



MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT

(Approved by AICTE, Ministry of HRD, Govt. of India,
New Delhi and affiliated to Mangalore University)

MOTI MAHAL ANNEXE
FALNIR ROAD, MANGALORE - 575 001.
KARNATAKA, INDIA

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www.mmchm.lmet-edu.org

Ph. : 0824 - 2428493, 2441411 (5 lines), Ext : 274
Fax : 0824 - 2426690

IQAC

Date: 14/10/2017

IQAC has conducted a meeting on 14th October 2017 at Principal's cabin at 3.00pm. The meeting was presided over by Prof. Sooraj. R. V. Principal, who welcomed all members.

Agenda:

1. Review of minutes of previous meeting.
2. Up gradation of the college website.
3. Model Examination.
4. Requirement of Demonstrator to Bakery.
5. Time Table.
6. Key Control.
7. Updating the Stock Register.
8. Updating of mentoring dairy.
9. EC/CC.
10. Academic Activities.
11. Faculty Development Programme.
12. Installation of CCTV.
13. AISHE submission.

Members Present:

Sl No.	Name of Member	Designation
1.	Prof. Sooraj. R. V	Principal
2.	Mrs. Shakila Hegde	Coordinator, IQAC
3.	Prof. Nikhilesh Nair	Professor/Member
4.	Prof. Terrence Rodrigues	Professor/Member
5.	Mr. Sibin G Nair	Asst. professor/Member
6.	Mr. Deepu Gopal	Asst. professor/Member
7.	Mr. B. R. Shetty	Member, Office Manager
8.	Mrs. Neena Umesh	Member, Associate Proessor

A UNIT OF LAXMI MEMORIAL EDUCATION TRUST (R)

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A.J. INSTITUTE OF DENTAL SCIENCES

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Minutes of Meeting:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. It is suggested by members to upgrade the college website.
3. It is discussed and decided to conduct the Model examination and to display the marks in the notice board.
4. It is understood the need of appointing a demonstrator to Bakery Lab. It is decided to train one of our staff to train in Bakery and meanwhile to request the management to appoint an experienced bakery chef.
5. The time-table for the forthcoming semester is set. The same to be distributed to the faculty members.
6. It is suggested by members to maintain the key control register promptly and to keep the key rack inside Principal's Cabin.
7. It is decided to update the stock register once in every semester. The faculties concerned to do the follow-up.
8. Mentoring diary to be updated. The mentors to update the diary.
9. It is suggested by members to conduct the EC/CC and to maintain the attendance register promptly.
10. It is noted that academic activities scheduled as per the academic calendar are conducted on time.
11. As suggested, FDP to be organized in the month of November 2017.
12. It is decided to request the management to install more CCTV in few more locations.
13. AISHE submission to be done on time. The faculty concerned is asked to do the follow-up.

The meeting concluded with vote of thanks given by Mrs. Shakila Hegde.

Prof. Sooraj. R. V.
Principal

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Compliance Report of the meeting held on 10th August 2017

Recorded on 14th October 2017

Sl No.	Decisions Taken/Resolution	Compliance
1.	Decided to conduct science Exhibition	Organized.
2.	Decided to start the interviews for On-Job-Training for 6 th Semester students	Interviews are done and students are placed in leading hotels for OJT.
3.	Decided to submit AQAR to NAAC	Submitted.
4.	Decided to conduct Model Theory and Practical Examination	Conducted
5.	Decided to submit the AICTE renewal application and AISHE on time	On process.

Handwritten signature and date: 14/10/17

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Date: 10/08/2017
Place: Mangalore

This day i.e., on 10th August 2017, the governing council of the college held its meeting at 11.30 AM at Moti Mahal College of Hotel Management chaired by Mrs. Ashritha P Shetty, Director Laxmi Memorial Education Trust ® decided to co-opt Mr. Poonacha, President of Parents Teachers Association & Mr. Anil Johnson, President of student council for the IQAC Committee in addition to present members.

The list of IQAC committee members:

Mrs. Ashritha P Shetty	- Director, LMET®
Prof. Sooraj R V, Principal, MMCHM	- Chairman of the committee
Mr. Jinraj Shetty, Operational Manager Hotel Moti Mahal	- Member
Prof. Nikhilesh Nair	- Member
Prof. Jayaram V	- Member
Mrs. Neena Umesh, Associate Professor	- Member
Mr. Sibin G Nair, Asst Professor	- Member
Mrs. Shakila Hegde, Lecturer	- Coordinator & Member
Mr. B R Shetty, Manager	- Member
Mr. Shailesh R, Asst Prof, LMCHM	- Member (Alumni Association)
Mr. Poonacha, Vice president, PTA	- Member
Mr. Anil Johnson, President, Student Council	- Memeber

Principal

10/08/2017

Ashritha
The meeting chaired by Mrs. Ashritha P Shetty,
Director of LMET® & member of governing council.

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IQAC

IQAC has conducted a meeting on 10th August 2017 at Principal's Cabin at 3.30 pm. The meeting was presided over by Mrs. Ashritha P Shetty, Director, LMET®. Principal welcomed all members.

