

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
1100 QTRS. BHOPAL**

Section-4

Obligations of Public Authority:

4(b)

(i) The particulars of organization, functions and duties:

Name of the Organisation: Institute of Hotel Management Catering Technology & Applied Nutrition, (Bhopal) Society
1100 Qtrs, P.O. Ravishankar Nagar, Bhopal (M.P)

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, counseling, guiding, looking after extra curricular activities.

Ministerial Staff

Responsible to carry out all jobs relating to Admissions, Examinations, Establishment, Accounts, Store, Purchases, etc.

Maintenance Dept. 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

- a). 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.
- b). Security staff on contract: Watch and ward duties in the campus and Hostel premises.

(ii) **The powers and duties of officers and employees:**

The powers and duties of the Principal, Head of Department, AO and all other employees are as furnished in point 1 above.

- (iii) The procedure followed in the decision making process, including channels of Supervision and accountability:

- i. Principal (Head of Institution) has decision making powers and the channels include supervision by Head of Department for all academic matters and Administrative Officer for all administration and accounts matters like:

1. Financial:

- a) Signing of cheques
- b) Executing Annual Contract
- c) Purchase of equipments, furniture, Library Books, Stationery, Raw materials required for the kitchens, etc.
- d) Sanction of all stationery payments like electricity, water bills, telephones, staff salaries etc.

2) Academic:

- i. Full powers from admission stage onwards till the end of academic year.

- ii. Board of Governors of the Society has full powers (both financial and administration)
- iii. Over all control on (i) and (ii) above by Ministry of Tourism, Government of India, New Delhi.

- (iv) The norms set by it for the discharge of its functions:

The norms set up by the Government of India, Ministry of Tourism, New Delhi are being followed for the discharge of duties.

- (v) The rules, regulations instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

The Rules, Regulations, instructions, manuals and records are held by the Institute as sent by the Ministry of Tourism, Government of India, New Delhi and the same are being followed by the employees in discharging their duties.

- (vi) A statement of the categories of documents that are held by it or under its control: All the documents as required in :

- a) Academic Section
- b) Accounts Section
- c) Establishment Section
- d) Purchase Section
- e) Maintenance Section etc., are held under control of the Institution.

- (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:

The matter of the public may approach the Ministry of Tourism, Govt. of India, New Delhi in relation to the formulation of policy/implementation thereof.

- (viii) 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 Boards, Councils, Committees and other bodies shall consist from the following set of Board of Governors as constituted by the Ministry of Tourism, Govt. of India, New Delhi.

List of Board of Governors of IHM, Bhopal as on 28/06/2012

1. Shri S.P.S Parihar, IAS **Chairman**
Principal Secretary,
Govt. of Madhya Pradesh,
Department of Tourism
Mantralaya, Vallabh Bhawan, Bhopal
2. Shri Chirraburi Vishwanath, IAS **Member**
Additional Secretary and FA, (GOI Nominee)
Government of India, Ministry of Tourism,
Transport Bhawan, Sansad Marg,
New Delhi-110001.
3. Smt. Usha Sharma, IAS **Member**
Additional Director General, (GOI Nominee)
Government of India, Ministry of Tourism,
Transport Bhawan, Sansad Marg,
New Delhi-110001.
4. Shri Raghavendra Singh, IAS **Member**
Managing Director, (GOMP Nominee)
M.P. Tourism Development Corporation,
Paryatan Bhawan, Bhadbhada Road,
Bhopal,
5. The Director (Studies), **Member**
National Council for Hotel Management, (GOI Nominee)
A-34, Sector 62, Institutional Area,
Noida-201301. (GOI Nominee)

(2)

- | | | |
|-----|--|-------------------------------------|
| 6. | Smt. Roma Singh,
Regional Director, India Tourism,
Tourist Office. 131, M. Karve Road,
Opposite Churchgate,
<u>Mumbai.</u> | Member
(GOI Nominee) |
| 7. | The Secretary,
Govt. of Madhya Pradesh,
Department of Finance, Mantralaya,
<u>Vallabh Bhawan, Bhopal,</u> | Member
(GOMP Nominee) |
| 8. | Shri R.K. Bajpai, Adl. Secretary,
Govt. of M.P., Department of Tourism,
Mantralaya, Vallabh Bhawan,
<u>Bhopal,</u> | Member
(GOMP Nominee) |
| 9. | Shri Kamal Kant Pant,
Principal,
Institute of Hotel Management,
Airport Road, Maharajpura,
<u>Gwalior.</u> | Member
(Catering Expert) |
| 10. | Shri Kamal I. Bharti,
General Manager,
Hotel Jehanuma Palace,
<u>Shyamla Hills, Bhopal.</u> | Member
(Industry Representative) |
| 11. | Shri Anand K. Singh
Principal,
Institute of Hotel
<u>Management, Bhopal</u> | Member Secretary |

Minutes of the Meetings are open for the public after the confirmation of minutes by the Board of Governors.

