



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

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

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

IQAC, 2022-2023

The Governing Council of the college held its meeting on 5th September 2022, re-constituted the IQAC for the academic year 2022-2023.

Sl No.	Name	Designation
1.	Mrs. Ashritha P Shetty	Director, LMET®, Mangalore
2.	Prof. Sooraj. R. V	Principal, MMCHM
3.	Mrs. Shakila Hegde	Faculty Member, IQAC Coordinator.
4.	Prof. Nikhilesh Nair	Professor, Member-IQAC
5.	Adv/Prof. Jayaram	Member
6.	Mr. Sibin G Nair	Faculty, Member-IQAC
7.	Mr. Rohith P V	Faculty, Member-IQAC
8.	Mr. B. R. Shetty	Office Manager, Member-IQAC
9.	Mr. Shailesh	Alumni, Member-IQAC
10.	Mr. Nevil Sam Raju	Student Representative

Principal

PRINCIPAL

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



A UNIT OF LAXMI MEMORIAL EDUCATION TRUST (R)

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
A.J. HOSPITAL & RESEARCH CENTRE
A.J. INSTITUTE OF MEDICAL SCIENCES
A.J. INSTITUTE OF DENTAL SCIENCES

LAXMI MEMORIAL COLLEGE OF PHYSIOTHERAPY
LAXMI MEMORIAL COLLEGE OF NURSING
LAXMI MEMORIAL INSTITUTE OF NURSING

MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
LAXMI MEMORIAL COLLEGE OF HOTEL MANAGEMENT
A.J. INSTITUTE OF MANAGEMENT
HOTEL MOTI MAHAL (3 Star)

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

Moti Mahal College of Hotel Management, Mangalore.

Action Taken Report

IQAC Meeting held on 9th March 2023

	Agenda	Resolution	Action Taken
1.	Review and confirmation of minutes of previous IQAC Meeting	Reviewed previous meeting's minutes and confirmed.	Noted.
2.	Academic activities as per Academic Calendar for the year 2022-2023	Discussed in detail. The activities/events as per the academic calendar are discussed and approved.	Assigned duties to faculty members to conduct academic activities on time.
3.	Commencement of Classes of 2 nd , 4 th , 6 th & 8 th Semester BHM	As per the notification of Mangalore University, it was decided to start the classes of 2 nd , 4 th & 8 th semester BHM from 1 st April 2023 onwards. Regarding the 6 th semester BHM students, It was decided to send students to various hotels for 126 days of training starting from 1 st April 2023 onwards. Principal informed that the interviews are already conducted by various internationally branded hotels.	<ul style="list-style-type: none">➤ Regarding the commencement of classes, Instruction is given to all staff members. Time Table is available in the college notice board. Teachers are asked to update the attendance registers and teacher's diary promptly and submit to the Principal every Saturday at 12.30 pm.➤ Regarding the Industrial Exposure Training, students are selected in various hotels based on the interviews conducted. NOCs are issued to students.
4.	Roaster Training	It is decided to start the roaster training for 1 st & 2 nd year students at "Hotel Moti Mahal" and "AJ Grand Hotel" from April 1 st week onwards.	Approved by both hotels. Duty schedule is already sent. Mr. Joel Fernandez, Lecturer, has been asked to coordinate with the HR Managers of both hotels.



5.	To organize 5 th National Conference	Discussed in detail & decided to organize 5 th National Conference based on the theme "Tourism & Environment" on 27 th May 2023. It is decided to send proposed budget to the management for approval.	Management approved the budget. A team is constituted to coordinate the works related to the conference. Mr. Vijesh. T. M, Lecturer, has been designated as the conference convener.
6.	To conduct Internal Examinations	It was decided to conduct 1 st internal examination in the month of May 2023 and 2 nd internal examination in the month of June 2023. Model practical examination to be scheduled prior to the university examinations.	Noted. Mrs. Shakila Hegde has been deputed as the examination coordinator to conduct the examination on time.
7.	Remedial Classes	Decided to conduct Remedial classes in the month of June 2023 immediately after announcing the results of 2 nd internal examination.	Instruction is given to all faculty members.

S.S.M
IQAC Coordinator



Principal
PRINCIPAL

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



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

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

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

IQAC

Minutes of Meeting

A meeting of IQAC was held on 9th March 2023 at 4.00 pm in the Principal's Cabin to review and take necessary action on the agenda. The following were present;

Sl No.	Name	Designation	Signature
1.	Prof. Sooraj. R. V	Principal	
2.	Mrs. Shakila Hegde	IQAC Coordinator	
3.	Mr. Nikhilesh Nair	Member, Professor-MMCHM	
4.	Mr. Sibin G Nair	Member, Asst. Professor-MMCHM	
5.	Mr. Rohith. P. V	Member, Lecturer-MMCHM	
6.	Mr. B. R. Shetty	Member, Office Manager-MMCHM	
7.	Mr. Nevil Sam Raju	Member, Student Council President	

The following decisions were taken in the meeting;

Agenda: 1

To confirm minutes of meeting held on 1st October 2022.

