 BCIHMCT	Quality Manual	Doc. No. BCIHMCT/MM/001
		Issue No.01 Date
	Minutes of the Meeting	Rev.No.00 Date: 30/05/2023
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Agenda: Research-Based Activities, Industry Institute Interaction, Experiential Learning Activities, and Workshops and FDPs

The following points were discussed:

1. A quarterly meeting with IQAC core team members and Executive council members was held on 29/05/2023.
2. Mr. R. K. Bhandari, Principal-BCIHMCT, welcomed the members of the Executive Council to the IQAC meeting (Dr. Prem Ram and Dr. Arvind Kr. Saraswati) and highlighted the need for setting benchmarks, strengthening the organizational growth bar, and surviving the challenges to sustain the downfall in the industry.
3. Dr. Gagan and Dr. Prem suggested to standardize the structure and functioning of different student committees.
4. The committee recommended standardization of the departmental activity calendar and academic calendar preparation in coordination with the Training and placement department.
5. IQAC Chairperson, Mr. Bhandari recommended submission of monthly departmental reports by respective HODs highlighting the activities/expert sessions/visits conducted, challenges faced by the department, followed by the steps taken to address the same.
6. The committee recommended that Dr. Arvind can update, restructure and standardize the functioning of the BanarsidasChandiwala Research Committee. He was also asked to simplify the student feedback process, with specific outcomes evaluating the learning status of the students.
7. IQAC recommended that advance planning for upcoming events (CHE 2023 and IIHTTRC-2024) must be underway. For the upcoming Chandiwala Hospitality Ensemble, IQAC Chairperson recommended the incorporation of events/culinary competitions based on lost recipes, millets and innovation in Indian cuisine.
8. The Committee emphasized on the need for standardized academic coordination to develop and enhance academic quality. Also, the need to create an educational ecosystem for the institute and

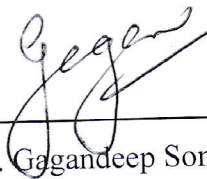
establish international connections and collaborations was emphasized.

9. The Academic Coordinator, Dr. Arvind was suggested to strengthen the mentoring system implemented in the Institute.

10. IQAC Chairperson suggested that the following areas must be addressed on priority:


- Student Quality Report-standardization and outcome to be standardized in coordination with the Training and Placement department.
- Activity Calendar-to be standardized in coordination with the Program Coordinator
- Standard Benchmarking, evaluation, and feedback process and Academic Performance/Result-to be standardized in coordination with the Academic coordinator
- Standardization of all the process and report submission process- to be standardized in coordination with IQAC

11. For faculty development and skill enhancement on latest trends (two week), it was suggested that the training and placement department ^{in coordination with principal.} can organize the faculty updation training (on-job training) in a five-star hotel.

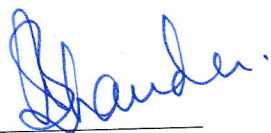


Dr. Gagandeep Soni

(IQAC Coordinator) (IQAC Co-coordinator)



Dr. Rachna Chandan



Prof. R.K Bhandari

(Principal BCIHMCT)

ACTION TAKEN REPORT (in lieu of 30/05/2023 meeting)

- As per the committee's recommendations, Dr. Arvind simplified the student feedback process and restructured the faculty feedback form.
- All the HODs' shared the departmental activities to be incorporated into the Academic Calendar.
- For initiating the process for planning activities of an upcoming event (CHE 2023), the CHE coordinator instructed all the event coordinators to share the event specifications, details, and guidelines for the same. IQAC recommended that advance planning for upcoming events (CHE 2023 and IIHTTRC-2024) must be underway. For the upcoming Chandiwala Hospitality Ensemble, IQAC Chairperson recommended the incorporation of events/culinary competitions based on lost recipes, millets and innovation in Indian cuisine
- As suggested by the IQAC team, a standardized format for trainer notes and assignment allocation format was prepared and circulated for the upcoming semester.
- As per the suggestion by IQAC and as per the need for standardized academic coordination to develop and enhance academic quality Dr. Arvind, the Academic Coordinator emphasized on strengthening the standardization and implementation of the Slow learner and advanced learner.
- Dr. Arvind in coordination with the IQAC focused on standardization of the mentoring tracking format.
- All HODs submitted the departmental report to the HOI.

Arvind



Members attended the meeting

Members from Academics:

- 1) Mr. R. K. Bhandari-Principal, BCIHMCT
- 2) Dr. Gagandeep Soni- IQAC Coordinator
- 3) Dr. Rachna Chandan-IQAC Co-coordinator
- 4) Ms. Divya Thakur- IQAC Team Member
- 5) Mr. Mohan Jain- IQAC Team Member
- 6) Dr. Manish Malhotra- IQAC Team Member
- 7) Mr. Uttam Kr. Singh- IQAC Team Member
- 8) Mr. Deepak Chikkara- IQAC Team Member

Senior Members:

- 1) Dr. Prem Ram-Program Coordinator
- 2) Dr. Arvind K. Saraswati- Academic Coordinator

Members from Administration:

- 1) Sri Ashok Kumar Gupta ji (Treasurer-BCSSTC)
- 2) Mr. Ashish Ranga (Coordinator, Administration)
- 3) Mr. Mohinder Pal Singh (Librarian)

Members from the Industry:

- 1) Mr. Rishabh Tandon (Director of Human Resources-IHG)
- 2) Dr. Sharda Sharma (Director Operations-The Suryaa)

Members form the Alumni

- 1) Ms. Neha Sahni

Student team members:

- 1) Ms. Pratishtha Joshi (4th Year)
- 2) Mr. Manan Paulistya (4th Year)
- 3) Mr. Nikhil Khushwaha (3rd Year)
- 4) Mr. Nishant Garg (2nd Year)