- (ix) A directory of its officers and employees:
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

The directory and monthly remuneration of Officers and employees is given below:

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION 1100 QRTS. BHOPAL-16			
S. No.	NAME OF THE EMPLOYEE	DESIGNATION	AMOUNT
1	Mr. ANAND KUMAR SINGH	PRINCIPAL	77828.00
2	MR. SHARAD NAUTIYAL	H.O.D.	58640.00
3	MR. M. L. MANWANI	ADMN. OFFICER	51166.00
4	MRS. SAVITA ALLANGH	Asst. ADMN. OFFICER	44468.00
5	MRS. SUNANDA NAIR	ACCOUNTANT	37955.00
6	MR. N. RAGHUNATH	A O S	33183.00
7	MR. AMAR SINGH MALVIYA	U.D.C.	26688.00
8	MRS. LALITA GUPTA	U.D.C.	28780.00
9	MR. M.K. ANURAGI	U.D.C.	25117.00
10	MR. SHAKUNTALA BATHAM	U.D.C.	25327.00
11	MR. PRAMOD NAIR	U.D.C. (Suspended)	19270.00
12	MRS SEEMA SHUKLA	L.D.C.	19742.00
13	MR. SANJEEV RATHORE	L.D.C.	21657.00
14	MR. ASHOK KINGER	LIBRARIAN (ADHOC)	19345.00
15	MR. CHHANDI LAL	L.D.C.	21830.00
16	MR. GAURAV KUMAR AGARWAL	L.D.C.	13795.00

17	MRS. POONAM KUSHWAHA	L.D.C.	12375.00
18	MR. RAKESH JAISWAL	L.D.C.	13795.00
19	MR. ATUL GUPTA	SR. LECTURER	53071.00
20	MRS. S. AHMED	SR. LECTURER	53071.00
21	Mr. AJAY KUMAR SINGH	SR. LECTURER	50847.00
22	MR. A.K. AWASTHY	LECTURER	48216.00
23	MR. P.K. MODI	LECTURER	49141.00
24	MR. K.P.S. BABU	LECTURER	43616.00
25	MRS. ASHA KOLEKAR	LECTURER	45652.00
26	MR. M.A. KHAN	HOSTEL WARDEN	31061.00
27	MR. N.K. JHARBADE	FOREMAN	31077.00
28	MR AMAR SINGH	DRIVER	26622.00
29	MR. RAMDAYAL MALVIYA	LAB. ASSITANT	26079.00
30	MR. MOHAN LAL HEMNANI	LAB. ASSITANT	26079.00
31	MR. D.P. SINGH	LAB. ASSITANT	23137.00
32	MR. SHIV KUMAR	LAB. ASSITANT	23137.00
33	MR. SUBHASH GHUSALE	LAB. ASSITANT	19032.00
34	MR. DINESH HAKKE	DRIVER	22009.00
35	MR. SUNIL RATHORE	TELEPHONE OPERATOR	19428.00
36	MR. DAULAT RAM	MACHINE OPERATOR	22231.00
37	MRS. GAYATRI TEKAM	DAFTARI	20140.00
38	MR. KALICHARAN	LAB. ATTENDANT	19412.00
39	MR. JOR SINGH	LAB. ATTENDANT	21602.00
40	MR. SHAMIM KHAN	LAB. ATTENDANT	21812.00
41	MR. RAMESH	LAB ATTENDANT	21812.00
42	MR. DAYARAM	LAB.ATTENDANT	21602.00
43	MR. MUNNALAL	LAB.ATTENDANT	19412.00
44	MR. JITENDRA TIWARI	ATTENDANT	18830.00
45	MR. FAKIRA RAO	ATTENDANT	21491.00
46	MR. HARI SINGH	PEON	19313.00
47	MR. MADHUKAR	ATTENDANT (Suspended)	11348.00

48	MR. SIDHNATH	ATTENDANT	20436.00
49	MR. BATTAN LAL	ATTENDANT	21491.00
50	MR. HARIKISHAN MALVIYA	PEON	19271.00
51	MR. GOPAL BAHADUR	ATTENDANT	19671.00
52	MR. SANJAY	ATTENDANT	17333.00
53	MR. RAJESH	ATTENDANT	19271.00
54	MR. RAMKISHORE	ATTENDANT	19271.00
55	MR. MADANLAL	ATTENDANT	19271.00
56	MRS. KAMLA BAI	PEON	19271.00
57	MRS. GYANI BAI	ATTENDANT	18050.00
58	MR. SANTOSH PRAJAPATI	ATTENDANT	19523.00
<i>S. No.</i>			

The system of compensation is through the Bank.

