

# COMPENDIUM ON RIGHT TO INFORMATION ACT, 2005

PUBLIC AUTHORITY: Institute of Hotel Management Catering Technology & Applied Nutrition,  
Ahmedabad.

(Updated: May 2010)

## *Introduction:*

This compendium seeks to highlight the function and activities of the Institute of Hotel Management Catering Technology & Applied Nutrition, Ahmedabad and to promote transparency and accountability in the working of the Institute. The Objective of the Compendium is also to provide easy access to the public who wish to have any information relating to the functioning of the Institute. The information, which may be required from the Public Authority, will be made available on application in accordance with the rules framed in this regard under the Right to Information Act 2005.

The Public authority has already notified the Public Information Officer / Assistant Public Information Officer as at Section 4(1)(b)(xvi) of RTIA 2005 of this compendium.

TABLE

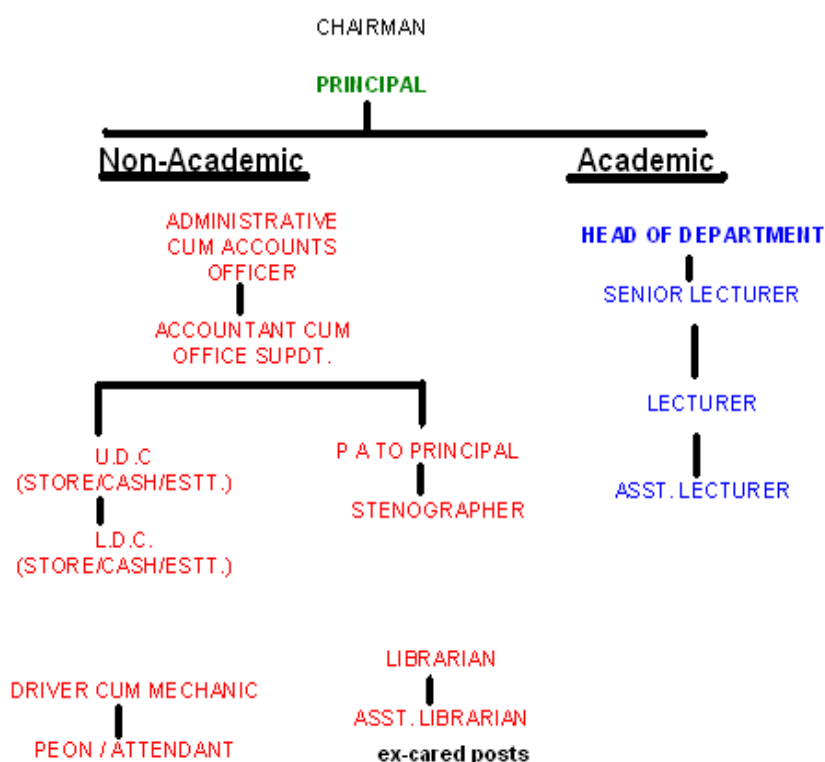
Sl. No.	Section No. of RTI Act, 2005	Brief description
1	Section 4 (1)(b)(i)	The particulars of its organizations, functions and duties
2	Section 4 (1)(b)(ii)	The powers and duties of its officers and employees
3	Section 4 (1)(b)(iii)	The procedure followed in the decision making process including channels of supervision and accountability
4	Section 4 (1)(b)(iv)	The norms set by it for the discharge of its functions
5	Section 4 (1)(b)(v)	The rules, regulations, instructions, manual and records, held by it or under its control or used by its employees for discharging its functions.
6	Section 4 (1)(b)(vi)	A statement of the categories of documents that are held by it or under its control
7	Section 4 (1)(b)(vii)	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.
8	Section 4 (1)(b)(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part for the purposes of its advice,

		and as to whether meetings of those boards, councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
9	Section 4 (1)(b)(ix)	A directory of its officers and employees.
10	Section 4 (1)(b)(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
11	Section 4 (1)(b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.
12	Section 4(1)(b)(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
13	Section 4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorization granted by it.
14	Section 4(1)(b)(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.
15	Section 4(1)(b)(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
16	Section 4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.
17.	Section 4(1)(b)(xvii)	Such other information as may be prescribed.

