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(For Members Only)

INSTITUTE OF HOTEL MANAGEMENT STUDIES, KOTDWAR

AGENDA OF THE

1St Meeting of IQAC

Scheduled on 20th February, 2018 at 03:00 p.m.
in Board Room
(Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Agenda

Sr. No	Agendas
1.	Establishment of IQAC
2	Introduce of Value-Added Courses
3	Constituent of Various committee
4	Outreach Extension Activity
5	Revised Exam Policy
6	Policy for financial Support
7	Any other agenda permitted by Chair

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 12/02/2018

Notice

It is informed to all the **Academic Council** that there is meeting scheduled in Board Room on date 20th February 2018 at 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Principal.

The agenda of this meeting is enclosed with this.

Mr. Ashish Baunthiyal
(Coordinator)

Cc-

1. All HoDS
2. Principal (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 21/02/2018

Minutes of IQAC Meeting

The first meeting of IQAC was held on date 20th February, 2018. In this meeting following members were present-

Mr. Vimal Kumar	-Chairman (Principal)
Mr. Ajay Raj Negi	- Senior Member from Management (Executive Director)
Lt. Col. B.S. Gosain (Retd)	- Senior Member (Director Administration)
Dr. Aditya Gautam	-External Member (Director of Shri Ram Colleges)
Mr. Anurag Semwal	- Members (HoD Department of CS & IT)
Mrs. Yogita Pant	- Member (HoD Department of Management)
Mr. Pradeep Rawat	- Member (HoD Department of Hotel Management)
Mr. Ashish Sharma	- Member (Faculty of CS & IT)
Mr. Pankaj Kukreti	- Member (Faculty of HM)
Mr. Surendra Singh Jagwan	- Member (Faculty of HM)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator (Faculty of CS & IT)

The following discussion was done in the meeting-

Sr. No	Agenda	Discussion	Remark
1.	Establishment of IQAC	With the permission of Management, the Institute has developed the Internal Quality Assurance Cell. In the Cell, the Principal of Institute nominated as the Chairman of IQAC and Dr. Aditya Gautam is invited as	No remark

Director Academics
Institute of Hospitality
Management & Sciences

		the External Expert to advise and assist our Institute to maintain the quality of Education	
2	Introduce of Value Added Courses	The committee has discussed to introduce the Value-added courses from the upcoming semester. In this series, the department head presented the curriculum of Value added courses. The outcomes of these Value added courses was also discussed in this meeting. All the committee members agreed to implement this Value added course from the upcoming semester	Chairman instructed to all department head to give the details of Value added courses in their department along with students.
3	Constituent of Various committee	The coordinator had presented that there is a need to develop various committee through which various work of academic could perform smoothly and effectively. The committee's name are Academic Committee, Examination Committee, Proctorial Board, Grievance Cell, Training and placement Cell, Financial Audit committee, Scholarship committee, Alumni Cell, Anti Ragging Cell, etc. All these committee are effective from session 2018-19 and if there is any vacancy will be created then Chairman had right to fill the vacancy with the consent of Principal.	Approved
4	Outreach Extension Activity	The committee discussed about the extension activity for students. These extension activity included with the Road safety awareness program, Plantation Program, Harela program, Blood donation program and all the activity through which the Institute can achieve the Sustainable Growth.	Approved.
5	Revised Exam Policy	The revised Exam policy of the institute discussed in this meeting. All the committee members were agreed with this	Approved

Director Academics
Institute of Hospitality
Management & Scien
BEL Road, Balbhadrapur,Kotd

		policy and unanimously passed this policy.	
6	Policy for financial Support	The coordinator proposed that faculty members should have to publish research paper or attend the conference to increase their skills. All the department head gave their consent on it and assured that they will motivate their faculties.	Approved.
7	Any other agenda permitted by Chair	No agenda	------

The meeting was concluded with thanks to the chair and members.

Signatures-

Mr. Vimal Kumar

Mrs. Yogita Pant

Mr. Ashish Baunthiyal

Mr. Ajay Raj Negi

Mr. Pradeep Rawat

Mr. Siraj Qureshi

Lt. Col. B.S. Gosain (Retd)

Mr. Ashish Sharma

Mr. Brijmohan Joshi

Dr. Aditya Gautam

Mr. Pankaj Kukreti

Mr. Surya Prakash

Mr. Anurag Semwal

Mr. Surendra Singh Jagwan

Mrs. Premlata Chauhan

Director Academics
Institute of Hospitality
Management & Scien
BEL Road, Balbhadrapur Kotdw.

Date- 20/03/2018

Action Taken Report (ATR)

The action taken report of first meeting of IQAC which was held on 20th February, 2018 is as follows:-

Sr. No	Agenda	Action Taken
1.	Establishment of IQAC	Established
2	Introduce of Value Added Courses	Value added courses approved
3	Constituent of Various committee	Constituted
4	Outreach Extension Activity	A Circular has been issued to all HoDs.
5	Revised Exam Policy	Implemented w.e.f. Session 2018-19
6	Policy for financial Support	Approved
7	Any other agenda permitted by Chair	No agenda

Signatures-

Dr. Aditya Gautam

Mr. Pankaj Kukreti

Mr. Vimal Kumar

Mr. Anurag Semwal

Mr. Surendra Singh Jagwan

Mr. Ajay Raj Negi

Mrs. Yogita Pant

Mr. Ashish Bhatt

Lt. Col. B.S. Gosain (Retd)

Mr. Pradeep Rawat

Mr. Siraj Qureshi

Mr. Ashish Sharma

Mr. Brijmohan Joshi

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur, Kotdwar

Mr. Surya Prakash

Mrs. Premlata Chauhan

Director Academics
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Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

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INSTITUTE OF HOTEL MANAGEMENT STUDIES, KOTDWAR

AGENDA OF THE

2nd Meeting of IQAC

Scheduled on 27th feb 2019 at 03:30 p.m. in Board Room (Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Agenda

Sr. No	Agenda
1	Confirmation on previous meeting
2	Format of feedback
4	Outcome Based Education
5	Committee for AAA
6	Committee for Financial Audit
7	Any other agenda permitted by Chair

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 21/02/2019

Notice

It is informed to all the **members of IQAC** that the second meeting of IQAC is scheduled in Board Room on date 27st February 20219at 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Principal.

The agenda of this meeting is enclosed with this.

