

COMMITTEES / CELLS FOR ACADEMIC YEAR 2024-2025

Functional Responsibilities is assigned to: w.e.f .13.11.2024

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,• Dy Coordinator BCRC
3	Dr Manish Malhotra	Asst Professor	Incubation/Startup Cell & Industry Relation	Incharge	<ul style="list-style-type: none">• Placement Head• Incubation Cell/startup club)
4	Dr Arvind Kumar Saraswati	Associate Professor	F & B Service	HOD	<ul style="list-style-type: none">• Academic Coordinator• NIRF Coordinator• Value Added Programmes
5	Dr Rachna	Assistant Professor	Housekeeping	HOD	<ul style="list-style-type: none">• Dy IQAC Coordinator• Institutional Compliance (General)• 2(f) & 12B/ Autonomy Coordinator
6	Ms Reshma Kamboj	Assistant Professor	Front Office	HOD	<ul style="list-style-type: none">• Examination Coordinator• Training & Placement Incharge

7	Mr. Ranojit Kundu	Assistant Professor	Bakery & Patisserie	HOD	Coordinator International Tie ups & Relations
8	Mr Peeyush Srivastava	Asst Professor	Communication & Soft Skills	HOD	Media Coordinator Media & Special Sessions (Value Added)
9	Mr Sumit Pant	Asst Professor	Food Production	HOD	Nodal Officer Scholarships

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Functional Responsibilities is assigned to:

Support Department

1	Dr Ashish Ranga	Asst Professor	Administrative Coordinator
			<ul style="list-style-type: none"> • (Liaison Officer- GGSIPU/AICTE) • Exam Support
3	Ms Divya Thakur	Asst Professor	Coordinator HSR/ Tourism Skills Certification
4	Mr Mohan Jain	Asst Professor	<ul style="list-style-type: none"> • IT Incharge • Admission Coordinator
5	Mr Uttam Kumar	Asst Professor	Coordinator Accounts, Cost Centre & Internal Audit
6	Dr Arvind Saraswati	Associate Professor	Institution's Innovation Council/
7	Mr Mohinder Pal Singh	Librarian	Administration (Fees & Accounts reconciliation)
8	Mrs Sonia Asthana	PA	Dy. Administrative Coordinator (General & Office)

S. NO.	Committee / cells	Coordinators/Incharge
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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 & Grievances Redressal Cell	Dr. Gagandeep Soni, (Coordinator) Dr Rachna, Dr Manish Malhotra, Mr Deepak, Ms Jyotsna Dr Ashish Ranga, Mr Amit Kumar
4 P	Discipline and Grooming Cell/ Task Force	Dr Prem Ram, (Coordinator) 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 , Mr Amit Kumar, Ms. Neha Sahni, Mr Mohan Jain , Mr Deepak, s Jyotsna, Mr Mohinder Pal
7	Examinations Centre	Ms. Reshma Kamboj (Incharge), Dr Ashish Ranga Mr Deepak Chikkara Mr Rohit Kumar
8A	Attendance	Dr. Arvind (Co-ordinator) BATCH 2024-25 Ms Riya Yadav, Mr Amit Kumar BATCH 2023-27 Ms Jyotsna, Mr Ankit Gupta BATCH 2022-26 Ms Divya, Mr Durga BATCH 2021-25 Ms Neha, Mr Deepak Kumar 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	Training & Placement: Ms Reshma (Incharge) Placement Head : Dr Manish Malhotra Training : Ms Divya, Ms Neha Sahni, Ms Jyotsna,
11P	Hospitality Ensemble And Internal Chef Competitions	Dr. Prem Ram – Coordinator } Dr Gagan- Dy-Coordinator }
12 A	Library Committee/ Books Procurement	Mr. Mohinder Pal, Dr Arvind Kumar, All HOD
13	Media Cell Print/ Social Media Cell	Mr. Peeyush (Incharge), Ms Divya, Ms Jyotsna, Mr Amit Kumar Social Media : Mr Peeyush, Mr Sumit Pant, Ms Jyotsna,
14	Alumni connect	Ms Reshma (Coordinator), Dr Manish Malhotra, Ms. Neha Sahni,
15	Cultural Committee & Stage Management	Ms. Divya Thakur (Cultural Coordinator), Dr. Rachna, (Stage Mgmt & Anchoring) , Ms Neha,
16P	Sports	Mr. Rohi Kumar (Coordinator), Neha Sahni, Mr Ankit Gupta, Mr Aashish Maan
17A	BCRC Research & Development Committee/ Research /PROJECT Consultancy/ Intellectual Property Right Cell	Dr. Arvind (Coordinator), Dr Gagan Soni (Dy Coordinator) Dr. Prem Ram, Dr Rachna, Mr Rohit Kumar, Ms Riya Yadav
18P	Institutional Coordinator for Inter college events	Ms. Divya Thakur/(Ms Divya Thakur) Ms Jyotsna/ Ms Riya Yadav
19C	IQAC / Accreditation	Dr. Gagandeep Soni (Coordinator), Dr. Rachna Chandan (Co-coordinator), Mr Mohan Jain, Mr. Uttam Kr. Singh, Ms. Divya Thakur, Mr Deepak
20	News letter “Yuva”	Dr. Rachna Chandan, Mr. Mohan Jain, Ms Neha, Mr Rahul, Ms Riya
21 IQAC	Website Update & Editing Collecting Visual	Mr Peeyush Srivastava, Ms Jyotsna , Ms Riya Yadav, Mr. Mohan Jain, Mr. Rahul Akolia
22P	Debating	Mr. Peeyush, Ms Riya Yadav, Ms Jyotsna
23	Environment Society	Dr. Gagandeep Soni (Coordinator), Ms. Rachna, Ms. Divya,

