

NIPS SCHOOL OF HOTEL MANAGEMENT

Minutes of the Internal Quality Assurance Cell -February 2020

Meeting of Internal Quality Assurance Cell held on **4th February, 2020 at 10:00 am** in the meeting room.

The meeting was chaired by Professor Vivek Pathak, Principal, NIPS School of Hotel Management. The Chairperson extended a warm welcome to all the members of the Committee of the Institute.

Professor Vivek Pathak, Principal and Chairperson noted the requisite quorum for the meeting was present and called the meeting to order.

The meeting was attended by the following members

Internal Quality Assurance Cell

Chair Person	Professor Vivek Pathak
Committee Members	1. Chef Joseph Uttam Gomes 2. Mr Ranabir Ray 3. Mr. Samrat Dutta 4. Mr. Arjun Prakash Nayar 5. Ms. Moumita Bhaumik

Discussion

1. Chef Joseph Uttam Gomes felt that mentoring all faculty members, as well as students, is needed and more experts from outside should be involved in teaching-learning process. More Industrial visits, Expert lectures, and Industrial exposure training to students is planned.
2. Chef Gomes pointed out that in addition to the academics feedbacks taken from students, parents and employers, alumni interaction is equally important. The team suggests with the permission of Chair to collect the alumni feedback and organize alumni meet.
3. Professor Samrat Dutta expressed that there is no substitute to hard work and it's required to achieve overall development of Institute. Concrete steps and path needed in all direction for achieving quality excellence. Professor Dutta is of the opinion to review academic policies and teaching methods to meet industry standard.
4. It is planned to conduct special activities such as Tree Plantation, Blood Donation Camp and Road Safety program to encourage students in social activities.

Vivek Pathak



5. It is decided to be strict with students to abide by norms, rules, guidelines related to discipline, punctuality, and regularity. They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.
6. It is decided to inform class teachers to nominate names of 2 students from each batch who are excellent in academic record and good in discipline. They will be felicitated as 'Best Student' with an award and certificate.

Next Meeting

4th March, 2020 Wednesday, at 10:00 AM

Vote of Thanks:

The meeting ended with the Chairperson thanking the members warmly for their participation and presence in the meeting.

Vivek Pathak
Vivek Pathak
Principal Director



Attendees Signature

Sanjay Singh

Shrawan

Mamita Bhosmik.

Sanjay Dutt

Arjun Bakhshiyar.

NIPS SCHOOL OF HOTEL MANAGEMENT

Minutes of the Internal Quality Assurance Cell -March 2020

Meeting of Internal Quality Assurance Cell held on **4th March, 2020 at 10:00 am** in the meeting room.

The meeting was chaired by Professor Vivek Pathak, Principal, NIPS School of Hotel Management. The Chairperson extended a warm welcome to all the members of the Committee of the Institute.

Professor Vivek Pathak, Principal and Chairperson noted the requisite quorum for the meeting was present and called the meeting to order.

The meeting was attended by the following members

Internal Quality Assurance Cell

Chair Person	Professor Vivek Pathak
Committee Members	1. Chef Joseph Uttam Gomes 2. Mr Ranabir Ray 3. Mr. Samrat Dutta 4. Mr. Arjun Prakash Nayar 5. Ms. Moumita Bhaumik

Discussion

1. Professor Vivek Pathak, Chairperson emphasized on quality academic mechanism required for efficient and periodic progress of students. All committee members discussed the current status of attendance in each class and recommended strictness in class attendance. Members also stressed on enhancing interactive and effective teaching-learning process in various departments to motivate the students.
2. It is planned to have a Parent- Teacher meeting in the coming month to address personal problems of students along with their academic problems.
3. It is planned to conduct an open quiz sessions with all students on various subjects irrespective of batch.
4. The progress of Chef Championship event is reviewed.

Vivek Pathak



- 5 It is decided to continue participation of students in intercollege competitions and sports activities.
- 6 It is planned to organise a Chef Championship for both amateurs and professionals in the campus in next month.