- **Mr. Ashish Baunthiyal**
(Coordinator)

Cc-
1. All HoDS
2. Principal (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 28/02/20219

Minutes of IQAC Meeting

The Second meeting of IQAC was held on 27th February 2019. In this meeting following members were present-

Mr. Vimal Kumar	-Chairman (Principal)
Mr. Ajay Raj Negi	- Senior Member from Management (Executive Director)
Lt. Col. B.S. Gosain (Retd)	- Senior Member (Director Administration)
Dr. Aditya Gautam	-External Member (Director of Shri Ram Colleges)
Mr. Anurag Semwal	- Members (HoD Department of CS & IT)
Mrs. Yogita Pant	- Member (HoD Department of Management)
Mr. Pradeep Rawat	- Member (HoD Department of Hotel Management)
Mr. Ashish Sharma	- Member (Faculty of CS & IT)
Mr. Pankaj Kukreti	- Member (Faculty of HM)
Mr. Surendra Singh Jagwan	- Member (Faculty of HM)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator (Faculty of CS & IT)

The following discussion was done in the meeting-

<table>
<tr><th>Sr. No</th><th>Agenda</th><th>Discussion</th><th>Remark</th></tr>
<tr><td></td><td>Confirmation on previous meeting</td><td>The Action taken report of first meeting of IQAC has been discussed. The status of previous meeting is as follows-<table><tr><td>Establishment of IQAC</td><td>Established</td></tr></table></td><td>No Agenda</td></tr>
</table>

Director Academics
Institute of Hospitality
Management & Scien...
BEL Road, Balbhadra...

		Introduce of Value Added Courses	Value added courses approved	
		Constituent of Various committee	Constituted	
		Outreach Extension Activity	A Circular has been issued to all HoDs.	
		Revised Exam Policy	Implemented w.e.f. Session 2018-19	
		Policy for financial Support	Approved	
		Any other agenda permitted by Chair	No agenda	
2	Format of feedback	The coordinator presented the format of feedback has been discussed in this meeting. The format of faculty feedback, student feedback, Alumni feedback has been approved in this meeting.		Chairman instructed to feedback committee's head to circulate this feedback from to stakeholders and submit the feedback analysis.
4	Outcome Based Education	The outcome based education is most important part to improve the quality of education. All the members of this meeting gave their opinion on OBE. In this reference, IQAC was organized a worshop on OBE by our External Expert Dr. Kshitij Singhal. But the department head suggested that their faculty member were not comfortable on it due to non-awareness of Bloom's taxonomy.		Chairman advised to organize a workshop on Bloom's Taxonomy for OBE.
5	Committee for AAA	The schedule of Academic-Administration Audit was discussed in this meeting. The AAA is proposed in the month of April and for this audit the committee has passed the name of Dr. Aditya Gautam for External		Chairman advised to coordinator to circulate a notice regarding this.

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BEL Road, Balbhadrapur, Kotdwar (U.K.)

		Expert and Mr. B.S. Negi as member along with Lt. Col B.S. Gosain and Mr. Vimal Kumar as member.	
6	Committee for Financial Audit	The schedule of Financial audit was discussed in this meeting. The Financial audit is proposed in the month of April and for this Lt. Col. B.S. Gosain(Director Administration) nominated as Chairman, Mr.B.S. Negi (Managing Director) nominated as Member and Sr. Accountant Mr. Ravindar Rawat nominated as Member.	Chairman advised to coordinator to circulate a notice regarding this.
7	Any other agenda permitted by Chair	No agenda	-------

The meeting was concluded with thanks to the chair and members.

Signatures-

Mr. Vimal Kumar

Mrs. Yogita Pant

Mr. Ashish Baunthiyal

Mr. Ajay Raj Negi

Mr. Pradeep Rawat

Mr. Siraj Qureshi

Lt. Col. B.S. Gosain (Retd)

Mr. Ashish Sharma

Mr. Brijmohan Joshi

Dr. Aditya Gautam

Mr. Pankaj Kukreti

Mr. Surya Prakash

Mr. Anurag Semwal

Mr. Surendra Singh Jagwan

Mrs. Premlata Chauhan

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur, Kotdwar

Date- 19/02/2019

Action Taken Report (ATR)

The action taken report of second meeting of IQAC which was held on 27th February 2019 is as follows:-

Sr. No	Agenda	Action Taken
1	Confirmation on previous meeting	No any pending work
2	Format of feedback	Feedback circulated and taken by Feedback Committee
4	Outcome Based Education	The Coordinator sent invitation letter to External Expert for this workshop.
5	Committee for AAA	Committee was finalized
6	Committee for Financial Audit	Committee was finalized
7	Any other agenda permitted by Chair	No agenda.

Signatures-

Mr. Vimal Kumar

Mrs. Yogita Pant

Mr. Ashish Baunthiyal

Mr. Ajay Raj Negi

Mr. Pradeep Rawat

Mr. Siraj Qureshi

Lt. Col. B.S. Gosain (Retd)

Mr. Ashish Sharma

Mr. Brijmohan Joshi

Dr. Aditya Gautam

Mr. Pankaj Kukreti

Mr. Surya Prakash

Mr. Anurag Semwal

Mr. Surendra Singh Jagwan

Mrs. Premlata Chauhan

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INSTITUTE OF HOTEL MANAGEMENT STUDIES, KOTDWAR

AGENDA OF THE

3rd Meeting of IQAC

Scheduled on 26th June 2019 at 03:00 p.m. in
Board Room
(Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Agenda

Sr. No	Agenda
1	Confirmation on previous meeting
2	Discussion on ATR of AAA
3	Communication on feedback analysis with concern University
4	Reconstitution of various committee
5	Review on Value added courses
6	Academic Calendar and Activity Calendar
7	Any other agenda permitted by Chair

Director Academics
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BEL Road, Balbhadrapur,Kotdwar (U.K.)

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Website: - www.ihmskotdwar.com, Email: - ihmskotdwar1@gmail.com

Date- 18/06/2019

Notice

It is informed to all the **members of IQAC** that the third meeting of IQAC is scheduled in Board Room on date 26th June 2019 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Principal.

The agenda of this meeting is enclosed with this.

- **Mr. Ashish Baunthiyal**
(Coordinator)

Cc-

1. All HoDS
2. Principal (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

Director Academics
Institute of Hospitality
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BEL Road, Balbhadrapur,Kotdwar (U.K.)