***The particulars of its organization, functions and duties.***

1. The Institute of Hotel Management Ahmedabad is sponsored by Government of India, Ministry of Tourism under the Human Resource Development Scheme (Hotel Management Division) and Govt. of Gujarat (Dept. of Tourism) to run different courses in Hotel, Hospitality and Administration offered by National Council for Hotel Management and IGNOU. The Institute came into existence in the year 1972 as Food Craft Institute Ahmedabad registered under the Societies, Registration Act XXI of 1864 and the same was thereafter upgraded to Institute of Hotel Management, Catering Technology & Applied Nutrition Ahmedabad in the year 1984. This Institute is affiliated to the National Council for Hotel Management Catering Technology, NOIDA.
2. The main objective of the Institute of Hotel Management Catering Technology & Applied Nutrition, Ahmedabad is designed to impart training to boys and girls in the field of education of Hotel Management & Catering Technology under the banner of National Council for Hotel Management & Catering Technology, NOIDA, and the Indira Gandhi National Open University through conducting prescribed courses of Degree (B.Sc) in Hospitality & Hotel Administrations and 1 ½ year Diploma Programme in Food Production & Patisserie and also other programmes as and when instructed by Ministry of Tourism, Government of India, HRD Division, New Delhi.
3. The mission of the Institute is to develop the institute as a pioneer center for excellence in hospitality education and provide conducive environment for learning and teaching, and thereby create brand image and carve out a niche for the institute. To epitomize proficiency, develop faculty resources, methodologies & infrastructure
4. Organizational Structure Diagram of the Institute of Hotel Management, Ahmedabad is given below:

**STAFF STRUCTURE OF IHM AHMEDABAD**



***The powers and duties of its officers and employees***

**A) ACADEMIC STAFF**

**1. PRINCIPAL:**

- a) Principal is the academic and executive officer of the institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye-laws, Memorandum of Association, and Rules and Regulations of society and within the powers vested/delegated to him by the board of governors/central Government
- b) Custodian of records and society's funds and other immovable/movable assets of the society.
- c) As secretary of the Board of governors and executive committee respectively, he is responsible for arrangement of meetings. To inform government for filling up vacant posts in BOGs or Executive committee.
- d) Initiate faculty development/research/experimentation in close association with heads of academic Departments and submit periodic feedback to National Council for Hotel Management and Catering Technology and the Ministry. Also sponsor employees from administrative cadres including PA for cash &Accounts training and other refresher courses conducted by IST &M, New Delhi through NCHMCT.
- e) Such other duties as may be entrusted to the incumbent by the executive Committee/Board of Governors and Government of India from time to time.

**HEAD OF DEPARTMENT**

- a) Teaching as assigned by the Principal from time to time.
- b) Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards, records, all equipments, tools and materials with the Department, regular departmental meetings with minutes recorded for discussions with the Principal in the maintenance of staff and students discipline, innovation of programme to strengthen the Institute's national and international reputation.
- c) Assist principal in R&D activities for improving quality of teaching of service to the industry and community.
- d) Overall charge of the labs and other working areas concerned, involvement in the purchase of equipment items etc. both in matter of indenting, tendering and conduct of Purchase Committee meetings.
- e) Such other duties/ responsibilities as may be entrusted from time to time.

**SENIOR LECTURER-CUM-SENIOR INSTRUCTOR**

- a) To take classes (Theory and Practical) under overall supervision of the academic HOD

- b) Responsible for equipment/material under his charge
- c) To assist Principal/ academic HOD in research work, quality improvement programme and guide the junior staff.
- d) Such other duties and responsibilities as may be assigned to him from time to time.
- e) To supervise research work /project assignments.

### **LECTURER-CUM-INSTRUCTOR**

- a) To take classes (theory and Practical) as required by academic HOD concerned.
- b) To assist the Sr. lecturer cum Sr. Instructor in various spheres of his duties.
- c) To provide guidance to Asstt.Lecturer cum Asstt.Instructors
- d) Involvement in research works under the supervision of senior faculty members and perform such other duties and responsibilities as may be assigned to him from time to time.
- e) Such other duties and responsibilities as may be assigned to from time to time.

