



HM/SUSU/2019/3071(6)

Minutes of Meeting

Date:-10/6/2019

The DQAC meeting was held on 10th June, 2019 at H.O.I Office, BCSCMH Ground floor.

The following members were present:-

1. Dr. Shiv Mohan Verma.
2. Mr. Rajeev Thakur.
3. Mr. Sunil Panwar.
4. Mr. Ankit Srivastava.
5. Mr. Indraneel Bose.
6. Mrs. Garima Jain Goel.
7. Mr. Yajvendra Singh.
8. Mr. Saurabh Tripathi.

The following agenda's were discussed during the DQAC meeting:-

- 1. To frame a programme that develops the essential skills required for the Non teaching staff of the college.**

Suggestion:- All the members agreed on that a PPT presentation and Demonstration will be given to all the Attendant staff by Mr. Vinay Punia and Mr. Saurabh Tripathi and House Keeping presentation will be presented by Mrs. Garima Jain Goel.

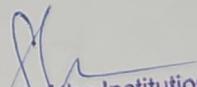


2. **Topics to be covered and presentation (Regarding service and hygiene in College).**

Suggestion:- Topics like Personal hygiene and Grooming will be taught to both Attendants and Safai karamchari. But few topics will be teach as per their job responsibilities.

3. **Number of days programme to be run to make them skillful.**

Suggestion:- if it is done on departmental basis it required 4 days to teach them and bring them that into practise on daily basis.


Head of the Institution
Bhikaji Cama Subharti Institute of Hotel Management
S.V.S.U., MEERUT

Dr. Shiv Mohan Verma
Chairman