Next Meeting

4th March, 2020 Wednesday, at 10:00 AM

Vote of Thanks:

The meeting ended with the Chairperson thanking the members warmly for their participation and presence in the meeting.

Vivek Pathak
Vivek Pathak
Principal Director
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Attendees Signature

Ranbir K. J.
Anam Prakash Mayan.
Moumita Bhattacharya.
Samar Dutt
Arun

IQAC MEETING MINUTES

1:30 pm- 4:30 pm 2nd June, 2022

ATTENDEES: Dr. Vivek Pathak Mrs. Arunima Sen Pathak
· Chef Joseph Uttam Gomes Mr. Ranabir Ray Mr. Samrat Dutta
· Mr. Pradyut Saha Mr. Harihar Panda, Mr. Ganesh Rout
· Mrs. Priyanka Samanta Mr. Ayan Mukhopadhyay
· Mr. Simon Rozario Mr. Arun Acharya

AGENDA:

- Admission and lead status, Performance of the admission software.
- Proposed Activities of the new academic year.
- Notice to celebrate World Environment Day on 5th June at the campus.
- Attendance monitoring of students.
- Auditorium booking to celebrate Foundation Day.
- Session with Dr. Pathak after Foundation Day.
- FDP planning and associate staff training for the year.
- Renovation of Housekeeping lab.
- Software purchase for Front Office lab.
- Requisition from IT department for new purchase.
- New uniform to be issued to associate staff.
- Quotations for Electric audit
- Water Treatment Plant
- Lawn cleaning process
- Canteen renovation

DISCUSSION NOTES:

1. ADMISSION

- The counselors will have a refresher training session with the ' No Paper Forms' on 6th June at 3:30 pm/ They will highlight the problems faced in receiving leads and find out possible solutions to those.
2. It is decided to organize the UG and PG Orientation Program for the first year students from the mid of August, consisting of motivational and orientation talks, initiation to the institute and introduction of various processes and support systems in the institute.
3. Notice to be circulated among students to celebrate World Environment Day on 5th June. A quiz session will be conducted followed by tree plantation.

4. ATTENDANCE MONITORING

- It is decided to that parents are intimated about the absence of students in the institute.

5. FOUNDATION DAY

- It is decided to take quotations from EZCC, Sarala Roy Memorial Hall, Kala Mandir to celebrate foundation Day on 2nd August.
6. Dr. Pathak will conduct a Management Development Session with all the faculty members and administrative staff after the foundation day.
7. Plan to organize FDP and industry interactive session for the year to be submitted after checking availability of the resource person.

8. HOUSEKEEPING DEPARTMENT

- Mr. Ayan Mukhopadhyay has prepared a proposal report to make a new housekeeping lab and upgrade existing lab.
- To paint the old small housekeeping lab.
- To remove the tiles in the washroom of the old small housekeeping lab as it is totally damaged and to do oil painting.
- To remove WC from the washroom of the old small housekeeping lab and to place a washing machine there.
- To wash and clean the backside wall of the bed with shampoo by the housekeepers of the old housekeeping room.
- To do all the furniture repair works required in old housekeeping room.
- To do damp treatment of the old and new housekeeping room. The wallpapers behind the sofa set in sitting area and wallpapers and walls of the bedroom are getting damaged by damp.

9. FRONT OFFICE DEPARTMENT

- PMS software – A new company named **Exceed, Hotel Management Software**, is called to the campus for a details discussion on their proposal.
- **New stationery materials for FO department to be prepared and printed by the department after approval.**

10. IT INVENTORY

- Mr. Indranil Maulik has prepared requirements of IT department in consultation with other departments. The list along with price details was rechecked and finalized thereafter.

11. STAFF UNIFORM

- Uniform to be delivered on Saturday with NIPS logo. The vendor is instructed to show a sample but he is disagreeing on this as he is physically unfit. He has confirmed that the uniforms will be delivered on Saturday, 4th June.

