

INSTITUTE OF HOTEL & TOURISM MANAGEMENT

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Director is pleased to entrust the following duties and responsibilities for the academic session 2018-2019.

SC/BC Equal Opportunity Cell: Dr. Manoj Kumar, Sh. Vivek Kumar, Sh. Gaurav Tyagi

Women Cell (Committee for Prevention of Sexual Harassment at Workplace): Dr. Gunjan Malik, Dr. Jyoti, Dr. Shilpi and Dr. Shelley (One Female Student Representative – One from MHMCT Final Year & One From MTTM Final Year, to be notified by respective class coordinator)

Anti Ragging Committee: Dr. Sanjeev Kumar, Dr. Anoop Kumar & Dr. Shilpi (One Student Representative – One from MHMCT Final Year & One From MTTM Final Year, to be notified by respective class coordinator)

Training & Placement Cell:

Hotel Management Programmes

Dr. Sumegh and Ms. Deepali

Tourism Programmes

Dr. Ranbir Singh and Mr. Vikas Dangi

Lab In-Charges:

Name of Lab/Area	In-charge
Computer Lab	Dr. Goldi Puri
Food Production Lab	Dr. Sandeep Malik
F & B Lab	Dr. Manoj
Front Office Lab	Dr. Sanjeev
Housekeeping Lab	Dr. Jyoti
Travel Lab	Dr. Anoop Kumar
Adventure Lab	Dr. Amit Kumar Singh/ Dr. Ranbir (During Leave Period of Dr. Amit)
Conference Hall/Board Room/Smart Room	Mr. Gaurav Tyagi
Training Rooms	Mr. Adhip

Notice Board In charge:

Dr. Sumegh & Ms. Deepali

Bus Passes:

Mr. Sajjan and Mr. Vikas Dangi

Exam Forms & Registration Return:

Mr. Sajjan and Mr. Vikas Dangi

Web & Facebook Updates:

Dr. Goldi Puri & Mr. Vivek Balyan

Staff Council Secretary:

Dr. Anoop Kumar

Parking Management:

Mr. Vivek Balyan, Mr. Satender and Mr. Vikas Dangi

Time Table In charge:

Dr. Sandeep Malik

Discipline Committee:	Dr. Sandeep Malik, Dr. Manoj and Dr. Jyoti
Students Grievance Handling:	Dr. Goldi Puri, Dr. Anoop and Dr. Gunjan (One Student Representative – One from BHMCT Final Year & One From BTTM Final Year, to be notified by respective class coordinator)
Alumni Affairs:	Dr. Manoj, Dr. Sumegh, Dr. Shilpi & Dr. Jyoti
IQAC Coordinator:	Dr. Ranbir Singh
Tours, Field Trips and Cultural Activities:	Dr. Amit Kumar Singh and Dr. Shilpi Dr. Ranbir Singh (During Leave Period of Dr. Amit Kumar)
Ph.D Coordinator:	Dr. Sanjeev Kumar
Library Cards:	Ms. Anurupa (SLA)
Uniform Committee:	Dr. Sanjeev, Dr. Sandeep Malik and Dr. Gunjan Malik

Mentors cum Class & Exam Coordinators

Class	Faculty Coordinator
2MHMCT Previous	Dr. Sanjeev
2MHMCT Final	Dr. Sandeep Malik
MTTM Previous	Dr. Anoop Kumar
MTTM Final	Dr. Ranbir Singh
BHMCT-Ist Year	Prof. Ashish Dahiya
BHMCT-IIInd Year	Mr. Gaurav Tyagi
BHMCT-IIIrd Year	Dr. Sumegh
BHMCT-IVth Year	Mr. Adhip
BTTM-Ist Year	Dr. Goldi Puri
BTTM-IIInd Year	Dr. Shilpi
BTTM-IIIrd Year	Dr. Amit Kumar Singh/ Dr. Anoop
BTTM-IV Year	Dr. Gunjan Malik
5MHMCT Ist Year	Dr. Shelley
5MHMCT IIInd Year	Dr. Jyoti
5MHMCT IIIrd Year	Mr. Vivek Balyan
5MHMCT IVth Year	Dr. Manoj

Along with lab work secretarial assistance for exam forms/registration return/DMC's/Bus Passes/Exam Roll No/Record Management. Following non teaching staff shall assist office of IHTM.

Programme	Support Staff	Lab Assigned
BHMCT	Mr. Parveen	Food Production
BTTM	Mr. Vikas Dangi	Travel & Tourism Lab
MHMCT—5Yrs	Mr. Satinder	F & B Service Lab
MHMCT-2 Yrs	Ms. Deepali	Morning-Front Office Lab Evening-Housekeeping Lab
MTTM-2 Yrs	Ms. Babita	Computer Lab

Further the class coordinator of First Year Programmes are requested to organize a Yajna followed by Induction Programme on the date of commencement of classes as per schedule notified by University

DIRECTOR