

CHAPTER 2

Section-4 – Obligations of Public Authority – 4(b)

THE PARTICULARS OF ORGANIZATION, FUNCTIONS & DUTIES

Name & Address of the Organization	Institute of Hotel Management, Catering Technology & Applied Nutrition, Mumbai Veer Savarkar Marg, Dadar West, Mumbai - 400028
Functions	An Educational Institution imparting training in Hospitality Management trades
Duties	Principal – Head of Institution responsible for smooth functioning of Organization in all aspects
Head of Department	Responsible for smooth functioning of all Academic activities in the organization
Administrative Officer	Responsible for smooth functioning of all Ministerial jobs including Accounts, Stores, Security, Maintenance, etc.
Teaching Staff	Responsible for conduct of both theory and practical including examination, invigilation, evaluation counselling, guiding, looking after extra-curricular activities.
Ministerial Staff	Responsible to carry out all jobs relating to Admissions, Examinations, Establishments, Accounts, Stores, Purchase, etc.
Maintenance Department Staff	Maintenance Department- consisting of Maintenance Foreman-cum-Caretaker, Assistant Maintenance Foreman cum Caretaker and helper (Casual worker) responsible for complete maintenance jobs in the campus including Hostels.
Supporting Staff	Pickup raw materials from the general stores to the kitchens, upkeep of respective department and taking care of Dish/Ware Washing etc. and any other works as and when allotted by the competent authority. Security staff on contract: Watch and ward duties in the campus and Hostel premises.