

# Moti Mahal College of Hotel Management

## IQAC Committee

### Minutes of the Meeting

Date: 02/01/2017

#### Members attended the meeting:

Terence F Rodrigues	- Principal, MMCHM
Mrs. Ashritha P Shetty	- Director, LMET®
Mr. B R Shetty	- Office Manager, MMCHM 4
Prof. Nikhliesh Nair	- Professor, MMCHM
Prof. Jayaram	- Professor, MMCHM
Mrs. Neena Umesh	- Asst Professor (Coordinator) MMCHM <i>Neena</i>
Mr. Shailesh R	- Asst. Professor, LMCHM

Following points were discussed during the meeting:

1. The follow up for issues raised & discussed in the last meeting.
2. It is decided to check the budget provided for the programme
3. It is decided to follow up the month wise programme fixed on eve of Silver Jubilee Celebration to ensure the grand success of the programme.
4. In Annual day i.e., held in March 2017 inaugural function to commemorate the Silver Jubilee Year was held.
5. Alumni Association conducted their Annul meet on same day of our Annul day & visited orphanage to distribute fruits etc
6. As directed by the Management the budget for the month wise programme to be prepared & submitted to Management for approval.

*Terence F Rodrigues*

Principal

Moti Mahal College of Hotel Management  
Main Road, Wazirpur - 075 007

**Moti Mahal College of Hotel Management**  
**IQAC Committee**  
**Minutes of the Meeting**

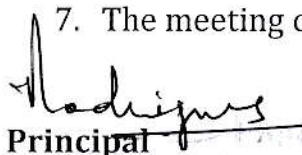
Date: 15/07/2016

**Members attended the meeting:**

Terence F Rodrigues	- Principal, MMCHM
Mrs. Ashritha P Shetty	- Director, LMET®
Mr. Shyam Prasad	- Executive Director of Hotel Moti Mahal
Mr. B R Shetty	- Office Manager, MMCHM
Prof. Nikhliesh Nair	- Professor, MMCHM
Prof. Jayaram	- Professor, MMCHM
Mrs. Neena Umesh	- Asst Professor (Coordinator) MMCHM
Mr. Shailesh R	- Asst. Professor, LMCHM

Following points were discussed during the meeting and decided to take necessary action.

1. As per University notification the classes for I, III, V & VII Semester started from 01/07/2016.
2. As decided the orientation programme for 1<sup>st</sup> year students was conducted Hira, Vajra Hall of Hotel Moti Mahal in which number of parents attended. Principal & few faculty members explained & highlighted about the course & also sought the active co-operation from parents to achieve good result & discipline.
3. The programme for the Academic Year 2016-17 to be held discussed in detail and tentative dates is fixed.
4. It is discussed about the requirements of extra Almerih for the library & decided to approach the Management to seek permission to purchase the same.
5. Other issues taken up:
  - a. It is decided to repair or replace the Air Conditioner provided to Principal's chamber
  - b. New Freezer for F&B Production Lab to be purchased for which it is decided to obtain competitive quotations & submit the same to Management for approval.
  - c. In view of bad condition it is decided to approach the Management for purchase of new Executive chair & visitor chair for Vice President chamber & Principal room..
6. It is discussed in detail about the importance of presenting papers by faculty members in various seminars & also explains & highlighted about the research & also advised to prepare for appearing NET/SLET.
7. The meeting concluded with thanks to the chair.

  
Principal

# Moti Mahal College of Hotel Management

## IQAC Committee

### Minutes of Meeting

Date: 11th January ,2016

#### Members attended the meeting

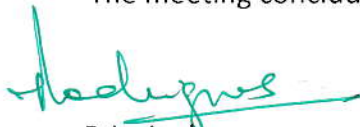
Terence F. Rodrigues	- Principal, MMCHM
Mrs. Ashritha P. Shetty	- Director, LMET ®
Mr. Shyam Prasad	- Executive Director of Hotel Moti Mahal
Mr. B.R. Shetty	- Office Manager, MMCHM
Prof. Nikhilesh Nair	- Professor, MMCHM
Prof. Jayaram	- Professor, MMCHM
Mrs. Neena Umesh,	- Asst. Professor (Coordinator) MMCHM
Mr. Shalish .R.	- Asst. Professor, LMCHM

Following points were discussed and decisions were taken:

- It was observed that for getting better internet speed the internet services provider to be changed as it was found that other internet service providers are giving more bandwidth speed.
- It was decided to hold two internal Examinations along with one model Examination this semester onwards.
- It was decided to introduce attendance through biometric device for starting with final year students.
- It was observed that there is a need to replace the cupboard of the faculty members to store their Files.

