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6	Updated Syllabus- Choice based credit system	<a href="http://www.bcihmct.ac.in/download/Letter-CBCS_CO.pdf">http://www.bcihmct.ac.in/download/Letter-CBCS_CO.pdf</a>
7	Feedback mechanism	<a href="https://bcihmct.ac.in/download/NAAC/SSR/1.4.1_Syllabus_Feedback.pdf">https://bcihmct.ac.in/download/NAAC/SSR/1.4.1_Syllabus_Feedback.pdf</a>
8	International Exposure	<a href="https://bcihmct.ac.in/download/NAAC/SSR/GCC_Summit-Riyadh2018.pdf">https://bcihmct.ac.in/download/NAAC/SSR/GCC_Summit-Riyadh2018.pdf</a>
		<a href="https://www.bcihmct.ac.in/download/Campus/KCC-2021.pdf">https://www.bcihmct.ac.in/download/Campus/KCC-2021.pdf</a>
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		<a href="https://bcihmct.ac.in/download/NAAC/3.4.1/FacultyExchange-ArvindSaraswati.pdf">https://bcihmct.ac.in/download/NAAC/3.4.1/FacultyExchange-ArvindSaraswati.pdf</a>
9	Sudents Research projects	<a href="https://bcihmct.ac.in/download/NAAC/data/ProjectCertificate17-21.pdf">https://bcihmct.ac.in/download/NAAC/data/ProjectCertificate17-21.pdf</a>

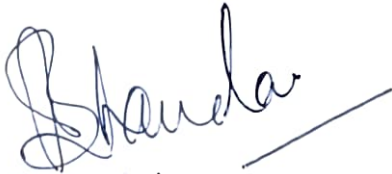
 <b>BCIHMCT</b>	<b>QUALITY MANUAL</b>	<b>Doc.</b> <b>No.BCIHMCT/MM/001</b>
		<b>Issue No.01 Date 10.11.2021</b>
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**Agenda- Academic Session 2021 & NAAC.**

**Following Points were discussed & deliberated.**


1. R. K. Bhandari, Principal **Welcomed all the faculty and staff members.**
2. He informed the Faculty members the new Batch 2021-22 Session will be going to start after 22-23<sup>rd</sup> November, 2021. Mr. Sidharth, Asst Prof will coordinate with the New Batch and will make a Orientation Schedule.
3. Principal informed the Faculty members to coordinate with students who have not submitted the Academic Fees of 2020-21 and informed them the last day to submit the Fees is 30<sup>th</sup> November, 2021. Those who paid the late fees, a fine of Rs.1000 will be imposed. We have already considered the emergency cases that need our support in regard of late Fees payment.
4. He informed the Faculty members that NAAC Team members will be interact With the Alumni members, Industry Peer members and students. He directed Dr. Prem Ram and Dr. Arvind Kr. Saraswati to make a Schedule for Students and Principal interaction w.e.f 11.11.2021.
5. Dr. Rachna, Dr. Arvind and Mr. Uttam are the new Pre-Auditors Members and they will do Pre –Audit of each and every respective department for the Upcoming NAAC.
6. He shared the good news that the Placement drive is started with the Oberoi Hotel Brand name and it is a good start. We need to focus our students' basic skill and he advised faculty members to enhance the students' knowledge and skill in their respective areas, guide them to make their fundamental strong.
7. He informed to all, Online Chef Competition will be held on 23<sup>rd</sup> November 2021.

8. He advised club members to start doing meeting with students.
9. Korean Cultural Centre India and Banarsidas Chandiwala Institute of Hotel Management & Catering Technology are jointly organizing a Korean Cultural Challenge 2021. Chef Ranojit Kundu is the Event Coordinator for the KCC.
10. He advised to use the full form of Institution name, We should use our Brand name Banarsidas Chandiwala Institute of Hotel Management & Catering Technology



R.K. Bhandari

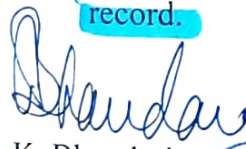
Principal

 <b>BCIHMCT</b>	<b>QUALITY MANUAL</b>	<b>Doc.</b>
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**Agenda- Academic Session 2021 & NAAC.**


**Following Points were discussed & deliberated.**

1. Principal Welcomed all the faculty and staff members.
2. Status of Online Classes, students Attendance and other issues related to the Online Classes were deliberated upon. Ms. Gagandeep Soni, Assistant Prof, informed him about the poor attendance of Senior Classes i.e. 3<sup>rd</sup> and 4<sup>th</sup> Year. It was advised to make classes objective based focusing more on participation.
3. It was advised to maintain a good relation with students. **Students should be encouraged to use our online library, Journal and other online resources available.**
4. Principal directed, all HOD's to submit their departmental report within a week.
5. **Principal asked the status of Mentorship. And directed faculty members to keep the mentoring record in fine points.**
6. Mr. Nikhil and Mr. Siddharth, Asst. Prof. will be the Coordination of upcoming new batch i.e. 2021-2025.
7. **Dr. Arvind, Asst. Prof, informed the Principal about the student's feedback. The student's feedback has already taken for the Academic record.**

  
 R.K. Bhandari  
 Principal





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Agenda- IQAC

**Following Points were discussed**

1. Meeting was held on 07/03/2020 and attended by all members of the IQAC team.
2. IQAC team recommends more students exposure in Inter college activities.
3. Team also suggest for the regular check on sanitary preventions within the campus.
4. As now a days novel corona virus is the major concern to be handle by the organization, so IQAC team suggested for the special sanitary prevention activities within the campus.

Gagandeep Soni  
(IQAC Coordinator)

Rachna Chandan  
(IQAC Co-coordinator)



R. K. Bhandari  
(Principal, BCIHMCT)

ACTION TAKEN REPORT (in lieu of 07/03/2020 meeting)

1. As recommended by the IQAC to increase students exposure in Inter college activities, BCIHMCT organized :
  - An energetic and focused session on 'FRONT OFFICE fundamentals' and 'Flower Arrangement workshop' on 11th March, 2020 with their ACADEMIC PARTNER, THE SURYAA, NEW DELHI
  - Another thoughtful session was conducted by BCIHMCT in association with INDIA INTERNATIONAL EDUCATIONAL COUNCIL by organizing a SEMINAR on 'FUTURE OF LEADERSHIP SERIES' to inculcate the spirit of Entrepreneurship amongst Hotel Management Students ON MARCH 12, 2020
  
2. The College also organized the following online activities in which students proactively took part.:
  - During the lockdown in the entire nation, women are having the maximum task cut out in the form of household chores and responsibilities, so to offer women-hood respect during this tough time, BCIHMCT organized an online poster making competition on the theme 'WOMEN EMPOWERMENT' and students responded with different horizons of creativity.
  - Then with the help of another poster making activity, BCIHMCT stressed on the idea that change is inevitable, and developing the trait of 'resilience' helps us not only to survive change, but also learn, grow, and thrive in it. Students have been creatively expressing themselves through paintings and posters while staying at home and give a great response truly embodying the theme of "RESILIENCE a need of new normal".
  - In the similar sequence a poster making activity was organized on the occasion of EARTH DAY which was had students sending in contributions in the form of posters.
  
3. As per the IQAC team suggestions, on 13th March, 2020, BCIHMCT conducted a sanitization program by cleaning and disinfecting class rooms, kitchens, banquet halls, offices, library and other public areas of the institute through fumigation. Professionals were outsourced in order to get the job done effectively. All the necessary equipment was used to sanitize the place. The liquid used was chemical free and with an Ayurvedic. All areas were sprayed with disinfectant to eliminate the virus. The institute is also following a deep cleaning schedule on a regular basis since the outbreak of the corona virus. Various hygiene practices are being rigorously followed in the premises by all staff and faculty members. Various guidelines have also been issued by the principal, Mr. R. K Bhandari, for the students and staff of the institute so that an untoward health issue can be avoided.



*R. K. Bhandari*

## ACTION TAKEN REPORT (in lieu of 20/06/2020 meeting)


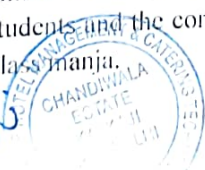
1. All the concern faculties have started to work for AQAR updation to fulfill the requirements of the coming academic year 20-21. The institute is preparing keeping in mind the situation due to Covid-19, as the colleges are closed as per the government guidelines we will be working online.
2. As per IQAC team guidelines, BCIHMCT has been conducting webinars involving experts from industry for development of the students in the midst of the lockdown with a view to enhance their communication capabilities, soft skills, technical skills and grooming standards. These sessions are to provide an insight into how the industry works and the latest developments that will be taking place in the process post Covid-19. The students are briefed on the unprecedented effects that Coronavirus is going to have on the hotel industry and also some measures to tackle the same for their career. These webinars were organized to encourage the students to remain positive.

Below are the details:

04/07/2020	Webinar-Mr. Magandeep Singh and Mr. Gagan Sharma, Sommelier Duo of modern India
15/07/2020	Webinar- Mr. Akash Tomar, Diageo Brand Ambassador.
27/07/2020	Webinar- Mr. Divyansh Kaushik, Senior Training Manager, The Oberoi New Delhi
28/07/2020	Webinar- Mr. Naveen Mehta, F & B Director, Crowne Plaza, Rohini.
29/07/2020	Webinar-Chef Lalit Kumar, Chef De Cuisine, Intercontinental, London
30/07/2020	Webinar-Mr. Tushar Abrol , Learning & Development Manager, Vivanta, New Delhi.
31/07/2020	Webinar- Mr. Abhishek Lamba, EHK, Crowne Plaza, Greater Noida

3. As suggested by IQAC team, management and concerned faculties are not only focusing on education but also inculcate various skills in the students. Keeping this objective in mind, many activities are held for the students so that they can learn & enrich their repertoire

- A campaign for awareness amongst the youth regarding the fatal and harmful effects of MANJA used for Kite Flying. On August 10, 2020, BCIHMCT conducted an online awareness campaign regarding the use of cotton thread for the purpose of kite flying. Students wholeheartedly participated in the online event and contributed with articles. The objective was to make the students and the community at larger scale aware about the harmful effects of glass manja.

- Due to the outbreak of Covid-19, BCIHMCT also emphasized on Yoga from the safety and comfort of their homes. Faculties and students collectively supported the cause by doing various YOGASANAS for a healthy living on June 21 as it was INTERNATIONAL DAY OF YOGA
4. To commence the upcoming semester faculties have been instructed as per IQAC and have initiated the process for preparing for online classes for the students in a very proactive manner. All the faculties will connect online with the students through different online-meeting portals, by making and sharing videos as per the requirement of topics, youtube channel and through the Blogging platform of Google, Google forms and quizzes app for evaluation. This will help all students to learn online and complete their syllabus timely.