12. PANTRY INVENTORY

- Requisition list is prepared by Debashis, Anutosh and Raju as per requirement. Restaurant plates will be returned to restaurants. 6 numbers of New White Plates and 12 numbers of water glasses will be issued to pantry as per requisition. All items are purchased except quarter plate for guests as per requisition.

13. WATER TREATMENT PLANT

- We received 2 quotations for new softener and 3 quotations for servicing existing filter. The team wants to visit Nicco Park once where new softener is installed by a vendor to check the system practically. A deadline of next Friday, 10th June is fixed to finalize vendor and order placement to start work.

14. ELECTRIC AUDIT

- The new vendor named NosVindico has sent a quotation of Rs. 37000/- + GST for Electric Safety Audit along with scope of work.
- Old vendor, Technocraft, is contacted on this audit issue and the engineer is supposed to visit on Friday, 3rd June.
- It is instructed to contact S & IB also to visit our campus for a detailed discussion on their proposal on Monday, 06th June.


15. LAWN CLEANING

- Pending works except rubbish clearance will be completed by Sunday, 05th June.

16. NEW CANTEEN

- Microwave Oven- To be purchased
- Sandwich Griller- To be purchased

- Disposable plate, bowl, spoon, glass, tissue paper: To be purchased.
- Garbage bin: 2: To be purchased.
- Black bag for waste disposal: To be purchased.
- Wall Sticker: Will be decided later.

Wastrol
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Priyanka Samanta .











IQAC MEETING MINUTES

1:30 pm- 4:30 pm 1st December, 2022

ATTENDEES: Dr. Vivek Pathak Mrs. Arunima Sen Pathak
 . Chef Joseph Uttam Gomes .Mr. Ranabir Ray Mr. Samrat Dutta
 Mr. Pradyut Saha . Mr. Harihar Panda, . Mr. Ganesh Rout
 . Mrs. Priyanka Samanta Mr. Ayan Mukhopadhyay
 . Mr. Simon Rozario Mr. Arun Acharya

AGENDA:

- Examination schedule
- Commencement of Academic Programs for Even Semesters
- Capacity Building Programs for the Students.
- Capacity Building Programs for the Associate Staff.
- Cake mixing Ceremony
- Time Fresh Face Competition 2022
- Visit of Chef Craig Zubrinich from the Salford College in February
- Lawn cleaning process
- Other requirements

DISCUSSION NOTES:

1. EXAMINATION

- Marks submission for Practical and Viva- Voce Exams from 1st to 5th December 2022. Notice of the same is already published by the authority.
- Theory Examinations for Even Semester to start from 2nd to 24th December 2022. Examination schedule is shared with all the students both online and off line.
- Rules and regulations of the examinations are thoroughly briefed to the students by the Examination Cell and faculty members.

2. COMMENCEMENT OF ACADEMIC PROGRAMS FOR EVEN SEMESTERS

- Commencement of Academic Programs of even semesters will start from 2nd January, 2023. Student's enrollment for will happen from 4th January till 12th January. Continuous Assessment will start from February onwards.
- All the faculty members to be notified to complete syllabus for CA1 by January.

3. CAPACITY BUILDING PROGRAMS FOR THE STUDENTS

- Workshops along with the classes on Communication skill, Interviewing Skill, Computer Skill to happen in every month.

4. CAPACITY BUILDING PROGRAMS FOR THE ASSOCIATE STAFF

- It is decided to arrange training programs on housekeeping techniques, rules and regulations, health and hygiene with associate staff in January and February.

5. CAKE MIXING CEREMONY

- The institute will celebrate cake mixing ceremony on 10th December, Saturday. Schools will be invited to attend the ceremony along with us. Invitation to the Principal Sir to be sent by 3rd December by Chef Gomes and Mr. Simon will call and coordinate with the schools for confirmation of participation.