The meeting concluded with thanks to the Chair.

for Laxmi Memorial Education Trust (R.)



Principal  
PRINCIPAL

Moti Mahal College of Hotel Management  
Falnir Road, MANGALORE - 575 001



Ashritha -  
MANAGING TRUSTEE



Shyam Prasad  
B.R. Shetty

**Moti Mahal College of Hotel Management**  
**IQAC Committee**  
**Minutes of Meeting**

Date: 20<sup>th</sup> July, 2015

**Members attended the meeting**

Nikhilesh Nair	- Principal, MMCHM
Mrs. Ashritha P. Shetty	- Director, LMET ®
Mr. Shyam Prasad	- Executive Director of Hotel Moti Mahal
Mr. B.R. Shetty	- Office Manager, MMCHM
Prof. Jayaram	- Professor, MMCHM
Mrs. Neena Umesh,	- Asst. Professor (Coordinator) MMCHM
Mrs. Shakila Hegde,	- Lecturer, MMCHM
Mr. Shalish .R.	- Asst. Professor, LMCHM

- Agenda:
1. To discuss about the calendar of events for the new session.
  2. Providing e –journal facility also in computer lab
  3. Conduction of Graduation day alongwith Annual day function

Following points were discussed and decisions were taken:

- The academic calendar of the college for new term was discussed in the IQAC meeting.
- The events will be coordinated by the clubs. Principal will hold meeting with the faculty members and the student council members and teams will be made to carry out the responsibility like budget preparation, planning organizing and coordinating.
- A common office room should be provided for various clubs/cells/committees.
- E-journal should be made available in the computer lab in many systems so max. Students can use at a time.
- A strong Alumni Association is a must for getting support to the college on various fronts.
- It was proposed to hold first time Graduation day along with Annual day at the end of the current academic session.
- It was decided to hold Alumni get together on the same day One faculty member should be made as the in-charge of the Alumni Association to co-ordinate this activity.
- During the alumni meet the to keep the bonds stronger, the students leaving the college on completion of their course and passed out students of the old batches should be asked to join the Alumni Association immediately.



- It was decided to encourage students and faculty members to participate in seminar/conferences /workshop the institution will sponsor the registration amount with the prior approval.
- It was discussed and decided to start a add on course on F&B Service for student. The meeting concluded with thanks to the Chair.

  
Principal

Motilal Bhatnagar & Co. Management  
Faculty of Management Studies

FOR LAXMI Memorial Education Trust (R.)

  
Managing Trustee

  
Chair  




# Moti Mahal College of Hotel Management

## IQAC Committee

### Minutes of Meeting

Date: 19th January, 2015

#### Members attended the meeting

Nikhilesh Nair	- Principal, MMCHM
Mrs. Ashritha P. Shetty	- Director, LMET @
Mr. Shyam Prasad	- Executive Director of Hotel Moti Mahal
Dr. T. Jayaprakash	- Director, AJIM
Mr. B.R. Shetty	- Office Manager, MMCHM
Prof. Jayaram	- Professor, MMCHM
Mrs. Neena Umesh,	- Asst. Professor (Coordinator) MMCHM
Mrs. Shakila Hegde,	- Lecturer, MMCHM
Mr. Shalish .R.	- Asst. Professor, LMCHM

- Agenda:
1. Formation of IQAC in college.
  2. Regarding collecting evaluation form of the faculty from student.
  3. To decide EC & CC activity under the banner of clubs.
  4. Collection of faculty Self Assessment forms.

It was decided to create an Internal Quality Assurance Cell (IQAC) to meet the following objectives:

- To develop a system for continuous & consistent and action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Following points were discussed and decisions were taken:

- It was agreed that the feedback will be collected from in the prescribed format of the college. This would include feedback from students, parents, and alumni.
- The task of getting the faculty evaluation form from students. should be completed during examination.
- It was decided that mentors should coordinate the activity of taking the feedback. Moreover, the analyses of the feedback obtained from the students should also be carried out.
- It was proposed that this activity should be taken up at the Department under the banner of various clubs.

The academic calendar of the college for second term was discussed in the IQAC meeting.

It opined that there was a need to integrate and re-visit the Annual Faculty Performance Review process and self-evaluation by faculty with a view to meaningfully assesses the faculty productivity.

  
Principal  
PRINCIPAL

Moti Mahal College of Hotel Management  
Faridkot, Punjab - 147 001

for Laxmi Memorial Education Trust (R.O.)

  
Managing Trustee

