



# MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT

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

e-mail : motimahalmchm@rediffmail.com  
www.mmchm.lmet-edu.org

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

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

## IQAC COMMITTEE

Place: Mangalore  
Date: 04.02.2019

Minutes of the meeting held on 04.02.2019

Meeting Presided over by Mrs. Ashritha P Shetty, Director, L.M.E.T®

Members present in the meeting

- |                          |  |
|--------------------------|--|
| i) Prof. Sooraj R.V      | - Principal MMCHM, Chairman of the committee.  |
| ii) Mr. Jinraj Shetty    | - Operational Manager, Hotel Moti Mahal Member |
| iii) Mrs. Shakila Hegde  | - NAAC Co-ordinator, Member                    |
| iv) Prof. Nikhliesh Nair | - Professor, MMCHM, Member                     |
| v) Prof. Jayaram V       | - Member                                       |
| vi) Mr. Sibin G Nair     | - Assistant Professor, MMCHM, Member           |
| vii) B R. Shetty         | - Office Manager, MMCHM                        |
| viii) Mr. Shailesh R     | - Member of Alumni Association, Member         |
| ix) Mr. Ajay D Shetty    | - Student council President, Member            |
| x) Mr. Poonacha          | - Vice President, PTA, Member                  |

Agenda of the meeting:

1. Sports meet
2. Annual day/realising college magazine
3. Model exams
4. University exam.

Minutes of the meeting:

1. **Sports meet:** In the meeting it is decided to conduct Indoor Games at college from 07.02.2019 to 12.02.2019 & also decided to conduct annual sports & games on 15 & 16 February 2019 at A J Medical College Ground & decided to request Mr. Harish Gowda, Physical Director LMET (R), to make necessary arrangement & to conduct the sports & games in a fitting manner.
2. **Annual day/releasing the college magazine:** It is decided to conduct Annual day on 02.03.2019 & also constituted editorial board for college magazine with Mr. Sibin G Nair as a Chief Editor & Mr. Sethu K Haridas as a student editor & Mr. Akhil Mathew, Mr. Jibin Thomas, Mr. Vipin Mohan as editorial team members & decided to release the college magazine on annual day itself. About the chief guest for the annual day it is decided to send the panel of names to our management for final selection of chief guest.
3. **Model exam:** As per the practice, to prepare the student to face the university exam with more confidence, it is decided to conduct Model exam of practical as well as theory from 11.03.2019 to 19.03.2019.
4. **University exam:** To conduct the practical exam of university as well as theory exams, the responsibility is fixed on faculty members to conduct the same smoothly. Further it is advised to office staff to submit the required indent to university to obtain the printing & stationery items, question papers on time, to conduct exam smoothly.

Prof. Sooraj R.V.  
Principal



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## Compliance Report of the meeting held on 22<sup>nd</sup> December 2018

Recorded on 4<sup>th</sup> February 2019

Sl No.	Decisions Taken/Resolution	Compliance
1.	National Conference	Organized 2 <sup>nd</sup> National Conference on 2 <sup>nd</sup> February 2019.
2.	AQAR submission	AQAR submitted.
3.	AICTE renewal application submission	Submitted.
4.	AISHE submission	Submitted.

*[Handwritten signature]*  
4/2/2019

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# Moti Mahal College of Hotel Management

## IQAC COMMITTEE

Place : Mangalore  
Date:22 /12/2018

Minutes of the meeting held on 22/12/2018

Meeting Presided over by Mrs. Ashritha P Shetty , Director , L.M.E.T®

Members present in the meeting

- |                           |                                |
|---------------------------|--------------------------------|
| i) Prof. Sooraj R.V.      | -Principal, MMCHM              |
| ii) Mr. Jinraj Shetty     | - O.M. Hotel Moti Mahal        |
| iii) Prof. Nikhliesh Nair | - Professor                    |
| iv) Prof. Jayaram V       | - Professor                    |
| v) Mr. Sibin G Nair       | - Assistant Professor          |
| vi) B .R. Shetty          | -Office Manager                |
| vii) Mr. Shailesh R.      | - Member of Alumni Association |
| viii) Mr. Ajay D Shetty   | - Student council President    |

The following issues were discussed

- 1) It is decided to conduct National Conference on 2/2/2019, & various duties entrusted to Faculty Members
- 2) It is confirmed by the Faculties that they have submitted the IQAC report within the time scheduled.
- 3) Prof. Nikhliesh Nair entrusted with the filing renewal affiliation to AICTE within the stipulated date.
- 4) It is decided to conduct Cater's Act - 2019 in association with Hotel Moti Mahal on 22/2/2019.