The address and telephone nos. of the above employees is as follows:

Institute of Hotel Management Catering Technology & Applied Nutrition, (**BHOPAL**)
(Society), Bhopal,
Ministry of Tourism, Govt. of India,
1100 Qtrs, P.O. Ravishankar Nagar
Bhopal, Madhya Pradesh
Pin-462016.

Phone : 0755-2464397
0755-2468046 (Tele Fax)
0755-2428551

E.mai. : **ihmbh@sify.com**
Website: **www.ihmbpl.com**

- (xi) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.
The Institute has no Agency for allocation of any budget under any plan.
- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

The Institute has one subsidy programme called “Hunar Se Rozgaar Programme (Food Production-8 weeks/F&B Service-6 weeks). Those who passed 8th standard with the age limit between 18 & 28 are eligible for Hunar Se Rozgaar

Programme. This subsidy programme covers hygiene and sanitation. They will be paid stipend as prescribed by the Govt. of India.

- (xiii) Particulars of recipients of concessions, permits or authorization granted by it:

The students studying in the Institution are the recipients of concessions granted by their respective Governments by way of Merit-cum-Means Scholarships, Free ships, Scholarships, stipends, etc.

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

The above information has been put on Institute's Website and same can be logged on.

- (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.

Citizens can obtain the information by logging on Institute's Website as mentioned in point-10

Citizens can also obtain the information by applying directly to the Central Public Information Officer on Working days 9.00AM to 05.30PM.

- (xvi) The names, designation and other particulars of the public Information Officer

a. **Shri Anand K. Singh, Principal** (Appellate Authority)

b. **Shri M.L. Manwani, Administrative Officer** (Public Information Officer)

c) **Shri N. Raghunath** (Asst. Public Information Officer)

Address:

Institute of Hotel Management Catering Technology & Applied Nutrition, (BHOPAL)
(Society), Bhopal,
Ministry of Tourism, Govt. of India,
1100 Qtrs, P.O. Ravishankar Nagar
Bhopal, Madhya Pradesh
Pin-462016.

- (xvii) Such other information as may be prescribed and thereafter update these publications every year:

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
1100 QTRS. BHOPAL**

MEMORANDUM OF ASSOCIATION

1. The name of the Society shall be the Institute of Hotel Management, Catering Technology & Applied Nutrition (Bhopal) Society.
2. The registered office of the Society shall be situated at 1100 QTRS, **BHOPAL M.P** or any city or town in the State of Madhya Pradesh where to it may be removed pursuant to a resolution passed in that behalf by the Board of Governors of the Society.
3. The objects for which the Society is established are:-
 - (i) To establish and to carry on the administration and management of the Institute of Hotel Management Catering Technology & Applied Nutrition hereinafter called the '**Institute**' whose function shall be:-
 - (a) (i) To provide instruction and training in all the crafts and skills, all the branches of knowledge both theoretical and Applied, and all the organizational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional feeding programmes in schools, industrial establishment and similar organizations.
 - (ii) To impart instruction and training in modern and scientific techniques of management of modern hotels and hostels.
 - (b) To undertake and to associate itself with nutritional extension and developmental work.
 - (c) To propose economy in the handling and utilization of foodstuffs.
 - (d) To assist in and associate itself with the efforts of the Central and State Governments, to popularize wholesome nonce real foods,

Particularly protective foods, with a view to the diversification of the ordinary Indian Diet and the enrichment of its nutritional content.

- (e) To assist in an associate itself with the attempts of food research institutions, food scientists and food technologists to find effective and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus.
- (f) In accordance with the general policy lay down by the Central Government, to prescribe courses of instruction, hold examinations and grant certificates, diplomas and other awards to persons.
- (g) To fix and demand such fees and other charges as may be laid down in the bye-laws.
- (h) To establish, maintain and manage halls and hostels for the residence of students and members of the staff.
- (i) To supervise and control the residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and cooperate life.
- (j) To Institute teaching, administrative technical, ministerial and such other posts as may be necessary and to make appointments thereto in accordance with rules, bye-laws and any instructions/orders and guidelines issued by the Central Government, from time to time.
- (k) To institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws; and
- (l) Within the broad framework of the policy laid down by the Central Government, to seek affiliation with universities or other appropriate academic or governmental bodies or institutions and obtain the recognition of its courses of instruction, its examinations, its diplomas, certificates and other awards by the appropriate educational authorities.
- (ii) To make rules and bye-laws for the conduct of the affairs of the Institute and Society and to add to, amend, vary or rescind them from time to time.

