











Moti Mahal College of Hotel Management

Minutes of Meeting

IQAC

Place: Mangalore
Date: 06/01/2020

Members attended the meeting

- | | | |
|-------------------------|--------------------------------|--|
| 1. Prof. Sooraj R.V. | -Principal, MMCHM |  |
| 2. Mr. Jinraj Shetty | - O.M. Hotel Moti Mahal |  |
| 3. Mrs Shakila Hegde | - IQAC Coordinator, Lecturer |  |
| 4. Prof. Nikhliesh Nair | - Professor |  |
| 5. Prof. Jayaram V | - Professor |  |
| 6. Mr. Sibin G Nair | - Assistant Professor |  |
| 7. Mr. B .R. Shetty | -Office Manager |  |
| 8. Mr. Abdul Rahman | -Vice President, PTA |  |
| 9. Mr. Shailesh R. | - Member of Alumni Association |  |
| 10. Ms. Pooja | - Student council President |  |

Agenda of the meeting:

- 1) Admission Process & Academic Activities.
- 2) National Conference, Campus Placements, Ek Bharath Shresta Bharath Programme, Cultural Programme, Industrial Visit, Workshops, Food Festival, Annual Sports, Alumni Meet, Annual day, College Magazine, Education Tour, Internal Examination, & Model Examination & University Examination.
- 3) Library to organize Book exhibition & Essay writing competition.
- 4) HACCP Training classes and certification.

Following points were discussed and decisions were taken:

- 1) The designated person will take care of admission as per the norms of Mangalore University.
- 2) As per the decisions taken by the Governing Council, The principal explained to the members about the academic activities in detail such as conducting internal examination, Model exams of theory & practical, Campus Placement, Industrial visit, Educational Tour, Intercollegiate Competition, Career guidance Classes, Annual Sports, Annual day & releasing of college magazine etc; IQAC suggested to conduct National Conference in the month of February 2020 & also to conduct Ek Bharath Shresta Bharath programme, Cater's Act Food Festival and Cultural programmes on 14th & 15th Feb 2020, respectively, Annual Sports Meet to be conducted in first week of March 2020 & Annual Day & release of college magazine to be conducted in the 3rd week of March. Model examination need to be conducted in the 4th week of March 2020. IQAC also asked the staff members to prepare the students for the University final examinations.
- 3) It is decided to form separate teams to organize each activity.
- 5) It is decided to organize Book exhibition & Essay writing competition.
- 6) It is decided to organize HACCP Training classes and certification.



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
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Compliance Report of the meeting held on 5th July 2019

Recorded on 6th January 2020

Sl No.	Decisions Taken/Resolution	Compliance
1.	Prepared the Academic Calendar for 2019-2020	The activities scheduled till December 2019 as per the Academic Calendar is executed successfully. The remaining activities to be held in the upcoming days as per the schedule.
2.	Prepared the budget and decided to forward to the management for approval	The Budget prepared for the academic year 2019-2020 is approved.

6/1/2020

6/1/2020

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LAXMI INSTITUTE OF PARA MEDICAL SCIENCES, AT AJIMS
A.J. INSTITUTE OF HOSPITAL MANAGEMENT
A.J. INSTITUTE OF PARAMEDICAL COURSES

IQAC COMMITTEE

Place: Mangalore

Date: 05.07.2019

Minutes of the meeting held on 5.07.2019

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 | - IQAC Co-ordinator, Member |
| iv) Prof. Nikhilesh 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) Ms. K. P. Pooja | - Student council President, Member |
| x) Mr. Abdul Rahman | - Vice President, PTA, Member |

Agenda of the meeting:

1. Academic calendar
2. Budgeting

Minutes of the meeting:

1. **Academic calendar:** As per the calendar of events received from Mangalore University for the academic year 2019-20 we have decided to conduct the various programmes/events.
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.


Prof. Sooraj R.V.
Principal

Cc to: The director
LMET(R)



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Compliance Report of the meeting held on 4th February 2019

Recorded on 5th July 2019

Sl No.	Decisions Taken/Resolution	Compliance
1.	Decided to conduct Annual Sports Meet from 7 th February 2019 onwards.	Annual Sports Meet was conducted. Indoor Games were conducted from 7 th February 2019 to 12 th February 2019 and Outdoor Games were conducted from 15 th February 2019 to 16 th February 2019.
2.	Food Festival	Conducted Food Festival Cater's Act on 22 nd February 2019
3.	Annual Day and release of College Magazine Vision 2019.	Conducted the programme and released the magazine on 2 nd March 2019.
4.	Conduct Model Examinations	Conducted Model Theory & Practical from 11 th March 2019 to 19 th March 2019.
5.	University Examination	College being the examination center, conducted the University Practical & theory examinations during April-May 2019.
6.	Review of Academic Calendar of 2018-2019	Academic activities of 2018-2019 were reviewed and confirmed that all activities scheduled were conducted.

[Handwritten Signature]
5/7/2019

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3rd June 2019
Mangalore

IQAC, 2019-2020

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 2019-2020. 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. Abdul Rahman	PTA-Vice-President, Member
12.	Ms. Pooja. K. P.	Student's Council President, Member

Prof. Sooraj R.V.
Principal

Copy to: The Director, A UNIT OF LAXMI MEMORIAL EDUCATION TRUST (R)

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