*Shandari*





**MINUTES OF THE MEETING:**

message

Director BCIHMCT <director@bcihmct.ac.in> Thu, Oct 24, 2019 at 12:37 PM  
 IQAC BCIHMCT <iqac@bcihmct.ac.in>, Vaibhav <vaibhav@bcihmct.ac.in>, Arvind <arvind@bcihmct.ac.in>, Ashish Kumar Ranga  
 <ashish@bcihmct.ac.in>, Divya <divya@bcihmct.ac.in>, Gagan <gagan@bcihmct.ac.in>, Indrajeet <indrajit@bcihmct.ac.in>, Manish  
 <manish@bcihmct.ac.in>, Mohan Jain <mohan.jain@bcihmct.ac.in>, mohinder <library@bcihmct.ac.in>, "Mr.Gupta"  
 <administration@bcihmct.ac.in>, Neha Sahni <neha@bcihmct.ac.in>, Peeyush <peeyush@bcihmct.ac.in>, Placements BCIHMCT  
 <placement@bcihmct.ac.in>, Prem Ram <prem@bcihmct.ac.in>, Rachna <rachna@bcihmct.ac.in>, Ranojit <kundu@bcihmct.ac.in>,  
 Reshma <reshma@bcihmct.ac.in>, Shubhangi <shubhangi@bcihmct.ac.in>, Sonia Srivastava <padirector@bcihmct.ac.in>, sumit pant  
 <sumit@bcihmct.ac.in>, Suprabhat <suprabhat@bcihmct.ac.in>, Uttam <uttam@bcihmct.ac.in>

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**AGENDA**

- CHE 2019
- New Responsibilities : Additional tasks
- Website updation: college profile detail
- Online courses
- More serious study as competitors are in the market now
- FDP, ONLINE COURSE,IT
- Mentors
- Attendance
- Clubs : Culinary Club, Bakers Club, Entrepreneurship club
- Subjects, timetable,
- Exams coordination
- Briefing of new faculties ( Syllabus, Evaluation, Students list & Time Table etc)

Meeting of the faculty and the Principal held today on 23.10.2019 at 4.15 P.M in Library.

Agenda: Academic, General Activities & Feedback of Chandiwala Hospitality Ensemble



Following Points were discussed & deliberated:

- Principal congratulated Chandiwala Hospitality Ensembles organizing team, coordinators and all faculty and staff members for showing their remarkable professionalism and making the 18th Chandiwala Hospitality Ensembles 2019, a highly successful event with creation of benchmark in all areas.
- Principal suggested faculty members to involve more and more students during events.



milestone in the direction for excellence in all our future endeavor. Sincerity, commitment and dedication of me is outstanding. Acceptance of New Challenges and working hard on those is appreciable.

association of Crowne Plaza Hotel Today Okhla and Taj Group of Hotel in the event was encouraging one. More participation can be explored in future industry participation for which BCHMCT is continuously taking initiative.

feedback from the other colleges were discussed in the meeting following are the points:

a) High praise of students.

b) Accommodation fittings and furnishing has scope for improvement.

c) modification of Kitchen & Bakery is needed

d) advance intimation of events

e) Ingredients should be provided in time

f) more focus on food than theme

6. Faculties were assigned new responsibilities so that operation and academic effectiveness is improved. Involvement of faculties in other Administrative and Institutional development areas were invited. Following faculty members are entrusted with the additional responsibilities:

1. Dr Ashish Ranga, Assistant Professor: Administrative Coordinator

2. Dr Arvind Kumar Saraswati, Assistant Professor: Academic Coordinator

3. Mr Prem Ram, Assistant Professor : Programme Coordinator

4. Mr Uttam Kumar : Coordinator Account & Cost Centre

5. Research & Consultancy Coordinator: Dr Arvind Kumar Saraswati

6. Mrs Gagan Soni, Assistant Professor: Coordinator: Accreditation/Ranking & IQAC

7. Mr Deepak Chhikara, Assistant Professor will also work in Examination Coordination Team

8. Mr Sidharth Srivastava, Assistant Professor will work with Dr Arvind Saraswati in Research Coordination Team

7. Preparation of exams & exam schedule and its conduction was discussed in detail.

Mentoring, Attendance and counselling of students need to be taken care and proactive action is needed in this regard.

8. Issues related to internal exams was discussed in detail.

9. Faculties were briefed about going for FDP /IT/ and online courses

10. Principal directed faculty members to encourage formation of clubs in their respective department i.e. culinary, Bakery, F&B, Entrepreneurs club etc

All suggestions and observations are welcome.

R.K.Bhandari

Principal




PADirector . &lt;padirector@bcihmct.ac.in&gt;

## Minutes of the meeting 14 Nov 2019

1 message

Fri, Nov 15, 2019 at 3:22 PM

Director BCIHMCT &lt;director@bcihmct.ac.in&gt;

To: Vaibhav <vaibhav@bcihmct.ac.in>, Arvind <arvind@bcihmct.ac.in>, Ashish Kumar Ranga <ashish@bcihmct.ac.in>, Divya <divya@bcihmct.ac.in>, Gagan <gagan@bcihmct.ac.in>, Indrajeet <indrajit@bcihmct.ac.in>, Manish <manish@bcihmct.ac.in>, Mohan Jain <mohan.jain@bcihmct.ac.in>, mohinder <library@bcihmct.ac.in>, "Mr.Gupta" <administration@bcihmct.ac.in>, Neha Sahni <neha@bcihmct.ac.in>, Peeyush <peeyush@bcihmct.ac.in>, Placements BCIHMCT <placement@bcihmct.ac.in>, Prem Ram <prem@bcihmct.ac.in>, Rachna <rachna@bcihmct.ac.in>, Ranajit <kundu@bcihmct.ac.in>, Reshma <reshma@bcihmct.ac.in>, Shubhangi <shubhangi@bcihmct.ac.in>, Sonia Srivastava <padirector@bcihmct.ac.in>, sumit pant <sumit@bcihmct.ac.in>, Suprabhat <suprabhat@bcihmct.ac.in>, Uttam <uttam@bcihmct.ac.in>, dpk23chhikara@gmail.com, sidharth srivastava <sidharthsrivastava2011@yahoo.in>

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Meeting of the faculty and the Principal held today on 14.11.2019 at 4.15 P.M in Library.  
Agenda: Academic, General Activities, Conference 2020

1. Faculties were briefed about End Term Exams
2. Detail feed back from the students were discussed with the faculty members

Main issues were

Books

Journals/ Modules

Group Assignments

Using Viva

Notes of the subjects

Subjective disconnect with regard to Technical/ subjective knowledge of the students ( HOD should keep track of the Operational knowledge and skills of the students in totality. Placement team should give regular update about the same)  
Principal advised faculties to proactively connect with the students and maintain mentoring records for future references.

3. Observations and suggestion with regard to syllabus update was discussed and reviewing and modification committees were formed.

4. It was reminded to the faculties about Activity chart of various activities related to the departments. **Events and activities need to be planned.** If needed support may please be taken from academia- **Industry interface coordinators for the next semester.**

5 **Theme of the 10<sup>th</sup> India International Hotel, Travel & Tourism Research Conference "Transforming Hospitality & Tourism: Sustainable Goals & Strategies for Future" will be organized from**

<https://mail.google.com/mail/u/0/?ik=b0105fb5ee&view=pt&search=all&permthid=thread-%3A1650261031298497565&siml=msg-f%3A16502610312...> 1/2



*Shandari*





PADirector &lt;padirector@bcihmct.ac.in&gt;

## minutes of the meeting

1 message

Tue, Nov 5, 2019 at 10:29 AM

Director BCIHMCT <director@bcihmct.ac.in>  
 To: Vaibhav <vaibhav@bcihmct.ac.in>, Arvind <arvind@bcihmct.ac.in>, Ashish Kumar Ranga <ashish@bcihmct.ac.in>, Divya <divya@bcihmct.ac.in>, Gagan <gagan@bcihmct.ac.in>, Indrajeet <indrajit@bcihmct.ac.in>, Manish <manish@bcihmct.ac.in>, Mohan Jain <mohan.jain@bcihmct.ac.in>, mohinder <library@bcihmct.ac.in>, "Mr Gupta" <administration@bcihmct.ac.in>, Neha Sahni <neha@bcihmct.ac.in>, Peeyush <peeyush@bcihmct.ac.in>, Placements BCIHMCT <placement@bcihmct.ac.in>, Prem Ram <prem@bcihmct.ac.in>, Rachna <rachna@bcihmct.ac.in>, Ranojit <kundu@bcihmct.ac.in>, Reshma <reshma@bcihmct.ac.in>, Shubhangi <shubhangi@bcihmct.ac.in>, Sonia Srivastava <padirector@bcihmct.ac.in>, sumit pant <sumit@bcihmct.ac.in>, Suprabhat <suprabhat@bcihmct.ac.in>, Uttam <uttam@bcihmct.ac.in>

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Meeting of the faculty and the Principal held today on 2.11.2019 at 2 P.M in Library.  
 Agenda: Academic, General Activities

1. Faculties were briefed about postponement of the exams by 15 days i.e. till 22 November 2019. Programme coordinator briefed about the process of leaves taking by the faculties and ensuring proper class adjustment. Revision to be taken in the extended days/ last year question paper to be solved.
2. Activity chart of various activities related to the departments need to be made. Events and activities need to be planned. If needed support may please be taken from academia- Industry interface coordinators for the next semester.
3. due to the changing scenario, Teaching methodologies need to be innovated. Self study to be encouraged through assignment, cases studies and assigning relevant projects and assessment through presentations to be made by students.
4. Principal advised department to make clubs related to various co- curriculum activities. ie. Bakery, Culinary, IT designing, photography, Mixology, Entrepreneurship etc.
5. Innovative recipe and dishes by using millets to be worked upon. Students to be involved.
6. Renovation request to be given by all departments under categories from urgent to long term renovation. Also maintenance request to be sent to HK department. Common practice of saving electricity to be followed.
7. JAC inspection is scheduled on 4th Nov 19. Areas to be checked thoroughly.

All suggestions and observations are welcome.

R.K.Bhandari  
 Principal



Banarsidas Chandiwala Institute of Hotel Management & Catering Technology.

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Meeting of the HOD's/In charge/ Coordination Committee and the Principal was held on **01.11.2019** at 2:00 P.M in Board Room.

**Agenda: Academic & General Activities for 2019-20**

**Following Points were discussed & deliberated:**

It was suggested by the Principal to form respective clubs for the activities related to the department. Concern from the HOD and Incharges was sought for the mobilizing the students.

Academic plan and activities concerned to the department was discussed and HODs were advised to prepare list of activities of their respective department in coordination with Academia-Industry Coordinators.

A committee under the leadership of Mr Ranojit Kundu. Assistant Professor was formed to incurge entrepreneurship practices. A club need to be formed.

Mr Vaibhav Verma. HOD HSR will also look for Capacity Building & Consultancy Coordination.

Detail JD of **Administration Coordination, Programme Coordinator, Academic Coordinator** was discussed in details and briefed about the activities and tasks need to be under taken.by them.

Purchase committee of the Institution is formed to formalize. initiate and advise the purchase / disposal of the Goods/ equipments or other equipments and items.

Sitting arrangement and Placement of staff was discussed and finalized.

Media team will be also part of the Website updation and Social media updation coordination.

  
R.K.Bhandari

Principal









PADirector . &lt;padirector@bcihmct.ac.in&gt;

## MINUTES OF THE MEETING

1 message

Sat, Dec 21, 2019 at 10:45 AM

Director BCIHMCT <director@bcihmct.ac.in>  
 To: Vaibhav <vaibhav@bcihmct.ac.in>, Arvind <arvind@bcihmct.ac.in>, Ashish Kumar Ranga <ashish@bcihmct.ac.in>, Indrajeet Deepak Chhikara <deepak@bcihmct.ac.in>, Divya <divya@bcihmct.ac.in>, Gagan <gagan@bcihmct.ac.in>, mohinder <indrajit@bcihmct.ac.in>, Manish <manish@bcihmct.ac.in>, Mohan Jain <mohan.jain@bcihmct.ac.in>, Neha Sahni <library@bcihmct.ac.in>, "Mr.Gupta" <administration@bcihmct.ac.in>, nausheen <nausheen@bcihmct.ac.in>, Placements BCIHMCT <neha@bcihmct.ac.in>, nikhil <nikhil@bcihmct.ac.in>, Peeyush <peeyush@bcihmct.ac.in>, Ranojit <placement@bcihmct.ac.in>, Prem Ram <prem@bcihmct.ac.in>, Rachna <rachna@bcihmct.ac.in>, Sidharth <kundu@bcihmct.ac.in>, Reshma <reshma@bcihmct.ac.in>, Shubhangi <shubhangi@bcihmct.ac.in>, Sumit Pant <sumit@bcihmct.ac.in>, Suprabhat <sidharth@bcihmct.ac.in>, Sonia Srivastava <padirector@bcihmct.ac.in>, Uttam <uttam@bcihmct.ac.in>

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Meeting of the faculty and the Principal held on 19.12.2019 at 11 AM in the Library.