- (iii) To give pensions, gratuities or charitable aid to the teachers, staff and other employees or ex-employees of the Society or to their wives, children or other dependants; subject to orders/instructions issued by the Central Government in this regard from time to time.
- (iv) To make payments towards insurance and from and contribute to provident and benefit funds for the benefit of any person employed by the Society or of the wives, children or other relatives or dependants of such persons.
- (v) To acquire, hold and dispose off property in any manner whatsoever provided that the prior approval of the Central Government is obtained in the case of acquisition or disposal of immovable property.
- (vi) To deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing the functions of the Institute.
- (vii) To borrow and raise money with or without security or on the security of any Mortgage, Charge or Hypothecation or pledge over all or any of the immovable properties belonging to the Society or in any other manner whatever; subject to the approval of the Central Government.
- (viii) To build, construct and maintain houses, hostels, schools and other buildings, and alter, extend, improve, repair, enlarge or modify the same including any existing building and to provide and equip the same with light, water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the use to which such buildings is to be put or held.
- (ix) To construct or otherwise acquire, layout, repair, extend, alter, enlarge, improve and use any land, recreation or playgrounds, parks and any other immovable property belonging to or held by the Society.
- (x) To start, conduct, print, publish and exhibit any magazines, periodicals, newspapers, books, pamphlets or posters that may be considered desirable for the promotion of the objects the Society.
- (xi) To maintain a fund to which shall be credited.
 - (a) All moneys provided by the Central Governments.
 - (b) All fees and other charges received by the Society.

- (c) All moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers, and.
- (d) All moneys received by the Society in any other manner or from any other sources.
- (xii) To deposit all moneys credited to the Fund in such banks or to invest them in such manner as the Society may, with the approval of the Central Government decides.
- (xiii) To draw, make, accept, endorse, and discount Cheques, Notes or other negotiable instruments, and for these purposes to sign, execute and deliver such assurances and deeds as may be necessary.
- (xiv) To pay out of the funds belonging to the Society or out of any particular part of such funds the expenses incurred by the Society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objects including all rent, rates, taxes outgoing and the salaries of the employees.
- (xv) To maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government.
- (xvi) To have the accounts of the Society audited in such manner as the Central Government may direct and to forward annually to the Central Government the accounts duly certified by the auditors together with the audit report thereon.
- (xvii) To constitute such committees or sub-committees as it may deem fit.
- (xviii) To delegate all or any of its powers to the Board of Governors of the Institute or to the Executive Committee or to any of the Committees or sub-committees constituted by the Society or the Board, or to anyone or more members of its bodies or its officers.
- (xix) To do all such lawful acts, deeds or things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.

4. No immovable property of the Society shall be disposed off in any manner whatsoever without the approval of the Central Government.
5. The Central Government a may issue such instructions to the Society or the Institute as it may consider necessary from time to time for the furtherance of the objects of the society and for ensuring proper functioning and control of the Institute and the society shall comply with such instruction.
6. The Central Government may appoint one or more persons to review the work and progress of the Society or Institute and to hold enquiries into the affairs thereof and to report thereon, in such manners as the Central Government may stipulate. Upon receipt of any such report, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Society or Institute, as the case may be bound to comply with such directions.
7. The income and the property of the Society, however, derived, shall be Applied towards the promotion of the objects as set forth in this Memorandum of Association subject nevertheless in respect of the grants made by the Central Government to such limitations as the Central Government may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred directly or in-directly by way of dividends, bonus or otherwise howsoever by way of profit to the person who at anytime are or have been members of the Society or to any of them or to any person claiming through them, or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or any person in return for any service rendered to the Society or for traveling allowance, halting, or other similar charges.
8. The names and addresses and occupations of the first members of the Governing body of the Society (referred to in the rules and bye-laws as the Board of Governors) to which by rules and bye-laws of the Society, the management of its affairs is entrusted are:

<u>S.No.</u>	<u>Name</u>	<u>Occupation & Address</u>
1.	Mrs. Kiran Vijai Singh	Chairman.
2.	Dr. A.S.Khanuja	Member
3.	Shri B.K.Bagchi	Member
4.	Shri A.N.Chaturvedi	Member
5.	Mrs. Suman Swarup(IAS)	Member
6.	Shri K.K.Thapar	Member

7. Shri V.N.Dutta Member
8. Shri M.K.Khanna Member
9. Shri D.K.Aggarwal Member/Secretary

We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association, and set our several and respective hands here untoward and form ourselves into a Society act, XXI of 1860, this day of _____ nineteen eighty six-