6. TIMES FRESH FACE COMPETITION

- The 1st semester students will participate in the Times Fresh Face Competition. The event will start from 11:30 am in the morning and the representatives and judge will come from TIMES. Refreshments to be arranged by the institute for them. Chef Afaque and Chef Pratip will be responsible for this. Ms. Dalia and Ms. Swagata will be the coordinator of this event.

7. FDP SESSION BY CHEF CRAIG ZUBRINCH

- There is a confirmation from Chef Craig Zubrinich from the Salford College that he will be visiting our campus in the month of February for a Faculty Development Session. The date is yet to be finalized.

8. OTHER REQUIREMENTS

- Lock and key system of some departments need to be changed. The vendor is informed to visit campus on Saturday, 3rd December.
- It is asked to take quotation for drive way painting. The vendor is informed to visit campus on Wednesday, 7th December.
- It is proposed to label all Fixed Assets (furniture, IT materials, Fan, lights etc) present in the campus. For eg: NIPS Kol/ Canteen/ Wh Chair / 001.

9. CLEANING THE CAMPUS

- Housekeepers must clean and upkeep the entire campus, rooftop, driveways, back sides of the campus on regular basis.
- Gardener to be informed to trim the grass in every 2 months.

Retrak

Kauli



Priyanka Samanta .

Spario



Aban Adharyu

IQAC MEETING MINUTES

12:30 pm- 2:30 pm 21st and 22nd March, 2023

Meeting Chaired By: Dr. Vivek Pathak

Attended By:

Mr. Joseph Uttam Gomes, Mr. Ranabir Ray, Mr. Samrat Dutta, Mr. Pradyut Saha, Mr. Indranil Maulik, Mr. Ayan Mukhopadhyay, Mr. Afaque Ahmed, Ms. Amrita Nag, Mr. Pratip Nath, Ms. Ankhi Bhattacharjee, Ms. Dalia Mukherjee, Mr. Souvik Das, Mr. Arun Acharya

Topics Covered on 21st March, 23:

1. Parent-Teacher Meeting will be held on 29th, 30th and 31st March, 2023.
2. Ms. Ankhi and Ms. Amrita will call the parents and intimate them about the PTM.
3. Mr. Ayan will make the event flow chart.
4. Ms. Dalia along with Ms. Ankhi and Ms. Amrita will check the campus and will identify and report any repair or maintenance work needed.
5. Mr. Afaque and Mr. Pratip will make menu for PTM.

Topics Covered on 22nd March, 2023:

1. Parents teacher meeting (PTM) will be held on March 29th, 30th and 31st.
2. Ms. Ankhi & Ms Amrita will call the remaining parents for PTM.
3. Ms. Amrita will be there in Library for assisting in printout on 29th, 30th and 31st March.
4. Ms. Ankhi will hand over the forms to parents for fill-up on Multi-cuisine restaurant and also assist in snacks refilling.
5. Teachers who will be there in PTM panel are:
 - a) Chef Gomes (in special cases)
 - b) Mr. Samrat Dutta (Academic Head)
 - c) Mr. Ayan (Training & Placement Cell)
 - d) Mr. Pratip (as class teacher)
 - e) Ms. Dalia (as class teacher)
6. No goodies bag for guardians.
7. Mr. Samrat and Mr. Arun will explain the students about Digi-locker (for WBUT) at 03:30 pm tomorrow.
8. Mr. Souvik will look after restaurant set-up as well as water, tea/coffee, disposable glass/plate/spoon etc.
9. Class teachers needs to take attendance twice a day on daily basis.
10. Everyone must inform Gomes Sir for each and every thing happened inside the campus like theft case etc.
11. Welcome board will be prepared by Tarquin for PTM.