### Agenda: Academic, General Activities

1. Detail feedback in general was shared with the all concerned. Broadly about the conduction of classes, feedback & evaluation, Technical knowledge, delivery of notes and maintaining proper Journal and written work were some of the issues need more careful approach.
2. It was suggested by the Principal to make classes more discussion & Research & application based using of analytic and self study approach. Projects & Presentation with broader vision need to be practiced. Include Discussion based teaching/ General awareness/ presentation/ GD on Topic/ Essay Comp/ Debate/ etc. This will certainly require additional thought process at the time of Planning Lessons.
3. Subject allocation was discussed and faculties were asked to work more diligently on preparation of lesson plan/ Trainers notes and Trainee notes, keeping in mind above mentioned points.
4. Ability to Perform and understand through Learning should be the objective. Avoid short cuts. Objectivity should be checked and evaluated through different mode. Understanding is important
- 4.. Feed back, mentoring and attendance need to be given due consideration
5. Formation of different committees/clubs for real tasks so that leaders are created. (Culinary, Bakers, Entrepreneurship and startup , Mixology, Eco Club, Decora events, Music, art and culture, Debating

<https://mail.google.com/mail/u/1?ik=b0105fb5ee&view=pt&search=all&permthid=thread-f%3A1653505152757239078&simpl=msg-f%3A16535051527>

1/2





# Duties and Responsibilities :Hospitality Ensemble 2019

Thu, Oct 3, 2019 at 1:39 PM

Director BCIHMCT <director@bcihmct.ac.in>  
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A meeting of

Facilities with Principal was held on 01.10.2019.

## Agenda: Hospitality Ensembles 2019

Following Points were discussed & deliberated:

- Principal shared the suggestions and experiences with regards to effective planning and execution of the responsibilities during the Hospitality Ensemble 2019. He was of the opinion that better coordination and timely actions are important while organizing event of such magnitude.
- Appreciating the efforts of the faculties in maintaining the decorum and standard Principal congratulated all the members.
- Duties and responsibilities during the event were discussed in details and Suggestions from the members were invited. (list enclosed)
- Suggestions and observations are welcome.

R K Bhandari  
Principal



Banarsidas Chandiwala Institute of Hotel Management & Catering Technology,  
 (NAAC 'A' Accredited Institution, Approved by AICTE and Affiliated to G.G.S. Indraprastha University),  
 Chandiwala Estate,  
 Phone: 011-49020300-301; Fax: 91-1149020320; Mobile: +91 9871200100  
 E-Mail: Website:

Duties List 2019.docx  
15K

**Agenda- Commencement of New Academic Session 2019-2020****Following points were discussed and deliberated upon:**

1. Dr. Sarah Hussain, Principal welcomed the faculty members.
2. Dr. Sarah Hussain briefed the faculty members about the new admissions that as of now the tentative date for first year students joining the institute is 31<sup>st</sup> July and by the coming week, Dr. Praveen Chandra and Dr. Nitin Malik will update us on the status of the students list. The names of the students who will not turn up will be forwarded to the university by the institute, Henceforth the seats will be filled in the second counselling.
3. She informed the faculty members about the Induction program that by next week the institute will have confirmation about the Induction date. The Induction will be taken care by: Ms. Neha, Ms. Rachna (as she is on leave) it will be assisted by Mr. Inderjeet and Dr. Ashish. The other faculty members in Induction/ Orientation team are Mr. Peeyush Ms. Divya & Mr. Mohan.
4. Dr. Sarah Hussain informed the faculty members that the AQR report (NAAC) for the Academic session 2018-19 has been submitted and the assessment for the same will be done.
5. She also advised faculty members to frequently participate in various FDP programs and online certification courses related to the industry.
6. She directed faculty members to write research papers and get them published in UGC accredited and/or Scopus Indexed Journals.
7. She directed all the faculty members to acknowledge and understand the **Vision, Mission and the Motto** of the institute. She emphasised that "We have to be leaders and create leaders."
8. She also advised faculty members to submit Session plans and lesson Plans at the earliest and suggested them to be pro active in submitting the same.
9. She advised all the mentors and faculty to be understanding/ empathetic with first year students so that they are not de-motivated and there are no dropouts. She further added that any such case needs to be highlighted on priority for necessary action.
10. Dr. Sarah Hussain directed faculty members to inform their wards regarding usage of intoxicating substances and its consequences in the form of suspension or expulsion from the institute.
11. She reminded all the HOD's to submit the departmental reports at the earliest.
12. She also asked the HODs to prepare a maintenance file in their respective departments regarding any work or audit's to be conducted.
13. She advised everyone to ensure perfect grooming standards for self and students.




14. She also advised that students will be visiting the institute for the admission process from Monday and that they need to be met at the library by Ms. Neha, Mr. Indrajit and Dr. Ashish.
15. She also advised that all class four employees have to wear similar uniforms, the availability of uniforms will be checked by Mr. Vaibhav and further decisions will be taken.
16. She informed all the faculty members about the scheduled dates of **Chandiwala Hospitality Assemble** which are 16th, 17<sup>th</sup> and 18<sup>th</sup> October, 2019.
17. She also informed 19<sup>th</sup> August will be the blood donation day at the institute
18. Dr. Sarah Hussain advised all the faculty members to ensure perfect standards including grooming/ attendance/ attitude and groom 3<sup>rd</sup> and 4<sup>th</sup> year students as they will represent the institute in the industry during IT & Placement Interviews.
19. Dr. Sarah Hussain directed the faculty members to provide notes to the students immediately after the unit is over. She also advised that faculty must not just use projector for teaching and be more flexible in their teaching style.
20. It was reminded by her that phones are prohibited in the class and at no time the faculty members or the students should be engaged in using the same.
21. She directed the faculty members to start the class on time and not leave the class early.
22. Dr. Sarah Hussain reminded all the faculty members to submit their appraisals by 26<sup>th</sup> July, 2019.
23. She informed that the institute will have regular psychiatric, psychological and counselling session for the students on regular basis as per the AICTE guidelines.
24. Dr. Sarah Hussain informed regarding the new committees & cells for the upcoming academic session.
25. She directed all the faculty members to inform students to follow a standard size for Practical Journals for the upcoming academic year (A4 size & 120 pages). She also advised not to overburden the students with written work.
26. She also directed all the faculty members not to leave the campus without information to her.
27. Dr. Sarah Hussain advised all the members to update and upgrade their knowledge in terms of technological advancements in industry for better learning and teaching.
28. She informed that faculty feedback will be discussed with the faculty members during their appraisal meeting.
29. The members for different Committees and Cells of the Academic Year 2019-20 were announced and all were asked to do their duties to the best of their capabilities.

**Dr. Sarah Hussain**  
**Principal**



*Shandari*



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**Agenda-** Committees & Cells for the Academic Session 2018-2019.

**Following Points were discussed & deliberated.**

1. Dr. Sarah Hussain, Dean (Academics), welcomed the faculty and staff members.
2. Dr. Sarah Hussain revised the Committees & Cells.
3. Ms. Gagandeep Soni, will be the new IQAC Coordinator and Ms. Rachna Chandan Co-coordinator henceforth.
4. She has formed PDP Committee in which Mr. Peeyush Srivastav will be the Coordinator &, Ms. Shubhangi, Mr. Ranojit Kundu, Mr. Manish will be the team members henceforth.
5. She has directed Attendance Coordinators to get ready with the Attendance of students for January 2019.
6. She advised faculty members to ensure perfect grooming standards of self and students.
7. It was reminded by her that mobiles are prohibited in class and at no time should students engage in texting or using mobile phones.
8. She also advised faculty members to converse with students only in English language and make it mandatory for students to speak in English as we need to groom them for the Industry.
9. **Dean, Academics requested all the faculty members to be present in the Auditorium and paper presentations during Conference.**
10. Dr. Sarah Hussain, Dean (Academics) directed all the faculty members to take more rounds in corridors, parking areas to control indiscipline of students.
11. She directed all the faculty members don't give breaks to students in 50 minutes class.
12. **She advised faculty members to give such assignment to students wherein they would use Library Books, magazines and newspapers to upgrade their knowledge.**

*Shandari*



13. Dr. Sarah Hussain informed the faculty members to be conscious about the following points:

- a. Work Performance
- b. Time management/ meeting deadlines/ commitments
- c. Updating qualification, technical knowledge & other skills.
- d. Ensuring teamwork, knowledge sharing, zeal, flexibility, adaptability.
- e. Punctuality
- f. Personal appearance & health.
- g. Leadership qualities, problem solving, decision making.
- h. Application of social responsibility within the organisation.

14. Mr. Alok Aswal, Dean Administration advised faculty members to be more active in upcoming Conference, 2019 and advised them to get more numbers of papers.



**Dr. Sarah Hussain**  
**Dean (Academics)**





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**Agenda- Academic Session 2018, Conference, IQAC.**

**Following Points were discussed & deliberated.**


1. Dr.Bhupesh Kumar, Director welcomed the faculty and staff members and wished Happy New Year 2018. He briefed about the last year's achievements.
2. He welcomed, Ms. Neha Sahni, as a new Faculty Member, joined w.e.f 1.1.2018.
3. He formed a new IQAC committee; IQAC Meeting will be held on 4<sup>th</sup> January, 2018 and will decide the designation of the respective committee members.

Following are the IQAC Committee Members:

- Mr. Gautam Chatterjee, Mr. Alok Aswal, Ms. Sarah Hussain, Mr.Uttam Kr. Singh, Ms. Sunita Badhwar, Ms. Shubhangi Garg.
4. Mr. Gautam Chatterjee will share time table with faculty members & Ms Reshma Kamboj will circulate the Academic Calendar among faculty members.
  5. He also informed faculty members, those who want for an Industrial visit. FDP meant for students, need to inform Ms. Sunita at the earliest, so that she can add the visits accordingly in the academic calendar.
  6. Dr.Bhupesh, suggested approaching older Alumni members instead of recently pass- out students to their fruitful contribution towards the institution.
  7. He briefed about upcoming conference scheduled on 16<sup>th</sup> -17<sup>th</sup> February 2018 to team members.
  8. He need 3 quotation from each vendors for individual requirements for the conference:
    - Printing- Mohan Jain
    - Alok Aswal- Conference Bag
    - Prem Ram-Menu
    - Photographer
  9. He directed faculty members to submit Practical Modules before 21<sup>st</sup> January, 2018 without no further delays.

*(Signature)*

CHANDIWALA  
ESTATE  
KALKAJI  
NEW DELHI

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**Meeting Attended by:**

1. Dr. Ravish Sagar, Director, BCIIIT
2. Dr. Sanjeev Gupta, Director, BCIP
3. Dr. Aparna Mishra, Director, BCIPS
4. Dr. Bhupesh Kumar, Director, BCIHMCT

**Agenda:**

1. Group Insurance as per AICTE requirement
2. Class IV staff salary
3. ERP for Institutes
4. Academic Calendar, Holidays and Saturday Off

**Following Points were discussed & deliberated.**

1. Group Insurance of Students and Staff need to be processed. Director has been asked to send the details in format as required by Insurance companies to get the quotes for Accident Insurance for all staff and students as required by Statute of AICTE and University.

