







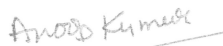


**Institute of Hotel & Tourism Management  
M.D. University, Rohtak (Haryana)**

Minutes of the meeting of the Department Committee held on 05.12.2015 at 12:15 p.m. in the office of Director, IHTM, M.D. University, Rohtak.

Following members were present:

1. Prof. Sataywan Baroda 
2. Dr Ranbir Singh 
3. Dr Amit Kumar Singh 
4. Dr Sanjeev Kumar 
5. Mr Manoj Kumar 
6. Ms Jyoti 
7. Ms Shilpi 
8. Mr Sumegh 
9. Dr Anoop Kumar Huria 

The following decisions were taken in meeting:

- 1) Discussed about allocation of Ph.D. supervisor for the candidates admitted in session 2015-16 and after getting consent from both supervisor as well as student, following list was prepared and approved

S. No.	Name of Ph.D.Candidate	Father's Name	Name of Supervisor
1	Mr Kuleep Singh	Sh. Atar Singh	Dr Goldi Puri
2	Ms Manisha	Sh Ramesh Chander	Dr Sandeep Malik
3	Mr Sandeep Kumar	Sh. Malak Singh	Dr Anoop Kumar Huria
4	Mr Pankaj Kumar Singh	Sh. G.K.Singh	Dr Anoop Kumar Huria
5	Mr Henry H Haokip	Sh Thangjangam Hao	Dr Ranbir Singh

- 2) Discussed the matter related to Examination Dec.2015 and members agreed that Duty of Superintendent and Deputy Superintendent should be on rotation basis. Teachers performed the duty of Deputy Superintendent in Examination held in May 2015 should be assigned the duty of Superintendent for Examination Dec.2015 and Deputy Superintendent in current Examination (i.e. Dec.2015) will be given the responsibility of Superintendent in next semester examination (i.e. May 2016).The duty of Deputy Superintendent and outsider invigilator will be rotated on seniority

basis but with the consent of concerned faculty member. Based upon this criterion, following names have been approved for Dec.2015 exams.

### **Superintendents**

Dr Sanjiv Kumar-for Morning session  
Mr Manoj Kumar-for Evening Session

### **Deputy Superintendents**

Ms Shilpi - for Morning session  
Ms Jyoti - for Evening Session

Further, It was resolved that overall coordinator for Examinations will be **Dr Amit Kumar Singh**.

- 3) It was resolved that each teacher will submit teaching plan of his/her subjects on monthly basis for the coming semester.
- 4) Discussed and resolved that the committee constituted by Department Committee (with following members) for implementation of Choice Based Credit System will submit their report within seven days:

**Dr Ranbir Singh**

**Dr Anoop Kumar Singh**

**Dr Sanjiv Kumar**

**Ms Shilpi**

**Dr Sandeep Malik**

- 5) Discussed about commencement of entrance examination for all programs run by Institute and resolved to take-up it in next Departmental Committee.
- 6) Activity Calendar for next year was discussed and one national conference in month of Feb. (2015) was proposed.
- 7) In order to inculcate research orientation among faculty members, an annual financial aid of Rs 5,000 (Five Thousand) for writing a working paper is proposed and recommended for every faculty member.
- 8) It was resolved that one **Hospitality and Tourism Association** will be constituted for its support in training and placement, organizing seminars, conference etc. Following members committee will do needful for above mentioned

**Dr Anoop Kumar Singh**

**Mr Manoj Kumar**

**Ms Shilpi**

**Ms Jyoti**

**Mr Sumegh**

- 9) It was resolved that Training and Placement in-charges for Tourism and Hotel Management programs will be supported by other faculty members. Dr Anoop Kumar Huria will be take care of Tourism courses and will be assisted by Dr Ranbir Singh and Dr Amit Kumar Singh. For Hotel management courses, Dr Sanjiv Kumar will be supported by Mr Manoj Kumar, Mr Sumegm and Dr Sandeep Malik.
- 10) Discussed the need of Travel Lab/Model travel Agency for practical exposure of Tourism Bachelor and Master Degree students and and resolved that Dr Ranbir Singh, Dr Amit Kumar Singh and Dr Anoop Kumar will prepare a proposal for establishing the Travel /Lab Model Travel Agency and forward it for necessary action to the concerned authority.

Meeting ended with a vote of thanks to Chair.

  
**CHAIRPERSON**  
**Departmental Committee**

Endst.No. IHTM/2014/ \_\_\_\_\_

Date \_\_\_\_\_

Copy of the above is forwarded to the following for information and further necessary action:

- 1) All the members of Department Committee, IHTM, M.D. University, Rohtak