), Ms Reshma, Ms. Neha Sahni,
15	Cultural Committee & Stage Management	Ms. Divya Thakur (Cultural Coordinator), Dr. Gagandeep, Dr. Rachna, (Stage Mgmt & Anchoring) , Ms Neha,
16P	Sports	Dr. Sidharth Srivastava (Coordinator), Neha Sahni, Mr. Nikhil, Mr Gaurav Dhaka
17A	BCRC Research & Development Committee/ Research /PROJECT Consultancy/ Intellectual Property Right Cell	Dr. Arvind (Coordinator), Dr Sidharth Srivastava, Dr. Prem Ram, Dr Rachna, Mr Ranojit Kundu
18P	Institutional Coordinator for Inter college events	Ms. Divya Thakur/ Ms Jyotsna
19C	IQAC / Accreditation	Dr. Gagandeep Soni (Coordinator), Dr. Rachna Chandan (Co-coordinator), Mr Mohan Jain, Mr. Uttam Kr. Singh, Ms. Divya Thakur, Mr Sidharth, Mr Deepak
20	Newsletter	Dr. Rachna Chandan, Mr. Mohan Jain,
21	Website Update & Editing	Dr Sidharth Srivastava, Ms Jyotsna
IQAC	Collecting Visual	Mr. Mohan Jain, Mr. Rahul Akolia
22P	Debating	Mr. Peeyush, Mr Gaurav, Ms Jyotsna
23	Environment Society	Dr. Gagandeep Soni (Coordinator), Ms. Rachna, Ms. Divya, Mr. Nikhil,
24A	Academic Council for Curriculum Development	Dr Arvind Kumar: Coordinator Dr Indrajit: Dy Coordinator All HODs
25C	Disaster Management	Dr Gagandeep Soni, (Coordinator), Reshma Kamboj, Mahender Pal Singh, Mr Peeyush Srivastava, Ranojit Kundu, Prem Ram, Manish Malhotra, Sumit Pant, Neha Sahni, Gaurav Dhaka

26.	HSR (Hunar Se Rozgar Tak)/ & Expansion Programme / Capacity Building & Training Consultancy Coordinator	Mr Nikhil Sharma (Coordinator), Dr Sidharth Srivastava (Dy Coordinator) Ms. Divya Thakur, Mr Mohan Jain, Mr Nikhil, Mr Gaurav Dhaka, Mr. Rahul Akolia
27C	Disability Internal Committee	Dr Ashish Ranga, Ms Neha, Mr Babloo along with Students & Parents
28C	CSR Cell/ Community Coordinator	Dr Gagan/ Dr Rachna Chandan/ Mr Ranojit Kundu/ Mr Deepak/ Mr Nikhil, Mr Gaurav Dhaka
29	NSS Cell	Mr Deepak/ Mr Nikhil
30C	EBSB (Ek Bharat Shrestha Bharat)	Dr Rachna/ Ms Neha
31C	UBA (Unnat Bharat Abhiyan)	Dr Gagandeep Soni
32C	SC/ST	Representative Teaching Staff: Dr Prem Ram, Mr Deepak, Mr Sumit, Dr Indrajit,, Representative Non Teaching: Mr Mohinderpal, Mr Babloo
33 C	UHV (Universal Human Value)	Dr Gagan, Dr Rachna, Mr Nikhil, Ms Jyotsna
34C	MGNCRE	Dr Gagan, Dr Rachna, Mr Deepak, Mr Nikhil
35	Admission Coordination	Mr Sidharth Admission Coordinator Mr Nikhil: Assistant Coordinator, Mr Mohinder, Mr Nikhil, Ms Neha, Ms Jyotsna
36	Projects/ Consultancy	All HOD'S
37	PMSSS Nodal Officer	Mr Mohan Jain
38	DSW Nodal Officer Sports	Dr Sidharth Srivastava/ Mr Gaurav Dhaka
39	DSW Nodal Officer Scholarship	Mr Sumit Pant, Mr Deepak
40A	Academic Bank of Credit/ Digi Locker	Dr Arvind/ Mr Rahul Akolia/ Dr Indrajit
41A	YUVA TOURISM CLUB	Dr Sidharth Srivastava/ Ms Divya/Mr Nikhil/ Ms Jyotsna
42A	MOOCS/SWAYAM	Dr Gagan/Dr Sidharth Srivastava
43 AP	AKAM (AZADI KA AMRIT MAHOTSAVA)	Dr Rachna/ Ms Jyotsna
44	AICTE PG Programme	Dr Arvind Kumar Saraswati

- IQAC will be recommending quality assurance process in all areas.