24A	Academic Council for Curriculum Development	Dr Arvind Kumar: Coordinator Dr Gagan Soni: Dy Coordinator All HODs
25C	Disaster Management	Dr Gagandeep Soni, (Coordinator), Reshma Kamboj, Mohinder Pal Singh, Mr Peeyush Srivastava, Ranojit Kundu, Dr Prem Ram, Amit Kumar , Sumit Pant, Neha Sahni, Mr Durga
26.	HSR (Hunar Se Rozgar Tak)/ & Expansion Programme / Capacity Building & Training Consultancy Coordinator	Ms Divya Thakur (Coordinator), Amit Kumar, Mr. Mohan Jain, Mr Amit Thakur Mr. Rahul Akolia
27C	Disability Internal Committee	Dr Ashish Ranga, Mr Deepak Chikkara, Ms Neha, Mr Babloo along with Students & Parents
28C	CSR Cell/ Community Coordinator	Dr Gagan/ Dr Rachna Chandan/ Mr Ranojit Kundu/ Mr Deepak/ Ms Divya
29	NSS Cell	Mr Deepak/ Mr Amit Kumar
30C	EBSB (Ek Bharat Shresta 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, Representative Non Teaching: Mr Mohinderpal, Mr Babloo
33 C	UHV (Universal Human Value)	Dr Gagan, Dr Rachna, Mr Amit Kumar, Ms Jyotsna,
34C	MGNCRE	Dr Gagan, Dr Rachna, Mr Deepak, Mr Rohit
35	Admission Coordination	Mr Mohan Jain, Admission Coordinator Mr Mohinder, Ms Neha, Ms Jyotsna, Mr Amit Kumar, Ms Riya Yadav
36	Projects/ Consultancy	All HOD'S & Mr Rohit Kumar , Mr Ankit Gupta
37	PMSSS Nodal Officer	Mr Mohan Jain
38	DSW Nodal Officer Sports	Mr Rohit/ Mr Aashish Maan
39	DSW Nodal Officer Scholarship	Mr Sumit Pant, Mr Deepak
40A	Academic Bank of Credit/ Digi Locker	Dr Arvind/ Mr Rahul Akolia/ Mr Rohit Kumar
41A	YUVA TOURISM CLUB	Ms Divya/ Ms Jyotsna/Mr Rohit Kumar
42A	MOOCS/SWAYAM	Dr Gagan/ Mr Mohan
43 AP	AKAM (AZADI KA AMRIT MAHOTSAVA)	Dr Rachna/ Ms Jyotsna

