

Manual of Information under the Right to Information Act, 2005

1. Organization –

60 years back in 1954 a long journey started with the initiative of an organization called All India Women's Central Food Council which was then spearheaded by Late Mrs.Lilawati Munshi alongwith other likeminded persons including Late Mrs.Homi Taleyarkhan and Late Mrs.Leela Jog. The Council was well supported by the husband of Mrs.Lilawati Munshi Late K.M.Munshi who was Union Minister for Food and Agriculture from 1950-1952 and Governor of Uttar Pradesh from 1952-1957 and also the founder of the world famous Bhartiya Vidya Bhawan which he established in 1938. AIWCFC, with an objective of changing the food habits of our people established Annapoorna outlets all over the country which served non-cereal, nutritive, wholesome food at low prices. This gave rise to the establishment of the College of Catering & Institutional Management later named Institute of Hotel Management, Catering Technology & Applied Nutrition, first of its kind in South East Asia at Andheri in the army barracks. Mrs.Lilawati Munshi influenced and managed to get United Nations Food & Agriculture Organisation assistance in the form of equipment and expertise. Mr.Cyril Belfield Smith, FAO Expert and Advisor to the Government of India from 1955 to 1972, was instrumental in growth of the Institute as Principal. Padmashree Ms.Thangam E.Philip took over the reigns and through her dynamic leadership as Principal for 23 years brought the Institute International recognition.

Today IHM, Mumbai is reckoned to be the number ONE Institute in Hospitality Education in the country. Institute has the honour of being awarded several times the Award of Excellence for the Best Tourism Educational Institute from the Ministry of Tourism, Government of India.

Since ages India has been eye-catching centre for the widely travelled people and hotels have been instrumental not only to facilitate their stay but also to spread our rich culture and heritage. At present there is an increase in the influx of tourists on national and international level and the facilities and amenities provided to them in the hotels are also changing. Hotels form the nucleus of the Tourism Industry and have helped to make India's presence felt in the global tourist market. The Government of India is doing its maximum to boost this industry, as it is the best way to earn foreign exchange. In order to provide trained manpower to the hotel industry, Government of India has established Institutes of Hotel Management, Catering Technology and Applied Nutrition in major cities of India.

Institute of Hotel Management, Catering Technology & Applied Nutrition, Mumbai, was the first in the country to start Diploma in Hotel Management course. In August 1979, it was taken over by Government of India, Ministry of Tourism as an autonomous body. It now conducts a Three Year's Degree in Hospitality & Hotel Administration course and various Craft Courses. The entire expenses were borne in the past by the Government of India; however, the Institute is now self-reliant

This Institute is managed by the Board of Governors.

2. Functions and Duties –

Institute of Hotel Management, Mumbai is an educational Institute and its main functions and duties are-

- a- To impart theoretical and practical input to the students in the field of Hospitality Education.
 - b- To provide trained manpower to the Hotel & Restaurant and allied Industry.
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c- To organize training programme 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 their missions pertaining to Hospitality industry time to time.

3. Powers and duties of Officers and Employees -

The Organisation Chart of the Institute is placed at [Annexure -I](#)

indicates the hierarchy of various officers in the Institute. It also

indicate 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 Head of

Department & Administrative Officer of the Institute .The power of the decision may be delegated to the Head of

Department & Administrative Officer time to time.

The matters apart from the day to day affairs are presented to the Chairperson, Board of Governors and Administrative Department to decisions/ approval/ guidance.

5. The norm 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 subjects, syllabus, teaching load and academic calendar is formulated by the National Council for Hotel Management, Noida for all Central, State & Private IHMs ,affiliated with the council. All other academic decisions are taken by the Principal in consultation with the Head of Department and other faculty members.

b- Administrative Functions –

The administrative functions are discharged by the Principal in consultation with the Administrative Officer, Office Superintendent and Accountant as per the rules of Government of India adapted 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 under

Department of Tourism, Govt. of India . In all other matters Institute follows the same rules, regulations and Manuals etc. as prescribed

by the Central Government for Central Civil Services Organisations.

7. Statement of categories of documents that are held by it or under its Control -

Same as in item No. 5 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 Board of Governors of the Institute of Hotel Management, Mumbai , Society has a provision of 3 members form the Hotel & Restaurant to set the norms of academic standard and contribute their input in the Policies Rules and Regulations time to time.

