COMMITTEES / CELLS FOR ACADEMIC YEAR 2023-2024

Sno	Name	Designation	Department	Dept Activities	Institutional Activities
1	Dr. Prem Ram	Associate Professor	Food & Beverage Management	Incharge	 Programme Coordinator CHE Coordinator
2	Dr. Gagandeep Soni	Asst Professor	Rooms Division Operation & Management	Incharge	• IQAC Coordinator,
3	Dr Arvind Kumar Saraswati	Associate Professor	F & B Service	HOD	 Academic Coordinator NIRF Coordinator
4	Dr Rachna	Assistant Professor	Housekeeping	HOD	 Dy IQAC Coordinator Institutional Compliance (General)
5	Dr Indrajit Choudhary	Assistant Professor	Front Office	HOD	 (Liaison Officer- GGSIPU/AIC TE) 2(f) & 12B/ Autonomy Coordinator
6	Dr Manish Malhotra	Assistant Professor	Food Production	HOD	Placement Coordinator & Coordinator Ethics Training & Supervison
7	Mr. Ranojit Kundu	Assistant Professor	Bakery & Patisserie	HOD	Dy Coordinator CHE
8	Mr Peeyush Srivastava	Asst Professor	Communication & Soft Skills	HOD	Media Coordinator

Functional Responsibilities is assigned to: w.e.f .11.09.2023

COMMITTEES / CELLS FOR ACADEMIC YEAR 2023-2024

Functional Responsibilities is assigned to:

Support Department

1	Dr Ashish Ranga	Asst	Administrative Coordinator
		Professor	
2	Ms Reshma Kamboj	Asst	Exam Coordinator
		Professor	
3	Dr Sidharth Srivastava	Asst	Admission Coordinator
		Professor	
4	Mr Nikhil Sharma	Asst	HSR/ Tourism Skills Coordinator
		Professor	
5	Mr Mohan Jain	Asst	IT Coordinator
		Professor	
7	Mr Uttam Kumar	Asst	Coordinator Accounts & Cost Centre
		Professor	
8	Dr Sidharth Srivastava	Asst	Institution's Innovation Council/
		Professor	Innovation/ Incubation Cell
			Entrepreneurship/ startup club)
9	Mr Mohinder Pal Singh	Librarian	Administration (Fees & Accounts
			reconciliation)
10	Mrs Sonia Srivastava	PA	Dy. Administrative Coordinator
			(General & Office)

S. NO. Committee / cells		
	ж. -	Coordinators/Incharge
1.	Housekeeping	Dr Gagan Soni, Incharge Rooms Division
		Operation & Management
		Dr. Rachna (HOD), Mr Deepak, Ms Jyotsna
		General Housekeeping
2.admn	Maintenance of Building	Mr Deepak Chikkara (Incharge), Ms Jyotsna
	and class rooms, facilities	Supervision and delegation of the task in
	and assets	coordination with Principal office/ Admin Office to
		the concerned faculty/HOD/Incharges of the
		department/ Area for time bound action and

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		 updating Principal for completion of the task. Further data/ record updation at office validated by the signature of the inchrages. All observations / complaints and tasks will be routed for compliance through HOD/ Incharges/ Coordinator to the Principal Office.
3 C	Disciplinary Council & Redressal Cell	Dr. Gagandeep Soni, (Coordinator) Dr Rachna, Dr Manish, Mr Deepak, Mr Nikhil , Ms Jyotsna Dr Ashish Ranga,
4 P	Discipline and Grooming Cell/ Task Force	Dr Prem Ram, (Coordinator) Dr Sidharth Mr Nikhil Ms Jyotsna
5 A	Mentoring Coordination	Dr Arvind Saraswati
6 C	Anti Ragging Committee	Dr. Prem Ram (Coordinator), Dr. Ashish Ranga, Ms Reshama, Dr Manish Malhotra,
	Anti Ragging Squad	Ms. Neha Sahni, Mr Mohan Jain , Mr Deepak, Mr Nikhil, Ms Jyotsna, Mr Mohinder Pal
7	Examinations Centre	Ms. Reshma Kamboj (Incharge), Dr. Indrajit, Mr Gaurav Dhaka
8A	Attendance	Dr. Arvind (Co-ordinator) BATCH 2023-2027 Ms Jyotsna, Mr Gaurav BATCH 2022-26 Ms Divya, Mr Durga Batch 2021-25 Dr Sidharth Srivastava, Mr Nikhi Batch 2020-24 Mr Deepak/ Mr Uttam Kumar
9C	Internal Complaint Committee and Sexual Harassment Committee	Dr. Gagandeep (Coordinator), Dr. Rachna , Ms Divya, External Member –Dr. Saroj Tyagi.
10	Training & Placement Industry- Institution Cell Ethics Training & Supervison	Placement: Dr. Manish Malhotra (Incharge) Ms Jyotsna Training: Dr Sidharth Srivastava (Coordinator), Mr Nikhil Sharma
11P	Hospitality Ensemble	Dr. Prem Ram – Coordinator

