

Ref: SRM-IHM/IQAC-May/2022-23/

Dated: 1st July 2023

Minutes of meetings conducted with stakeholders

Minutes of stakeholder meeting held on July 01, 2023 at 12:00 pm in the Department of Hotel Management, SRM University, Haryana.

The following Members were present:

Prof K.S. Narayan -- Principal

Mr. Rohit Kumar-- Asst. Professor

Mr. Amit Kumar--Asst. Professor

Ms. Harpreet Kaur – Teaching Associate

Mr. PC Pandey-- Asst. Professor

Ms. Sanskriti Singh -- Asst. Professor

Mrs. Sonal Aggarwal -- Asst. Professor

Agenda for the meeting:

This IQAC Meeting was called in order to discuss about the Academic activities going on within the department. The following points were discussed:

S. No.	Agenda	Discussion & Deliberation	Action Initiated/Action Taken
1.	Regarding Classes of BSc H&HA	The classes of BSc H&HA 3 rd & 5 th semester students will be scheduled from July 10, 2023.	Students have been notified regarding the classes. Timetable will be shared within due course of time.
2.	Regarding stock registers	Faculty members have updated their stock registers	Stock registers are submitted to the HOD for the verification.
4.	Counselling by HM Faculties for Admissions	Faculty members of Hotel Management conducting the counselling the prospective students for hotel management.	Principal & Faculty members are effectively counselling the walk-in prospective hotel management students. They have been given a tour of the institute's facilities such as labs, classrooms, Mock Rooms. All the queries of the parents and students are being answered diligently and honestly.
5.	Preparations for NAAC PEER TEAM Visit – 12 th to 14 th July 2023	Discussions are still being carried out regarding the final flow of activities during the visit of NAAC PEER TEAM Visit	<ul style="list-style-type: none"> ✓ HOD and the concerned coordinators have already completed and checked the criterion files. All the files have been placed in the Conference room of Hotel Management block for physical verification by the NAAC PEER TEAM members. ✓ Menu has been already prepared as per the discussions held with all concerned and the faculty members have been allotted their duties for as per their job role.

Prakash Chandra
Pandey
Asst. Professor

Rohit Kumar
Asst. Professor

Sanskriti Singh
Asst. Professor

KS Narayan
Amit Kumar
Asst. Professor

Sonal Aggarwal
Asst. Professor

Harpreet Kaur
Teaching Associate

Dated: 18th July 2023Minutes of IQAC Meeting

Minutes of IQAC Meeting held on July 18, 2023 at 12:00 P.M. in the Department of Hotel Management, SRM University Sonapat, Haryana.

The following Members were present:

Prof K.S. Narayan -- Principal

Mr. Rohit Kumar-- Asst. Professor

Mrs. Sonal Aggarwal -- Asst. Professor

Mr. PC Pandey-- Asst. Professor

Ms. Sanskriti Singh -- Asst. Professor

Ms. Harpreet Kaur -- Teaching Associate

Agenda for the meeting:

This IQAC Meeting was called in order to discuss about the Academic activities going on within the department. The following points were discussed:

S. No.	Agenda	Discussion & Deliberation	Action Initiated/Action Taken
1.	BOS	Board of studies syllabus as per NEP have been prepared.	The BOS meeting will be conducted on August 8, 2023.
2.	Orientation program for 1 st year students B. Sc. H & HA	The Orientation program of 1 st year students of BSc H&HA is scheduled on August 7, 2023 as per NCHMCT directives	The Orientation program schedule is being prepared by the Principal and shared with all the faculty and then it will be shared by the newly admitted students through WhatsApp and on their email.
3.	Regarding Subjects entry	The excel file for the upcoming semester subjects entry is being prepared.	After it is checked and verified by Principal, it will be forwarded to the CEO Office.
4.	Counselling by HM Faculties for Admissions	Faculty members of Hotel Management conducting the counselling the prospective students for hotel management.	Principal & Faculty members are effectively counselling the walk-in prospective hotel management students. They have been given a tour of the institute's facilities such as labs, classrooms, Mock Rooms. All the queries of the parents and students are being answered diligently and honestly.
5.	NAAC PEER Team Visit from 12 th to 14 th July 2023.	As per the schedule, the Visit of NAAC PEER TEAM was carried out.	All the arrangements for the scheduled NAAC PEER TEAM Visit from 12 th to 14 th August 2023 have been made as planned ✓ On the 12 th of August 2023, after the traditional welcome to the Members of the NAAC PEER TEAM at the Mini-Conference Hall, Hi-Tea was served. Members of the NAAC PEER TEAM, Hon'ble Chancellor, Hon'ble Vice Chancellor, Registrar and other members of the management team were treated to a sumptuous and well planned menu with exclusive service standards. The Deans, HOD's and Criteria Coordinators were also treated