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Website: - www.ihmskotdwar.com, Email: - ihmskotdwar1@gmail.com

Date- 27/06/2019

Minutes of IQAC Meeting

The third meeting of IQAC was held on 26th June 2019 in Board Room. In this meeting following members were present-

Mr. Vimal Kumar	-Chairman (Principal)
Mr. Ajay Raj Negi	- Senior Member from Management (Executive Director)
Lt. Col. B.S. Gosain (Retd)	- Senior Member (Director Administration)
Dr. Aditya Gautam	-External Member (Director of Shri Ram Colleges)
Mr. Anurag Semwal	- Members (HoD Department of CS & IT)
Mrs. Surendra Singh	- Member (HoD Department of Management)
Mr. Pradeep Rawat	- Member (HoD Department of Hotel Management)
Mr. Ashish Sharma	- Member (Faculty of CS & IT)
Mr. Pankaj Kukreti	- Member (Faculty of HM)
Mr. Kamal Lasiyal	- Member (Faculty of HM)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator (Faculty of CS & IT)

The following discussion was done in the meeting-

Sr. No	Agenda	Discussion			Remark
1	Confirmation on previous meeting	1	Confirmation on previous meeting	No any pending work	No Remark

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		2	Format of feedback	Feedback taken	
		4	Outcome Based Education	The date is not finalized due to the unavailability of External Expert.	
		5	Committee for AAA	Audit has been done	
		6	Committee for Financial Audit	Audit has been done	
		7	Any other agenda permitted by Chair	No agenda.	
2	Discussion on ATR of AAA	The action taken report of AAA is discussed in this meeting. In the AAA audit, the committee has suggested that there is a need to improve the quality of research and department has to publish a book chapter of their faculty members.			
3	Communication on feedback analysis with concern University	The feedback committee has reported that the feedback received from various stakeholders that there is need of syllabus and in the syllabus of BCA and B.Sc. IT there is lack of practical. The chairman suggested to give a suggestion letter to University.			The chairman suggested to give a suggestion letter to University
4	Reconstitution of various committee	Due to resignation of various staff members, Chairman advised to coordinator to reconstitute the committees.			No remark
5	Review on Value added courses	The Committee discussed the value added course and all the department head presented that the VAC courses are successfully running. The management department HoDs introduce new value added courses for their department.			Chairman approved the new VAC course for management depart

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Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

6	Academic Calendar and Activity Calendar	The academic Calendar and activity calendar discussed in this meeting. All the members were agreed with dates which was proposed in the calendar.	No remark
7	Any other agenda permitted by Chair	No Agenda	----

Signatures-

Mr. Vimal Kumar

Mr. Surendra Singh Jagwan

Mr. Ashish Baunthiyal

Mr. Ajay Raj Negi

Mr. Pradeep Rawat

Mr. Siraj Qureshi

Lt. Col. B.S. Gosain (Retd)

Mr. Ashish Sharma

Mr. Brijmohan Joshi

Dr. Aditya Gautam

Mr. Pankaj Kukreti

Mr. Surya Prakash

Mr. Anurag Semwal

Mr. Kamal Kumar Lasiyal

Mrs. Premlata Chauhan

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur, Kotdwar (U.K.)

Date- 18/07/2019

Action Taken Report

The action taken report of third meeting of IQAC which was held on 26th June 2019, is as follows

Sr. No	Agenda	
1	Confirmation on previous meeting	The date is not finalized due to the unavailabity of External expert for the workshop on Blooms' Taxonomy.
2	Discussion on ATR of AAA	A circular has been issued to all faculty members to write at one book chapter/ research paper in a session.
3	Communication on feedback analysis with concern University	A notice given to feedback committee head to send a letter to University.
4	Reconstitution of various committee	Completed
5	Review on Value added courses	New value added courses introduced in management department.
6	Academic Calendar and Activity Calendar	Approved
7	Any other agenda permitted by Chair	No agenda

Signatures-

Mr. Vimal Kumar

Lt. Col. B.S. Gosain (Retd)

Mr. Anurag Semwal

Mr. Ajay Raj Negi

Dr. Aditya Gautam

Mr. Surendra Singh Jagwan

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Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur, Kotdwar (U.K.)

Mr. Pradeep Rawat	Mr. Kamal Kumar Lasiyal	Mr. Brijmohan Joshi
Mr. Ashish Sharma	Mr. Ashish Baunthiyal	Mr. Surya Prakash
Mr. Pankaj Kukreti	Mr. Siraj Qureshi	Mrs. Premlata Chauhan

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Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

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INSTITUTE OF HOTEL MANAGEMENT STUDIES, KOTDWAR

AGENDA OF THE

4th IQAC Meeting

Scheduled on 28th February 2020 at 03:00 p.m.
in Board Room
(Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Agenda

Sr. No	Agenda
1	Confirmation on Previous meeting
2	Audit committee for AA
3	Financial audit
4	Feedback from stakeholders
5	Any other agenda permitted by chair

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 24/02/2020

Notice

It is informed to all the **members of IQAC** that the fourth meeting of IQAC is scheduled in Board Room on 28th February 2020 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Principal.

The agenda of this meeting is enclosed with this.

- **Mr. Ashish Baunthiyal**
(Coordinator)

Cc-

1. All HoDS
2. Principal (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 28/02/2020

Minutes of IQAC Meeting

The fourth meeting of IQAC was held on 28th February 2020 in Board Room. In this meeting, following members were present-

Mr. T.K. Joshi	-Chairman (Principal)
Mr. Ajay Raj Negi	- Senior Member from Management (Executive Director)
Lt. Col. B.S. Gosain (Retd)	- Senior Member (Director Administration)
Dr. Aditya Gautam	-External Member (Director of Shri Ram Colleges)
Mr. Anurag Semwal	- Members (HoD Department of CS & IT)
Mrs. Surendra Singh	- Member (HoD Department of Management)
Mr. Pradeep Rawat	- Member (HoD Department of Hotel Management)
Mr. Ashish Sharma	- Member (Faculty of CS & IT)
Mr. Pankaj Kukreti	- Member (Faculty of HM)
Mr. Kamal Lasiyal	- Member (Faculty of HM)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator (Faculty of CS & IT)

The following discussion was done in the meeting-

Sr. No	Agenda	Discussion			Remark
1	Confirmation on Previous meeting	1	Confirmation on previous meeting	No pending	

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

		2	Discussion on ATR of AAA	A book has been published
		3	Communication on feedback analysis with concern University	Communicated
		4	Reconstitution of various committee	Constituted
		5	Review on Value added courses	Successfully launched
		6	Academic Calendar and Activity Calendar	Approved
		7	Any other agenda permitted by Chair	No agenda
2	Audit committee for AA	The committee members name were finalized in this meeting. Dr. Aditya Gautam nominated as the Chairman of AAA audit.		Chairman instructed to coordinator to circulate a notice regarding this.
3	Financial audit	The committee members' name were finalized in this meeting. The director Administration of the Institute is nominated as the Chairman of the internal audit.		Chairman instructed to coordinator to circulate a notice regarding this.
4	Feedback from stakeholders	The feedback committee proposed to take the feedback from student, faculty, alumni and different		Chairman advised to all department head to circulate the

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur, Kotdwar (U.K.)

		faculty, alumni and different stakeholders.	the feedback from to students and faculty members.
5	Any other agenda permitted by chair	No agenda	-----

Signatures-

Mr. T.K.Joshi

Mr. Surendra Singh Jagwan

Mr. Ashish Baunthiyal

Mr. Ajay Raj Negi

Mr. Pradeep Rawat

Mr. Siraj Qureshi

Lt. Col. B.S. Gosain (Retd)

