

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

May 10, 2016

**MINUTE OF THE MEETING OF DEPARTMENTAL COMMITTEE HELD ON
MAY 10, 2016 at 3.00 PM IN THE OFFICE OF DIRECTOR INSTITUTE OF HOTEL
AND TOURISM MANAGEMENT**

MEMBERS PRESENT

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

The chairman of the departmental committee welcomed all the members present and the agenda items were taken up for discussion one by one. In the beginning, action taken on earlier Departmental Committee (DC) meeting was informed to the members. The following decisions were taken:

1. Allotment of Papers for odd semester 2016-17.

The allotment of papers for the session starting from July 2016 were taken up for discussion. After consideration of one's area, interest and qualifications the papers were allotted in advance so that teachers could prepare teaching plan during summer vacations for effective teaching. Dr. Sandeep Malik have taken the responsibility to prepare the time table and submit to the office by 10-06-2016 for further necessary action.

2. Exam duties for even semester 2015-16.

The matter of exam duties for taking up responsibility of Centre Superintendent and Deputy Superintendent was considered and resolved that these duties will rotate according to seniority so that everyone could get experience and benefit of it. The following teachers were assigned the duties in order of seniority:

Morning Shift:	Dr. Sandeep Malik, Superintendent Mr. Sumegh, Deputy Superintendent
Evening Shift:	Dr. Goldi Puri, Superintendent Dr. Anoop Kumar Huria, Deputy Superintendent

3. Amendments in BTTM scheme of exam to introduce practical papers.

The proposal was considered and resolved that the practical papers in BTTM programme be introduced keeping in mind the demand of industry for employment purposes. A sub-committee of the following has been constituted to prepare the detailed proposal for the consideration of the UG Board of Studies in Hotel and Tourism Management:

- i) Dr. Ranbir Singh
- ii) Dr. Amit Kumar
- iii) Dr. Anoop Kumar Huria

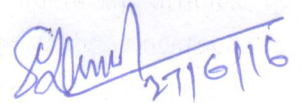
4. Procurement of equipment and Articles for Adventure Lab, Travel Lab, Production Lab, House Keeping and Service Labs.

The proposal was considered and resolved that the need based equipment and articles for the effective and purposeful teaching be procured. The in-charge of the concerned labs shall submit the list of articles and equipment with full justification to be placed before university authority for approval.

5. Academic Activities for the Session 2016-17.

After detailed discussion it was considered and resolved that the appropriate need based academic activities to strengthen the learning and exposure of the students be carried out during the session 2016-17. The list of activities shall be submitted by the concerned teacher with relevant justification to the office by 30-08-2016.

Meeting ended with the vote of thanks to the chair.



CHAIRMAN

Departmental Committee

Date 27/5/16

Endst..No.IHTM/2016 5114

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