Pratip Nath
Amrita Nag
Pratip Nath
Ankhi Bhattacharjee
Afaque Ahmed
Souvik Das
Dalia Mukherjee
Arun Acharya
Ankhi Bhattacharjee
Arun Acharya

IQAC MEETING MINUTES

12:30 pm- 2:30 pm 26th April, 2023

Meeting Chaired By: Dr. Vivek Pathak

Meeting Attended By:

Mr. Joseph Uttam Gomes, Mr. Ranabir Ray, Mr. Pradyut Saha, Mr. Indranil Maulik, Mr. Ayan Mukhopadhyay, Mr. Afaque Ahmed, Ms. Amrita Nag, Mr. Pratip Nath, Ms. Ankhi Bhattacharjee, Ms. Dalia Mukherjee, Mr. Souvik Das, Mr. Arun Acharya, Ms. Priyanka Samanta, Mr. Simon Rozario

Topics Covered on 26th April, 2023:

1. CA4 examination to be conducted on Tuesday, Wednesday, Thursday and Saturday (2nd, 3rd 4th and 6th May, 23). Invigilator's duty details will be e-mailed by Mr. Arun Acharya.
2. On Friday, i.e. 28/04/23 there is an event from 2pm onward on G20 as well as Climate clock inauguration.
3. Mr. Ayan will make the event flow chart along with Mr. Simon for tomorrow's event.
4. Mr. Pratip and Mr. Simon are following up and will set the backdrop for the event.
5. Mr. Afaque will arrange the Cake with the G20 logo.
6. Tea and Coffee can be taken from the canteen in exchange for a token. The process will be mailed by Ms. Priyanka again. For guests, the old procedure will be maintained but the respective staff member needs to collect the guest token and hand it over to Raju later.
7. Few wallpapers have been shortlisted for specific places and the list is maintained by Ms. Priyanka.
10. No class should go unattended, teachers need to enter the class before 2 minutes.
11. Each and every information needed to inform to Gomes Sir without fail.
12. Any first aid assistance must be provided by Ms. Ankhi without fail. First Aid to be made up to date every time.

Pratip Nath
Athamed

Simon Rozario

Ayan Mukhopadhyay

Souvik Das

Dalia Mukherjee

Ankhi Mondal

IQAC MEETING MINUTES

12:30 pm- 2:30 pm 8th May, 2023

Meeting Chaired By: Dr. Vivek Pathak and Mrs. Arunima Sen Pathak

Attended By:

Mr. Joseph Uttam Gomes, Mr. Ranabir Ray, Mr. Pradyut Saha, Mr. Indranil Maulik, Mr. Ayan Mukhopadhyay, Mr. Afaque Ahmed, Ms. Amrita Nag, Mr. Pratip Nath, Ms. Dalia Mukherjee, Mr. Souvik Das, Mr. Arun Acharya, Mr. Simon Rozario

Topic Covered:

1. Question Bank needs to be submitted on 08/05/2023 to MAKAUT.
2. MAKAUT form for even semester examination fill-up will start from 10th May to 16th May, 2023.
3. G20 and Rabindra Jayanti event will be held today at 2 pm onward.
5. MAKAUT Tentative exam will start from 1st June and practical exam will start from 22nd May to 27th May 2023.
6. Backlog form fill up to be done by the student itself (total 2 students are appearing).
7. Routine to be made for a practical exam. From 22nd to 27th no regular practical classes will be held, only exams to be held.
8. From 28th May onward marks submission date for MAKAUT.
10. Class coordination will be done by Mr. Simon, Dalia will assist Simon from now onwards.
11. Amity feast on 15th May, interested candidates can participate in it.
12. For 2nd August Sarala Memorial Hall to be booked by Mrs. Priyanka. Slot booking needs to be done ASAP.
13. Mr. Ayan will give a presentation and demonstrate about the climate clock in to all students and faculty members.

Pathak
Amrita Nag
Ranabir Ray
Pradyut Saha
Indranil Maulik
Ayan Mukhopadhyay
Afaque Ahmed
Souvik Das
Simon Rozario
Pratip Nath
Dalia Mukherjee
Arun Acharya