Mr. Ashish Sharma

Mr. Brijmohan Joshi

Dr. Aditya Gautam

Mr. Pankaj Kukreti

Mr. Surya Prakash

Mr. Anurag Semwal

Mr. Kamal Kumar Lasiyal

Mrs. Premlata Chauhan

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 2/07/2020

Action Taken Report

The action taken report of fourth meeting of IQAC which was held on 28/02/2020, is as follows:-

Sr No	Agenda	Action Taken
1	Confirmation on Previous meeting	No any pending
2	Audit committee for AAA	Constituted
3	Financial audit	Constituted
4	Feedback from stakeholders	Feedback taken
5	Any other agenda permitted by chair	No agenda

Signatures-

Mr. T.K.Joshi

Mr. Ajay Raj Negi

Lt. Col. B.S. Gosain (Retd)

Dr. Aditya Gautam

Mr. Anurag Semwal

Mr. Surendra Singh Jagwan

Mr. Pradeep Rawat

Mr. Ashish Sharma

Mr. Pankaj Kukreti

Mr. Kamal Kumar Lasiyal

Mr. Siraj Qureshi

Mr. Brijmohan Joshi

Mr. Surya Prakash

Mrs. Premlata Chauhan

Mr. Ashish Baunthiyal

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur, Kotdwar (U.K.)

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INSTITUTE OF HOSPITALITY, MANAGEMENT & SCIENCES, KOTDWAR

Agenda Of The

5th Meeting of IQAC

Scheduled on 3th August 2020 at 03:30 p.m.
(Google meet Platform)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur, Kotdwar (U.K.)

Agenda

Sr. No	Agenda
1	Confirmation on previous meeting
2	Policy on online exam
3	Academic Calendar & Activity Calendar
4	Review on VAC and introduce of New VAC
5	Implementation of Blooms' Taxonomy and OBE
6	Any other agenda permitted by Chair

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

B.E.L Road, Balbhadrapur, Kotdwar 246149 (U.K) Ph. 01386 -231892/93 Fax: 01382-238192
Website: - www.ihmskotdwar.com Email: - ihmskotdwar1@gmail.com

Date- 30/07/2020

Notice

It is informed to all the **members of IQAC** that the fifth meeting of IQAC is scheduled in Board Room on 03/08/2020 03:00PM which will be held in Online mode on Google meet platform.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Principal.

The agenda of this meeting is enclosed with this.

The meeting link is as follows

https://meet.google.com/pfv-kmjb-thz

- **Mr. Ashish Baunthiyal**
(Coordinator)

Cc-

1. All HoDS

2. Principal (For Kind Information)

3. Director Administration (For Kind Information)

4. Executive Director (For Kind Information)

5. All Stake Holders

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K)

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Website: - www.ihmskotdwar.com Email: - ihmskotdwar1@gmail.com

Date- 04/08/2020

Minutes of IQAC Meeting

The fifth meeting of IQAC was held on 03rd August 2020 in Board Room. In this meeting, following members were present-

Mr. T.K. Joshi	-Chairman (Principal)
Mr. Ajay Raj Negi	- Senior Member from Management (Executive Director)
Lt. Col. B.S. Gosain (Retd)	- Senior Member (Director Administration)
Dr. Aditya Gautam	-External Member (Director of Shri Ram Colleges)
Mr. Anurag Semwal	- Members (HoD Department of CS & IT)
Mrs. Surendra Singh	- Member (HoD Department of Management)
Mr. Pradeep Rawat	- Member (HoD Department of Hotel Management)
Mr. Ashish Sharma	- Member (Faculty of CS & IT)
Mr. Pankaj Kukreti	- Member (Faculty of HM)
Mr. Kamal Lasiyal	- Member (Faculty of HM)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator (Faculty of CS & IT)

The following discussion was done in the meeting-

Sr. No	Agenda	Discussion			Remark
1	Confirmation on previous meeting	1	Audit committee for AAA	Audit was done	After the analysis of feedback, Chairman suggested to feedback committee 's
		2	Financial	Audit was	

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			audit	done	chairman to send a letter regarding to provide a list of practical for BCA & B.Sc. IT.
		3	Feedback from stakeholders	Feedback taken and analysised	
2	Policy on online exam	All the committee members were discussed to take the classes on online platform. The chairman suggested to all department to monitor every classes and prepare a time table regarding this. The committee also discussed the guidelines to take the online internal exam.			Chairman instructed to coordinator to issue a circular regarding this.
3	Academic Calendar & Activity Calendar	The academic calendar is prepared by taking reference of University academic calendar. The chairman suggested to all department head to prepare the department activity calendar accordingly.			A circular has been given to all department head.
4	Review on VAC and introduce of New VAC	All the department head presented that the value added courses are running successfully and students got benefitted by this courses. The management department and hotel management department has proposed new VAC Courses for upcoming semester including existing courses.			Chairman approved the newly added Value added courses.
5	Implementation of Blooms' Taxonomy and OBE	All the members suggested that due to COVID-19, the blooms' taxonomy and OBE can not be implement due to non-intreaction with students. So, all the members were suggested to			Chairman approved their suggestion.

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		implement Blooms' Taxonomy and OBE in next session.	
6	Any other agenda permitted by Chair	No agenda	----

Signatures-

Mr. T.K.Joshi

Dr. Aditya Gautam

Mr. Ajay Raj Negi

Lt. Col. B.S. Gosain (Retd)

Mr. Amurag Semwal

Mr. Surendra Singh Jagwan

Mr. Pradeep Rawat

Mr. Ashish Sharma

Mr. Pankaj Kukreti

Mr. Kamal Kumar Lasiyal

Mr. Ashish Baunthiyal

Mr. Siraj Qureshi

Mr. Brijmohan Joshi

Mr. Surya Prakash

Mrs. Premlata Chauhan

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Date – 31/08/2020

Action Taken Report

The action taken report of fifth meeting which was held on 03rd August 2020 is as follows-

Sr. No	Agenda	Action taken
1	Confirmation on previous meeting	A letter has been sent to University.
2	Policy on online exam	A circular has been given to exam cell.
3	Academic Calendar & Activity Calendar	Approved and Implemented
4	Review on VAC and introduce of New VAC	New value added courses has been introduced along with exiting VAC.
5	Implementation of Blooms' Taxonomy and OBE	Bloom's taxonomy and OBE can not be implemented due to Covid.
6	Any other agenda permitted by Chair	No agenda

Signatures-

Mr. T.K.Joshi

Dr. Aditya Gautam

Mr. Ajay Raj Negi

Lt. Col. B.S. Gosain (Retd)

Mr. Anurag Semwal

Mr. Surendra Singh Jagwan

Mr. Pradeep Rawat

Mr. Ashish Sharma

Mr. Pankaj Kukreti

Mr. Kamal Kumar Lasiyal

Mr. Ashish Baunthiyal

Mr. Siraj Qureshi

Mr. Brijmohan Joshi

Mr. Surya Prakash

Mrs. Premlata Chauhan

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INSTITUTE OF HOSPITALITY, MANAGEMENT & SCIENCES, KOTDWAR

AGENDA OF THE

6th Meeting of IQAC

Scheduled on 23rd February 2021 at 03:00 p.m.
in Board Room
(Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Agenda

Sr No	Agenda
1	Confirmation on previous meeting
2	Start preparation for NAAC
3	Committee for AAA
4	Revised exam policy
5	Prepare the course outcome
6	Revised the format of course file
7	Calculation of Attainment
8	Any other agenda permitted by chair

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Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 16/02/2021

Notice

It is informed to all the **members of IQAC** that the sixth meeting of IQAC is scheduled in Board Room on 23rd February 2021 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Director Academics.