2. Class IV employees salary need to be represented as per Skilled/Semi Skilled and Unskilled category. As there were representation from staff members. It was proposed to check the record at Institute level and prepare a consolidated list of the same.

3. For ERP it was proposed to keep it for future discussion.

4. All Directors were in the acceptance to follow the directives of the University as suggested in Academic Audit to follow the University Academic calendar strictly including the list of holidays as per University order. The proposed list of holidays is attached for the next semester starting 1<sup>st</sup> August 2018 till 31<sup>st</sup> December 2018.

5. It was also proposed to have 2<sup>nd</sup> and 4<sup>th</sup> Saturdays off on demand of all the staff of the Institutes.

6. Study leave for pursuing PhD to be finalized. The draft copy of the same has been shared with all the directors during the meeting.

7. It was proposed to keep the special leave for FDP and Training for Faculty members not exceeding for a week. In a year the special leave must not be exceeding to 25% of the total faculty strength.

8. It was proposed that the Probation period for the new recruitments to remain same for all the Institutes i.e. 1 year. Also, it was proposed that the probationers may get the Earned leave added after 6 months as per norms of regular staff.

*Shandari*



The minutes of meeting for your perusal.

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**Agenda- New Academic Session 2018-19 and Student Feedback**

**Following Points were discussed & deliberated.**

1. It was informed to the faculty members that classes for 3<sup>rd</sup> year and 4<sup>th</sup> Year students will be start from 2<sup>nd</sup> August 2018.
2. It is decided in the meeting that Hawan will be held on 4<sup>th</sup> August . 2018.
3. Director informed all the staff and faculty members that our new syllabus has been approved by the University. He directed Mr. Inderjeet Chaudhary to bring one approved Hard copy from the Academic Branch.
4. He discussed the orientation programme for 1<sup>st</sup> Year students with faculty members. 2 weeks orientation programme will be scheduled for them. Mr. Ashish Ranga and Mr. Inderjeet Chaudhary will be the 1<sup>st</sup> year Attendance coordinator. Trees' plantation activity is also organized for 1<sup>st</sup> year students. He also asked Ms. Gagandeep Soni to Coordinate with Chaudhary for Trees and also suggested to make tags for each sapling. Mr. Inderjeet Chaudhary will make the Campus visit schedule.
5. Ms. Divya Thakur will be the Cultural Head henceforth. Director suggested to include Industry Expert Lecture in Induction Programme. At least 3 Lectures should be there and made few changes in Induction Schedule. Before chief guest arrival, PPT should be over.
6. Director, suggested faculty members to share information regarding upcoming Hospitality Ensemble 2018 emails to their associates
7. Dr. Bhupesh Kumar directed Ms. Sunita Badhwar to draft on upcoming event Hospitality Ensemble 2018 for the College Website
8. Director, directed to all mentors to send Broadcast messages to mentee's parents instead of making what's up group for parents. Faculty should also inform their mentee's to report college in Uniform.
9. He directed Ms. Neha and Mr. Manish to make new Alumni Feedback form online as discussed with Ms. Sunita Badhwar.
10. He shared the student's feedback with faculties. He suggested faculty members not to be biased with students and give equal opportunities to each student. He appreciated faculty members for their good feedback. Mr. Sumit Pant got the maximum comments from students. It was suggested to all to understand the better ways to conduct classes from the faculty members who are performs good in classes.

Dr BHUPESH KUMAR  
Director



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**Agenda- New Academic Session 2018-19 and Student Feedback**

**Following Points were discussed & deliberated.**

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7. Dr. Bhupesh Kumar directed Ms. Sunita Badhwar to draft on upcoming event Hospitality Ensemble 2018 for the College Website.

*(Handwritten Signature)*



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**Dr. Bhupesh Kumar**  
**Director**



*Shandari*



## Minutes of meeting held on 9.5.2018

Director BCIHMCT <director@bcihmct.ac.in>

Fri, May 11, 2018 at 11:30 AM

To: Vaibhav <vaibhav@bcihmct.ac.in>, Alok <alok@bcihmct.ac.in>, Arvind <arvind@bcihmct.ac.in>, Ashish Kumar Ranga <ashish@bcihmct.ac.in>, Divya <divya@bcihmct.ac.in>, Gagan <gagan@bcihmct.ac.in>, Gautam <gautam@bcihmct.ac.in>, Indrajeet <indrajit@bcihmct.ac.in>, Manish <manish@bcihmct.ac.in>, Mohan Jain <mohan.jain@bcihmct.ac.in>, Mohinder <library@bcihmct.ac.in>, "Mr.Gupta" <administration@bcihmct.ac.in>, Neha Sahni <nehasahni18@gmail.com>, Peeyush <peeyush@bcihmct.ac.in>, Poonam <poonam@bcihmct.ac.in>, Prem Ram <prem@bcihmct.ac.in>, Rachna <rachna@bcihmct.ac.in>, Ranojit <kundu@bcihmct.ac.in>, Reshma <reshma@bcihmct.ac.in>, Sarah <sarah@bcihmct.ac.in>, Shakesh Singh <shakesh@bcihmct.ac.in>, Shubhangi <shubhangi@bcihmct.ac.in>, Sonia Srivastava <isoni2002@gmail.com>, Sujeet <sujeet@bcihmct.ac.in>, sumit pant <sumit@bcihmct.ac.in>, Sunita <sunita@bcihmct.ac.in>, Suprabhat <suprabhat@bcihmct.ac.in>, tom thomas <tomthomas@bcihmct.ac.in>, Uttam <uttam@bcihmct.ac.in>

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### Agenda- New Duties as per order dated 8.5.2018, Committees and Examination

#### Following Points were discussed & deliberated.

1. Dr. Bhupesh Kumar welcomed all the Faculty members.
2. He discussed about the Office Order dated 8.5.2018, and clarified the doubts of Faculty members. And the Job description of the Academic Head and HODs were been briefed.
3. All Coordinator will directly report to the Director.
4. He announced various changes in Committee and cells.
5. Ms. Rachna Chandan and Mr. Indrajit Chaudhury will keep on supporting the examination coordinators as earlier.
6. Director suggested that HOD's Job description will be circulated in written form. He directed Dr. Sarah Hussain to make framework for the same.
7. Mr. Sujeet Kapur, Placement Head, will coordinate with Dr. Sarah Hussain about the Industry Session and Classes adjustment. He is also directed to mark cc for emails regarding Placement and IT to Director and Academic Head both.
8. All HOD's and Director meeting will be held on every Saturday at 9:30 am and if on Saturday then it will be on Monday's at 9.05 am.
9. He suggested that Hunar Se Rozgar Programme will be commenced from 25<sup>th</sup> May 2018 in the stream of Food Production, Service and Attendant.
10. He directed all faculty members to start formal communication through mail for the maintenance work, Housekeeping related complaints send via email to Ms. Sangita Soni and IT complaints to Mr. Mohan Jain and CC to Director.
11. Faculty members proposed Mr. Ranojit Kundu as a Faculty Representative, i.e approved by Director. So, Mr. Kundu will be the Faculty Representative henceforth.

12. He directed Mr. Alok Aswal to form Conference Committee as per his requirements and Mr. Ranojit Kundu and Mr. Prem Ram will also form their team for Hospitality Ensemble.
13. Mr. Manish Malhotra and Ms. Gagandeep Soni will be the Nodal officer of Anti Smoking Committee henceforth.
14. Mr. Sujeet Kapur and Mr. Ranojit Kundu will be the Coordinator of International - Institutional Coordination.
15. Mr. Arvind Kumar will be the coordinator of Research Committee.
16. Mr. Alok Aswal will be the CET & End Term Theory Examination coordinator and Internal Examination department will also support to Mr. Alok Aswal during Examination.
17. He also suggested Mr. Alok Aswal, Nodal Officer of SC/ ST Committee to start delegating the work of SC/ST Committee to his team Members and include 4 students to the respective committee w.e.f 1.8.2018.
18. He directed Faculty members to select students from their respective classes as per the guidelines of Committees. There will be No Election held in the New Session.
19. He also changed the Anti Ragging Squad Committee, he suggested as per Session he will make Squad, and will select faculty members from the 1<sup>st</sup> Year.
20. He also suggested Internal Chef Competitions Committee to start training and guiding of best students during Vacations.
21. Mr. Vaibhav Verma & Ms. Poonam Anand will take care of College Publicity on the platform of Facebook.
22. Mr. Vaibhav Verma will be the Head of Sports Committee and Mr. Tom Thomas, Mr. Mohan Jain, Ms. Neha Sahni will be the coordinator.
23. Ms. Poonam Anand and Mr. Suprabhat Banerjee will be the Attendance Coordinator of 2018-19 Batch and Ms. Sunita Badhwar will be the Attendance coordinator of 3<sup>rd</sup> Year in place of Dr. Sarah Hussain.
24. Students can wear College Uniform or Formal T-shirts and Trouser on Monday instead of Black and White College Uniform, directed by Director.
25. In view of Dr. Sarah being Academic Head, Ms. Sunita will be the Coordinator for IQAC henceforth.
26. All the faculty members are instructed to submit a copy of module immediately to the Academic head.



**Dr. Bhupesh Kumar**  
Director

Dr. BHUPESH KUMAR

[https://mail.google.com/mail/u/0/?ui=2&ik=a9aaa8dfbe&jsver=uln2IVdyjuk.en.&cbl=gmail\\_fe\\_180502.07\\_p5&view=pt&msg=1634dc9383ca256b&search=int](https://mail.google.com/mail/u/0/?ui=2&ik=a9aaa8dfbe&jsver=uln2IVdyjuk.en.&cbl=gmail_fe_180502.07_p5&view=pt&msg=1634dc9383ca256b&search=int)



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### Agenda- IQAC.

#### Following Points were discussed & deliberated.


1. Dr. Bhupesh Kumar, Director, BCIHMCT have discussed regarding the guidelines, rules and regulation of IQAC with the IQAC team.
2. He proposed Dr. Sarah Hussain will be the Coordinator of IQAC. Dr. Bhupesh Kumar will be the Chairperson being Head of Institution and Ms. Sunita Badhwar will be the co-coordinator of IQAC henceforth.
3. He directed IQAC team to understand the IQAC guidelines rules and make the system accordingly. He suggested including Alumni in IQAC team and one student from Final Year.
4. He suggested online format of Feedback mechanism for feedback from stakeholders. Student's parents at the year end.
5. He directed members to keep documentation record as per IQAC guidelines. Any Guest lectures, Publications, FDP, Seminar etc, should be documented in IQAC.
6. Faculty members should also write Impact Factor and H-Factor at the time of submitting Publication Paper.
7. Chairperson IQAC suggested for a seminar on Quality Assurance in Hospitality Education for students on 7<sup>th</sup> April, 2018.
8. Next meeting of IQAC will be held after 15days.