S.No.	Name and Addresses and occupation of members	Signature of members	Name addresses & occupation of witnesses	Signature of witnesses
1	2	3	4	5
1	Mrs. Kiran Vijai Singh Secretary, Govt. of Madhya Pradesh, Manpower Planning Deptt., Vallabh Bhawan, Bhopal			
2	Dr. A.S.Khanuja, Director of Technical Edu., M.P.Satpura Bhawan, Bhopal			
3	Shri B.K.Bagchi Managing Director, M.P.Tourism Development Corporation Ltd., Bhopal			
4	Shri A.N.Chaturvedi, Dy. Secretary, Govt. of M.P., Finance Deptt., Vallabh Bhawan Bhopal			
5	Mrs. Suman Swarup Director (HMC) Govt. of India, Ministry of Tourism Transport Bhawan Sansad Marg New Delhi			
6	Shri K.K.Thapar Under Secretary (Finance) Govt. of India, Ministry of Tourism, Sardar Patel Bhawan Sansad Marg New Delhi			
7	Shri V.M.Dutta, Asst. Education Officer(T), Govt. of India, Ministry of			

	Education and culture Industrial Assurance Bldg. Second Floor, Church Gate, Bombay.			
8	Shri M.K.Khanna, Manager, Hotel Khajuraho, Ashoke, Khajuraho.			
9	Shri D.K.Aggarwal Principal, Institute of Hotel Management, Catering Technology & Applied Nutrition, Govindpura, Bhopal.			

Updated on 25.07.2012

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 - (a) (i) To provide instruction and training in all the crafts and skills, all the branches of knowledge both theoretical and Applied, and all the organizational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional feeding programmes in schools, industrial establishment and similar organizations.

(ii) To impart instruction and training in modern and scientific techniques of management of modern hotels and hostels.
 - (b) To undertake and to associate itself with nutritional extension and developmental work.
 - (c) To propose economy in the handling and utilization of foodstuffs.
 - (d) To assist in and associate itself with the efforts of the Central and State Governments, to popularise wholesome nonce real foods, Particularly protective foods, with a view to the diversification of the ordinary Indian Diet and the enrichment of its nutritional content.
 - (e) To assist in an associate itself with the attempts of food research institutions, food scientists and food technologists to find effective

and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus.

- (f) In accordance with the general policy laid down by the Central Government, to prescribe courses of instruction, hold examinations and grant certificates, diplomas and other awards to persons.
- (g) To fix and demand such fees and other charges as may be laid down in the bye-laws.
- (h) To establish, maintain and manage halls and hostels for the residence of students and members of the staff.
- (i) To supervise and control the residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and cooperate life.
- (j) To Institute teaching, administrative technical, ministerial and such other posts as may be necessary and to make appointments thereto in accordance with rules, bye-laws and any instructions/orders and guidelines issued by the Central Government, from time to time.
- (k) To institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws; and
- (l) Within the broad framework of the policy laid down by the Central Government, to seek affiliation with universities or other appropriate academic or governmental bodies or institutions and obtain the recognition of its courses of instruction, its examinations, its diplomas, certificates and other awards by the appropriate educational authorities.
 - (ii) To make rules and bye-laws for the conduct of the affairs of the Institute and Society and to add to, amend, vary or rescind them from time to time.
 - (iii) To give pensions, gratuities or charitable aid to the teachers, staff and other employees or ex-employees of the Society or to their wives, children or other dependants; subject to orders/instructions issued by the Central Government in this regard from time to time.
 - (iv) To make payments towards insurance and from and contribute to provident and benefit funds for the benefit of any person employed

by the Society or of the wives, children or other relatives or dependants of such persons.

- (v) To acquire, hold and dispose off property in any manner whatsoever provided that the prior approval of the Central Government is obtained in the case of acquisition or disposal of immovable property.
- (vi) To deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing the functions of the Institute.
- (vii) To borrow and raise money with or without security or on the security of any Mortgage, Charge or Hypothecation or pledge over all or any of the immovable properties belonging to the Society or in any other manner whatever; subject to the approval of the Central Government.
- (viii) To build, construct and maintain houses, hostels, schools and other buildings, and alter, extend, improve, repair, enlarge or modify the same including any existing building and to provide and equip the same with light, water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the use to which such buildings is to be put or held.
- (ix) To construct or otherwise acquire, layout, repair, extend, alter, enlarge, improve and use any land, recreation or playgrounds, parks and any other immovable property belonging to or held by the Society.
- (x) To start, conduct, print, publish and exhibit any magazines, periodicals, newspapers, books, pamphlets or posters that may be considered desirable for the promotion of the objects the Society.
- (xi) To maintain a fund to which shall be credited.
 - (a) All moneys provided by the Central Governments.
 - (b) All fees and other charges received by the Society.
 - (c) All moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers, and.
 - (d) All moneys received by the Society in any other manner or from any other sources.