### **ASSTT. LECTURER CUM ASSTT. INSTRUCTOR**

- a) To take classes both (theory and practical) and checking of students journals as required.
- b) Responsible for equipment and materials under his charge.
- c) Make arrangements for conduct of theory and practical classes with the assistance of attendants including maintenance and safe custody of equipment items and stocks thereof.
- d) Such other duties and responsibilities as may be assigned to him from time to time.

### **B) NON-ACADEMIC STAFF:**

#### **ADMINISTRATIVE-CUM-ACCOUNTS OFFICER**

- a) To render suitable assistance to the Head of the Institute in all Administrative, financial and other accounts matters.
- b) Supervision of general office, accounts and budget work and assisting Principal in holding meetings of the Board, Executive committee etc.
- c) Overall supervision in respect of proper utilization and upkeep including Payment of taxes in respect of lands and buildings belonging to the Institute.
- d) Organize purchase of stores /equipment etc. under the supervision of the Principal and in association with the concerned faculty staff.
- e) Supervision of security arrangements with security staff.
- f) Such other duties and responsibilities as may be assigned to him from time to Time.

#### **ACCOUNTANT-CUM-OFFICE SUPERINTENDENT**

To assist the Principal, Vice-principal and Administrative-cum-Accounts Officer in the discharge of their overall administrative, academic, financial and accounts matters for the smooth running of the office as well as the Institute as such other responsibilities as may be assigned by the above mentioned authorities from time to time.

#### **P.A. TO THE PRINCIPAL**

Dictation from Principal and typing keeping proper record of the communications at the level of Principal and handling/security of all confidential documents and handling of administrative, accounts and establishment matter for career advancement and such other duties and responsibilities as may be assigned by the principal from time to time.

#### **STENOGRAPHER**

Dictation, typing work and maintenance of such files and other records as may be entrusted and such other duties and responsibilities as may be assigned by a competent authority from time to time.

#### **UDC (CASH/ESTT./STORES)**

Posting of UDC's on various assignments will be made by rotation and no employee would hold a particular assignment for a period exceeding 3years.

- a) Cash: Custody, receipt and disbursement of cash including maintenance of cash books and other connected records, collection of fees etc., from students and maintain Accounts thereof.
- b) Estt.: Handle all administrative and establishment work of the Institute including custody and maintenance of Institute records, service books and ensure periodic review and authentication of service records by the competent authority
- c) Stores: Custody, receipt and supply of food and other connected items against written indents from the faculty staff duly authenticated by the HOD if the concerned stream of the academy, maintenance of the stock registers and timely information to Administrative Officer about the stock position.

In addition, employees will perform such other duties as may be assigned to them from time to time.

#### **LDC (CASH/ESTT./STORES)**

Posting of LDC's on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3years.

- a) Cash: Assist UDC (cash) in handling custody and upkeep of records relating to cash, preparation of pay bills, deduction of necessary subscriptions towards GPF/CPF/ Group Insurance Scheme/HBA/MCA including typing work.

- b) Estt.: Assist UDC (Estt.) in maintenance and safe custody of the official records relating to institute, employees service records, other miscellaneous jobs including typing work.
- c) Stores: Assist UDC (stores) in maintenance, upkeep and issue of stores items to the faculty members against indents under authorization by UDC (stores), upkeep. of stock registers for submission to UDC (stores) including typing work

### **LIBRARIAN**

Custodian of Institutes library books/journals etc., accession of books, issue of library cards and overall supervision of Asstt. Librarian, review and verification of stock register of books in hand and those outstanding with the staff members/students, levying of penalty in case of retention of books etc., by staff/students beyond a prescribed period, issue of NOC to the outgoing staff members and student.

### **ASSISTANT LIBRARIAN**

Maintenance of stock register, issue of books including receipt and return, checking of condition of books and inform librarian in case of damages/issue of reminders to the staff/students in case of delay in return within prescribed time, general review of the stocks from time to time and submission of report to the Librarian.