9. 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 advise, 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 Board of Governors of Institute of Hotel Management, Mumbai 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, Mumbai is headed by Secretary-Tourism, Government of India. The list of present Board of Governors is placed at [Annexure-II](#).

10. A directory of officers and employees –

The information is placed at the [Annex-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 Ministry of Tourism, Government of India and the Ministry of Finances from 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, Mumbai is self supported in terms of Recurring Expenditure and only get Capital Grant-in-aid from the Ministry of Tourism, Government of India for the proposals approved by the Board of Governors time to time.

A statement of budget is placed at [Annexure -V](#).

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

The Institute of Hotel Management, Mumbai does not implement any subsidy Programme.

14. Particulars of concessions, permits or authorization granted by the Ministry of Tourism, Government of India -

No concessions, permits or authorization is granted by the Ministry of Tourism, Government of India.

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

The information about the Institute is available on its website

<http://ihmctan.edu> .

16. 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.

Information relating to the Institute is available on its website <http://ihmctan.edu> 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 Officer/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

LIST OF ANNEXURES

- 1- POWERS AND DUTIES [ANNEXURE - I](#)
 - 2- LIST OF BOARD OF GOVERNORS [ANNEXURE - II](#)
 - 3- DIRECTORY OF OFFICERS [ANNEXURE - III](#)
 - 4- SALARY & ALLOWANCES [ANNEXURE - IV](#)
 - 5- BUDGET STATEMENT [ANNEXURE - V](#)
 - 6- NAME & DESIGNATIONS OF PIO/ APIOs [ANNEXURE - VI](#)
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ANNEXURE-I

INSTITUTE OF HOTEL MANAGEMENT , LUCKNOW

POSTS ,HIRERCHY AND DUTIES OF THE OFFICER/STAFF

A- ACADEMIC -

S.NO.	DESIGNATION	REPORTING TO	DUTIES
1	PRINCIPAL	B.O.G. & ADMINISTRATIVE DEPT.	ACADEMIC & ADMINSTRATIVE CONTROL & DEVELOPMENT
2	HEAD OF DEPARTMENT	PRINCIPAL	ACADEMIC ADMINISTRATION, TRAINING & DEVELOPMENT OF ACADEMIC STAFF
3	SR.LECTURER	HEAD OF DEPARTMENT	TEACHING,RESEARCH & OTHER ACADEMIC/EXTRA CURRICULAR ACTIVITIES
4	LECTURER	HEAD OF DEPARTMENT	TEACHING,RESEARCH & OTHER ACADEMIC/EXTRA CURRICULAR ACTIVITIES
5	ASSISTANT LECTURER	HEAD OF DEPARTMENT	TEACHING,RESEARCH & OTHER ACADEMIC/EXTRA CURRICULAR ACTIVITIES

B-ADMINISTRATIVE –

S.NO.	DESIGNATION	REPORTING TO	DUTIES
1	PRINCIPAL	B.O.G. & ADMINISTRATIVE DEPT.	EXECUTIVE, ADMINISTRATIVE & FINANCIAL CONTROL
2	ADMINISTRATIVE OFFICER	PRINCIPAL	ADMINISTRATIVE & FINANCIAL CONTROL
3	OFFICE SUPERINTENDENT	PRINCIPAL / ADMINISTRATIVE OFFICER	DEALING WITH ESTABLISHMENT & ADMINISTRATIVE MATTERS
4	ACCOUNTANT	PRINCIPAL / ADMINISTRATIVE OFFICER	DEALING WITH FINANCE & ACCOUNT MATTERS
5	PERSONAL ASSISTANT	PRINCIPAL/ ADMINISTRATIVE OFFICER	SECRETARIAL WORK RELATED TO PRINCIPAL, RECORD KEEPING FOR RECORD KEPT WITH THE PRINCIPAL
6	MAINTENANCE FOREMAN	ADMINISTRATIVE OFFICER	PLANNING, REPAIR, UP-KEEP & MAINTENANCE OF EQUIPMENTS, BUILDING FURNITURE etc.
7	ASSISTANT MAINTENANCE FOREMAN	A.O. / M.F.C.C.	ASSIST MAINTENANCE FOREMAN
8	LIBRARIAN	ADMINISTRATIVE OFFICER	DEVELOP AND OPERATE LIBRARY
9	U.D.C.	A.O./O.S./ACCOUNTANT	STOERS, CASH, ESTABLISHMENT, EXAMINATION & STUDENTS MATTERS
10	L.D.C.	A.O./O.S/ ACCOUNTANT	SPECIFIC WORK ALLOCATED
11	DRIVER	ADMINISTRATIVE OFFICER	DRIVE & MAINTAIN VEHICLE
12	LAB ASSISTANT	FACULTY INCHARGE	MAINTAIN & OPERATE LAB
13	LAB ATTENDENT	ADMINISTRATIVE OFFICER	UP-KEEP OF LAB AND
14	MULTI TASKING	ADMINISTRATIVE OFFICER	CLEANING, UP-KEEP, MAINTENANCE OF AREA
14	MULTI TASKING	ADMINISTRATIVE OFFICER	CLEANING, UP-KEEP, MAINTENANCE OF AREA