- (xii) To deposit all moneys credited to the Fund in such banks or to invest them in such manner as the Society may, with the approval of the Central Government decides.
- (xiii) To draw, make, accept, endorse, and discount Cheques, Notes or other negotiable instruments, and for these purposes to sign, execute and deliver such assurances and deeds as may be necessary.
- (xiv) To pay out of the funds belonging to the Society or out of any particular part of such funds the expenses incurred by the Society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objects including all rent, rates, taxes outgoing and the salaries of the employees.
- (xv) To maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government.
- (xvi) To have the accounts of the Society audited in such manner as the Central Government may direct and to forward annually to the Central Government the accounts duly certified by the auditors together with the audit report thereon.
- (xvii) To constitute such committees or sub-committees as it may deem fit.
- (xviii) To delegate all or any of its powers to the Board of Governors of the Institute or to the Executive Committee or to any of the Committees or sub-committees constituted by the Society or the Board, or to anyone or more members of its bodies or its officers.
- (xix) To do all such lawful acts, deeds or things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.

4. No immovable property of the Society shall be disposed off in any manner whatsoever without the approval of the Central Government.

5. The Central Government may issue such instructions to the Society or the Institute as it may consider necessary from time to time for the furtherance of the objects of the society and for ensuring proper functioning and control of the Institute and the society shall comply with such instruction.

6. The Central Government may appoint one or more persons to review the work and progress of the Society or Institute and to hold enquiries into the affairs thereof and to report thereon, in such manners as the Central Government may stipulate. Upon receipt of any such report, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Society or Institute, as the case may be bound to comply with such directions.

7. The income and the property of the Society, however, derived, shall be Applied towards the promotion of the objects as set forth in this Memorandum of Association subject nevertheless in respect of the grants made by the Central Government to such limitations as the Central Government may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred directly or in-directly by way of dividends, bonus or otherwise howsoever by way of profit to the person who at anytime are or have been members of the Society or to any of them or to any person claiming through them, or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or any person in return for any service rendered to the Society or for traveling allowance, halting, or other similar charges.

8. The names and addresses and occupations of the first members of the Governing body of the Society (referred to in the rules and bye-laws as the Board of Governors) to which by rules and bye-laws of the Society, the management of its affairs is entrusted are:

<u>S.No.</u>	<u>Name</u>	<u>Occupation & Address</u>
1.	Mrs. Kiran Vijai Singh	Chairman.
2.	Dr. A.S.Khanuja	Member
3.	Shri B.K.Bagchi	Member
4.	Shri A.N.Chaturvedi	Member
5.	Mrs. Suman Swarup(IAS)	Member
6.	Shri K.K.Thapar	Member
7.	Shri V.N.Dutta	Member
8.	Shri M.K.Khanna	Member
9.	Shri D.K.Aggarwal	Member/Secretary

We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association, and set our several and respective hands here untoward and form ourselves into a Society act, XXI of 1860, this day of _____ nineteen sixty-

S.No.	Name and Addresses and occupation of members	Signature of members	Name addresses & occupation of witnesses	Signature of witnesses
1	2	3	4	5
1	Mrs. Kiran Vijai Singh Secretary, Govt. of Madhya Pradesh, Manpower Planning Deptt., Vallabh Bhawan, Bhopal			
2	Dr. A.S.Khanuja, Director of Technical Edu., M.P.Satpura Bhawan, Bhopal			
3	Shri B.K.Bagchi Managing Director, M.P.Tourism Development Corporation Ltd., Bhopal			
4	Shri A.N.Chaturvedi, Dy. Secretary, Govt. of M.P., Finance Deptt., Vallabh Bhawan Bhopal			
5	Mrs. Suman Swarup Director (HMC) Govt. of India, Ministry of Tourism Transport Bhawan Sansad Marg New Delhi			
6	Shri K.K.Thapar Under Secretary (Finance) Govt. of India, Ministry of Tourism, Sardar Patel Bhawan Sansad Marg New Delhi			
7	Shri V.M.Dutta, Asst. Education Officer(T), Govt. of India, Ministry of Education and culture Industrial Assurance Bldg. Second Floor, Church Gate, Bombay.			
8	Shri M.K.Khanna, Manager, Hotel Khajuraho, Ashoke, Khajuraho.			
9	Shri D.K.Aggarwal Principal, Institute of Hotel			

	Management, Technology Nutrition, Bhopal.	Catering & Applied Govindpura,		
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**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
1100 QTRS. BHOPAL**

RULES AND REGULATIONS

Short Title: 1. These Rules and Regulations may be called 'Rules and Regulations of the Institute of Hotel Management, Catering Technology & applied Nutrition (BHOPAL) Society.

Definition: 2. In these rules:-

- (a) 'Society' means the Institute of Hotel Management, Catering Technology & Applied Nutrition, (Bhopal) Society.
- (b) 'Institute' means the Institute of Hotel Management, Catering Technology & Applied Nutrition, (Bhopal) Society.
- (c) 'Central Government' means the Ministry or Department in the Central Government dealing with the subject.
- (d) 'Chairman' means except where the context otherwise requires the chairman of the Society.
- (e) 'Principal' means the Principal of the Institute of Hotel Management, Catering Technology & Applied Nutrition, (Bhopal) Society.
In these Rules and Regulations, the 'Principal' shall also mean Secretary of the Society, wherever the context so requires.
- (f) State Government means the Government of Madhya Pradesh.