44	AICTE PG Programme	Dr Arvind Kumar Saraswati
45	VIKSIT BHARAT Coordinator	Dr Rachna (Coordinator)/ Mr Peeyush Srivastava
46	Entrepreneurship Club	(Coordinator) Ms Divya Thakur, Mr Amit Kumar, Mr Amit Thakur, Mr Aashish Maan, Mr Ankit Gupta
47	Projects & Innovation	Coordinator: Dr Arvind Saraswati Mr Rohit Kumar, Mr Amit Thakur, Mr Ankit Gupta, Mr Ashish Maan
48	SPIC MACY	Dr Rachna Chandan (Coordinator), Ms Divya Thakur: Society for the Promotion of Indian Classical Music & Culture among Youth (SPIC MACY)
49	IFCA- BCIHMCT PR Team	Mr Peeyush Srivastava (Coordinator), Mr Amit Kumar
50	Mental Well Being Club	Dr Gagan Soni, Mr Peeyush Srivastava, Mr Amit Kumar
51	Value Education	Dr Rachan Chandan, Ms Divya Thakur
52	Incubation & Startup Cell	Dr Manish Malhotra, Incharge Incubation/Startup Cell, Chef Amit Kumar (Bakery & Confectionery) Chef Amit Kumar (Food Production) Ms Neha Sahney (F & B Service) Ms Jyotsna (Rooms Division) Ms Riya Yadav (Room Division) Mr Ankit Gupta (Food & Beverage) Mr. Rohit Kumar (Front Office)
53	Admission Marketing/ School Coordination	Mr Ranojit Kundu, Mr Amit Kumar, Ms Riya Yadav, Ms Jyotsna, Mr Ankit Gupta, Mr Ashish Maan

- 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: 13.11.24

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

In-charge Incubation and Startup Cell and Industry Relations

Making Efforts to turning innovations into enterprises. Providing value-added support services to prospective Entrepreneurs. Assist the incubatees in creating a sustainable, innovative & scalable recipes/ product/ model that can turn into profitable business or otherwise.

Create a strong network of mentors involving other department/ HOD/faculties / Guest faculties/industry, who would provide sector specific knowledge & real world practical guidance.

In-charge Training and Placement

Synchronizing together the process of Industrial Training/ Industry Connect/ Placement Exploring new avenues of Career, Academic and Industry Connect with regard to learning Learning evaluation of trainees through respective operational departments of the institute Students Support and Progression through meticulous and systematic planning

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

Exposure training/FDP/workshops/ Conferences/Seminars

R.K. Bhandari

Principal

Date: 29.07.2024

Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. The role of IQAC in ensuring quality standards in teaching, learning, and evaluation is decisive.

It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities i.e.

- Teaching-learning process:

- Co-curricular –
- Value added courses/add-on courses:
- Stakeholders Feedback:
- Startup Innovative cell
- The cell should organize various seminars, workshops, business idea competitions & alumni entrepreneurs talks for creates entrepreneurs’ culture and to empowers our would-be student entrepreneurs.
- IQAC Audit Periodicity-
- Action Points IQAC Cell

1. Scheming and implementing Annual plans for institution-level activities for quality enhancement.
2. Arrange feedback responses from stakeholders for quality-related institutional processes.
3. Development and application of quality-related parameters & Innovative practices for various activities leading to quality enhancement.
4. Retrieval of information on various quality parameters of higher education and best practices followed by other institutions.
5. Organization of workshops and seminars on quality-related themes and promotion of quality circles and institution-wide dissemination of the proceedings of such activities.
6. Participation in the creation of a learner-centric environment conducive to quality education.
7. Work for the development of internalization and institutionalization of quality enhancement policies and practices.
8. Act as a nodal unit of the institution for augmenting quality-related activities.
9. IQAC acts as a nodal authority for training and placement. Periodic feedback is collected from the industries for the performance of recruited students in respective industries and measures are taken to improve the performance of the students as per industry demand.

Quality assurance initiatives of the institution include:

- Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
- Academic and Administrative Audit (AAA) and follow-up action taken
- Collaborative quality initiatives with other institution(s)
- Participation in NIRF and other recognized rankings

- Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

The Entrepreneurship Cell,

To inculcate entrepreneurial spirit in the young minds, and aims at providing a platform where potential is tapped and opportunities are grabbed to assist, nourish and develop an aspiring idea into a promoting entrepreneurial thinking. The Cell enables the provision of mentorship to develop culture of becoming successful entrepreneur.

Coordinator: Ms Divya Thakur, Assistant Professor

INCUBATION AND STARTUP CELL

The cell helps the students by mentoring them with potential business ideas, with real-life scenario and entrepreneurs and to explore way of assistance in all aspects. The cell will try to help them to harness their full potential and turn their vision into reality. Providing knowledge of basic financial and entrepreneurial knowledge to make entrepreneurship a possibility for more and more students.

The cell can also explore to provide consulting services to stakeholders accessible.

The Cell can set up following teams

- Project Team,
- Operations & Research Team and
- Marketing & PR Team.