NOTE- PRINCIPAL BEING THE ACADEMIC & ADMINISTRATIVE HEAD OF INSTITUTE MAY DESIGNATE ANY RELATED WORK TO ANY OF THE OFFICER/ STAFF.

ANNEXURE-II

Present Board of Governors Constitution

The Institute is an autonomous body registered under societies Registration Act, 1860 managed by the Board of Governors and an Executive Committee. The day-to-day administration of the Institute is vested with the Principal who is assisted by a team of qualified and experienced members of the faculty and administrative staff. The present composition of the Board of Governors is as under:

Board of Governors	Department	Under Rule/Order
Secretary (Tourism) CHAIRMAN	Government of India, Ministry of Tourism	4(i) (a) of Memorandum of Association (vide order No.1(5)/95-HMC dated 04.12.2003)
Two Representatives of Government of Maharashtra	1. Director Technical Education 2. Joint Secretary, Higher & Technical Education	4(i) (b) of Memorandum of Association (vide order No.WBP 1095/(6071)/VE.5 dated 23.11.1995)
Four Representatives of Central Government	1. Financial Advisor 2. Additional Director (General (T)) 3. Regional Director, India Tourism, Mumbai 4. Director (A&F), NCHMCT, Noida	4(i) (c) of Memorandum of Association 1. (vide order No.1(5)/99-HMC dated 09.12.2003) 2. (vide order No.1(5)/99-HMC dated 12.12.2004) 3. (vide order No.1(5)/95-HMC dated 18.01.2008) 4. (vide order No.1(5)/99-HMC dated 02.02.2000)
One Catering Expert	President, HRA (Western India)	4(i)(d) of Memorandum of Association (vide order No.1(5)/99-HMC dated 10.12.2003)
Two persons from Industry	1. Mr. Param Kannampilly Executive Chairman Concept Hospitality Ltd 2. Mr. D.K. Beri, Vice President, Indian Hotels Co. Ltd	4(i) (e) of Memorandum of Association (vide order No.4(1)/2001-HMC dated 14.11.2005)
Central Government nominee	Principal Secretary (Tourism), Government of Maharashtra	4(ii) of Memorandum of Association (vide order No.4(1)/2001-HMC dated 31.05.2006)
Member/Secretary	Principal, IHM, Mumbai	4(i) (g) of Memorandum of Association

Present Executive Committee Constitution

Regional Director (Tourism), Western India	Convener
President, Hotel & Restaurant Association (Western India)	Member
Director (Administration & Finance) NCHMCT, Noida	Member
Director (Technical Education), Government of Maharashtra	Member
Principal, IHM, Mumbai	Member/Secretary