Registered Office 3. The Office of the Society shall be situated at Bhopal or any city or town in the State of Madhya Pradesh where to it may be removed pursuant to a resolution passed in that behalf by the Board of Governors of the Society.

Membership 4. (i) The Society shall consist of the following members :-

- (a) A Chairman nominated by the Central Govt.
- (b) Three representatives of the state govt. of M.P., one being the Director of Technical Education and Training, Government of Madhya Pradesh, Ex-officio or if there be no such person the officer who is for the time being; the administrative head of the department which is

in charge of technical education whether in addition to other functions or otherwise.

- (c) Four representatives of the Central Government one of them being FA to the Department of Tourism or his nominee.
 - (d) An expert on Catering Technology to be nominated by the Central Government.
 - (e) Two persons from the Hotel Industry to be nominated by the Central Government.
 - (f) The Principal of the Institute, ex-officio.
 - (ii) The Central Government may at any time appoint any other person to be a member of the Society.
5. The Society shall keep a roll of members and every members of there Society shall sign the roll and state there in his name designation, occupation and address. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.
6. If a member of the Society shall change his address, he shall notify his new address to the Principal; but if he fails to notify his address, the address in the roll of members shall be deemed to be his address.
- (g) 7. Should any member of the Society (Other than the chairman, the expert on catering technology nominated by the central govt. and the principal, Institute of Hotel Management, Catering Technology & Applied Nutrition, Bhopal) be unable to attend a meeting of the Society, he may appoint an authorised representative as proxy to take his place at that meeting of the Society and such representative shall have all the rights and privileges of a member of the Society including the right to vote for that meeting.
- Tenure of Members** 8. (i) When a person becomes member of the Society by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
- (ii) A member of the Society nominated by the Central Govt. or the State Govt. of Madhya Pradesh shall continue to be a member during the pleasure of the Central Government or the state government as the case may be.
- (iii) The tenure of every person nominated by the Central Government under rule 4(i)(a) & (e) and

Rule (II) shall ordinarily be 3 years unless terminated earlier under rule 8 (ii).

Cessation of Membership 9. A member of the Society shall cease to be a member of the Society. If he dies, resigns, becomes of unsound mind, be adjudged or adjudicated as insolvent or to be convicted of a criminal offence involving moral turpitude, or if he is removed from the membership of the Society or if he (other than the principal) accepts a full time appointment in the Institute, or if he does not attend three consecutive meetings of the Society without leave of the chairman.

Resignations 10. (i) The chairman may resign his office by a letter addressed to the central govt. and his resignation shall take effect from the date it is accepted by the central govt.
(ii) A member may resign office by a letter addressed to the chairman under intimation to the authority by whom he was nominated and such resignation shall take effect from the date it is accepted by the chairman.

Vacancies 11. The Society shall function, not with standing any vacancy therein and not with standing any defect in the appointment or nomination of any of its members and act or proceeding of the Society shall be invalid merely by reason the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

Meeting of the Society 12. (i) The Society shall meet whenever the chairman thinks fit provided that the chairman shall call a meeting of the Society upon a written requisition of not less than four members, specifying the subject of the meeting proposed to be called. Provided further that the annual general meeting of the society shall be hold at least once in every year as required under the societies Registration Act, 1860.
(ii) For every meeting of the Society fifteen days notice shall be given provided that the chairman may, for reasons to be recorded, call a special meeting on such notice as he may deem fit. –
(iii) Four members of the Society including any representative authorized under rule 6 shall constitute a quorum at any meeting.
(iv) In case of difference of opinion amongst the members the opinion of the majority shall prevail, provided that in the event of

disagreement by the Central Government representative representing Ministry of finance on any financial matter, the same would be referred to the Minister of tourism & Civil Aviation and the finance Minister for a decision.

- (v) Each member of the Society, including the chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Society the Chairman or member presiding shall have no additional or casting vote.
- (vi) Every meeting of the Society shall be presided over by the chairman and, in his absence, by a member chosen by the members present to preside on the occasion.
- (vii) All the meetings of the Board of Governors shall be deemed to be meeting of the Society.
- (viii) Any business which it may be necessary for the society to perform, except such as may be placed before its meetings may be carried out by circulation among all its members in India and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Society; provided that at least four member of the society have recorded their views on the resolution.