Dr. BHUPESH KUMAR  
Director



*Shandari*



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**Agenda- New Academic Session 2017-18 and Student Feedback**

**Following Points were discussed & deliberated.**

1. Dr.Bhupesh Kumar, Director welcomed the faculty and staff members.
2. He informed the faculty members that classes for 3<sup>rd</sup> year and 4<sup>th</sup> Year students will start from 2<sup>nd</sup> August 2017 onward.
3. He discussed the orientation programme for 1<sup>st</sup> Year students with faculty members. 2 weeks orientation programme will be scheduled for them. Mr. Peeyush Srivastav and Ms. Gagandeep Soni will be the 1<sup>st</sup> year Attendance coordinator & Time table for 1<sup>st</sup> year students will be made by them. Trees' plantation activity is also organized for 1<sup>st</sup> year students.
4. **He shared the student's feedback with faculties.**  
 Following are the student's comments and suggestions:

*Gandari*



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### Agenda- Syllabus Revision


#### **Following Points were discussed & deliberated.**

1. Dr.Bhupesh Kumar, Acting Director welcomed the faculty and staff members.
2. He informed faculty members that our syllabus is outdated and we need to revise and introduce new syllabus.
3. He formed Syllabus Revision committee:

<b>S.no</b>	<b>Name</b>	<b>Designation</b>
1	Dr.Bhupesh Kumar	Chairperson
2	Mr.Gautam Chatterjee	Coordinator
3	Mr.Alok Aswal	Core Team Member
4	Mr.Ranjoit Kundu	Core Team Member
5	Ms.Sarah Hussain	Core Team Member
6	Ms.Gagandeep Soni	Core Team Member
7	Hotelier	2 Member

4. He also suggested faculty members to introduce new subjects as per AICTE, UGC.
5. Next meeting of Syllabus Revision Committee will be held on 5<sup>th</sup> June, 2017.
6. Dr.Bhupesh Kumar had started Faculty Newsletter: which will be coordinated by Mrs. Sunita Badhwar. She will send soft copy of Newsletter to other faculty members. Faculty newsletter will contain the latest news of hotels and industries.
7. Mr. Shakesh Singh had suggested to include Food Styling & Food Photography as a subject in New Syllabus.
8. Mr. Peeyush Srivastav had suggested that there will be some specific time for mentoring & counseling of mentees.
9. Dr.Bhupesh Kumar has directed all faculty members to submit their Mentor Record and leave record before going to vacation.

**Dr.Bhupesh Kumar**  
**Acting Director**

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### Agenda- Academic

#### Following Points were discussed & deliberated.

1. Dr. Bhupesh Kumar, Acting Director welcomed the faculty and staff members.
2. He directed faculty members to submit the report of their total classes as per time table which they had to take during this semester and how many classes they had actually taken and adjusted with other faculties.
3. Each faculty has to submit their mentees performance report to the director, and their offer letter copy will also take from Mr.Sujeet Kapur. Result of last semester will also update in their mentees records.
4. Each subject teacher will send soft copy of their subject result to the Examination department and director Office. They have to submit the result as percentage wise like 90%, 75%, 60% and 50% (for 3<sup>rd</sup> and 4<sup>th</sup> Year students)/ 40% for (1<sup>st</sup> and 2<sup>nd</sup> Year students).
5. He directed Mr.Gautam Chatterjee to make one format for keeping the record of faculty class adjustments.
6. He advised faculty members to fill faculty report by using computer instead of handwritten, because he faced writing issues while checking faculty report. From 1<sup>st</sup> August 2017 onwards no handwritten faculty report will be submitted.
7. He directed all faculty members to do properly punch in and punch out if they are going out of Office, whether they are going for personal reasons or official reasons.
8. He also advised faculty members to come in proper uniform.

**Dr.Bhupesh Kumar**  
Acting Director



*Shandari*



Minutes of Meeting for February 20, 2017 (Post Conference and Carnival)

Director BCIHMCT <director@bcihmct.ac.in>

Feb 21

to Vaibhav, Alok, Arvind, Ashish, Divya, Gagan, Gautam, Indrajeet, Manish, Mohan, mohinder, Mr

BCIHMCT	QUALITY MANUAL	Doc. No. BCIHMCT/MM/001
		Issue No.01 Date 20.2.2017
	MINUTES OF	Rev.No.00 Date:
	THEMEETING	Page 1 of 1

**Agenda- Chandiwala Carnival, Conference-2017**

Following Points were discussed & deliberated.

1. Dr. Bhupesh Kumar, Acting Director welcomed the faculty and staff members.
2. He congratulated the Staff and faculty members for the success of Conference 2017.
3. Mr. Gautam Chatterjee appreciated the Housekeeping Team for Theme presentation.
4. Acting Director shared the feedback of Conference 2017. These were the following suggestions which he had given:
  - a) He said, marketing of Conference was very less and only done by him and Mr. Alok Aswal. He suggested faculties to support in conference and other events marketing as well. Each faculty should use their contacts to bring more number of people in Events.
  - b) Good Quality of paper was lacking.
  - c) There were some issues in information sharing regarding Conference Paper Presentation Schedule.
  - d) Chief Guest speech was Motivating and appreciated well.
  - e) During Presentation in Presentation Hall, students were not disciplined. He suggested faculty members instead of sitting in cluster to sit with students, so that discipline could be managed properly.
  - f) It was decided in the meeting that 1<sup>st</sup> Internal Exam will be held after Holi.
5. Chandiwala Carnival will be held on 26<sup>th</sup> February, 2017. Two major teams were formed for the carnival. One is production team and 2<sup>nd</sup> is Sales team. Production team along with students will be in college and sales team along with students will be in front lawn.
6. Mr. Sujee Kapur will be the coordinator, who will work between production and sales team
7. Mr. Ashish Ranga will take care of discipline of students during the event.
8. Ms. Sunita Badhwar will control the duty allocation of students for various stalls and teams. Those faculty members who have already made their (students) team will share the names to Ms. Sunita Badhwar.
9. Mr. Alok Aswal will be at the Entrance for ticket checking and control of unregulated entry during the event.
10. Mr. Uttam Kumar Singh will take care of Store Department.
11. Mr. Prem Ram will be the Production team coordinator.



S.NO.	Production Team	Team	Sales Team
			<i>Shandari</i>

Minutes of Meeting 7.2.2017

Feb 9

Director BCIHMCT <director@bcihmct.ac.in>  
to Vaibhav, Alok, Arvind, Ashish, Divya, Gagan, Gautam, Indrajeet, Manish, Mohan, moninder, Mr

BCIHMCT	QUALITY MANUAL	Doc. No.BCIHMCT/MM/2017/01
	MINUTES OF THE MEETING	Issue No.01 Date 07.2.2017
		Page 1 of 1

**Agenda-** Academic, Chandiwala Carnival, Conference-2017

**Following Points were discussed & deliberated.**

1. Dr. Bhupesh Kumar, Acting Director welcomed the faculty and staff members
2. He explained how to make faculty report & Modules properly.
3. All The faculties were instructed to submit the completed Modules ASAP after the conference is over.
4. He directed Housekeeping Faculty to prepare theme lunch in Restaurants during conference instead of during practical class. It was decided in the meeting the theme Lunch prepared by Final Year D -Batch is Colonial and C -Batch is Rajasthan.
5. He directed Ms. Gagan Soni to coordinate with Ms. Gunjan about Guest Rooms.
6. He informed that CARNIVAL 2017 will be held on 26<sup>th</sup> February, 2017 and students have to sale 10 tickets each.
7. Inter College Folk Dance Competition 2017 is being coordinated by BPT.

**Dr.Bhupesh Kumar**

**Acting Director**

Dr. BHUPESH KUMAR  
Acting Director  
Chief Editor - IJAHR  
President - IIHTTRC 2017  
BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY  
(NAAC Accredited, Approved by AICTE and affiliated to G.G.S. Indraprastha University)  
Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi -110019  
Ph : 011-49020300-301, Fax : 91-1149020320; Mobile: +91-9711001275  
E-Mail : [director@bcihmct.ac.in](mailto:director@bcihmct.ac.in) Website : [www.bcihmct.ac.in](http://www.bcihmct.ac.in)  
BCIHMCT NEWS LETTER : <http://bcihmct.blogspot.in/> , <http://hospitalitynet.blogspot.in/>  
[www.hospitalitybybhupesh.blogspot.com](http://www.hospitalitybybhupesh.blogspot.com)

Minutes of Meeting 13th December 2016

12/14/16

Director BCIHMCT <director@bcihmct.ac.in>  
to Vaibhav, Alok, Arvind, Ashish, Bhupesh, Divya, Events, Gagan, Gautam, Indrajeet, Manish, Moh

BCIHMCT	QUALITY MANUAL	Doc. No. BCIHMCT/MM/2016/005
	MINUTES OF THE MEETING	Date 13.12.2016
		Page 1 of 1

**Agenda-** (1)Mentor's file (2)Attendance coordination (3) Conference Faculties (4)Result of internals (5) Theory & Practicals linkage (6) Grooming of students and faculties (7) Indent flow system (8) Research Committee approval requirement (9)Leave process

**Following Points were discussed & deliberated.**

1. Dr. Bhupesh Kumar, Acting Director welcomed the faculty and staff members.
2. Dr. Bhupesh Kumar informed the faculty members that new session will start from 9<sup>th</sup> January, 2017.
3. All the faculty members were been directed to make personal files of each mentee and keep all the records of his/her activities like Medical record, IT Record, Short attendance record, Affidavit etc. The 2 best Mentors will get the Appreciation Letter from the Director.
4. Attendance coordinator will submit the attendance to the director on or before every Saturday and Mentor will inform the Principal who are regularly absent for the past 3 days. Faculty members will mark the attendance with the pencil.
5. Mr. Peeyush Srivastava, Assistant Professor, suggested that there is a requirement of at least one Computer and Printer in the Faculty room.
6. It was informed that Mr. Sandeep Chatterjee, Assistant Professor had resigned from the college on 6<sup>th</sup> December, 2017.
7. Mr. Sujeet Kapur, Assistant Professor will be the new Placement officer and Ms. Shubhangi Garg, Assistant Professor will assist him.
8. Mr. Alok Aswal, HOD Front Office, will be shifted to Second Floor Room No 101.
9. Only one Assignment will be given to the students in one semester & all the faculty members for respective semesters will coordinate and send the details to the academic coordinator and Director. Director will approve and finalize the Assignment.
10. Henceforth, Ms. Sarah Hussain, Ms Reshma, Mr. Arvind, Mr. Prem Ram will be the new Placement coordinators. Each Faculty members must send 5 research topics to Ms. Sarah within 10 days.
11. It was emphasized that there must be a proper linkage between practicals and theory classes for all subjects. Food Production practicals will start at 9am and briefing should be given to students for 45 minutes in a tutorial class room. It is also observed that food portioning should be taken care during practicals.



