**Tasks assigned for academic session 2023-24 @ IHTM**

**Programme Coordinators:**

1. BHMCT: Dr. Sumegh
2. 5yr MHMCT: Dr. Jyoti
3. MHMCT: Dr. Gunjan
4. BTTM: Dr. Shilpi
5. MTTM: Dr. Anoop
6. PhD: Dr. Goldi Puri
7. Value Added Course on The Great Indian Cuisine – Mr. Anuraag Kaushik (JRF)
8. Value Added Course on SEEK : DLC Coordinator – Dr. Shilpi
9. Value Added Course with the British Council – Mr. Niraj (JRF)
10. Value Added Course on Adventure Tourism – Mr. Mohit (JRF)

**Class Coordinators:**

1. BHMCT-1 Year : Prof. Ashish Dahiya
2. BHMCT- 2 Year: Dr. Sumegh
3. BHMCT -3 Year: Dr. Manoj
4. BHMCT -4 Year: Dr. Jyoti
5. 5Yr MHMCT -1 Year : Dr. Gunjan Malik
6. 5Yr MHMCT- 2 Year : Dr. Sumegh
7. 5Yr MHMCT -3 Year : Dr. Manoj
8. 5Yr MHMCT -4 Year : Dr. Jyoti
9. 5Yr MHMCT -5 Year : Dr. Gaurav Tyagi
10. BTTM – 1 Year : Dr. Shilpi
11. BTTM – 2 Year : Dr. Goldi Puri
12. BTTM – 3 Year : Dr. Anoop
13. BTTM – 4 Year : Dr. Goldi Puri
14. MHMCT – 1 Year : Dr. Gaurav Tyagi
15. MHMCT – 2 Year : Prof. Sandeep Malik
16. MTTM – 1 Year : Dr. Anoop
17. MTTM – 2 Year : Dr. Shilpi
* SC/ BC Cell: Dr. Manoj & Dr. Sumegh
* Women Cell & POSH at Work Place: Dr. Gunajn, 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
* Exams Coordinator: Prof. Sandeep Malik
* Uniforms & Discipline Committee: Prof. Sandeep Malik, Dr. Gunajn & Dr. Sumegh
* Statutory Body Approval & Coordination Committee: Dr. Manoj Kumar & Dr. Gunjan
* 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 & Digital Learning Coordinator IHTM: Dr. Shilpi
* In view of NAAC visit 2023 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. Gunjan
	+ Criterion -4: Infrastructure & Learning Resources: Dr.Jyoti
	+ Criterion -5: Student Support & Progression: Dr. Goldi Puri
	+ 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. Gaurav Tyagi
* Mentor – Mentee: As assigned the Institute shall observe Mentor – Mentee System in accordance with University Guideline.

**Clubs @ IHTM :**

* **NATIONAL TOURISM YUVA CLUB MDU CHAPTER**: Dr. Anoop

Patron in Chief – Prof. Rajbir Singh, Vice-Chancellor M.D University, Rohtak

Director – Prof. Ashish Dahiya (Ex Officio – Director IHTM)

Executive Members – Dr. Anoop Kumar & Dr. Shilpi

Student Coordinators: To be nominated by Executive Members in Consultation with Director IHTM. (Two from Each Class) Minimum 25 Students.

* **CULINARY CLUB: "BHOJYANANDA: भोज्यानंद"**
	+ Cooking competitions and workshops showcasing various cuisines and culinary techniques.
	+ Food festivals and pop-up events featuring different culinary themes.
	+ Collaborations with local restaurants and chefs for guest demonstrations and mentorship.

**Faculty Mentor: Prof. Sandeep Malik**

* **ADVENTURE AND ECO-TOURISM CLUB: "PARYATAN PRERANA: पर्यटन प्रेरणा"**
	+ Organize adventure trips and treks to explore nearby natural attractions and promote eco-friendly tourism practices.
	+ Conduct workshops on sustainable tourism and environmental conservation.
	+ Collaborate with local NGOs and community organizations for volunteer activities focused on environmental sustainability.

**Faculty Mentor: Dr. Anoop**

* **EVENT MANAGEMENT CLUB: "UTSAV UDYAM: उत्सव उद्यम"**
	+ Plan and execute various events such as conferences, seminars, and theme events.
	+ Organize workshops on event planning, decor, and logistics management.
	+ Provide event management services for campus and external events, offering students practical experience in the field.

**Faculty Mentor: Dr. Gunjan Malik**

* **CULTURE & HERITAGE CLUB: "PARAMPARA PRANGAN: परंपरा प्रांगण"**
	+ Organize cultural festivals and exhibitions to celebrate and showcase diverse cultures.
	+ Arrange cultural exchange programs with students from different regions or countries.
	+ Conduct language workshops and cultural immersion activities to promote intercultural understanding.

**Faculty Mentor: Dr. Shilpi**

* **HOSPITALITY INNOVATION, INCUBATION AND ENTREPRENEURSHIP CLUB: "ATITHI UDYAM: अतिथि उद्यम"**
	+ Conduct workshops and seminars on Innovation, Incubation and Entrepreneurship in the hospitality industry.
	+ Organize business plan competitions and mentorship programs for aspiring hospitality entrepreneurs.
	+ Collaborate with startup incubators and industry professionals to provide guidance and networking opportunities.

**Faculty Mentor: Dr. Manoj & Dr. Sumegh**

* **DIGITAL INITIATIVES CLUB: DIGIDRISHTI: डिजिडृष्टि"**
	+ Conduct workshops and training sessions on digital marketing, social media management, and website development for students interested in the digital side of the hospitality and tourism industry.
	+ Organize guest lectures and panel discussions on emerging technologies and their impact on the industry.
	+ Collaborate with local businesses or tourism organizations to develop digital marketing campaigns or online promotions.

