

 BCIHMCT	Quality Manual	Doc. No. BCIHMCT/IQAC/002
		Issue No.01 Date
	Minutes of the Meeting	Rev.No.00 Date: 25/07/2025
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Agenda: Academics, upcoming semester and upcoming AQAR cycle

Minutes of the IQAC Quarterly Meeting (25/07/2025)

A quarterly meeting with the IQAC core team members was convened on 25th July 2025.

Following are the points discussed:

- The IQAC team extended a warm welcome to Mr. Ankit Gupta, the new team member of the IQAC department.
- The IQAC Coordinator instructed to initiate the AQAR 2025 process from 1st August onward, by sending the mails to all the concerned department heads and in-charges. Implementation of the Binary Accreditation framework and maturity based grading was also discussed.
- Incorporating innovation and new learning pedagogy in the latest institution activity calender for the semester was discussed.
- The IQAC coordinator proposed signing an MOU with DLF hospitality, this partnership is expected to provide students with new opportunities and exposure.
- The committee emphasized the importance of 'Structured internship', and recommended to initiate the discussions with both academic and industry partners to implement this effectively.
- In preparation for the audit scheduled from 29th July to 31st July, the IQAC Coordinator provided a detailed briefing on the guidelines and standards to be adhered to during the audit process.

- The IQAC team discussed organizing innovative, theme-based activities for the upcoming Housekeepers Week (14th Sept. to 20th Sept. 2025). It was emphasized that all activities should be planned under the Co-creation Lab to foster creativity and collaboration.
- IQAAC coordinator instructed Ms. Divya to plan and coordinate for the blood donation camp in the upcoming semester.
- Team also suggested to organize faculty-staff welfare/mental-wellness activities.
- IQAC coordinator also suggested to compile the departmental activities in the form of Departmental magazine.
- IQAC coordinator also emphasized the need of setting up the in-house laundry.



Rachna Chandan
(IQAC Co-coordinator)



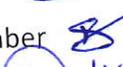
Gagandeep Soni
(IQAC Coordinator)



Prof. R.K Bhandari
(Principal BCIHMCT)

Members attended the meeting

Members from Academics:

- 1) Mr. R. K. Bhandari-Principal, BCIBMCT 
- 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) Mr. Ankit Gupta-IQAC Team Member 
- 10) Ms. Sonia Asthana-IQAC Team Member 

Senior Members:

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

Members from Administration:

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

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

Student team members:

1. Mr. Sahejpreet (2nd year)
2. Mr. Gopal Singh (2nd year)

Action taken ((in lieu of 25/07/2025 meeting):

- To initiate the compilation process for the Academic and Quality Assurance Report (AQAR) for the year 2024-2025, emails are being forwarded by the members of the Internal Quality Assurance Cell (IQAC) team.
- Innovative pedagogies such as experiential learning, research based learning for undergraduate students, event planning, theme-based designing, case studies, using & referring of LMS during classes etc., are being incorporated into the activity calendar. These pedagogies are also being integrated into the conduct of classes to enhance learning experiences
- MOU between DLF Club & Hospitality and BCIMCT was signed on July 27th, 2025. As part of this collaboration, a series of Guest Lecture Workshops spanning two days has been scheduled for the students. The workshop is planned for August 11th - 12th, 2025
- Internal audit team successfully conducted the audit from July 29th to July 30th, 2025
- Room #115 is being identified for the laundry set-up. The basic layout for the set-up is currently being discussed. Additionally, a related plumbing indent has been raised and processed for further action to facilitate the required arrangements.

Darsh

gagan

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