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Books Procurement13Media Cell/ Social Media CellMr. Peeyush (Incharge) Dr Sidharth, Ms Div Jyotsna, Mr Gaurav Social Media : Mr Peeyush, Mr Sumit Pant, Jyotsna14Alumni connectDr. Manish Malhotra (Coordinator), Ms Re Ms. Neha Sahni,15Cultural Committee & Stage ManagementMs. Divya Thakur (Cultural Coordinator), Ms Re Ms. Divya Thakur (Cultural Coordinator), Ms Re Mr. Nikhil, Mr Gaurav Dhaka16PSportsDr. Sidharth Srivastava (Coordinator), Neh Mr. Nikhil, Mr Gaurav Dhaka17ABCRC Research & Development Committee/ Research /PROJECT Consultancy/ Intellectual Property Right CellDr. Arvind (Coordinator), Dr Sidharth Sriv Dr. Prem Ram, Dr Rachna, Mr Ranojit Kun Vintellectual Property Right Cell18PInstitutional Coordinator for Inter college eventsMs. Divya Thakur/ Ms Jyotsna Inter college events19CIQAC/ AccreditationDr. Gagandeep Soni (Coordinator), Dr. Rac Chandan (Co-coordinator), Mr Mohan Jain, Uttam Kr. Singh, Ms. Divya Thakur, Mr Si Mr Deepak20NewsletterDr. Rachna Chandan, Mr. Mohan Jain, Uttam Kr. Singh, Ms. Divya Thakur, Mr Si Mr Deepak23Environment SocietyDr. Gagandeep Soni (Coordinator), Ms. Ra Divya, Mr. Nikhil,24AAcademic Council for Curriculum Development Dr Indrajit: Dy Coordinator Arind Kumar: Coordinator Dr Indrajit: Dy Coordinator All HODs25CDisaster ManagementDr Gagandeep Soni, (Coordinator), Reshm Kamboj, Mahender Pal Singh, Mr Peeyush Srivastava, Ranojit Kundu, Prem Ram, Ma		And Internal Chef	Chef. Kundu - Dy-Coordinator
Dr. Manish, Mr. Utam, Mr. Sumit Pant, Dr Sidharth Srivastava, Mr Durga Prasad12 ALibrary Committee/ Books ProcurementMr. Mohinder Pal, Dr Arvind Kumar, All H13Media Cell/ Social Media CellMr. Peeyush (Incharge) Dr Sidharth, Ms Div Jyotsna, Mr Gaurav Social Media : Mr Peeyush, Mr Sumit Pant, Jyotsna, Mr Gaurav Social Media : Mr Peeyush, Mr Sumit Pant, Jyotsna, Mr Gaurav Social Media : Mr Peeyush, Mr Sumit Pant, Jyotsna, Mr Gaurav Social Media : Mr Peeyush, Mr Sumit Pant, Jyotsna, Mr Gaurav Social Media : Mr Peeyush, Mr Sumit Pant, Mr. Sidgandeep, Dr. Rachna, (Stage Mgm Anchoring), Ms Neha, Dr. Sidharth Srivastava (Coordinator), Neh Mr. Nikhil, Mr Gaurav Dhaka16PSportsDr. Sidharth Srivastava (Coordinator), Neh Mr. Nikhil, Mr Gaurav Dhaka17ABCRC Research & Development Committee/ Research /PRODECT Consultancy/ Intellectual Property Right CellDr. Arvind (Coordinator), Dr Sidharth Sriv Dr. Prem Ram, Dr Rachna, Mr Ranojit Kum19CIQAC/ AccreditationDr. Gagandeep Soni (Coordinator), Dr. Rac Chandan (Co-coordinator), Mr Mohan Jain Uttam Kr. Singh, Ms. Divya Thakur, Mr Si Mr Deepak20NewsletterDr. Rachna Chandan, Mr. Mohan Jain, Uttam Kr. Singh, Ms. Divyasna23Environment SocietyDr. Gagandeep Soni (Coordinator), Ms. Ra Divya, Mr. Nikhil,24AAcademic Council for Curriculum Development Sivya, Mr. Nikhil,Dr Arvind Kumar: Coordinator Dr Gagandeep Soni, (Coordinator), Reshm Kamboj, Mahender Pal Singh, Mr Peeyush Srivastava, Ranojit Kundu, Prem Ram, Ma			
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26.	HSR (Hunar Se Rozgar	Mr Nikhil Sharma (Coordinator), Dr Sidharth
	Tak)/ & Expansion	Srivastava (Dy Coordinator) Ms. Divya Thakur, Mr
	Programme / Capacity	Mohan Jain, Mr Nikhil, Mr Gaurav Dhaka, Mr.
	Building & Training	Rahul Akolia
	Consultancy Coordinator	
27C	Disability Internal	Dr Ashish Ranga, Ms Neha, Mr Babloo along with
	Committee	Students & Parents
28C	CSR Cell/ Community	Dr Gagan/ Dr Rachna Chandan/ Mr Ranojit Kundu/
	Coordinator	Mr Deepak/ Mr Nikhil, Mr Gaurav Dhaka
29	NSS Cell	Mr Deepak/ Mr Nikhil
30C	EBSB (Ek Bharat Shresta	Dr Rachna/ Ms Neha
	Bharat)	
31C	UBA (Unnat Bharat	Dr Gagandeep Soni
	Abhiyan)	
32C	SC/ST	Representative Teaching Staff: Dr Prem Ram, Mr
		Deepak, Mr Sumit, Dr Indrajit,,
		Representative Non Teaching:
		Mr Mohinderpal, Mr Babloo
33 C	UHV (Universal Human	Dr Gagan, Dr Rachna, Mr Nikhil, Ms Jyotsna
Y .	Value)	
34C	MGNCRE	Dr Gagan, Dr Rachna, Mr Deepak, Mr Nikhil
35	Admission Coordination	Mr Sidharth Admission Coordinator
		Mr Nikhil: Assistant Coordinator, Mr Mohinder, M
		Nikhil, Ms Neha, Ms Jyotsna
36	Projects/ Consultancy	All HOD'S
37	PMSSS Nodal Officer	Mr Mohan Jain
38	DSW Nodal Officer Sports	Dr Sidharth Srivastava/ Mr Gaurav Dhaka
39	DSW Nodal Officer	Mr Sumit Pant, Mr Deepak
	Scholarship	
40A	Academic Bank of Credit/	Dr Arvind/ Mr Rahul Akolia/ Dr Indrajit
	Digi Locker	
41A	YUVA TOURISM CLUB	Dr Sidharth Srivastava/ Ms Divya/Mr Nikhil/ Ms
		Jyotsna
42A	MOOCS/SWAYAM	Dr Gagan/Dr Sidharth Srivastava
43 AP	AKAM (AZADI KA	Dr Rachna/ Ms Jyotsna
	AMRIT MAHOTSAVA)	
44	AICTE PG Programme	Dr Arvind Kumar Saraswati
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• IQAC will be recommending quality assurance process in all areas.

