

**INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION, GURDASUR**  
**(Society)**

(Established & Sponsored by Ministry of Tourism, Government of India)

(Information for Public under Right to Information Act 2005.)

In term of section 4(1) (b) and 4(2) of the Right to Information Act 2005, the public is informed that the

Institute of Hotel Management, Catering & Nutrition, Gurdaspur (Society) has been established & sponsored by Ministry of Tourism, Government of India, The Institute is registered under Societies Registration Act 1860.

The Institute is affiliated to National Council for Hotel Management & Catering Technology, New Delhi (an apex body under Ministry of Tourism). The Institute provides education for Hospitality & Hotel Industry. The Institute at present offers Three Year Degree of Bachelor of Science in Hospitality & Hotel Administration, jointly offered by National Council of Hotel Management & Catering Technology, New Delhi (NCHMT) & Indira Gandhi National Open University, New Delhi (IGNOU) as well as various trade diplomas.

The Institute viz . IHM has its own Memorandum or Association, By Laws & Rules & Regulation. The Institute has Governing Body viz, Board of of Governors, comprising of members nominated the Ministry of Tourism, Govt. of Punjab. The Institute is following the Central Govt. rules in service matters at present.

At present Mrs. Geetika Kalha, IAS, Principal Secretary to Govt. of Punjab, Department of Tourism, is the Chairperson of the Board of Governors. At present Sh. Arga Chakravorty Principal & C.E.O of the Institute & also the Member- Secretary of the Board of Governors.

The Important Contact No❖s of the Institute are as under :-

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Office Telephone No. (with STD Code)</b>	<b>Telephone No. Residence ()</b>
1	Sh.Argha Chakravorty	01874-222501 01874-222502, Tel-Fax	228
2	Sh. Sudesh Sharma, (Admn.Officer)	01874-222501,Ext 246	246
3	Sh. Anil Bhardwaj, (Office Suptd.)	01874-22501 , Ext 212	01874-244996

The Administrative Officer and Office Superintendent have been designated as Public Information Officer & Assistant Public Information Officer respectively.

Sd/-

Principal

### **INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION,GURDASUR**

Manual of Information under the Right to Information ,2005

#### **1. Organisation -**

Institute of Hotel Management , Catering & Nutrition, Gurdaspur(Society) sponsored by Ministry of Tourism, Govt. of India was established in 1994 as an autonomous to train men and women for hospitality industry. The institute is registered under society registration Act XXI of 1860(Punjab). The Institute gets grant-in-aid from Govt. of India, Ministry of Tourism. The Institute is under the superintendence of Board of Governors. Present Board of Governors is placed as Annexure ❖II. The course of B.Sc in Hospitality and Hotel Administration is affiliated to National Council for Hotel Management & Catering Technology, Noida. Registered office of the society is at Gurdaspur.

#### **2. Functions and Duties-**

Institute of Hotel Management, Gurdaspur is an education Institute and its main function and duties are-

- a- To impart theoretical and practical input to the student in the field of Hospitality Education .
- b- To provides trained manpower to the Hotel & Restaurant and allied Industry.
- c- To organize training programmes for the staff/workforce engaged in the organized and un-organized sectors of Tourism & Hospitality industry.
- d- To develop Nutritional, balance diet meals and popularize them.
- e- To provide technical support to the new and existing Hotel & Restaurant.
- f- To support central and state government to accomplish there missions pertaining to Hospitality industry time to time.
- g- Detailed objectives of the society are as contained in the Memorandum of Association of the Society available in the office .

### **3. Powers and duties of Officers and Employees-**

The Organisation Chart of the Institute is placed at Annexure-1 indicates the hierarchy of various officers in the Institute. It also indicates the powers and duties.

### **4. Procedure followed in the decision making process, including channels of supervision and accountability-**

The routine academic and administrative decisions are taken by the Principal in consultation with the Departmental In charges & Administrative Officer of the Institute. The general superintendence, direction and control to the affairs of the society and its income and property are vested with the Board.