The agenda of this meeting is enclosed with this.

- **Mr. Ashish Baunthiyal**
(Coordinator)

Cc-
1. All HoDS
2. Principal (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 16/02/2021

Minutes of IQAC Meeting

The sixth meeting of IQAC was held on 23rd February 2021 in Board Room. In this meeting, following members were present-

Mr. Alok Aswal	-Chairman (Director Academics)
Mr. Ajay Raj Negi	- Senior Member from Management (Executive Director)
Lt. Col. B.S. Gosain (Retd)	- Senior Member (Director Administration)
Dr. Aditya Gautam	-External Member (Director of Shri Ram Colleges)
Mr. Anurag Semwal	- Members (HoD Department of CS & IT)
Mrs. Surendra Singh	- Member (HoD Department of Management)
Mr. Pradeep Rawat	- Member (HoD Department of Hotel Management)
Mr. Ashish Sharma	- Member (Faculty of CS & IT)
Mr. Pankaj Kukreti	- Member (Faculty of HM)
Mr. Kamal Lasiyal	- Member (Faculty of HM)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator (Faculty of CS & IT)

The following discussion was done in the meeting-

<table>
<tr><th>Sr No</th><th>Agenda</th><th>Discussion</th><th>Remark</th></tr>
<tr><td>1</td><td>Confirmation on previous meeting</td><td>
<table>
<tr><th>Sr. No</th><th>Agenda</th><th>Action taken</th></tr>
<tr><td>1</td><td>Confirmation on previous</td><td>A letter has been sent to</td></tr>
</table>
</td><td></td></tr>
</table>

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			meeting	University.	
		2	Policy on online exam	Implemented	
		3	Academic Calendar & Activity Calendar	Approved and Implemented	
		4	Review on VAC and introduce of New VAC	New value added courses has been introduced along with exiting VAC.	
		5	Implementation of Blooms' Taxonomy and OBE	Bloom's taxonomy and OBE can not be implemented due to Covid.	
		6	Any other agenda permitted by Chair	No agenda	
2	Start preparation for NAAC	As the institute is going for NAAC accreditation, the chairman has presented and explained the SSR which is divided into two parts i.e.QnM and QlM. The Chairman advised to all department Heads to prepare their files accordingly.			Chairman instructed to HoDs to inform their department faculty about the SSR.
3	Committee for	The date of AAA audit has been discussed and the Chairman			Chairman instructed to coordinator to

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	AAA	nominated Prof. Dr. Kshitij Singhal as the chairman of Audit and Mr. B.S. Negi, Managing Director of Institute, and Lt. Col. B.S. Gosain, Director Administration, as member	circulate a notice regarding this.
4	Revised exam policy	The feedback committee's chairman and HoDs of the respective department proposed that the exam policy should be implemented and it is based on outcome based.	Chairman accepted the proposal and advised to examination committee head to revised the policy.
5	Prepare the course outcome	The coordinator presented the program outcomes of all program. In this series, Chairman explained how to prepare the course outcomes.	Chairman instructed to all Hods to prepare the course outcomes of their program and submit in IQAC.
6	Revised the format of course file	The coordinator presented the format of course file along with index. In this context, the slow learner and fast leaner criteria has been decided. The committee suggewsted that the student who secured less than 50 % marks in the internal examination, will be marked as slow leanerer and the student who secured more than 50% marks will be marked as fast leaner. For slow learner, a remedial class will be arranged and for fast learner or advanced leaner, will be motivated to participate in Hackathon at National level.	Chairman advised to all HoDs to make a ground plan to implement the updated course file.
7	Calculation of Attainment	The coordinator presented the method to calculate the attainment. The attainment will be calculated as Direct method and indirect method. The direct method will be calculated on the basis of internal exam and external	Chairman advised to all HoDs to brief the method for attainment calculation to their departmental faculty.

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		exam. And the indirect method will be calculated with the help of questioner.	
8	Any other agenda permitted by chair	No agenda	

Signature-

Mr. T.K. Joshi

Dr. Aditya Gautam

Mr. Ajay Raj Negi

Lt. Col. B.S. Gosain (Retd)

Mr. Anurag Semwal

Mr. Surendra Singh Jagwan

Mr. Pradeep Rawat

Mr. Ashish Sharma

Mr. Pankaj Kukreti

Mr. Kamal Kumar Lasiyal

Mr. Ashish Baunthiyal

Mr. Siraj Qureshi

Mr. Brijmohan Joshi

Mr. Surya Prakash

Mrs. Premlata Chauhan

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Date – 24/03/2021

Action Taken Report

The action taken report of sixth meeting which was held on 23rd February 2021, is as follows-

Sr No	Agenda	Action taken
1	Confirmation on previous meeting	Completed
2	Start preparation for NAAC	The soft copy of manual has been circulated to all Hods and Committes's head.
3	Committee for AAA	Committee has been formed.
4	Revised exam policy	A circular has been given to Examination Committee's Head to revised exam policy as per the guidelines received.
5	Prepare the course outcome	A workshop has been taken by Director Acdemics to prepare the course outcomes.
6	Revised the format of course file	A format of lesson plan and index of course file is circulated to all faculty.
7	Calculation of Attainment	A workshop has been taken by Director Academics to calculate the attainment.
8	Any other agenda permitted by chair	No agenda

Signature-

Mr. T.K. Joshi

Mr. Ajay Raj Negi

Lt. Col. B.S. Gosain (Retd)

Dr. Aditya Gautam

Director Academics
Institute of Hospitality
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BEL Road, Balbhadrapur, Kotdwar

Mr. Anurag Semwal

Mr. Pankaj Kukreti

Mr. Brijmohan Joshi

Mr. Surendra Singh Jagwan

Mr. Kamal Kumar Lasiyal

Mr. Surya Prakash

Mr. Pradeep Rawat

Mr. Ashish Baunthiyal

Mrs. Premlata Chauhan

Mr. Ashish Sharma

Mr. Siraj Qureshi

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INSTITUTE OF HOSPITALITY, MANAGEMENT & SCIENCES, KOTDWAR

AGENDA OF THE

7th Meeting of IQAC

Scheduled on 05th July 2021 at 03:30 p.m. in
Board Room
(Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur, Kotdwar (U.K.)