Incharge: Dr Manish Malhotra, Assistant Professor

In-charge Incubation and Startup Cell and Industry Relations

KEY ROLE

- Assist the incubatees in creating a sustainable, innovative & scalable recipes/ product/ model that can turn into profitable business or otherwise
- Provide physical infrastructure and value-added support services
- Create a strong network of mentors involving other department/ HOD/faculties / Guest faculties who would provide sector specific knowledge & real world practical guidance
- Making Efforts to turning innovations into enterprises:
- Conduct events and inspirational programs
- To guide and promote student driven innovations & start-ups
- Provide trainings and mentorship to entrepreneurs
- Forge partnerships and networks with academia, industry, funding sources, existing incubators and others for the start-ups to leverage.
- Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.
- Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.
- An ideal application would be a collaboration between a corporate sector entity and a research oriented / academic institution with aligned areas of focus.
- To organize research grant/ collaborate with the industry for research and build research community in the institutions
- Documenting each of the activities and records for the future needs

Submission of reports in the IIC portal of all innovation and entrepreneurship-related activities organised during the IIC6.0 AY 2023-24 in the institute under different activity categories. Newly joined IIC institutions can report such activities under the Self-Driven Activity Category.

All IICs are requested to join the series of Orientation Sessions on IIC, YUKTI Innovation and Inventions Repository (YIIR), Innovation Ambassadors Training Program etc., are scheduled (to be shared) to be held during the month of July and submit reports through the IIC portal under the MIC Driven category to secure good scores in IIC star rating.

Complete nomination/update NISP coordinator (if not done yet) for the adoption of National Innovation and Startup Policy (NISP) in institute, and update status of policy formulation, policy implementation (for different milestones) through the NISP portal login provided to HEI.

Update and maintain the information about pre-incubation, incubation and Technology – Transfer Office (TTO)/IPR Cell facilities exist in IIC institutions through the IIC portal.

Update in the IIC portal regarding collaborations undertaken during the AY 2023-24 with various ecosystem enablers and stakeholders such as Incubation Units, Research parks, Accelerators, Mentor Agencies, Resource Agencies, Knowledge Agencies, Investors and Industry to promote innovation and startup ecosystem development in your campus.

Report in the IIC portal about various credit and non-credit (certificate) courses related to innovation, design thinking, Intellectual Property (IP), Technology transfer, Startup, entrepreneurship etc. offered by the institute during the AY 2023-24.

Undertaking linking of your IIC with Atal Tinkering Labs (ATLs) and School Innovation Councils (SICs) established in Schools for mentoring and handholding support. These linkage and active mentoring support offered by the IIC institute to these ATLs will be captured from the IIC portal and considered for the IIC6.0 Annual Star Rating.

IIC institutions are benefitted as part of the Impact Lecture Scheme and mentee IIC institutions are part of the Mentor-Mentee Scheme are requested to complete the all impact lectures and reports through the IIC portal for star rating consideration. All these beneficiary institutions are also required to make continuous follow-up with HEIs reflected in the “Refer & Invite” section of the IIC portal to bring these HEIs into the IIC network, which carries weightage in the IIC6.0-star rating.

Mentor IIC institutions are part of the Mentor-Mentee Scheme, have been assigned with a set of IIC institutions that are still not active and a set of HEIs that have not joined the IIC network yet. Mentor institutions reactiveness towards making these inactive IICs active and bringing new HEIs into IIC network has also carried weightages in the IIC6.0 Star rating. Status of these allotted lists of inactive IIC and non-IIC institutions under the Referral and Linkage module in the IIC Portal can be checked along with their current IIC registration status for follow-up.

Completion status of faculty Innovation Ambassadors (IAs) training of Basic, Advance, Reskill and Upskill types and activeness of these trained faculty Innovation Ambassadors (IAs) in delivering expert talks in the above said domain and providing mentorship support to ideas and innovations and start-ups (submitted through the IA login assigned to IA and verified by their respective IIC) will be considered for IIC 6.0 Star Rating and further recognition.

Create and update the database of YUKTI Innovation and Invention Repository (YIIR) by scouting Ideas (TRL 1-3), Innovations/Prototypes (TRL 4-9), Business Models & Start-ups from students, faculty, staff, alumni an, incubated entrepreneurs to create a string pipeline of innovations for institutions to support these by linking incubation unit, IPR cell and, investors for further handholding, mentoring, investment etc.