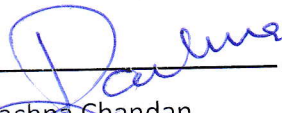
 <b>BCIHMCT</b>	<b>Quality Manual</b>	Doc. No. BCIHMCT/IQAC/002
		Issue No.01 Date
	<b>Minutes of the Meeting</b>	Rev.No.00 Date: 03/06/2024
		Page 1 of 3

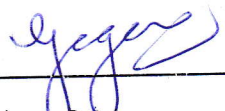
**Agenda:** Academics and upcoming semester

**The following points were discussed:**

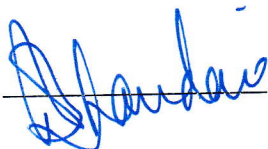
1. A quarterly meeting with the IQAC core team members, Executive Council members, and Principal Sir was held on 03/06/2024.
2. IQAC Chairperson advised to create a department-wise activity chart. Assignments given should be discussed with HODs by their department faculty members before being given to students.
3. IQAC team also suggested to identify and raise the requisition for all machines and equipment to update/add-on required for the respective departments.
4. IQAC team also suggested to initiate the online access process for institute Indian Journal of Applied Hospitality & Tourism Research.
5. IQAC team suggested to standardize the student placement policies, highlighting the selection/ identification of placement candidates.
6. For smooth operation and standardizing the operating process, IQAC Chairperson suggested to form a College committee comprising the HODs' and Senior members of the college.

  
 Rachna Chandan

(IQAC Co-coordinator)

  
 Gagandeep Soni

(IQAC Coordinator)



Prof. R.K Bhandari

(Principal BCIHMCT)

### Members attended the meeting

#### Members from Academics:

- 1) Mr. R. K. Bhandari-Principal, BCIHMCT
- 2) Dr. Gagandeep Soni- IQAC Coordinator
- 3) Dr. Rachna Chandan-IQAC Co-coordinator
- 4) Mr. Deepak Chhikara- IQAC Team Member
- 5) Ms. Divya Thakur- IQAC Team Member
- 6) Mr. Mohan Jain- IQAC Team Member
- 7) Dr. Manish Malhotra- IQAC Team Member
- 8) Mr. Uttam Kr. Singh- IQAC Team Member
- 9) Ms. Sonia Asthana-IQAC Team Member

*Bhandari*  
*Gagan*  
*Rachna*  
*Deepak*  
*Divya*  
*Mohan*  
*Manish*  
*Uttam*  
*Sonia*

#### Senior Members:

- 1) Dr. Prem Ram-Program Coordinator
- 2) Dr. Arvind K. Saraswati- Academic Coordinator

*Prem*  
*Arvind*

#### Members from Administration:

- 1) Dr. Sujata Anand (Secretary-BCSSTS)
- 2) Mr. Ashish Ranga (Coordinator, Administration)
- 3) Mr. Mohinder Pal Singh (Librarian)

*Mohinder*

#### Members from the Industry:

- 1) Dr. Sharda Sharma (Director Operations-The Suryaa)
- 2) Ms. Nishigandha Chitale (Learning & Quality Manager-Crowne Plaza)

#### Members from the Alumni

- 1) Ms. Neha Sahni

*Neha*

Student team members:

1. Mr. Nishant Garg (3<sup>rd</sup> year) *Nishant Garg*
2. Mr. Armaan Soni (3<sup>rd</sup> year)
3. Mr. Sahejpreet (2<sup>nd</sup> year)
4. Mr. Gopal Singh (2<sup>nd</sup> year)

**Action taken report (in lieu of 03/06/2024 meeting)**

- All the department have identified the activities for the upcoming semester and prepared departmental activity chart for the same.
- Individual department Heads have instructed their team members to plan the semester activities and assignments accordingly.
- During their departmental meetings, all the team members had identified and verified their prospective assignment topics.
- Requisitions were raised and tentative budget was prepared and submitted to the HOI for machines/ equipment required to update the respective departments.
- Placement policies are being updated and standardized by the Placement team, and same was introduced to the students for better understanding.
- As suggested, Executive council was prepared, comprising the HODs' and Senior members of the college.

*Lawe*

*Jegan*