INSTITUTE OF HOTEL MANAGEMENT, MUMBAI

ANNEXURE-III

INSTITUTE OF HOTEL MANAGEMENT, MUMBAI

DIRECTORY OF ACADEMIC & ADMINSTRATIVE STAFF

OFFICE TELEPHONE NUMBER-022-24457241/42

TEACHING FACULTY

S.NO.	NAME OF THE STAFF	DESIGNATION	LEVEL
1	MR. NISHEETH SRIVASTAVA	PRINCIPAL	LEVEL 13 A
2	MRS. NEELAM NADKAR	H.O.D.	LEVEL 11
3	DR. FRANCIS THOMAS	H.O.D.	LEVEL 12
4	MRS. SHILPA MADKAR	H.O.D.	LEVEL 11
5	MR. ASIT KUMAR MISHRA	H.O.D.	LEVEL 11
6	MS. MUGDHA KHARE	SENIOR LECTURER	LEVEL 10
7	MRS. MAITREYEE LOVALEKAR	SENIOR LECTURER	LEVEL 10
8	MR. KAUSTUBH PATIL	SENIOR LECTURER	LEVEL 10
9	MR. NANDKUMAR GAIKWAD	SENIOR LECTURER	LEVEL 10
10	MRS. DEEPIKA REDDY	SENIOR LECTURER	LEVEL 10
11	MR. ABHISHEK CHOWDHURY	SENIOR LECTURER	LEVEL 10
12	MR. SANTOSH KUMAR DAS	SENIOR LECTURER	LEVEL 10
13	MS. MITSY D'SOUZA	LECTURER	LEVEL 7
14	MS. AMRUTA TURME	LECTURER	LEVEL 7
15	MS. MARIA FERNANDES	LECTURER	LEVEL 7
16	MS. MADURA MAHIMKAR	LECTURER	LEVEL 7
17	MS. SNEHA MAHAJAN	LECTURER	LEVEL 7
18	MR. AMOL BALKAWADE	LECTURER	LEVEL 7
19	MS. PRACHI SINGH	LECTURER	LEVEL 7
20	MS. MUDITA SINGH	LECTURER	LEVEL 7
21	MS. MEDHA BHATTACHARYA	LECTURER	LEVEL 7
22	MS. ASMITA POWAR	LECTURER	LEVEL 7
23	MS. ARMIN WADIA	ASSISTANT LECTURER	LEVEL 6
24	MR. J. ANKIT PILLAI	ASSISTANT LECTURER	LEVEL 6
25	MR. SATYA SHANKAR RAMAN	ASSISTANT LECTURER	LEVEL 6
26	MS. CHANDROKALA BISWAS	ASSISTANT LECTURER	LEVEL 6
27	MR. VIVEKANAND	ASSISTANT LECTURER	LEVEL 6
28	MS. ANWESHA PATRA	ASSISTANT LECTURER	LEVEL 6
29	MR. ABHISEK CHAKRABORTY	ASSISTANT LECTURER	LEVEL 6
30	MS. SHIVANGI SHRIVASTAVA	ASSISTANT LECTURER	LEVEL 6

ADMINISTRATIVE STAFF

S.NO.	NAME OF THE STAFF	DESIGNATION	LEVEL
1	MS. MRUDUTA BARDE	ADMINISTRATIVE CUM ACCOUNTS OFFICER	LEVEL 10
2	MS. PRAMILA SHETTY	OFFICE SUPERINTENDENT	LEVEL 6
3	MR. MANISH PARMAR	LIBRARIAN	LEVEL 6
4	MR. UTTAM PARAB	U.D.C.	LEVEL 5
5	MR. RAMESH SHIGVAN	U.D.C.	LEVEL 4
6	MR. DEEPAK PATIL	MAINTENANCE ASSISTANT	LEVEL 4
7	MS. ALBINA GER	U.D.C	LEVEL 4
8	MS. RITHU M. K.	U.D.C	LEVEL 4
9	MS. SNEHA KAMBLI	U.D.C	LEVEL 4
10	MR. PRASAD PATIL	L.D.C.	LEVEL 2
11	MR. ANIKET SAWANT	L.D.C.	LEVEL 2
12	MR. SANDIP GARAD	L.D.C.	LEVEL 2

DOMESTIC STAFF

S.NO.	NAME OF THE STAFF	DESIGNATION	LEVEL
1	MR. RAMESH GHAG	GARDENER	LEVEL 4
2	MR. PURAN BAHADUR	WATCHMAN	LEVEL 4
3	MR. NARESH VISHWAKARMA	UNSKILLED REPLACEMENT WORKER	LEVEL 3
4	MR. SONU KOKRE	ATTENDANT	LEVEL 4
5	MR. RAMESH NAVRAT	ATTENDANT	LEVEL 4
6	MR. YUVRAJ JAGDALE	ATTENDANT	LEVEL 4
7	MR. VIJAY GURAV	ATTENDANT	LEVEL 3
8	MR. PRASHANT KESARKAR	ATTENDANT	LEVEL 3
9	MR. UTTAM SHIRKE	ATTENDANT	LEVEL 4
10	MR. JASU D. SOLANKI	SAFAIWALA	LEVEL 4
11	MR. MANU SOLANKI	SAFAIWALA	LEVEL 3
12	MR. MAHENDRA SOLANKI	SAFAIWALA	LEVEL 3