### **DRIVER-CUM-MECHANIC**

To drive car/vehicle for official use only and carry out routine repairs of the vehicles as and when required. After duty the vehicle should be parked in Institutes building. In case of accident, he will inform Principal and lodge report with the Police Station. He shall keep log book and consumption of petrol/diesel in the log book on daily basis along with signature of the person using the car. At the end of the month he should get the log book verified and signed by the administrative cum accounts officer and Principal.

### **ATTENDANT**

To provide assistance on full time basis to Asstt. Lecturer –cum-Asstt.Instructor in the upkeep, maintenance and conduct of classes, both theory and practical.

### **PEON**

To assist the Principal and other administrative staff.

### **MAINTENANCE FOREMAN-CUM-CARETAKER**

Overall responsibility for all maintenance work and security matters and the Institute hostels and staff quarters and such other duties and responsibilities as may be assigned by a competent authority from time to time as per the terms and conditions of the contract.

## **ASSTT. MAINTENANCE FOREMAN-CUM-CARETAKER**

To provide assistance in all the maintenance jobs and to maintain inventory register under the overall supervision of maintenance Foreman-cum-Caretaker and to do such other duties and to discharge responsibilities as may be assigned by a competent authority from time to time as per the terms and conditions of the contract.

Section 4(1)(b)(iii) of RTIA 2005

### ***The procedure followed in the decision-making process, including channels of supervision and accountability:***

Principal proposes action with the help of the faculty and staff. The files are put up and routed through the Asst. Admn. Officer to Principal for approval and thereafter if necessary for a final approval of the Chairman.

Section 4(1)(b)(iv) of RTIA 2005

### ***The norms set by it for the discharge of its functions***

The Institute of Hotel Management Catering Technology & Applied Nutrition, Ahmedabad is governed by the procedure as indicated in the Bye Laws of the Institute under the Societies, Registration Act XXI of 1864 and in accordance with the resolutions passed by the Board of Governors from time to time. The Institute also follows the directives of the Ministry of Tourism, Government of India and the National Council for Hotel Management for administrative and academic matters & IGNOU pertaining to academic matters related to IGNOU components of the degree programme.

Section 4(1)(b)(v) of RTIA 2005

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

List of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions are :

1. Bye Laws under the Societies, Registration Act XXI 1864
2. Recruitment Rules from Ministry of Tourism Government of India, HRD Division.
3. Rules & Regulations for academics prescribed by the National Council for Hotel Management
4. Any other orders and rules prescribed by Government of India.

Section 4(1)(b)(vi) of RTIA 2005

***A statement of the categories of documents that are held by it or under its control:***

The Institute has files related to administrative, accounts and academics matters along with the references and correspondences held by/under control of the Principal of Institute of Hotel Management Catering Technology & Applied Nutrition, Ahmedabad. The Institute also has the following reports or documents under its control:-

1. ACR/Dossiers of Faculty and Staff of the Institute.
2. Files related to the functioning of the Institute.
3. Books of Accounts/Cash Book.
4. Registers of stock etc.

Section 4(1)(b)(vii) of RTIA 2005

***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:***

Capacity Building Scheme for service Providers is conceptualized by the Ministry of Tourism, Government of India, (HRD Division) and only the implementation of this scheme is executed by the Institute. The institute has been conducting regular CBSP programme in the entire State of Gujarat. Public representatives and community leaders are consulted in case of the above scheme for the benefit of the whole community. The Institute offers consultancy services in the field of hotel operations including training of their human resources. Institute also extends Resource Person supports to different Governments & Private sector enterprises as when required by them. National and State Level workshops on food preparation & hospitality being conducted by the Institute from time to time.

Section 4(1)(b)(viii) of RTIA 2005

***A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public***

The Institute has constituted the following:

1. Board of Governors of Institute of Hotel Management Catering Technology & Applied Nutrition, Ahmedabad.
  2. Executive Committee which exercise all of the powers & functions of the BOG subject to the General superintendence, Direction and Control of the Board.
  3. Selection Committee.
  4. Departmental Promotion Committee.
  5. Screening Committee.
  6. Purchase Committee.
  7. Building Committee.
- Board of Governors meetings – once in six months
  - Executive committee meetings – once in three months
  - Other committees – as per requirements.