*Shandari*



12. The faculties were directed to check and groom the students properly and must take care of their grooming standards also. Discipline must be taken care. Newspapers are not allowed in the classroom. At least 75% attendance of the students to be maintained in an individual class.
13. All the respective HOD's were directed to submit the Departmental report to the Director's office. Ms. Shubhangi Garg to submit the IQAC Report. The Training & Placement report from Mr. Sujet Kapur, to be submitted by 16<sup>th</sup> December, 2016. Reports from various committees like Sexual Harassment, Discipline Committee etc to be submitted by December, 2016.
14. It is informed by the Director that Modules for practicals will also be prepared by the faculty members along with the Session and Lesson Plans.
15. Mr. Alok Aswal, HOD, Front Office will be the new Convener of the Conference, 2017. Those who are involved in the conference activities workload will be taken care by Academic coordinator.
16. Mr. Indrajit Chaudhury, Assistant Professor will be the Liaison Officer of the college for the University.
17. The Indenting for practicals must be routed through the Academic Coordinator then to Director for approval.
18. The faculty members have to submit their paper to director office and internal research Committee will review the paper, after that they can apply for O/D for paper presentation and publication.
19. The faculty member were directed to use their links for increase in the participation, sponsor for the conference 2017 like Memento, Theme Dinner etc
20. The previous year's conference feedback needs to be discussed by Mr. Indrajit Chaudhury, with the Director

Dr. BHUPESH KUMAR

Acting Director  
 Chief Editor - IJAHR  
 President - IIHTTRC 2017  
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 Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi -110019  
 Ph: 011-49020300-301, Fax: 91-1149020320; Mobile: +91-9711001275  
 E-Mail: [director@bcihmct.ac.in](mailto:director@bcihmct.ac.in) Website: [www.bcihmct.ac.in](http://www.bcihmct.ac.in)  
 BC IHMCT NEWS LETTER: <http://bcihmct.blogspot.in/>, <http://hospitalitynet.blogspot.in/>,  
[www.hospitalitybybhupesh.blogspot.com](http://www.hospitalitybybhupesh.blogspot.com)

"Hospitality with a difference Service with smile"



**THINK BEFORE YOU INK.**  
 Please consider the environment before printing this email



*Shandari*



BCIHMCT

QUALITY MANUAL

Doc. No.BCIHMCT/MM/001

Issue No.01 Date 8.11.2017

MINUTES OF THE MEETING


Rev.No.00 Date:

Page 1 of 1

1. Dr.Bhupesh, Director congratulated the team of BCIHMCT for making successful event of Chef Com, 2017.
2. He mentioned that this is the first time, we are on breakeven point. We have not put any burden on Management.
3. He thanks to the sponsorship team for their hard work.
4. He shared the feedback of Chef Competition-
  - a. Food Quality was low,
  - b. There was some gap in coordination with Mr.Uttam.
  - c. Students maintained discipline during the event.
  - d. He was not happy with the Cultural team. He mentioned that there were more crowds on the stage, Numbers of Anchors were more. Cultural was too lengthy, organized in haphazard manner. Cultural team did not take my permission for including one extra song, which was beyond my knowledge. The act casually, the need to take things seriously.
  - e. He appreciated the work done by Ms. Rachna for stage management.
  - f. He also appreciated Ms. Sunita for her college coordination and Ms. Gagan Soni for effectively managing Accommodation with Mr. Alok Aswal.
5. Director shared that teams suggestions,
  - a. They suggested that the other colleges Faculty will also allow during the judgment.
  - b. There should be some seating arrangement for faculty of other colleges.
  - c. Dates of Chef Competition should be after Dussehara and before Diwali.
6. Director directed that no outsider can enter the college premises without my permission. If anybody wants to meet outsider, they can meet at the Reception Area or in lounge (in front of my office). If you want to take the visitor in your area, you need to inform me.
7. Mentor-Mentee's meeting will be held tomorrow at 2 PM with the respective area allocated by the director. Director was not happy with the Mentorship. He guides Faculty members, how to improve relation with the mentees.
8. Director advised the faculty member, if anybody is taking leave on phone, they need to inform me. Mr.Gupta, Mr. Gautam, and Ms. Sonia.

**Dr.Bhupesh Kumar**  
Director



 <b>BCIHMCT</b>	<b>QUALITY MANUAL</b>	<b>Doc. No. BCIHMCT/MM/2016/005</b>
		<b>Date 13.12.2016</b>
	<b>MINUTES OF THE MEETING</b>	<b>Page 1 of 1</b>

**Agenda-** (1) Mentor's file (2) Attendance coordination (3) Conference Faculties (4) Result of internals (5) Theory & Practicals linkage (6) Grooming of students and faculties (7) Indent flow system (8) Research Committee approval requirement (9) Leave process

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*Shandari*





11. It was emphasized that there must be a proper linkage between practicals and theory classes for all subjects. Food Production practicals will start at 9am and briefing should be given to students for 45 minutes in a tutorial class room. It is also observed that food portioning should be taken care during practicals.
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20. The previous year's conference feedback needs to be discussed by Mr. Indrajit Chaudhury, with the Director.


**Dr.Bhupesh Kumar**  
**Acting Director**





1. Dr.Bhupesh, Director shared the student's feedback with faculty members.
2. The director informed the faculty about the process of feedback analyses in detail with everyone.
3. The result of feedback was distributed to each faculty member.
4. Director Congratulated, faculty members for their sincere effort to make students more accountable towards their performance. Attendance has been improved as comparison to the last Semester. Overall performances of students were also improved.
5. Director, suggested faculty members, do not bias among students and give equal opportunities to each students rather than good students.

**Dr.Bhupesh Kumar**  
**Director**

	<b>MINUTES OF THE MEETING</b>	<b>Doc.No. SBCSSTS/MM/001</b>
		<b>Date: 29.11.2016</b>

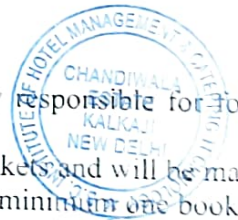
Meeting of the Directors and Cultural Representatives held on **29.11.2016** at 3.00 PM at BCIHMCT.

**Agenda:** Planning of Annual Fest in 2017

### Attendance

S.NO.	Name	Designation
1	Ms. Sujata Anand	Chairman, BCIHMCT
2	Dr. Bhupesh Kumar	Acting Director, BCIHMCT
3	Dr. Ravish Saggiar	Director, BCIT
4	Dr. Sanjeev Gupta	Director, BCIP
5	Mr. Vaibhav Verma	Faculty, BCIHMCT
6	Dr. Richa	Faculty, BCIP
7	Ms. Vandana	Faculty, BCIT
8	Mr. Prashant	Faculty, BCIPS
9	Ms. Taru	Faculty, BCIPS

1. It was decided unanimously to hold an Annual Fest for extra-curricular and recreation of students of all the 4 colleges under the aegis of SBCSSTS.
2. The Date decided is 26<sup>th</sup> February, 2017 (Sunday) to organize the Fest.
3. The Nomenclature for the event will be "CHANDIWALA CARNIVAL 2k17".
4. The Coordinating Institutions will be as under:
  - a) BCIP: Stage Management and Inter-college Folk Dance Competition
  - b) BCIT : Stall and counters management overall
  - c) BCIHMCT: Food & Beverage Stalls management and Printing material coordination
  - d) BCIPS: Sponsorship, Gifts and Prizes management
5. The Games stall will be provided to all institutes except BCIHMCT, which is solely responsible for food stalls.
6. Entry ticket would be Rs. 50/- per person wherein 1 ticket would be free on every 10 tickets and will be made in booklets of 11 leafs. It will be responsibility for every student from each college to sell minimum one booklet each. The faculties need to motivate their students rather than doing it forcibly for implementation.
7. The sizes for stalls would be:
  - a) Food Stalls : 10 X 10
  - b) Games and Sponsors Stall: 8X 8
8. The rates for games and food coupons would be Rs. 20/- per coupon.
9. The Time limit Decided for Folk Dance will be 10 minutes including setup on stage is decided. Reporting Time 10.00 am will be there for colleges.
10. Security arrangements and planning need to be planned meticulously in coordination with local police and Mr. Dinesh Singh, Estate Manager.
11. "Parking at owner's risk" to be displayed all over in the designated parking spaces within the campus.
12. Approximately 20 stalls (minimum for games), 12 stalls for food & beverage and extra stall for sponsors to be there.
13. 10% incentive on sales of stall to be given to participating students.



*Shandari*

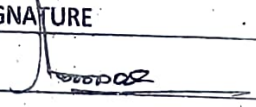



ACADEMIC SESSION 2018-19

# REPORT OF THE JOINT ASSESSMENT COMMITTEE


Department of Higher Education, Government of NCT of Delhi  
and Guru Gobind Singh Indraprastha University, Delhi


**Committee Members:**

	NAME (BLOCK LETTERS)	SIGNATURE
Chairman:	SH. P.N. MISHRA	
Expert 1:	PROF. RAJINDER KUMAR	
Expert 2:	—	
Expert 3:	—	
Convenor:	DR. ANJALI SHOKEEN	


INSTITUTION: Banarsidas Chaudiwala Institute of Hotel Management  
and Catering Technology

DATE OF VISIT: 19/04/2018

  
(Prof. Rajinder Kumar)

  
(Sh. P.N. Mishra)



  
(Dr. Anjali Shokeen)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
Sector-16 C, Dwarka, Delhi-110078

1. Date and Time of Visit : 19.04.2018 11.00 Hrs.
2. Name and Address of the proposed/affiliated institution : BanarSIDas Chandiwala Institute of Hotel Management & Catering Technology, Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi - 110019.  
Telephone : 011-49020301  
Website Address : www.bihmt.ac.in  
e-Mail : director@bihmt.ac.in
3. Name and Address of the Society/Trust : Shri BanarSIDas Chandiwala Sewa Smarak Trust Socy  
Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi  
Telephone : 011-49020127  
Website Address : www.chandiwalaestate.org  
e-Mail : sbcsst@chandiwalaestate.org
4. Name and Address of Chairman of the Society/Trust : Dr. Bhuvan Mohan  
Chandiwala Estate, Maa Anandmai Marg, Kalkaji New Delhi  
Telephone : 011-49020133  
e-Mail : sbcsst@chandiwalaestate.org
5. Name and Address of Director of the Institute : Dr. Bhupesh Kumar  
104, Tower 2, Parkshool Brimpos, Harson, Ghaziabad, U.P. 201015  
Telephone : 011-49020303  
e-Mail : director@bihmt.ac.in


  
(Convenor)




  
(Director)



3

  
19.4.18  
(Chairman)  
(P. N. Mishra)

  
(Prof. Rajinder Kumar)

RECOMMENDATION REGARDING CATEGORY

1. Based on the Inspecting Team's finding in respect of Part II and Part III as detailed in the above tables, the Inspecting Team recommends the Institute to be in Category A (Write Category A or Category B or Category C or Category D) keeping in view the benchmarks given in the first page of the format. This recommendations will be valid only if the conditions of Part I are met by the Institute
2. Subjected to the fulfillment/non fulfillment of stated conditions for Cadre Ratio, the institute is Put In / Not Put  
In the Category of "on probation for the academic year 2018-19".

Date of Visit: 19/04/2018

Institution: Banarsidas Chaudiwala Institute of Hotel Management and Catering Technology

*Banarsidas*



[Signature]  
Subject Expert

[Signature]  
Subject Expert

[Signature]  
Subject Expert

[Signature]  
Convener

[Signature]  
Chairman



# ACADEMIC AUDIT FORM

Academic Session: 2017-18 /

Institution: BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Date of visit: 20.2.19 (AN)

## Members of the Academic Audit Committee:

(i) Prof. Rajendra Kumar

(ii) Prof. P.C. Sharma

(iii) Dr. Vandana Singh

(iv) \_\_\_\_\_

(v) \_\_\_\_\_

(vi) \_\_\_\_\_

(Dr. R.K. Sharma)

ian Jan

*Shandari*



Guru Gobind Singh Indraprastha University  
Sector 16C, Dwarka, New Delhi - 110078

Location: BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Address: Chandiwala Estate, Maa Amruchai Marg,  
Katkaji, New Delhi

Mobile (Director): 8711201275 Landline: 011-49020301

Email: director@bcimct.ac.in

3. (a) Details of Academic Programme:

Sr.No.	Programme	Start Year	Sanctioned Intake in the assessment Year	Actual Number of Admissions in the Assessment Year
1	BHMCT		120 (S1), 0 (S2), 120 (Total)	118

*Banaras*  


(b) Programmewise list of faculty for the assessment year (Attach as annexure I).  
(c) Time table for the assessment year (Attach as annexure II).

(1)

*Janak*  
*Vandana*

Ratio (To be assessed for both UG and PG as 1:2). Max Marks 50.  
 Ratio is of Senior Faculty (Professor & Associate Professor) To Junior Faculty (Assistant Professor).  
 Ratio 0.5.