Agenda

Sr No	Agenda
1	Confirmation on Previous meeting
2	Reconstitute the various Committee
3	Academic Calendar and activity calendar
4	Revised seed money
5	Review on VAC and introduce of new VAC
6	Any other agenda permitted by Chair

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Date- 01/07/2021

Notice

It is informed to all the **members of IQAC** that the seventh meeting of IQAC is scheduled in Board Room on 05/07/2021 at 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Director Academics.

The agenda of this meeting is enclosed with this.

- **Mr. Ashish Baunthiyal**
(Coordinator)

Cc-
1. All HoDS
2. Principal (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

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Date- 06/08/2021

Minutes of IQAC Meeting

The Seventh meeting of IQAC was held on 05th August 2021 in the Board Room. In this meeting, following members were present-

Mr. Alok Aswal	-Chairman (Director Academics)
Mr. Ajay Raj Negi	- Senior Member from Management (Executive Director)
Lt. Col. B.S. Gosain (Retd)	- Senior Member (Director Administration)
Dr. Aditya Gautam	-External Member (Director of Shri Ram Colleges)
Mr. Anurag Semwal	- Members (HoD Department of CS & IT)
Mrs. Surendra Singh	- Member (HoD Department of Management)
Mr. Pradeep Rawat	- Member (HoD Department of Hotel Management)
Mr. Ashish Sharma	- Member (Faculty of CS & IT)
Mr. Pankaj Kukreti	- Member (Faculty of HM)
Mr. Kamal Lasiyal	- Member (Faculty of HM)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator (Faculty of CS & IT)

The following discussion was done in the meeting-

Sr No	Agenda	Discussion			Remark
1	Confirmation on Previous meeting	1	Confirmation on previous meeting	Completed	
		2	Start preparation for	The soft copy of manual has been	

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				NAAC	circulated to all Hods and Committee's head.
			3	Committee for AAA	Audit has been done.
			4	Revised exam policy	A circular has been given to Examination Committee's Head to revised exam policy as per the guidelines received.
			5	Prepare the course outcome	Preapred.
			6	Revised the format of course file	A format of lesson plan and index of course file is circulated to all faculty.
			7	Calculation of Attainment	A workshop has been taken by Director Academics to calculate the attainment.
			8	Any other agenda permitted by chair	No agenda
2	Reconstitute the various Committee	The vacancy has been created due to regination of some staff member. The chairman instructed to coordinator to			No remark

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		reconstitute all the committees.	
3	Academic Calendar and activity calendar	The academic calendar has been discussed in this meeting. All the dates has been taken as per existing policies and with the taking the reference of University calendar. Chairman suggested to all HoDs to prepare their departmental activity calendar accordingly.	No remark
4	Revised seed money	The financial support which was already given to staff members, is increased and the revised amount will be Rs 5000/- to publish the research paper, participate in conference or to attend the FDP.	Chairman instructed to coordinator to issue a notice regarding this.
5	Review on VAC and introduce of new VAC	HoD of CS & IT presented the new value-added courses for their department and requested to discontinue the existing value added courses. The new courses are based on new technology and industry requirements. The Chairman approved the proposal and advised to continue the new VAC for CS & IT department.	Chairman instructed to Coordinator to circulate a notice for the new VACs.
6	Any other agenda permitted by Chair	No agenda	

Signature-

Mr. Alok Aswal

Mr. Ajay Raj Negi

Lt. Col. B.S. Gosain (Retd)

Dr. Aditya Gautam

Mr. Anurag Semwal

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Mr. Surendra Singh Jagwan

Mr. Kamal Kumar Lasiyal

Mr. Surya Prakash

Mr. Pradeep Rawat

Mr. Ashish Baanthiyal

Mrs. Premlata Chauhan

Mr. Ashish Sharma

Mr. Siraj Qureshi

Mr. Brijmohan Joshi

Mr. Pankaj Kukreti

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Date- 19/08/2021

Action taken Report

The action taken report of Seventh meeting of IQAC which was held on 05th July 2021, is as follows:-

Sr No	Agenda	Action Taken
1	Confirmation on Previous meeting	All completed
2	Reconstitute the various Committee	The committees reconstituted and circular has been issued regarding this.
3	Academic Calendar and activity calendar	Implemented
4	Revised seed money	A notice has been circulated
5	Review on VAC and introduce of new VAC	New VAC has been introduced along with existing VAC.
6	Any other agenda permitted by Chair	No agenda

Signature-

Mr. Alok Aswal

Lt. Col. B.S. Gosain (Retd)

Mr. Ashish Sharma

Dr. Aditya Gautam

Mr. Anurag Semwal

Mr. Pankaj Kukreti

Mr. Ajay Raj Negi

Mr. Surendra Singh Jagwan

Mr. Kamal Kumar Lasiyal

Mr. Pradeep Rawat

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Mr. Ashish Baunthiyal

Mr. Brijmohan Joshi

Mr. Surya Prakash

Mr. Siraj Qureshi

Mrs. Premlata Chauhan

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Agenda

Sr No	Agenda
1.	Confirmation on previous meeting
2	Committee of AAA
3	Feedback from stakeholders
4	Introduction of new VAC and review of existing VAC
5	Revised Exam policy
6	Any other agenda permitted by chair

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INSTITUTE OF HOSPITALITY, MANAGEMENT & SCIENCES, KOTDWAR

AGENDA OF THE

8th Meeting of IQAC

Scheduled on 28th February 2022 at 03:00 p.m.
in Board Room
(Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Date- 23/02/2022

Notice

It is informed to all the **members of IQAC** that the eighth meeting of IQAC is scheduled in Board Room on 28/02/2022 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Director Academics.

The agenda of this meeting is enclosed with this.