**Faculty Mentor: Dr. Goldi Puri**

* **LITERARY CLUB: "VACHAN VAIBHAV: वचन वैभव"**
	+ Organize book discussions and literary events focused on hospitality, travel, and culture-related literature.
	+ Conduct creative writing workshops and competitions, encouraging students to express their thoughts through poetry, stories, or articles.
	+ Collaborate with other literary clubs or organizations for intercollegiate or intervarsity literary competitions.

**Faculty Mentor: Prof. Ashish Dahiya**

* **HOUSEKEEPING CLUB: "PUSHP AUR PANKHUDI CLUB" (पुष्प और पंखुड़ी क्लब)**
	+ Conduct workshops and demonstrations on proper cleaning techniques, hygiene standards, and maintenance of guest rooms and public areas.
	+ Organize hygiene awareness campaigns, Flower Arrangement, Towel Art Workshops including hand hygiene and safety.
	+ Collaborate with local hotels or resorts to provide practical training opportunities for students in housekeeping operations.

**Faculty Mentor: Dr. Jyoti**

**Important Notes:**

* The Faculty Mentor shall have Stendy Displayed on the Cell/ Club S/He is mentoring
* The Faculty shall have at least One Student from Each Class for the Cell/Club. One Student can be a member of three cells/clubs at most.
* The faculty mentor shall ascertain at least one activity from the cell/ club in a academic year. The report of the same shall be uploaded on the IHTM Webpage in the prescribed proforma by IQAC.

**Expected Outcomes from Each Committee for the Development of IHTM:**

**SC/BC Cell:**

* Promote diversity and inclusivity within the institute, ensuring equal opportunities for students and staff from Scheduled Castes (SC) and Backward Classes (BC).
* Implement policies and initiatives to address the unique challenges and requirements of SC and BC students, fostering their holistic development and academic success.
* Keep upto date records of SC/BC Students / informing them about Scholarships and Government Schemes.
* Prepare and Keep Reservation Roaster in admissions

**Women Cell & Prevention of Sexual Harassment (POSH) at Workplace:**

* Create a safe and supportive environment for women within the institute, ensuring gender equality and preventing any form of discrimination or harassment.
* Conduct awareness programs, workshops, and counseling sessions to promote gender sensitization, empowerment, and the prevention of sexual harassment.

**Hotel Management: Industry Relations, Training & Placement:**

* Strengthen ties with the hospitality industry by fostering partnerships, organizing industry interactions, and facilitating guest lectures and industry visits.
* Enhance training and placement opportunities for hotel management students by collaborating with reputed hotels, resorts, and related organizations.
* Coordinate & Facilitate for Training & Placement of Students, Keep their records and follow ups while on Internships or OJTs

**Tourism Management: Industry Relations, Training & Placement:**

* Develop strong industry connections within the tourism sector, including travel agencies, tour operators, and destination management companies.
* Facilitate internships, field trips, and industry-specific training programs to bridge the gap between classroom learning and real-world tourism practices.
* Coordinate & Facilitate for Training & Placement of Students, Keep their records and follow ups while on Internships or OJTs

**Exams Coordinator:**

* Ensure smooth conduct of examinations, maintaining integrity, transparency, and fairness in the Exam process.
* Coordinate with faculty members and administrative staff to establish an efficient exam schedule and timely release of results.
* Allotment of Papers (Bothe for Conduct & Evaluation) / Assignment of Exam Superintendent and related duties on rotation

**Uniforms & Discipline Committee:**

* Establish and enforce a code of conduct and uniform policy for students, promoting discipline and professionalism within the institute.
* Address disciplinary issues, ensure adherence to the institute's rules and regulations, and maintain a conducive learning environment.

**Statutory Bodies Approval & Coordination Committee:**

* Ensure compliance with Statutory Bodies such as AICTE (All India Council for Technical Education) and others as applicable, regulations and guidelines for the institute's programs and operations.
* Coordinate with relevant authorities to obtain necessary approvals, accreditations, and affiliations to maintain the institute's credibility and reputation.
* Keep relevant records

**Alumni Relations Committee:**

* Foster a strong network and engagement with alumni, leveraging their experiences, expertise, and industry connections for the benefit of current students.
* Organize alumni events, mentorship programs, and knowledge-sharing sessions to facilitate professional growth and career guidance.

**Time Table In Charge:**

* Develop and implement a well-structured and balanced timetable, optimizing faculty and resource utilization to ensure smooth academic operations.
* Accommodate student preferences, course requirements, and practical training needs while creating the timetable.

**Digital Initiatives, Website Updates/Foreign Students & International Mentoring/Linkages:**

* Enhance the institute's online presence through regular website updates, relevant content, and engaging digital initiatives to attract prospective students and showcase achievements.
* Streamline processes and support services for foreign students, providing them with necessary information, guidance, and assistance throughout their academic journey.

**NAAC Coordinator (Criterion-wise Documentation and Records Presentation):**

* Ensure comprehensive documentation and presentation of evidence for each criterion during the NAAC visit, showcasing the institute's strengths and compliance with quality standards.
* Coordinate with respective committee members to gather necessary data, analyze performance, and demonstrate the institute's achievements and continuous improvement in each criterion.

**Lab Incharges:**

* Maintain well-equipped and up-to-date labs relevant to the respective areas of study, ensuring a conducive environment for practical training and skill development.
* Regularly update lab facilities, equipment, and resources to align with industry standards and emerging trends in each specific lab domain.
* Ascertain Smooth Practical, Maintain Lab Records, SoP’s and Display of Guidelines and Posters in Labs

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