## Section 4(1)(b)(ix) of RTIA 2005

**A directory of its officers and employees.**

Sl. No	Name	Designation	STD Code	Ph. No		Tele-Fax	Email	Address
				Office	Mobil e			
1	Dr. J. K. Mangaraj	Principal	079	23276 657 / 58	09426 01038 1	2327665 6	principal@ihmahmedabad.com	IHM-A. Bhaijipura, kudasan, Adalaj, Gandhinagar
2	Mr. Vinod Shukla	Sr.Lectuter	-do-	-do-		-do-	-do	-do-
3	Mr. Vinod Prakash	Sr. Lecturer	-do-	-do-		-do-	-do	-do-
4	Mrs. M Borgia	Sr.Lecturer	-do-	-do-		-do-	-do	-do-
5	Mr. G K Das	Lecturer	-do-	-do-		-do-	-do	-do-
6	Mr. A K Sahoo	Lecturer	-do-	-do-		-do-	-do	-do-
7	Mr. S Maji	Lecturer	-do-	-do-		-do-	-do	-do-
8	Mrs. J Sharma	Lecturer	-do-	-do-		-do-	-do	-do-
9	Mr. S V Kumar	Lecturer	-do-	-do-		-do-	-do	-do-
10	Mr. Vinay Namjoshi	Asst Lecturer	-do-	-do-		-do-	-do	-do-
11	Ms. Yashodhara Panda	Asst Lecturer	-do-	-do-		-do-	-do	-do-
12	Mr. G.I. Shaikh	Acct/Office Suptd	-do-	-do-		-do-	-do	-do-
13	Mrs. P Prakash	UDC	-do-	-do-		-do-	-do	-do-
14	Mrs. R Dasgupta	P.A. to Principal	-do-	-do-		-do-	-do	-do-
15	Mr. N R Modi	UDC (Stores)	-do-	-do-		-do-	-do	-do-
16	Mrs. S Mehta	Librarian	-do-	-do-		-do-	-do	-do-
17	Mr. H M Panchal	UDC (Cash)	-do-	-do-		-do-	-do	-do-
18	Mr. D C Rajput	Driver-cum-mechanic	-do-	-do-		-do-	-do	-do-
19	Mr. K M Patel	Lab. Attnd.	-do-	-do-		-do-	-do	-do-
20	Mr. K J Bagda	--do--	-do-	-do-		-do-	-do	-do-
21	Mr. V Jadhav	--do--	-do-	-do-		-do-	-do	-do-
22	Mr. K D Chavan	--do--	-do-	-do-		-do-	-do	-do-
23	Mr. V Solanki	Attendent	-do-	-do-		-do-	-do	-do-
24	Mr. Muljibhai	Attendent	-do-	-do-		-do-	-do	-do-
25	Mr. D Makwana	Attendent	-do-	-do-		-do-	-do	-do-
26	Mr. A Shaikh	Attendent	-do-	-do-		-do-	-do	-do-
27	Mr. Lal Singh	Attendent	-do-	-do-		-do-	-do	-do-
28	Mr. Manilal	Peon	-do-	-do-		-do-	-do	-do-
29	Mr. Raman Lal Baraiya	Sweeper	-do-	-do-		-do-	-do	-do-