Respective outcome of the qualitative processes will be evaluated by the IQAC and recommendations will be shared.

- HOD/ Incharges will be required to submit monthly report to the IQAC.
- All coordination and assurance will be done by the Coordinators.
- Faculty Report submission by all is must. The report will be submitted to the Academic Coordinator.
- Respective incharge/ Coordinators will also keep records of the activities, participation etc
- Concerned documents/ requisition /files/ application for process will be submitted to Dy Office Coordinator for verification and further processing

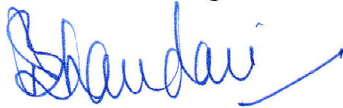
A* : ACADEMIC

P*: PROGRAMME COORDINATION

C*: COMPLIANCE (Institutional and General)

Admn* : ADMINISTRATION

All concerned will be equally responsible for working for development, promotion, and Brand Building of the Institute.



R.K. Bhandari
Principal

Date: 11.09.2023

Programme Coordination and Incharge F&B Management

Providing Academic Leadership to the Departments. Day to day Operation, planning and report to ensure effectiveness of the departments mainly Food and Beverage Service and Food Production

Incharge Rooms Division Management

Providing Academic Leadership to the Departments. Day to day Operation, planning and report to ensure effectiveness of the departments mainly Housekeeping & Front Office Department

Institutional Compliance Incharge (IQAC, ICC, Environ, Discipline, Disaster, CSR, ETC)



Academic Coordinator

Providing Academic Leadership to the Department. Attendance Records & Mentoring Records/ Faculty Report and Course review
Academic/ Admission Cancellations/NAD/

Administration Coordinator

Providing Administrative effectiveness to the Institution task. Governing Body Meetings. Legal/Fire & building compliance. Leave Records/ Maintenance/ General Discipline/ Files/ Records/ Bank Reconciliation Statement/ Purchase records/ Students records/ Accounts of University and remuneration/Re-imburement and other compliances

Dy Administrative Coordinator

Office Administration Assistance, support and record .

Institutional Compliance Regulatory/ Caution Money/ & General & Misc Compliances Coordination

Communication & Soft Skills (Supported by Training & Placement Team & mentors as and when required)

Playing Leadership role in improving quality of Hospitality Professionals.

Maintaining of Language lab

Grooming students for industry readiness

Written Tests on skill analysis

Group Discussion/ Debate, Presentation sessions as per the requirements

Mock interviews

Companies specific trainings, training students for global challenges

Assessment

Students are encouraged to take assessment tests from websites

Evaluation is done on regular basis and an assessment report of the students is shared

Continuous monitoring of students' progress and achievements

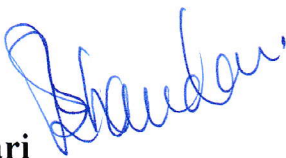
Students who are unable to cope with are given special attention to improve their performance.

Criteria for Promotion/ Increment

- Commitment to and excellence in academic work and teaching as judged by class room teaching , coverage of course content , regularity, effectiveness of teaching

- and use of teaching aids and audio-visual aids.
- Research contributions, publications, books, etc.
 - Professional recognition, awards etc.,
 - Involvement in student welfare activities ,extension, consultancy and other co- and – extra curricular activities. Honesty ,integrity ,conduct ,character and ability to get along with the colleagues , students and others.
 - Excellent report from HOD & Incharges respectively

Minimum One Paper Publication is required
Effective Mentoring
Departmental Contribution
College Contribution


R.K. Bhandari
Principal

Date: 11.09.2023