  
Prof. Sooraj R.V.  
Principal

PRINCIPAL

Moti Mahal College of Hotel Management  
Fateh Road, MANGALORE - 575001

Copy To : The Director  
LMET®



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## Compliance Report of the meeting held on 1<sup>st</sup> June 2018

Recorded on 22<sup>nd</sup> December 2018

Sl No.	Decisions Taken/Resolution	Compliance
1.	Decided to Academic Calendar for 2018-2019	Academic Calendar was prepared and approved by the management
2.	Prepared Annual Budget for the year 2018-2019	Budget prepared & approved by the management.
3.	Orientation Programme	Conducted the orientation programme for the new batch students on 20 <sup>th</sup> June 2018.
4.	Conduct of activities as per the academic calendar	The activities scheduled till December 2018 as per the Academic Calendar is executed successfully.

*Signature* 22/12/18

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1<sup>st</sup> June 2018  
Mangalore

## IQAC, 2018-2019

The Governing council of the college held its meeting today, at 10.00 am at MMCHM campus to re-constitute the IQAC for the academic year 2018-2019. The list of members is as follows:

Sl No.	Name	Designation
1.	Mrs. Ashritha P Shetty	Director, Laxmi Memorial Education Trust®, Mangalore.
2.	Prof. Sooraj R.V	Principal, Chairman of the Committee
3.	Mrs. Shakila Hegde	Faculty Member, MMCHM IQAC Co-ordinator
4.	Mr. Sibin G Nair	Asst. Professor, MMCHM, Coordinator, NAAC
5.	Mr. Jinraj Shetty	Operational Manager, Hotel Moti Mahal, Member
6.	Prof. Nikhliesh Nair	Professor, MMCHM, Member
7.	Mrs. Neena Umesh	Associate Professor, MMCHM, Member
8.	Prof. Jayaram V	Visiting Faculty, Member
9.	Mr. B R. Shetty	Office Manager, MMCHM, Member
10.	Mr. Shailesh R	Member of Alumni Association, Member
11.	Mr. Poonacha	PTA-Vice-President, Member
12.	Mr. Ajay D Shetty	Student's Council President, Member

Prof. Sooraj R.V.  
Principal

Copy to: The Director, LMET(R)

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## IQAC COMMITTEE

Place: Mangalore  
Date: 01.06.2018

Minutes of the meeting held on 01.06.2018

Meeting Presided over by Mrs. Ashritha P Shetty, Director, L.M.E.T@

Members present in the meeting

- |                          |  |
|--------------------------|--|
| i) Prof. Sooraj R.V      | - Principal MMCHM, Chairman of the committee.  |
| ii) Mr. Jinraj Shetty    | - Operational Manager, Hotel Moti Mahal Member |
| iii) Mrs. Shakila Hegde  | - NAAC Co-ordinator, Member                    |
| iv) Prof. Nikhliesh Nair | - Professor, MMCHM, Member                     |
| v) Prof. Jayaram V       | - Member                                       |
| vi) Mr. Sibin G Nair     | - Assistant Professor, MMCHM, Member           |
| vii) B R. Shetty         | - Office Manager, MMCHM                        |
| viii) Mr. Shailesh R     | - Member of Alumni Association, Member         |
| ix) Mr. Ajay D Shetty    | - Student council President, Member            |
| x) Mr. Poonacha          | - Vice President, PTA, Member                  |

Agenda of the meeting:

1. Academic calendar
2. Budgeting
3. Orientation programme

Minutes of the meeting:

1. **Academic calendar:** As per the calendar of events received from Mangalore University for the academic year 2018-19 we have decided to conduct the various programmes/events from 20.06.2018 to 13.05.2019. The list prepared as per the decision taken is filed separately.
2. **Budgeting:** In the meeting we have discussed in length about the expenses to be incurred for each programme/events & it is decided to incur the expenses as per the budget to minimise the overall expenses. Copy of the budget filed separately.
3. **Orientation programme:** It is discussed & decided to conduct induction programme on 20.06.2018 at Heera Vajra Hall in a befitting manner & it is decided to approach Hotel Moti Mahal to provide us Heera Vajra Hall from 09.00AM to 01.00PM & also requested to arrange breakfast for parents & students of first year

  
Prof. Sooraj R.V.  
Principal

Cc to: The director

L.M.E.T(R)

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## Compliance Report of the meeting held on 14<sup>th</sup> October 2017

Recorded on 1<sup>st</sup> June 2018

Sl No.	Decisions Taken/Resolution	Compliance
1.	Decided to upgrade the college website	Done
2.	Decided to conduct the model examination and display the marks in the notice board	Done
3.	Decided to train existing staff in Bakery	Staff member has been sent to Hotel Moti Mahal for training and requested the management to appoint a bakery chef for the college to conduct the bakery practical.
4.	Time Table	Set and distributed to faculty members
5.	Key Control	Key rack has been shifted to Principal's Cabin and key register is in place.
6.	Decided to update the stock registers	Physical stock taking is done and stock registers are updated.
7.	Updating the mentoring diary	Done
8.	Decision to conduct the EC/CC activities	Done. Attendance register is maintained.
9.	Decided to conduct the FDP	Done.
10.	Decision to install more CCTV	Installed in all prime locations
11.	AISHE submission	On process

*Signature* 16/18  
PRINCIPAL

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