Section 4(1)(b)(xi) of RTIA 2005

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

<b>INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD/YEAR ENDED 31ST MARCH 2009</b>			
	<b>SCHEDULE</b>	<b>CURRENT YEAR</b>	<b>PREVIOUS YEAR</b>
<b>A. INCOME</b>			
income from sales/ services	12	0	0
Grants/subsidies	13	0	0
fees/ subscriptions	14	26825316	23682149
income from invest.(income from investment, from earmarked/endow, funds transferred to funds)	15	0	0
income from royalty , publication etc	16	0	0
interest earned	17	4163078	1428851
other income	18	38	10
increase or decrease in stock of finished goods and work in progress	19	0	0
<b>TOTAL [A]</b>		<b>30988432</b>	<b>25111010</b>
<b>B. EXPENDITURE</b>			
establishment expenses	20	9981480	7899731
other administrative expenses	21	9223802	6672001
expenditure of grants , subsidies etc.	22	0	0
Interest	23	4238	14040
depreciation (net total at the year end corresponding to schedule:8)	8	5088807	4908161
<b>TOTAL [B]</b>		<b>24298327</b>	<b>19493933</b>
Balance being excess of income over expenditure (A-B)		6690105	5617077
transfer to special reserve (specify each)		0	5617077
transfer to / from general reserve		0	0
balance being surplus/deficit carried to corpus/capital fund			
beneficent accounting policies	24		
contingent liabilities & notes to accounts	25		

Section 4(1)(b)(xii) of RTIA 2005

***The Manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:***

The Institute of Hotel Management, Ahmedabad does not execute any subsidy program.

Section 4(1)(b)(xiii) of RTIA 2005

***Particulars of recipients of concessions, permits or authorizations granted by it.***

Other than the Railway and Airlines concessions issued to the students the Institute of Hotel Management does not grant any concessions, permits or authorization.

Section 4(1)(b)(xiv) of RTIA 2005

***Details in respect of the information, available to or held by it, reduced in an electronic form:***

Detailed admission procedure to the 3year BSc in Hospitality and Hotel Administration is available on the web site of the National Council for Hotel Management & Catering Technology, New Delhi – [www.nchmct.org](http://www.nchmct.org). The IHM Ahmedabad web-site available at [www.ihmahmedabad.com](http://www.ihmahmedabad.com) can also be accessed for relevant information of this Institute.

Section4(1)(b)(xv) of RTIA 2005

***The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:***

The Institute brings out pamphlet and brochure etc from time to time about the courses offered by the Institute and procedure of admission. The Public can visit the Institute during working hours and seek any information from the academic section of the Administrative Block of the Institute. The Office is open on all working days between 9:00 am and 5:30 pm and closed on Saturdays & Sundays.

Means, Methods or facilitation available to the public, which is adopted by the Institute for dissemination of information ,like :-

- Advertisement in News Papers
- Notice Board within the premises of the Institute.
- Inspection of Records in the Office – Internal Audit by the Ministry of Tourism, Government of India and A.G. Audit.
- System of issuing of copies of Documents.
- Printed Brochure and Pamphlets Available.
- Website of National Council for Hotel Management & Catering Technology available at [www.nchmct.org](http://www.nchmct.org)
- Website of IHM Ahmedabad available at [www.ihmahmedabad.com](http://www.ihmahmedabad.com)
- Other means of advertising – National and Local dailies.

Section 4(1)(b)(xvi) of RTIA 2005

*The names, designations and other particulars of the Public Information Officers.*

*Name of the Public authority:* Institute of Hotel Management Catering Technology & Applied Nutrition, Ahmedabad.

**Asst. Public Information Officer:**

Sl.No	Name	Designation	STD Code	Ph. No		Tele-Fax	Address
				Office	Home		
1.	Mr. G.K.Das	Lecturer	079	23276657 23276658		23276656	Institute of Hotel Management, Bhaijipura, Kudasana, Adalaj, Gandhinagar 382421 Gujarat

**Public Information Officer:**

Sl.No	Name	Designation	STD Code	Ph. No		Tele-Fax	Address
				Office	Home		
1.	Dr. J. K. Mangaraj	Principal	079	23276657 23276658		23276656	Institute of Hotel Management, Bhaijipura, Kudasana, Adalaj, Gandhinagar 382421 Gujarat

**Appellate Authority:**

Sl. No	Name	Designation	S.T. D. Code	Ph. No.		Fax	Address
				Office	Home		
1.	Shri Vipul Mittra IAS	Principal Secretary, Tourism Government of Gujarat Chairman IHM Ahmedabad	079	232 507 08		2325677 5	Govt of Gujarat Block No.5, 4 <sup>th</sup> floor Sachivalaya Gandhinagar 382 010

Section 4(1)(b)(xvii) of RTIA 2005

*Such other information as may be prescribed:*