Sr.No.	Programme	No. of Senior Teacher (c)	No. of Junior Teacher (d)	Ratio* (e = c/d)	Ratio of Available Teacher & Required Teachers f = (a/b) ('a' & 'b' from Point 5)	Factor g = e*f
1	BHMCT	2	25	0.08	1.125	0.09
Total :						

Marks formula: (H/No. of Programmes) \* 100  
 \*If ratio is larger than 0.5 then ratio shall be 0.5.

MARKS: 9 [Max. Marks <sup>(H)</sup> 50]

8. Quality of Teachers / Teaching (Max. Marks 50)

- (1) Percentage of teachers with Ph.D. (Max. Marks 20) (Formula: Percentage / 5): 42.5
- (2) Average number of publication per faculty in referred journals (with ISSN number). List of publications as annexure III (Max. Marks 10) (Formula: Average \* 10 cap to 10) : 3.14
- (3) Average number of publication per faculty in conferences (with ISBN number). List of publications as annexure IV (Max. Marks 10) (Formula: Average \* 10 cap to 10) : 5
- (4) Percentage of Course / Teaching plan with details of number of lectures on each unit of curriculum (Max. Marks 5) (Formula: Percentage / 20) : 5
- (5) Percentage of Classrooms with ceiling mounted projectors and white boards (Max. Marks 5) (Formula: Percentage / 20) : 5

MARKS : 27.39 [Max Marks 50]

*Issued*  
 ( Dr R K Arora )  
*Vandana*





On related data.					
Sr.No.	Programme	Intake	Seat Filled	Ratio	Normalised Ratio
1	BHUCT	120	118	0.98	1
Total (0) : 1					

Marks Formula: (O / No. of Programmes) \* 100

MARKS: 100 [Max. Marks 100]

10. Institutional Support for Faculty Development.

- (1) Existence of awards like best teacher / best researcher etc. (Award 10 if yes else 0) 10
- (2) Evidence of Mechanism of grant of study leave to teachers with full pay to pursue higher study at other institution (Award 10 if yes else 0) 10
- (3) Evidence of grant of funds to attend conferences/seminars/workshops etc. including registration charges and/or TA/DA, and grant of special casual leave for this purpose. (Award 10 if yes else 0) 0
- (4) Evidence of sponsoring faculty and/or staff for refresher course / orientation programmes. (Award 10 if yes else 0) 10
- (5) Individual Computing Facility to Teachers
  - (a) Desktop / notebook etc provided to teachers (max marks 5) (Marking scheme = % of teachers having facility / 20) 5
  - (b) Internet facility to teachers (max marks 5) (Marking scheme = % of teachers having facility / 20) 5

MARKS: 40 [Max. Marks 50]

*Dr. M. K. ...*

*...*

*...*

Assessment year (regular examination data) (Max. Marks 100)  
 Assessment of fraction of students passing in every regular paper in the assessment year.  
 Data of students who cleared all papers. (Max. Marks 50)

Sr.No.	Programme	Regular Student (a)	Full Credit Student (b)	Ratio (b/a)	Normalized Ratio
1	BHMCT	435	343	0.79	1
				Total (P):	1

Marks Formula:  $P * 50 / \text{No. of Programme}$ . Marks : 50 [Max. Marks. 50]

11(2). Performance Evaluation of Students in the assessment year. (Max. Marks 50)

Sr.No.	Programme	Full Credit WTAVG	Normalized
1	BHMCT	70.16	1
		Total (Q):	1

(Q)

Marks Formula:  $Q * 50 / \text{No. of Programmes}$

MARKS : 50 [Max. Marks 50]

*Handwritten signature in blue ink.*



*Handwritten signatures and initials in black ink.*

**Journals**

Required : Indian 12; International 03. Magazines are not to be considered. Journals / Magazines published by the Institutions affiliated to GGS Indraprastha University, including University Schools of Studies, are not to be considered.

Sr.No.	Origin	Number	Ratio (Cap to 1)
1.	Indian	(a=) 12	(a/12)= 1
2.	International	(b=) 3	(b/3)= 1

Average: \_\_\_\_\_ (Y)

MARKS formula = Y\*20

MARKS: 20 [Max. Marks 20]

**15. Status of Laboratories (Max. Marks 50)**

(1) Status of Laboratories other than Computer Labs and Workshops (Max. Marks 30)

If the institute is not running any programme for which labs other than computer labs and workshops are required as per University's syllabus, treat it as not applicable and award marks in parameter 15.2 out of 50 marks)

- (a) Number of Labs. And Workshops: 1 lab + 6 workshops.
- (b) Status of Instruments / Equipments: very good
- (c) Upgradation as per new technological developments and requirements of the course curriculum: NA

Quality factor (Excellent: 5, V. Good: 4, Good: 3, Satisfactory: 2, Unsatisfactory: 0) = \_\_\_\_\_

MARKS (Quality Factor \* 6): 24 [Max. Marks 30]

(2) Status of Computer Labs (UG: 1 per 6 students across all year; PG: 1 per 3 students across all years (Max. Marks 20)  
(If the institute is not running any programme for which Computer Labs are required as per University's syllabus, treat it as not applicable and award marks in parameter 15.1 out of 50 marks)

- (a) Total number of available licensed softwares required as per course curriculum (award 5 marks if sufficient else proportionally allocate marks out of 5): Marks (y1)= 5
- (b) Number of computers available in labs (Award full marks out of 10 if sufficient, else award proportionally)  
Marks(y2): 10
- (c) Quality of Internet connectivity (Award marks out of 5 if speed is found to be tolerable during visit, else award proportionally as assessed by the subject expert): Marks(y3): 10

Quality factor (δ) (Excellent: 1.00, V. Good: 0.75, Good: 0.66, Satisfactory: 0.50, Unsatisfactory: 0) = \_\_\_\_\_

MARKS [(y1 + y2 + y3) \* δ]: 20 [Max. Marks 20]

**16. Co-Curricular Activities conducted by the Institution (in the assessment year)**

- (1) Conferences - National / International  
(award 25 marks if proceedings published with ISBN number, 10 marks if proceeding published without ISBN number otherwise award zero marks if no conference organized):
- (2) Seminars  
(award 5 marks if organized 2 seminars, award 3 marks if organized 1 seminar, and if no seminars organized then award zero marks):
- (3) Workshops  
(award 5 marks if organized 2 workshop, award 3 marks if organized 1 workshop, and if no workshop organized then award zero marks):(award 5 marks if yes else zero):
- (4) Faculty / Management Development Programme organized of at least one week/5days duration (if yes, then award 10 marks, else zero marks):
- (5) Short term continued education / skill development programmes conducted (if yes award 5 marks for 2 programmes organized, 3 for 1 programme organized, else zero marks):

Marks: 25

Marks: 5

Marks: 5

Marks: 10

Marks: 5

MARKS: 50 [Max. Marks 50]

(8)

*documents attached*

*Amul*  
*Sharma*



Publications of the Institutions (Max. Marks 25): 20

Attach list as Annexure V. For journals published give 5 marks per journal, for magazines published give 3 marks per magazine.

18. Students' Personality Development related Activities :

- (1) Assess on the basis of activities like mock interview, role play group discussions, quizzes, workshops, competitions etc. Attach list of activities as Annexure VI. (Max. Marks 10): 10
- (2) Establishment of Personality Development Labs, presence of qualified student counselors, provisions for trained faculty to conduct practical sessions (Max. marks 10): 8
- (3) Sports facilities in the institutions (Max Marks 5): 3

MARKS: 21 [Max. Marks 25]

19. Placement Activities

Assessment shall be based on the following parameters

- (i) No. of companies visited the campus: 36
- (ii) No. of placements offered: 184
- (iii) Average salary offered: 2.88 Lac Per Annum
- (iv) Existence of training and placement office (Yes/No): Yes

MARKS: 22 [Max. Marks 25]

Placement report of the institute annexed as Annexure VII.

20. Adherence of time schedule for 1<sup>st</sup> and 2<sup>nd</sup> shift programmes: (YES/NO) \_\_\_\_\_

For institutions not adhering to schedule ask for written explanations , assess on the basis of time-table of classes.

21. General Parameters about the Institutions (Per parameter 5 marks).

- (i) Institution Website URL: www.bclbmf.ac.in Yes/No \_\_\_\_\_ Marks: 5
- (ii) Common rooms for boys and girls (separate) Yes/No \_\_\_\_\_ Marks: 5
- (iii) Individual seating arrangements for faculty Yes/No \_\_\_\_\_ Marks: 5
- (iv) Cleanliness of toilets Good/Bad \_\_\_\_\_ Marks: 4
- (v) Students canteen and drinking water arrangements Yes/No \_\_\_\_\_ Marks: 4

MARKS: 23 [Max. Marks-25]

Note:

- (i) The website quality should be assessed
- (ii) The common rooms should be equipped with indoor sports facility.
- (iii) The faculty seating arrangements should include separate tables, visitors chairs, storage (like almirahas / closed bookracks etc.).
- (iv) This parameter should be assessed on general cleanliness of the institute and specifically of toilets.
- (v) This parameter should be based on the existence of facility and its quality.



(9)

Handwritten signature and initials.

Other Facilities Available In the Institute Based on feedback (Max. Marks 50)

(1) Feedback from the faculty (Based on interaction with the faculty on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment) (Max. Marks 25)

Marks: 20

- 1) The audit team interacted with faculty and observed following:  
1) Small faculties members seem satisfied with the work ambience.
- 2) Faculty members requested for alternate Saturday off instead of only 2nd Saturday.
- 3) Implementation of 7th pay commission.
- 4) Financial support may be given for attending courses and seminar atleast by way of reimbursement of registration fee.

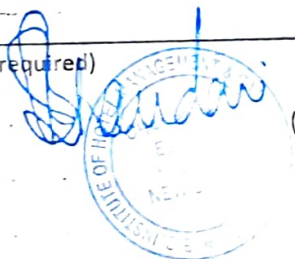
(attach separate sheet, if required)

(2) Feedback from the Students and alumni (Based on interaction with the students and alumni on parameters like teaching environment, regularity of classes, availability of teachers outside classes, support for conducting extra - curricular activities such as field visits, cultural festivals etc., administrative support, career guidance, counselling, and support for training and placements, and student's interaction with experts from industry and academia) (Max. Marks 25).

Marks: 20

- 1) Students have shown satisfaction with respect to teaching and regularity of classes.
- 2) UG students requested for less practical work.
- 3) Request to increase sports activities.
- 4) Overall students seem satisfied.

(attach separate sheet, if required)



(10)

Handwritten signature in blue ink, possibly "S. S. S. S. S." with a flourish.

6 no. 1/ Completions of deficiencies identified in previous Academic Audit (if last year there was no audit, then no marks to be awarded, and the maximum marks component of this parameter not to be counted in total marks). Max Marks 50

(1) No. of deficiencies identified in last report(€): 4

Marks: 2.5 (€ / €) 50

(2) No of deficiencies removed / completed(Ø):  
(Relevant documents to be provided)

26. Deficiencies identified (as far as possible write only one deficiency on a line):

1) ~~Any committee may be implemented~~  
2) ~~Responsibility of the institution must be identified~~  
The faculty members to be chosen about promoting  
is by  
3) Application for 15 days paternity leave may also  
be considered.

4) ~~System repair work may be installed in High Common Room~~  
As this work done.

(attach separate sheet, if required)

(11)









911.39

Total Marks Secured: 31.39

Max. Marks: 100  
[All relevant Parameters]

26. Overall Observations and Recommendations:

105/100

The institute is doing well in the hospitality  
business. The lab and kitchen area were  
very clean and students appeared to be well  
trained for the hospitality sector.