- **Mr. Ashish Baunthiyal**
(Coordinator)

Cc-
1. All HoDS
2. Principal (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

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Date- 01/03/2022

Minutes of IQAC Meeting

The eighth meeting of IQAC was held on 28th February 2022 in Board Room. In this meeting, following members were present-

Mr. Sunil Kumar	- Chairperson (Director Academics)
Col. B.S. Gosain	- Co-Chairperson (Director Administration)
Mr Ajay Raj Negi	-Sr. Member (Executive Director)
Mr. Surendra Singh Jagwan	- Member (HOD Management)
Mr. Pradeep Rawat	- Member (HOD Hospitality Management)
Mr. Anurag Semwal	- Member (HOD CS & IT)
Mr. Pranjal Rawat	- Member (Faculty of Management)
Mr. Madhusudhan Adhikari	- Member (Faculty of Hospitality Management)
Chef Sudhir Sibbal	- Industry Expert (Hospitality Management)
Dr. Aditya Gautam	- Academic Expert (Management)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator of IQAC (Faculty of CS & IT)

The following discussion was done in the meeting-

Sr No	Agenda	Discussion			Remark
1.	Confirmation on previous meeting	1	Confirmation on Previous meeting	All completed	No remark
		2	Reconstitute the various Committee	constituted	

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				Calendar and activity calendar	
			4	Revised seed money	A notice has been circulated
			5	Review on VAC and introduce of new VAC	New VAC has been introduced along with existing VAC.
			6	Any other agenda permitted by Chair	No agenda
2	Committee of AAA	The date of Academic Administrative audit has been discussed and it was finalized for the month of April. The chairman nominated Prof. Dr. Kshitij Singhal as the chairman of AAA along with Mr. B.S. Negi, Managing Director and Lt. Col . B.S. Gosain, Director Administration, as the member of audit.			Chairman instructed to coordinator to circulate a notice regarding this.
3	Feedback from stakeholders	The alumni committee has presented feedback which was taken from alumni in alumni meet and feedback committee analyzed the feedback received. Chairman suggested to take feedback from students in the next month.			Chairman instructed to feedback committee's head to circulate a notice regarding this.
4	Introduction of new VAC and review of	The HoD of management department presented new VAC for			Chairman approved the new courses.

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	existing VAC	their department along with existing courses. Another department courses were running successfully and students benefitted by these courses.	
5	Revised Exam policy	As the IQAC previously organized many workshops for outcome based education. But due to Covid-19 and non-interacting session with students the question paper of internal exam was not implemented. All the members agreed to implement the Bloom's taxonomy and COs in the internal exam. Chairman approved the agenda and instructed to examination committee to revise the existing exam policy which will be clearly informed to students and stakeholders.	Chairman instructed to examination committee head to revise the exam policy.
6	Any other agenda permitted by chair	No agenda	

Signatures of all the Members:

Mr. Sunil Kumar

Lt. Col B.S. Gosain

Mr. Ajay Raj Negi

Mr. Surendra Singh Jagwan

Mr. Pradeep Rawat

Mr. Anurag Semwal

Mr. Ashish Baunthiyal

Mr. Pranjal Rawat

Mr. Madhusudhan Adhikari

Chef Sudhir Sibbal

Dr. Aditya Gautam

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Mr. Siraj Qureshi

Mr. Brijmohan Joshi

Mr. Surya Prakash

Mrs. Premlata Chauhan

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Date- 29/03/2022

Action Taken Report

The action taken report of eighth meeting of the IQAC which was held on 28th February 2022, is as follows:-

Sr No	Agenda	Action Taken
1.	Confirmation on previous meeting	All completed
2	Committee of AAA	Committee was constituted
3	Feedback from stakeholders	A circular has been issued to all HoDs to take feedback.
4	Introduction of new VAC and review of existing VAC	Implemented
5	Revised Exam policy	Implemented
6	Any other agenda permitted by chair	No agenda

Signatures of all the Members:

Mr. Sunil Kumar

Lt. Col B.S. Gosain

Mr. Ajay Raj Negi

Mr. Surendra Singh Jagwan

Mr. Pradeep Rawat

Mr. Anurag Semwal

Mr. Ashish Baunthiyal

Mr. Pranjal Rawat

Mr. Madhusudhan Adhikari

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Dr. Aditya Gautam

Mr. Siraj Qureshi

Mr. Brijmohan Joshi

Mr. Surya Prakash

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Mrs. Premlata Chauhan

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INSTITUTE OF HOSPITALITY, MANAGEMENT & SCIENCES, KOTDWAR

AGENDA OF THE

9th Meeting of IQAC

Scheduled on 28th June 2022 at 03:00 p.m. in
Board Room
(Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Agenda

Sr. No	Agenda
1	Confirmation on previous agenda
2	Analysis report of Feedback
5	ATR of AAA
6	Academic Calendar & Activity calendar
7	Plan to organize a National conference
8	Any other agenda permitted by Chair

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Date- 22/06/2022

Notice

It is informed to all the **members of IQAC** that the ninth meeting of IQAC is scheduled in Board Room on 28/06/2022 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Director Academics.

The agenda of this meeting is enclosed with this.

- **Mr. Ashutosh Dhar Dwivedi**
(Coordinator)

Cc-
1. All HoDS
2. Director Academics (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

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Date- 29/06/2022

Minutes of IQAC Meeting

The nineth meeting of IQAC was held on 28th June 2022 in Board Room. In this meeting, following members were present-

Mr. Sunil Kumar	- Chairperson (Director Academics)
Col. B.S. Gosain	- Co-Chairperson (Director Administration)
Mr Ajay Raj Negi	-Sr. Member (Executive Director)
Mr. Surendra Singh Jagwan	- Member (HOD Management)
Mr. Pradeep Rawat	- Member (HOD Hospitality Management)
Mr. Praveen Tripathi	- Member (HOD CS & IT)
Mr. Pranjal Rawat	- Member (Faculty of Management)
Mr. Madhusudhan Adhikari	- Member (Faculty of Hospitality Management)
Chef Sudhir Sibbal	- Industry Expert (Hospitality Management)
Dr. Aditya Gautam	- Academic Expert (Management)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashish Baunthiyal	- Coordinator of IQAC (Faculty of CS & IT)

The following discussion was done in the meeting-

Sr. No	Agenda	Discussion			Remark
1	Confirmation on previous agenda	1.	Confirmation on previous meeting	All completed	No Remark
		2	Committee of AAA	Completed	

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		3	Feedback from stakeholders	Feedback taken.	
		4	Introduction of new VAC and review of existing VAC	Implemented	
		5	Revised Exam policy	Implemented	
		6	Any other agenda permitted by chair	No agenda	
2	Analysis report of Feedback	The Chairman of feedback committee presented the graphical representation of feedback. In this presentation, Chairman advised the all department to do necceasy action for the points where students gave avergage and poor remark. In this context, Chairman advised to send a suggestion letter to university.			Chairman instructed to feedback committee's Chairman to send a suggestion letter to university.
5	ATR of AAA	The academic administrative audit was done in the month of April and the committee submitted the report. In this report they were suggested to index the project files which is submitted in library and make a proper format to communicate with parents. Chairman taken this notes seriously and instructed to all HoDs and librarian to do necessary action regarding this.			Chairman instructed to all HoDs and librarian to make a proper index of submitted project.
6	Academic Calendar & Activity calendar	The dates of activity calendar discussed in the meeting. The			Chairman instructed to coordinator to