Resolution: 1

The minutes of meeting held on 01-10-2022 were read and confirmed



A UNIT OF LAXMI MEMORIAL EDUCATION TRUST (R)

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
A.J. HOSPITAL & RESEARCH CENTRE
A.J. INSTITUTE OF MEDICAL SCIENCES
A.J. INSTITUTE OF DENTAL SCIENCES

LAXMI MEMORIAL COLLEGE OF PHYSIOTHERAPY
LAXMI MEMORIAL COLLEGE OF NURSING
LAXMI MEMORIAL INSTITUTE OF NURSING

MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
LAXMI MEMORIAL COLLEGE OF HOTEL MANAGEMENT
A.J. INSTITUTE OF MANAGEMENT
HOTEL MOTI MAHAL (3 Star)

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



MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT

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

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

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

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

Agenda: 2

Academic activities as per the academic calendar approved.

Resolution:2

It is decided to conduct the activities/events as per the schedule.

Agenda:3

Commencement of classes.

Resolution:3

It is noted that the classes of 2nd, 4th, & 8th semester will commence on 23rd March 2023 as per the University notification. The necessary steps are initiated. The Industrial training of 6th semester is scheduled from 1st April 2023 onwards in various hotels.

Agenda:4

Roaster Training

Resolution:4

It is decided to start the roaster training for 1st & 2nd year students at "Hotel Moti Mahal" and "AJ Grand Hotel" from April 1st week onwards. Mr. Joel needs to coordinate with the HR Managers of both hotels.

Agenda: 5

5th National Conference

Resolution:5

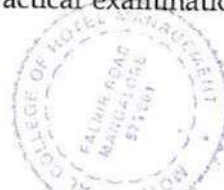
It is decided to organize 5th National Conference based on the theme "Tourism & Environment" on 27th May 2023. Mr. Vijesh. T. M has been designated as the conference convener.

Agenda: 6

To conduct Internal Examinations:

Resolution:6

It is decided to conduct 1st internal examination in the month of May 2023 and 2nd internal examination in the month of June 2023. Model practical examination to be scheduled prior to the university examinations.



A UNIT OF LAXMI MEMORIAL EDUCATION TRUST (R)

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
A.J. HOSPITAL & RESEARCH CENTRE
A.J. INSTITUTE OF MEDICAL SCIENCES
A.J. INSTITUTE OF DENTAL SCIENCES

LAXMI MEMORIAL COLLEGE OF PHYSIOTHERAPY
LAXMI MEMORIAL COLLEGE OF NURSING
LAXMI MEMORIAL INSTITUTE OF NURSING

MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
LAXMI MEMORIAL COLLEGE OF HOTEL MANAGEMENT
A.J. INSTITUTE OF MANAGEMENT
HOTEL MOTI MAHAL (3 Star)

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



MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT

Agenda: 7

Remedial Classes.

Resolution: 7

Remedial classes to be held in the month of June 2023 immediately after announcing the results of 2nd internal examination.

The meeting was concluded by giving vote of thanks by Mrs. Shakila Hegde, IQAC Coordinator.

Shakila
Principal

9/03/23
PRINCIPAL
Moti Mahal College of Hotel Management
Fainir Road, MANGALORE - 575 011



Moti Mahal College of Hotel Management, Mangalore.

Action Taken Report

IQAC Meeting held on 1st October 2022

	Agenda	Resolution	Action Taken
1.	Review and confirmation of minutes of previous IQAC Meeting	The minutes of meeting held on 21 st May 2022 was read and confirmed.	Noted.
2.	To re-constitute IQAC	Decided to re-constitute IQAC for the academic year 2022-2023.	Reconstituted.
3.	Academic Calendar and Proposed Budget for the year 2022-2023	Discussed in detail and decided to forward to the management for approval.	Approved.
4.	AQAR Submission	It was decided to submit the AQAR on 31 st December 2022. IQAC coordinator to compile the report, verify and submit.	Noted.
5.	To conduct Certificate course in Bakery & Add-on course in Bartending	Discussed in detail. It was decided to conduct the Add-on course in 'Bartending' in the month of November 2022. The certificate programme in 'Bakery & Confectionery' to be scheduled in the month of December-2022. It was decided to entrust the duties to Mr. Sibir G Nair, Asst. Professor and Mr. Rohith, Lecturer.	Proposed budget is sent to management for approval.
6.	To conduct Examinations	It is decided to conduct 1 st internal examination for 1 st semester students in the month of October 2022 and for the other batches to schedule the examination in the month of December 2022. 2 nd internal examination and model practical examination for all the batches to be scheduled prior to the university examinations. Mrs. Shakila Hegde has been deputed as examination coordinator.	Noted.