Some steps may be taken for proper advertisement.

The institute is having ample space and  
building is well maintained.

Teachers may be given timely promotion to  
maintain motivation and interest.

(attach separate sheet, if required)

Signature of the Members of Academic Audit Committee:

(i) Prof. Rajendra Kumar

(ii) Prof. P. C. Sharma

(iii) Dr. Vasudha Singh

(iv)

(v)

(vi)

Date: \_\_\_\_\_

Dr. R. K. Sharma

(12)



(2.4.2)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

PROV. N. 000200

مَدِينَةُ



عِلْمٌ لَنَا نَسِيبٌ

# Doctor of Philosophy

(Business Administration)

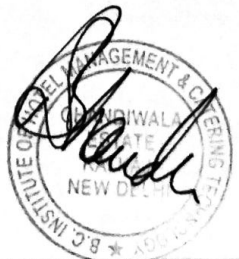
(in collaboration with All India Management Association-Centre for Management Education, New Delhi)

This is to certify

that *Arvind Kumar Saraswati*,  
Enrol. No. *GF-0491*, has been awarded  
the degree of Doctor of Philosophy  
(Business Administration) (in collaboration  
with AIMA-CME) of this University for  
the year 2018

ALIGARH MUSLIM UNIVERSITY  
ALIGARH - 202 002 (INDIA)

Date of issue 19/12/18



*Tauq Maroof*  
Vice-Chancellor

# वनस्थली विद्यापीठ



## अन्तःकालीन प्रमाण-पत्र

प्रमाणित किया जाता है कि ..... द्वारा  
उत्तर श्रेष्ठ प्रदर्शित ( ..... ) उपाधि के लिए  
दिनांक 22.09.2019 को प्रस्तुत शोध प्रबन्ध का कल्पति ने आज दिनांक 26.09.2020  
में अनुमोदन कर दिया है तथा उन्हें अगले दीक्षान्त समारोह में विद्यापीठ द्वारा उपरोक्त उपाधि में  
दीक्षित किया जायेगा ।

## BANASTHALI VIDYAPITH

### PROVISIONAL CERTIFICATE

Certified that the thesis submitted by Rachna Chandan  
on 22.09.2019 for award of the Degree of Doctor of Philosophy  
(Management) has been approved this day i.e.  
26.09.2020 by the Vice-Chancellor and she/he will be admitted to the said  
Degree by the Vidyapeeth at the next Convocation.

The subject on which she/he presented the thesis for the Degree was  
Mentoring of Workforce in Hotel Industry





क्रम संख्या IG33-231589  
Serial No.

नामांकन संख्या 149500346  
Enrolment No

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

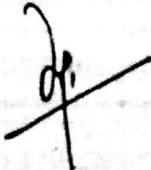
डॉक्टर ऑफ फिलॉसफी  
DOCTOR OF PHILOSOPHY

प्रमाणित किया जाता है कि *Prem Ram*  
This is to certify that

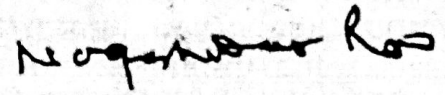
को उनके शोध प्रबन्ध "Food Culture and its Impact on the  
having his / her thesis on *Hospitality Sector in Delhi Since Independence*"

के स्वीकृत हो जाने के उपरान्त डॉक्टर ऑफ फिलॉसफी की उपाधि  
approved, has been awarded the degree of Doctor of Philosophy  
(*Tourism and Hospitality Services*) विश्वविद्यालय के तैंतीसवें दीक्षांत समारोह  
of this University at its Thirty Third

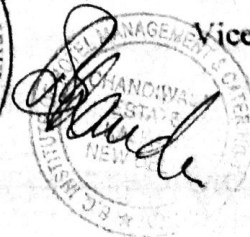
में प्रदान की गई।  
Convocation.

  
कुल सचिव  
Registrar





कुलपति  
Vice-Chancellor



नई दिल्ली / New Delhi  
दिनांक / Dated : 27th January, 2020

श्री संख्या  
Serial No IG30-209038

समांकन संख्या  
Enrolment No 100165641


इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
डॉक्टर ऑफ फिलॉसफी  
DOCTOR OF PHILOSOPHY

प्रमाणित किया जाता है कि *Ms. Bindu Kumar*  
This is to certify that

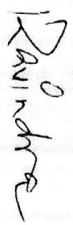
को उनके शोध प्रबन्ध "*Critical Review of Texts: Management in Indian Hospitality Industry: A Case Study of Indian Tourism Business Model of India.*"

के स्वीकृत हो जाने के उपरान्त डॉक्टर ऑफ फिलॉसफी की उपाधि approved, has been awarded the degree of Doctor of Philosophy of this University at its Thirtieth

में प्रदान की गई।  
Convocation.

  
कुल सचिव  
Registrar



  
कुलपति  
Vice-Chancellor

नई दिल्ली / New Delhi  
दिनांक / Dated : 2nd September, 2016





# AMITY UNIVERSITY

UTTAR PRADESH

*on recommendation of the Academic Council  
has conferred upon*

## Sarah Hussain

*the degree of*

### Doctor of Philosophy (Hospitality) (Part-Time)

on the thesis titled :

“Guest Satisfaction in the  
5 star Deluxe Hotels in Delhi:  
Determinants and Challenges”

*having completed in the year 2017 in witness whereof  
the Seal of the University is hereunto affixed.*

*Given on this 9th day of November, 2017.*



Registrar

Vice Chancellor

Chancellor





# कुरुक्षेत्र-विश्वविद्यालयः, कुरुक्षेत्र

(1956 तम-वर्षगत-राज्यविधायिका-अधिनियम-XII-द्वारा स्थापितः)  
(ए\* ग्रेणी, नाक - प्रत्यायितः)

## डॉक्टर ऑफ़ फ़िलॉसॉफी

इदमत्र प्रमाणीक्रियते यत् आशीष कुमार रंगा श्री होशियार सिंह  
महोदयस्य पुत्रः/पुत्री 2018 तमे संवत्सरे वाणिज्य एवं प्रबंधन संकाय  
तोऽस्य विश्वविद्यालयस्य होटल प्रबंधन विषये

डॉक्टर ऑफ़ फ़िलॉसॉफी इत्युपाधिना समलङ्कृत/समलङ्कृता-इति।

अस्य/अस्याः शोध-प्रबंधस्य विषयः "इम्पैक्ट ऑफ़ परफॉर्मन्स अप्रैजल ऑन एम्प्लॉयस मोटिवेशन एंड वर्क  
परफॉर्मन्स इन होटल इंडस्ट्री : ए स्टडी ऑफ़ दिल्ली एन सी आर" इत्यासीत्।

## Kurukshetra University, Kurukshetra

(Established by the State Legislature Act XII of 1956)  
(A\* Grade, NAAC Accredited)

### Doctor of Philosophy

*This is to certify that Ashish Kumar Ranga son/daughter of Shri Hoshian Singh,  
and of the Faculty of Commerce & Management  
has been awarded the Degree of Doctor of Philosophy (Hotel Management) of this University  
in 2018*

*The topic of his/her Thesis was "Impact of Performance Appraisal on Employees Motivation and  
Work Performance in Hotel Industry : A Study of Delhi NCR"*

कुरुक्षेत्रे, तिथिः अक्टूबर 31, 2018  
Kurukshetra, Dated: October 31, 2018

परीक्षा-नियंत्रकः  
Controller of Examinations

कुलसचिवः  
Registrar

कुलपतिः  
Vice-Chancellor

कुलाधिपतिः  
Chancellor



# Subject: Employment Offer Letter - Pragati

? **Muawiyath Adam** <ahrm@oblu-ailafushi.com>  
to pragatigambhir@gmail.com Neha Kichlu

You are viewing an attached message. BCIHMCT - Official Mail Service Messages.

Dear Pragati,

Greetings from Maldives!

Congratulations and thank you for choosing OBLU Xperience Ailafushi and it gives us immense pleasure to offer you the position of **Guest Service Assistant**. We are enclosing this offer letter along with the benefit grid.

We request you to please forward us your acceptance of the joining offer letter. Also in order to initiate your employment with us, please provide us the following documents for your convenience **but not exceeding three days:**

1. Duly filled attached Job Application form and Medical Self Declaration Form
2. Educational Certificates (clear scan copies)
3. Experience Certificates from past employers (clear scan copies)
4. Experience Certificate from current employer (to be submitted upon joining)
5. Passport copy (clear scan copies)
  - Address Page & Frontpage
6. Passport Size Photo
  - JPG format
  - The photo must be sharp, unedited, minimum 200 dpi
  - Full face, front view, neutral expression
  - Plain white background
  - Business-casual attire (dark-coloured collared shirt or t-shirt for men)
  - Visible hairline (no hats, glasses, or hair in front of the face)
  - No reflective light on the face, nor head tilted sideways
7. Police Clearance Report (Must have minimum 03 months validity for all nationalities which has minimum 06 months validity)
8. Medical Reports
  - Chest X-Ray
  - HIV
  - VDRL
  - HBsAg
  - Urine routine
  - Total count
  - HB
  - Doctor consultation



Promonant Private Limited  
Maldives

Ms. Pragati Gambhir

DATE : SEPTEMBER 10, 2021  
OUR REF : OBLX-EO/2021/31  
E-MAIL : [pragatigambhir@gmail.com](mailto:pragatigambhir@gmail.com)  
MOBILE : (+91) 9990722719

**STRICTLY PRIVATE & CONFIDENTIAL**

**EMPLOYMENT OFFER LETTER**

Dear Pragati,

We are greatly pleased to offer you the position of **Guest Service Assistant** at OBLU Xperience at Ailafushi and OBLU SELECT at Lobigili Maldives, commencing from no later than November 1, 2021.

The basic terms of your employment will be as follows:

Employment Position	: Guest Service Assistant
Level	: LS/X
Work site	: OBLU Xperience at Ailafushi and OBLU SELECT at Lobigili Maldives
Date of Commencement of Employment	: November 1, 2021
Date of End of Employment	: October 31, 2022
Employment Contract Period	: 12 months (renewable on a mutual agreement basis)
Employment Type and Working Hours	: Full Time Employment, 6 Days/48 hours per week
Monthly Salary	: USD 350/-
Service charge	: Eligible, as per Resort policy and law
Employee Home Destination	: India

Your appointment will be further conditional on evidence of a good state of health through a medical examination conducted by a licensed medical practitioner agreed by us, as well as to the approval of the Maldives immigration authorities in the case of non-Maldivian citizens.

During the employment period any testimonials provided for your employment found to be falsified will lead to immediate termination.





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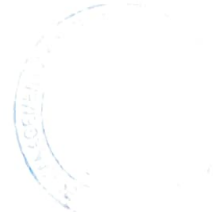


Atmosphere Kanifushi Maldives presents this  
**Certificate of Excellence**  
to  
**(Mr. Kamal Vashisht)**

In recognition of successfully completing the  
**Operational Internship in**  
**Front Office, Food & Beverage Service, Food Production and Housekeeping department From**  
**(05 June 2017 to 12 August 2017)**

at  
**Atmosphere Kanifushi, Maldives**

*Kamal Vashisht*



*Kamal Vashisht*  
Sejith Satyadas  
Training Manager  
Atmosphere Kanifushi Maldives



*Maurice Van Den Bosch*

Maurice Van Den Bosch  
General Manager  
Atmosphere Kanifushi Maldives

*Salman Qureshi*

Salman Qureshi  
Human Resources Manager  
Atmosphere Kanifushi Maldives

(August 12, 2017)