Agenda:

1. Review of minutes of previous meeting.
2. Science Exhibition.
3. On-Job-Training arrangements.
4. AQAR submission.
5. To conduct the activities as per the academic calendar

Members Present:

SI No.	Name of Member	Designation
1.	Mrs. Ashritha P Shetty	Director, LMET®
2.	Prof. Sooraj. R. V	Principal
3.	Mr. Jinraj Shetty	Operations Manager, Hotel Moti Mahal, Member-IQAC
4.	Prof. Jayaram	Member/Professor
5.	Mrs. Shakila Hegde	Coordinator, IQAC
6.	Prof. Nikhilesh Nair	Professor/Member
7.	Prof. Terrence Rodrigues	Professor/Member
8.	Mr. Sibin G Nair	Asst. professor/Member
9.	Mr. B. R. Shetty	Member, Office Manager
10.	Mrs. Neena Umesh	Member, Associate Professor
11.	Mr. Shileesh R	Member, Alumni Association, MMCHM
12.	Mr. Poonacha	Vice-President, PTA, Member-IQAC
13.	Mr. Anil Johnson	President, Student's Council, MMCHM, Member-IQAC

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Minutes of Meeting

1. The minutes of the previous meeting was read, confirmed and recorded.
2. It is decided to organize science exhibition for the students of PUC students of Mangalore City. The plan of action is discussed and the duties to be assigned to staff members.
3. It is noted that OJT for the 6th semester students to be commenced from 1st December 2017 onwards. The interviews to be planned and all students to be placed in leading hotels.
4. AQAR to be submitted to NAAC in the month of September 2017. The IQAC coordinator has been asked to compile the data prepared by the members.
5. Activities as per the academic calendar to be conducted as per the schedule. Members have suggested to conduct the events under the banner of clubs.

The meeting was concluded by timely advice of the Chair.

Prof. Sooraj. R. V.

Principal

Sooraj R. V.
10/10/2017

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Compliance Report of the meeting held on 29th June 2017

Recorded on 10th August 2017

Sl No.	Decisions Taken/Resolution	Compliance
1.	Decided to prepare Academic Calendar for 2017-2018	Academic Calendar was prepared and approved by the management
2.	Prepared Annual Budget for the year 2017-2018	Budget prepared & approved by the management.
3.	Conduct of activities as per the academic calendar	The activities scheduled till date as per the Academic Calendar is executed successfully.
4.	Decided to prepare the list of books to purchase for Library	List is prepared, quotation obtained and submitted to management for approval.
5.	Decided to prepare the AQAR	On process. Report will be submitted in the month of September 2017.

Handwritten signature in green ink: 10/08/2017

PRINCIPAL
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Re-constitution of IQAC Committee

Date: 29/06/2017

Place: Mangalore

This day i.e., on 29th June 2017, the governing council of the college held its meeting at 3.30 PM at Moti Mahal College of Hotel Management chaired by Mrs. Ashritha P Shetty, Director Laxmi Memorial Education Trust ® decided to re-constitute the IQAC Committee to replace the old committee formed on 19/01/2015, as detailed below.

Mrs. Ashritha P Shetty	- Director, LMET®
Prof. Sooraj R V, Principal, MMCHM	- Chairman of the committee
Mr. Jinraj Shetty, Operational Manager Hotel Moti Mahal	- Member
Prof. Nikhilesh Nair	- Member
Prof. Jayaram V	- Member
Mrs. Neena Umesh, Associate Professor	- Member
Mr. Sibin G Nair, Asst Professor	- Member
Mrs. Shakila Hegde, Lecturer	- Coordinator & Member
Mr. B R Shetty, Manager	- Member
Mr. Shailesh R, Asst Prof, LMCHM	- Member (Alumni Association)

Principal

29/06/2017

The meeting chaired by Mrs. Ashritha P Shetty,
Director of LMET® & member of governing council.

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IQAC

IQAC has conducted a meeting on 29-06-2017 at Principal's Cabin at 3.30 pm. The meeting was presided over by Mrs. Ashritha P Shetty, Director, LMET®. Principal welcomed all members.

Agenda:

1. Review of minutes of previous meeting.
2. To prepare the academic calendar & submit to the management for approval.
3. Hostel Visit.
4. AQAR submission, to allot criteria wise work to each faculty.

Members Present:

Sl No.	Name of Member	Designation
1.	Mrs. Ashritha P Shetty	Director, LMET®
2.	Prof. Sooraj. R. V	Principal
3.	Mr. Jinraj Shetty	Operations Manager, Hotel Moti Mahal, Member-IQAC
4.	Prof. Jayaram	Member/Professor
5.	Mrs. Shakila Hegde	Coordinator, IQAC
6.	Prof. Nikhilesh Nair	Professor/Member
7.	Mr. Sibin G Nair	Asst. professor/Member
8.	Mr. B. R. Shetty	Member, Office Manager
9.	Mrs. Neena Umesh	Member, Associate Professor
10.	Mr. Shileesh R	Member, Alumni Association, MMCHM

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Minutes of Meeting

1. The minutes of the previous meeting was read, confirmed and recorded.
2. It is discussed in detail and prepared the academic calendar for the year 2017-2018.
3. It is suggested by the members to prepare a separate duty schedule to faculties to visit the hostel on rotation and to submit the reports to college.
4. AQAR to be submitted to NAAC in the month of September 2017. The IQAC coordinator has been asked to allot the criteria-wise work to faculty members.

The meeting was concluded by timely advice of the Chair.

Prof. Sooraj. R. V.

Principal

Sooraj R. V.
29/06/2017
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