

**INSTITUTE OF HOTEL AND TOURISM MANAGEMENT
MAHARSHI DAYANAND UNIVERSITY ROHTAK**

January 22, 2016

**MINUTE OF THE MEETING OF DEPARTMENTAL COMMITTEE HELD ON
JANUARY 19, 2016 AT 12.00 NOON IN THE OFFICE OF DIRECTOR INSTITUTE
OF HOTEL AND TOURISM MANAGEMENT**

MEMBERS PRESENT

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|--------------------------|----------|
| 1. Prof. Satyawan Baroda | Chairman |
| 2. Dr. Ranbir Singh | |
| 3. Dr. Goldi Puri | |
| 4. Dr. Amit Kumar | |
| 5. Dr. Sanjeev Kumar | |
| 6. Mr. Manoj Kumar | |
| 7. Dr. Sandeep Malik | |
| 8. Ms. Shilpi | |
| 9. Mrs. Jyoti | |
| 10. Dr. Anoop Kumar | |
| 11. Mr. Sumegh | |

The Director, IHTM welcomed the members of departmental committee and the follow-up action taken of earlier DC meeting was informed to the members. Thereafter, the agenda items were discussed in detail one by one and the following decisions were taken.

- 1. Research proposals for Ph.D registration.**
The research proposals of research scholars for Ph.D registration were taken up for discussion but could not be considered and approved in absence of research scholars. Therefore, these proposals shall be considered in the next meeting.
- 2. Installation of the grills on the main entrance gate of IHTM for security purposes.**
The proposal was considered and resolved that the grills on the main entrance gate of IHTM be installed for security purposes of the institute.
- 3. Furnishing of the guest rooms at first floor of the institute for practical purposes.**
The proposal was considered and resolved that the unfurnished guest rooms located on the first floor of the institute be furnished for practical purpose of the students to provide them the required exposure of the industry.
- 4. Installation of barricading to stop trespassing of vehicles.**
The proposal was considered and resolved that the barricading on the back side and front side left corner of the institute be installed to stop trespassing of vehicles. For this purpose the matter be taken-up to the university authorities.

5. Painting of window grills and other maintenance work of the institute.

After detailed discussion it was considered and resolved that the painting of window grills and other maintenance work of the institute be taken-up with university authority for its long life and to ensure the quality aspect of the building and infrastructure.

6. Parking sheds for cars and construction of parking place for two wheelers.

The proposal was considered and resolved that the sheds in parking area for cars and construction of parking place for two wheelers be made to avoid the bottleneck at the entrance of the institute. It is further resolved that the follow-up action be taken-up for approval to the university authority as soon as possible.

7. Common Admission Entrance Test for various courses run by the institute from the session 2016-17.

The proposal was considered and the same was disapproved by the departmental committee.

8. Increase in the tuition fee of various courses according to institute's expenses.

After detailed deliberations on this issue it was resolved that the tuition fee Rs. 10000/- (Ten thousand) be increased for hotel management courses and Rs. 8000/- (Eight thousand) for tourism management courses of the institute to meet out various expenses arising out of uncontrollable reasons. It was further resolved that a course wise detailed draft be prepared and taken-up for approval and implementation to the university authority with effect from the session 2016-17.

9. Increase in the booking amount of institute's Conference Hall, Board Room, Restaurant and Tea Lounge.

After detailed deliberations on this issue it was resolved that the booking amount of institute's Conference Hall, Board Room, Restaurant and Tea Lounge be increased to the double of its present rate. It was also further resolved that an item wise detailed draft be prepared and taken-up for approval and implementation to the university authority with immediate effect.

10. Equipment and infrastructure requirements for Institute's Library.

The library equipment and infrastructure such as Property counter, Book issue-return counter, Iron book stacks and stoppers, Staff chairs, Wall clock, Magazine and journal display board, News paper stand and Air conditioners as per requirements submitted by library in-charge were discussed and considered that the proper university authority be requested to provide these articles to the library.

11. Extension Lectures by Experts

The committee considered that there is a need of Extension Lectures for students to keep them updated with current and emerging issues of the industry. It is further resolved that it should be started with immediate effect as per availability of the experts and need of the students.

12. Campus Placement

It was discussed and considered that the placement related activities for the passing out students of the institute be organized well in advance and the appropriate initiatives like Placement Directory etc. be prepared and circulated to the prospective employers.

13. Registration of Research Journal

It was discussed and considered that the research journal be registered with appropriate authority to strengthen research and publication and to establish brand identity of the institute. A committee has been constituted under the convenership of Dr. Ranbir Singh with three other members namely Dr. Sanjeev Kumar, Dr. Goldi Puri and Dr. Sandip malik for the said purpose.

14. Computer Lab for Research Scholars

It was discussed and considered that a Computer Lab in the room adjoining library (Already earmarked) be made functional for the research scholars of the institute. It is further resolved that an initiative in this regard be taken-up with university authority at the earliest possible.

15. Periodic review of Student's Attendance

It was discussed and considered that a fortnightly review of student's attendance in the class shall be made and the information be conveyed to the parents of the students for further improvements or whatever the case may be. The Committee comprising of Dr. Anoop Kumar, Ms. Shilpi and Mr. Praveen Chand shall prepare the record of the students.

16. Installation of CCTV Cameras at the institute's important places

It was discussed and considered that the CCTV Camera surveillance at Institute's corridors, Reception, Library, Restaurant and other appropriate places be installed ensuring 24X7 security.

17. Social Responsibility of the Institute

It was discussed and resolved that social responsibility of the institute be realised formally and practically. For this purpose the institute shall organize the programmes of public awareness to strengthen the movement started by Hon'ble Prime Minister of India such as "Beti Bachao-Beti Padhao and Swachha Bharat Abhiyan". In addition to that the institute shall also aware public to give up social evils. The committee comprising of Dr. Goldi Puri, Mrs. Jyoti and class coordinators of different programmes shall work on it and organize the programmes.

Any other item:

18. Field Trip: Modifications in Ordinance

Under any other item the issue of modifications in ordinance regarding "Field Trip" was raised by Ms. Shilpi and considered by the committee. It was resolved that a committee shall look into the matter; prepare the proposal for modification with in stipulated period of time of commencement of the coming session i.e. 2016-17. The committee in this regard shall be constituted by the Director later on.

Meeting ended with the vote of thanks to the chair.


CHAIRMAN

Departmental Committee

Date 22/11/16

Endst..No.IHTM/2016 4084

CC: Copy of the above is forwarded to all DC members for information and necessary action.