The power of the decision may be delegated to the Departmental In charges & Administrative Officer from time to time. The routine academic and administration decisions are taken by the Principal as per rules provided by National Council and Government of India,

in consultation with departmental in charges. The power for making decision may be delegated from time to time.

The matter apart from day to day affairs are presented to the Chairman, B.O.Gs. and Ministry of Tourism for decision / approval/ guidance.

## **5. The norms set for the discharge of functions of the Ministry**

### **a- Academic functions-**

The main function of the Institute is to facilitate the academic activity and academic administration. The subject, syllabus, teaching load and academic calendar is formulated by the National Council for Hotel Management, Noida for all Institutes of Hotel Management affiliated with the council. All other academic decisions are taken by the Principal in consultation with Departmental In charges and other faculty members. Different committees are framed for purchases and other precedents of material for the Institute.

### **b- Administrative Functions**

The administrative functions are discharged by the Principal in consultation with the Administrative Officer as per the rules of Government of India adopted by the Institute.

## **6. The rules, regulations, instructions manuals and records held by it are Under its control or used by its employees for discharging its functions-**

The Institute follows Recruitment and Promotion rules designed specifically for the Institutes of Hotel Management by Department of Tourism, Govt. of India. In all the matters Institute follows the same, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organisations. Other rules & regulation of the society are as contained in the rules & regulation of the society available in the office.

## **7. Statement of categories of document that are held by it or under its Control-**

Same as in item No. 5&6 above.

**8. The particulars of any arrangement that exists for consultation with or representation by the Members of the Public in relation to the formulation of its policy or implementation thereof-**

The society has on its Board two representatives from hotels and restaurants association, as experts who contribute their inputs in the policy and guidance.

**9. A statement of the boards, councils committees and other bodies Consisting of two or more persons constituted as its part of for the purpose of its advise, and as to whether meeting of those boards , councils, Committees and other bodies are open to the public, or the minutes of Such meeting are assessable to the public.**

The Board of Governors of Institute of Hotel Management , Gurdaspur is Comprised of the members from the Government of India, State Government and eminent personalities of the Hotel & Restaurant Industry. The Board of Governors of Institute of Hotel Management, Gurdaspur is headed by Principal Secretary- Tourism, Govt of Punjab. The list of present Board of Governors is placed at **Annexure -11** . The BOG meets once in Six months. The proceeding are recorded & circulated to the members. These minutes can be made available upon receipt of request.

**10. A directory of Officers and employees-**

The information is placed at the **Annexure-III.**

**11. The monthly remuneration received by each of its officers and Employees , Including the system of compensation as provided in its regulations-**

The Salaries and allowances of the employees of Institute are those prescribed by the Department of Tourism , Government of India and the Ministry of Finances form time to time, for Central Government employees of different Categories with the approval of the Board of Governors. The relevant Information is placed at **Annexure-IV.**

**12. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made-**

Institute of Hotel Management , Gurdaspur is at present self supported in terms of Revenue Expenditure and receives Capital Grant- in aid from the Department of Tourism, Government of India for the proposals approved by the Board of Governors from time to time . Budget statement is placed at **Annexure V.**

**13. The manner of execution of subsidy programme, including the amounts of allocated details of beneficiaries of such programmes**

The Institute of Hotel Management, Gurdaspur does not implement any subsidy programme .

**14. Particulars of concessions. Permits of or authorization granted by the Department of Tourism, Government of India-**

No concessions, permits or a authorization is granted by the Department of tourism, Government of India.

**15. Details in respect of the information m, available to or held by it, reduced in an electronic form-**

The information about the Institute is available on its website

<http://www.ihmgurdaspur.org> .

**16. the particulars of facilitates available to citizens for obtaining Information including the working hours of library of reading room , if maintained for public use.**

Information relating to the Institute is available on its website <http://www.ihmgurdaspur.org> or can be obtained from the designated public Information Officer / Assistant Public Information Officers. No. library or reading room for the public is maintained by the Institute.

**17. The names, designations and other particulars of the public Information Officers /Assistant Public Information Officer.**

The information regarding Public Information Officer and Assistant Public Information Officer in the Institute is placed at **Annexure ◆VI.**

**18. Such other information as may be prescribed.**

NIL

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