Respective outcome of the qualitative processes will be evaluated by the IQAC and recommendations will be shared.

- HOD/ Incharges will be required to submit monthly report to the IQAC.
- All coordination and assurance will be done by the Coordinators.
- Faculty Report submission by all is must. The report will be submitted to the Academic Coordinator.
- Respective incharge/ Coordinators will also keep records of the activities, participation etc
- Concerned documents/ requision /files/ application for process will be submitted to Dy Office Coordinator for verification and further processing

A* : ACADEMIC

P*: PROGRAMME COORDINATION

C*: COMPLIANCE (Institutional and General)

Admn* : ADMINISTRATION

All concerned will be equally responsible for working for development, promotion, and Brand Building of the Institute.

R.K. Bhandari Principal

Date: 11.09.2023

Programme Coordination and Incharge F&B Management

Providing Academic Leadership to the Departments. Day to day Operation, planning and report to ensure effectiveness of the departments mainly Food and Beverage Service and Food Production

Incharge Rooms Division Management

Providing Academic Leadership to the Departments. Day to day Operation, planning and report to ensure effectiveness of the departments mainly Housekeeping & Front Office Department

Institutional Compliance Incharge (IQAC, ICC, Environ, Discipline, Disaster, CSR, ETC)

Academic Coordinator

Providing Academic Leadership to the Department. Attendance Records & Mentoring Records/ Faculty Report and Course review Academic/ Admission Cancellations/NAD/

Administration Coordinator

Providing Administrative effectiveness to the Institution task. Governing Body Meetings. Legal/Fire & building compliance. Leave Records/ Maintenance/ General Discipline/ Files/ Records/ Bank Reconciliation Statement/ Purchase records/ Students records/ Accounts of University and remuneration/Re-imbursement and other compliances

Dy Administrative Coordinator

Office Administration Assistance, support and record .

Institutional Compliance Regulatory/ Caution Money/ & General & Misc Compliances Coordination

Communication & Soft Skills (Supported by Training & Placement Team & mentors as and when required)

Playing Leadership role in improving quality of Hospitality Professionals.

Maintaining of Language lab

Grooming students for industry readiness

Written Tests on skill analysis

Group Discussion/ Debate, Presentation sessions as per the requirements Mock interviews

Companies specific trainings, training students for global challenges Assessment

Students are encouraged to take assessment tests from websites

Evaluation is done on regular basis and an assessment report of the students is shared Continuous monitoring of students' progress and achievements

Students who are unable to cope with are given special attention to improve their performance.

Criteria for Promotion/ Increment

• Commitment to and excellence in academic work and teaching as judged by class room teaching , coverage of course content , regularity, effectiveness of teaching

and use of teaching aids and audio-visual aids.

- Research contributions, publications, books, etc.
- Professional recognition, awards etc.,
- Involvement in student welfare activities ,extension, consultancy and other co- and extra curricular activities. Honesty ,integrity ,conduct ,character and ability to get along with the colleagues , students and others.
- Excellent report from HOD & Incharges respectively

Minimum One Paper Publication is required Effective Mentoring Departmental Contribution College Contribution

Shandon.

R.K. Bhandari Principal

Date: 11.09.2023