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		institute academy calendar was made by taking the reference of University academic calendar. Chairman suggested to all HoDs to prepare the departmental activity calendar accordingly.	circulate a notice regarding this.
7	Plan to organize a National conference	Coordinator presented a plan to organize a national conference. All the members advised to organize this conference in the month of October. Chairman advised to coordinator to constitute a list of members for this conference.	Chairman instructed to coordinator to constitute a list of members for this conference.
8	Any other agenda permitted by Chair	No agenda	

Signatures of all the Members:

Mr. Sunil Kumar

Lt. Col B.S. Gosain

Mr. Ajay Raj Negi

Mr. Surendra Singh Jagwan

Mr. Pradeep Rawat

Mr. Praveen Tripathi

Mr. Ashutosh Dhar Dwivedi

Mr. Pranjal Rawat

Mr. Madhusudhan Adhikari

Chef Sudhir Sibbal

Dr. Aditya Gautam

Mr. Siraj Qureshi

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Date- 19/07/2022

Action Taken Report

The action taken report of ninth meeting of IQAC which was held on 28th June 2022, is as follows:-

Sr. No	Agenda	Action Taken
1	Confirmation on previous agenda	Completed
2	Analysis report of Feedback	A letter was sent to university regarding updation of curriculum as per NEP.
5	ATR of AAA	A Circular has been issued.
6	Academic Calendar & Activity calendar	Implemented
7	Plan to organize a National conference	A committee is formed for this.
8	Any other agenda permitted by Chair	No Agenda

Signatures of all the Members:

Mr. Sunil Kumar

Lt. Col B.S. Gosain

Mr. Ajay Raj Negi

Mr. Surendra Singh Jagwan

Mr. Pradeep Rawat

Mr. Praveen Trepathi

Mr. Ashutosh Dhar Dwivedi

Mr. Pranjal Rawat

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INSTITUTE OF HOSPITALITY, MANAGEMENT & SCIENCES, KOTDWAR

AGENDA OF THE

10th Meeting of IQAC

Scheduled on 14th February 2023 at 03:00 p.m.
in Board Room
(Administrative Block)

Director Academics
Institute of Hospitality
Management & Sciences
BEL Road, Balbhadrapur,Kotdwar (U.K.)

Agenda

Sr. No	Agenda
1	Confirmation on previous meeting
2	Feedback from stake holders
3	Committee for AAA
4	Plan to organize National seminar
5	Any other agenda permitted by Chair

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Date- 07/02/2023

Notice

It is informed to all the **members of IQAC** that the tenth meeting of IQAC is scheduled in Board Room on 14/02/2023 03:00PM.

It is requested to all HODs that are kindly available in this meeting along with their departmental Coordinator at scheduled date and time.

This meeting is chaired by Executive director, Director Administration & Director Academics.

The agenda of this meeting is enclosed with this.

- **Mr. Ashutosh Dhar Dwivedi**
(Coordinator)

Cc-
1. All HoDS
2. Director Academics (For Kind Information)
3. Director Administration (For Kind Information)
4. Executive Director (For Kind Information)
5. All Stake Holders

Director Academics
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Date- 15/02/2023

Minutes of IQAC Meeting

The tenth meeting of IQAC was held on 14th February 2023 in Board Room. In this meeting, following members were present-

Mr. Sunil Kumar	- Chairperson (Director Academics)
Col. B.S. Gosain	- Co-Chairperson (Director Administration)
Mr Ajay Raj Negi	-Sr. Member (Executive Director)
Mr. Surendra Singh Jagwan	- Member (HOD Management)
Mr. Pradeep Rawat	- Member (HOD Hospitality Management)
Mr. Praveen Tripathi	- Member (HOD CS & IT)
Ms. Shreya Chandola	- Member (Faculty of CS & IT)
Mr. Pradeep Bhatt	- Member (Faculty of Management)
Mr. Madhusudhan Adhikari	- Member (Faculty of Hospitality Management)
Chef Sudhir Sibbal	- Industry Expert (Hospitality Management)
Dr. Aditya Gautam	- Academic Expert (Management)
Mr. Siraj Qureshi	- Industry Expert (CS& IT)
Mr. Brijmohan Joshi	- Stakeholder
Mr. Surya Prakash	- Stakeholder
Mrs. Premlata Chauhan	- Stakeholder
Mr. Ashutosh Dhar Dwivedi	- Coordinator of IQAC (Faculty of CS & IT)

The following discussion was done in the meeting-

Sr. No	Agenda	Discussion			Remark
1	Confirmation on previous meeting	1	Confirmation on previous agenda	Completed	No remark
		2	Analysis report of Feedback	A letter was sent to university regarding updation of curriculum as	

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				per NEP.
		5	ATR of AAA	A Circular has been issued.
		6	Academic Calendar & Activity calendar	Implemented
		7	Plan to organize a National conference	Successfully organized on 08th October 2022.
		8	Any other agenda permitted by Chair	No Agenda
2	Feedback from stake holders	Chairman instructed to feedback committee to take the feedback from student, faculty, alumni and Employers. The members suggested to send a google form for the employers feedback.		Chairman instructed to coordinator to make a google form for employers feedback.
3	Committee for AAA	The name for Academic administration audit was discussed in this meeting. Chairman nominated Prof. Dr. Kshitij Singhal as a Chairman for academic Administration audit. All the members agreed for the audit in the month of April.		Chairman instructed to coordinator to circulate a notice for Audit.
4	Plan to organize National	Chairman congratulated all staff for successufuly organized the National		Chairman instructed to coordinator to

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4	Plan to organize National seminar	Chairman congratulated all staff for successufuly organized the National conference. Further, all were agreed to continue this series and plan to organize a national seminar in the moth of May.	Chairman instructed to coordinator to form a committee for National seminar.
5	Any other agenda permitted by Chair		

Mr. Sunil Kumar

Lt. Col B.S. Gosain

Mr. Ajay Raj Negi

Mr. Surendra Singh Jagwan

Mr. Shubhang Walia

Mr. Praveen Trepathi

Mr. Ashutosh Dhar Dwivedi

Mr. Pradeep Bhatt

Ms. Shreya Chandola

Mr. Naveen Kishor

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Date- 15/03/20223

Action Taken Report

The action taken report of tenth meeting of IQAC which was held on 07/02/2023, is as follows:

Sr. No	Agenda	Action Taken
1	Confirmation on previous meeting	Completed
2	Feedback from stake holders	Form is circulated
3	Committee for AAA	Committee is formed
4	Plan to organize National seminar	Plan to organize on 6th May 2023
5	Any other agenda permitted by Chair	No agenda

Signature-

Mr. Sunil Kumar

Lt. Col B.S. Gosain

Mr. Ajay Raj Negi

Mr. Surendra Singh Jagwan

Mr. Shubhang Walia

Mr. Praveen Trepathi

Mr. Ashutosh Dhar Dwivedi

Mr. Pradeep Bhatt

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