7.	To sign MoU	It was decided to renew the existing MoUs and collaborate with the new outlets. The duty is assigned to Mr. Vijesh. T. M.(Training & Placement Coordinator)	Signed MoU with a few hospitality organizations.
8.	OJT for 6 th semester students	It is noted that the On-Job-Training will commence in the month of March 2023. It was decided in the meeting that Mr. Vijesh TM, Training & Placement coordinator should contact the hotels for online interviews to place the students of 6 th semester BHM in various 5 star hotels.	Regarding the Training, students are selected in various hotels based on the interviews conducted. NOCs are issued to students.
9.	To conduct activities as per the Academic Calendar	It was discussed in detail about the activities to be conducted within this semester & decided to send the proposed budget for each programme for the approval of management.	Proposed budget sent for approval.
10.	Annual Sports Events	It was decided to conduct the Annual Sports Events on 23 rd , 24 th , 25 th , 26 th October 2022. Mr. Nikhilesh Nair to coordinate with Physical Director for the arrangements. Proposed budget is sent to the management for approval.	Noted.

IQAC Coordinator



Principal
PRINCIPAL

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



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

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

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

IQAC

Minutes of Meeting

A meeting of IQAC was held on 01th October 2022 at 9.00 am in the Principal's Cabin to review and take necessary action on the agenda. The following were present;

Sl No.	Name	Designation	Signature
1.	Prof. Sooraj. R. V	Principal	
2.	Mrs. Shakila Hegde	IQAC Coordinator	
3.	Mr. Nikhilesh Nair	Member	
4.	Prof. Jayaram. V	Member	
5.	Mr. Sibin G Nair	Member	
6.	Mr. Rohith. P. V	Faculty, Member-IQAC	
7.	Mr. B. R. Shetty	Member	
8.	Mr. Shailesh	Member(Alumni)	

The following decisions were taken in the meeting;

Agenda: 1

To confirm minutes of meeting held on 21st May 2022.

Resolution: 1

The minutes of meeting held on 21-05-2022 were read and confirmed

Agenda: 2

To reconstitute the IQAC





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

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

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

Resolution:2

IQAC for the academic year 2022-2023 has been re-constituted. The list of members is attached to the file.

Agenda:3

Academic Calendar and the budget for the year 2022-2023.

Resolution:3

The details are discussed as approved by the Governing council & management. It is decided to conduct activities as scheduled in the academic calendar.

Agenda:4

AQAR Submission to NAAC.

Resolution:4

It is decided to submit the final report on 31st December 2021.

Agenda: 5

To conduct Certificate course in Bakery & Add-on course in Bartending.

Resolution:5

It is decided to conduct the Add-on course in 'Bartending' in the month of November 2022. The certificate programme in 'Bakery & Confectionery' to be scheduled in the month of December-2022. The proposed budget is already approved by the management.

Agenda: 6

To conduct Examinations:

Resolution:6

It is decided to conduct 1st internal examination for 1st semester students in the month of October 2022 and for the other batches to schedule the examination in the month of December 2022. 2nd internal examination and model practical examination for all the batches to be scheduled prior to the university examinations.





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

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

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

Agenda:7

To sign MoU with new hotels:

Resolution: 7

It is noted that the validity period of existing MoUs will be over by the month of February/May 2023. Members suggested to sign the MoU with the new hotels. As such, the duty of coordinating with the hotels is assigned to Mr. Vijesh. T. M.(Training & Placement Coordinator)

Agenda:8

OJT for the 6th Semester Students

Resolution:8

It is noted that the OJT will commence in the month of March 2023. It is decided in the meeting that Mr. Vijesh TM, Training coordinator should contact the hotels for online interviews to place the students of 6th semester BHM in various 5 star hotels in India.

Agenda:9

To conduct activities as per the Academic Calendar

Resolution: 9

It is discussed in detail about the activities to be conducted till the end of this semester & decided to send the proposed budget for each programme for the approval of management.

Agenda: 10

Annual Sports Events:

Resolution: 10

It is discussed in detail and decided to conduct the Annual Sports on 23rd, 24th, 25th & 26th October 2022. Mr. Nikhilesh Nair to coordinate with the Physical Director for the arrangements.

The meeting was concluded by giving vote of thanks by Mrs. Shakila Hegde, IQAC Coordinator.

Prof. Sooraj. R. V.
Principal

PRINCIPAL



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

A UNIT OF LAXMI MEMORIAL EDUCATION TRUST (R)

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
A.J. HOSPITAL & RESEARCH CENTRE
A.J. INSTITUTE OF MEDICAL SCIENCES
A.J. INSTITUTE OF DENTAL SCIENCES

LAXMI MEMORIAL COLLEGE OF PHYSIOTHERAPY
LAXMI MEMORIAL COLLEGE OF NURSING
LAXMI MEMORIAL INSTITUTE OF NURSING

MOTI MAHAL COLLEGE OF HOTEL MANAGEMENT
LAXMI MEMORIAL COLLEGE OF HOTEL MANAGEMENT
A.J. INSTITUTE OF MANAGEMENT
HOTEL MOTI MAHAL (3 Star)

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