**Tasks assigned for academic session 2024-25 @ IHTM, MDU**

**Programme Coordinators:**

1. BHMCT: Dr. Sumegh
2. 5yr MHMCT: Dr. Jyoti
3. MHMCT: Dr. Sanjeev Kumar
4. BTTM: Dr. Shilpi
5. MTTM: Dr. Anoop
6. PhD: Dr. Goldi Puri
7. Value Added Courses and DLC Coordinator – Dr. Shilpi
8. Certificate Course in Food Truck Operations – Prof. Ashish Dahiya
9. Certificate Course in Hospital Food Service & Dietetics – Prof. Sandeep Malik

**Cells:**

* SC/ BC Cell & Scholarships: Dr. Manoj & Dr. Sumegh
* Women Cell & POSH at Work Place: Dr. Jyoti & Dr. Shilpi
* Hotel Management: Industry Relations, Training & Placement : Dr. Manoj, Dr. Sumegh & Dr. Guarav
* Tourism Management: Industry Relations, Training & Placement: Dr. Anoop & Dr Shilpi
* IHTM Library & Exams Coordinator: Prof. Sandeep Malik
* Uniforms & Discipline Committee: Prof. Sandeep Malik, Dr. Gaurav & Dr. Sumegh
* Statutory Body Approval & Coordination Committee: Dr. Manoj Kumar & Dr. Sanjeev
* Alumni Relations Committee: Dr. Jyoti, Dr. Shilpi & Dr. Sumegh
* Time Table In Charge: Dr. Jyoti
* Digital Initiatives, Website Updates/ Foreign Students & Linkages: Dr. Goldi Puri
* IQAC Coordinator, Academic Audit & Digital Learning Coordinator IHTM: Dr. Shilpi
* NIRF –Dr. Sumegh, AISHE & Annual Report - Dr. Anoop & Dr. Guarav Tyagi
* In view of upcoming NAAC Visit, NAAC Coordinator – Dr. Jyoti (Criterion wise Documentation and Records Presentation)

Criterion Wise:

* + Criterion -1 Curricular Aspects : Dr. Anoop
  + Criterion -2: Teaching-learning & Evaluation: Dr. Shilpi
  + Criterion -3: Research, Innovations & Extension: Dr. Goldi Puri
  + Criterion -4: Infrastructure & Learning Resources: Dr.Jyoti
  + Criterion -5: Student Support & Progression: Dr. Sanjiv Kumar
  + Criterion -6: Governance, Leadership & Management: Dr. Manoj
  + Criterion -7: Institutional Values & Best Practices: Dr. Sumegh
* Lab In charges:
  + Housekeeping Lab & Guest Rooms: Dr. Jyoti
  + F&B Services Lab : Dr.Manoj
  + Food Production Lab: Dr. Sandeep Malik
  + Tourism Services Lab: Dr. Anoop Kumar
  + Computer Lab: Dr. Goldi Puri
  + Front Office Lab: Dr. Sanjeev Kumar
  + Conference Hall & Board Room: Dr. Gaurav Tyagi
* Mentor – Mentee: As assigned the Institute shall observe Mentor – Mentee System in accordance with University Guideline.
* **Note: In view of upcoming NAAC visit the respective programme coordinators are required to maintain year wise data in view of Given Criterions and as under:**
* Admission Prospectus
* Applications Received/ Merit Lists/ Application Forms of Admitted Students/ Category wise details/ Results / Scholarships awarded/ Internship & Placement Records/ Alumni Data/ Syllabus Revised/ Other tasks related to the programme.

**Non Teaching Staff Responsibilities:**

* **Overall Office related matters: Sh Sajan Aggarwal (Financial Matters/ Teachers/Staff Leave Records/ BoS/ RDC/RTI/Exam)**
* **Programme wise responsibilities: (Admission Records/ RR/ Subject Bookings /Scholarships/ I- Cards/ DMC/ Degree/ IT NOC/ Practical Awards/ Internal Online Marks/ Issuing of Roll Numbers/Accepting Project Reports/Toppers/Practical Schedule/ LoR/ Hostel Records/Other such matters assigned)**
  + **Hotel Management Programmes: Sh Sajan Aggarwal**
  + **PhD Programms & Tourism Management Programmes: Ms. Manisha**
  + **Certificate Programmes/ Value Added Courses: Mr. Sumit**
* **Computer Lab, Front Office Lab: (Opening/ Closing/ Stock/ Recordkeeping): Ms. Manisha**
* **Food Production/ Service/ Housekeeping Labs (Opening/ Closing/ Stock/ Recordkeeping): Mr. Sumit**
* **Bus Pass /Store/Press/ File Tracking/Maintenance/ - Sh Ajay Kumar**
* **Dak, Diary/ Opening & Closing of Institute, Class Rooms : Sh. Ramesh & Smt. Darshana**

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