ANNEXURE - IV

STATEMENT SHOWING PAY SCALES OF OFFICERS & STAFF-FOR THE INSTITUTE OF HOTEL MANAGEMENT

Desingation	No. of Posts	Pay Band	Level
Principal	1	123100-215900	Level 13
HOD	4	67700-208700	Level 11
Sr. Lecturer - cum- Sr. Instructor	7	56100-177500	Level 10
Lecturer - cum- Instructor	10	44900-142400	Level 7
Assistant Lectrure-cum- Assistant Instructor	13	35400-112400	Level 6
Administrative cum Accounts Officer	1	56100-177500	Level 10
Office Superintendent	1	35400-112400	Level 6
P.A. to Principal	1	29200-92300	Level 5
Librarian	1	35400-112400	Level 6
Stenographer	1	25500-81100	Level 4
U.D.C.	6	25500-81100	Level 4
L.D.C.	10	19900-63200	Level 2
Lab Attendant/ Attendant / Peon	13	18000-56900	Level 1

- BUDGET STATEMENT [ANNEXURE - V](#)

REVISED BUDGET FOR THE YEAR 2019-20				
&				
ESTIMATED BUDGET FOR THE YEAR 2020-21				
Rs. in lakhs				
S. NO.	PARTICULARS	ESTIMATED BUDGET FOR THE YEAR 2019-20	REVISED BUDGET FOR THE YEAR 2019-20	ESTIMATED BUDGET FOR THE YEAR 2020-21
1	<u>Capital</u> Anticipated capital expenditure	73	53	67
2	<u>Capital Receipts</u>			
	Proposed transfer from surplus	0	0	0
	Proposed transfer from Depreciation Reserve Fund	73	53	67
	Government Grants	0	0	0
	Total			
3	<u>RECURRING</u>			
	Anticipated Receipts	1613	1760	1871
	Anticipated Expenditure	1592	1663	1722
	Surplus	21	97	149

RECURRING EXPENSES	BUDGET 2018-19	ACTUAL 2018-19	Proposed appropriation of surplus	
TOTAL RECEIPTS	1524	1645	DEPRECIATION RESERVE FUND	27
TOTALEXPENSES	1496	1618	Transfer to Pension Fund	0
			Purchase of Capital Assets	0
SURPLUS	28	27	Total Rs.	27



होटल प्रबंध, खान-पान प्रौद्योगिकी एवं अनुप्रयुक्त पोषक विज्ञान संस्थान

पर्यटन मंत्रालय भारत सरकार के अधीन स्वायत्तशासी निकाय

Institute of Hotel Management, Catering Technology and Applied Nutrition

An Autonomous Body under Ministry of Tourism, Government of India

नोडल अधिकारी / पारदर्शिता लेखा परीक्षक / प्रथम अपीलीय प्राधिकारी / सीपीआईओ / एपीआईओ का नाम
और पदनाम

NAME & DESIGNATION OF NODAL OFFICER/TRANSPARENCY AUDITOR/ FIRST APPELLATE
AUTHORITY/CPIO/APIOs

क्र/No		नाम/Name	पदनाम/Designation	ईमेल आईडी/Email ID
1	नोडल अधिकारी Nodal Officer	डा निशीथ श्रीवास्तव Dr. Nisheeth Srivastava	प्रधानाचार्य Principal	director@ihmctan.edu
2	पारदर्शिता लेखा परीक्षक Transparency Auditor	सुश्री नीलम नाडकर Ms. Neelam Nadkar	विभागाध्यक्षा- खाद्य उत्पादन HOD- Food Production	hodfp@ihmctan.edu
3	प्रथम अपीलीय प्राधिकारी First Appellate Authority	श्री असित मिश्रा Mr. Asit Mishra	विभागाध्यक्ष- रूमस डिविजन HOD- Rooms Division	hodrd@ihmctan.edu
4	केंद्रीय जन सूचना अधिकारी Central Public Information Officer	सुश्री स्नेहा कांबली Ms. Sneha Kambli	यूडीसी UDC	sneha@ihmctan.edu
5	सहायक जन सूचना अधिकारी Assistant Public Information Officer	श्री प्रसाद पाटील Mr. Prasad Patil	एलडीसी LDC	pa@ihmctan.edu

निशीथ श्रीवास्तव

प्रधानाचार्य/ सचिव
Principal/Secretary

होटल प्रबंध, खान-पान प्रौद्योगिकी

Institute of Hotel Management Catering Technology

एवं अनुप्रयुक्त पोषण संस्थान

& Applied Nutrition

वीर सावरकर मार्ग, दादर, मुंबई-400 028.

Veer Savarkar Marg, Dadar, Mumbai-400 028.