**Board of
Governors
Composition
Powers vesting
Etc.**

- 13. The General Superintendence, direction and control of the affairs of the Society and its income and property shall be vested in the herein after called the Board.
- 14. The members of the Board shall be the same as the Members of the Society.
- 15. Should any member of the board (other than the Chairman, the expert on catering technology nominated by the central govt. and the principal, Institute of Hotel Management, Catering Technology & Applied Nutrition, Bhopal, be unable to attend a meeting of the board, he may appoint an authorised a representative as a proxy to take his place at the meeting of the Board and such representatives shall have all the rights and privileges of a member of the board including the right to vote for that meeting only.
- 16. The board shall function not with standing any

vacancy therein and not with standing any defect in the appointment or nomination of any of its members and no act or proceeding of the board shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

17. (i) Within the broad frame work of the policy laid down by the Central government or instruction/orders issued by them from time to time, the board may frame/amend their bye-laws to provide for all or any of the following matters :-
- (a) The formation of departments of teaching.
 - (b) The fees to be charged for courses of study in the institute and for admission to the examination for conferment of awards.
 - (c) The institution of fellowship, scholarships, exhibitions loans prices and medals.
 - (d) The creation and classification of posts and method of appointment and the determination of the terms and conditions of teaching and other staff of the Institute subject to prior approval of the Central Government in all such matters.
 - (e) The constitution of pension and provident funds for the benefit of the officers, teachers and other staff of the Institute.
 - (f) The establishment and maintenance of halls and hostels.
 - (g) The conditions of residence of students of the Institutes and the levying of foods for residence in halls and hostels and of other charges; and
 - (h) Other matter of relevance and importance in the administration of educational institutions.
- (ii) The board may by resolution, appoint such committees for such purposes and with such powers as the board may think fit. The Board may co-opt such persons to these committees as it considers suitable, either from amongst the members of the Board of Governors or outsiders.
- (iii) The board may, by resolution, delegate to a committees or the chairman such of the powers for the conduct of its business as it may deem fit subject to the condition that action taken by any

committee or the chairman under the powers delegated to them by this rule shall be reported for confirmation at the next meeting of the board.

- (iv) The board may pass such resolution as it may deem fit on the annual report, the annual accounts and the financial estimates.
- 18.
- (i) Ordinarily, the board shall meet once in every six months and fifteen days notice shall be given of each such meeting and a copy of the proceedings of such meeting shall be furnished to the Central Government as soon as possible after the meeting, provided that the chairman, may, whenever he thinks fit and shall, on the written requisition of not less than two members call a special meeting.
 - (ii) Five members of the board, including any representative authorized under rule 15 shall constitute a quorum at any meeting of the board.
 - (iii) In case of difference of opinion amongst the members, the opinion of the majority shall prevail provided that in the event of disagreement by the Central Govt. representative representing the ministry of finance on any financial matter the same would be referred to the minister for tourism and Civil Aviation and the finance minister for a decision.
 - (iv) Each member of the board including the chairman shall have one vote, and if there shall be any equality of votes on any question to be determined by the board, the chairman or member presiding shall have an additional or casting vote.
 - (v) Every meeting of the board shall be presided over by the chairman and, in his absence, by a member chosen by the members present, to preside on the occasion.
 - (vi) Any business which it may be necessary for the board to perform except such as may be placed before its meeting, and be carried out by circulation among all its members in India and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the board duly

called and held provided that at least five members of the board have recorded their views on the resolution.

Executive 19. (i)

Out of the members of the Board Governors the the following shall constitute an Executive Committee:-

Committee

Composition of Powers meeting etc.

(a) The director of Technical Education or if there be no such person, the officer who is for the time being the administrative head of the department which is in-charge of technical education, whether in addition to other functions or otherwise.

(b) Two of the representatives of the Central Government to be specified by the central Government. One of the representative to be specified as convener of the Executive Committee.

(c) The expert nominated by the Central Govt. to the Board of Governors; and

(d) The Principal of the Institute.

20. It shall be the duty of the Executive committee to see that the decisions taken by the board of governors are implemented.

21. The Executive committee shall exercise all or any of the powers and functions of the board, subject to the general superintendence directions and control of the board.

22. The executive committee shall function not with standing any vacancy therein and not with standing any defect in the appointment or nomination of any of its members; and no act of proceedings of the executive committee shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

23. (i) The executive committee shall meet as often as necessary and at least once in three months, and 10 days notice shall be given of each meeting, and a copy of proceedings of such meeting shall be furnished to the board of governors and to the central govt. as soon as possible after the meeting provided that convener may, whenever he thinks fit, and shall, on the written requisition of not less than two members, call a special meeting.

- (ii) The meeting of the shall be presided over by a member elected to preside over that meeting. If there is any difference of opinion with regard to the Chairman, the meeting shall be presided over by the convener of the executive committee or in his absence by one of the other representatives of the Central Government.
- (iii) Three members of the Executive Committee present in person shall constitute a quorum at any meeting of the Committee.
- (iv) In case of difference of opinion amongst the members, the opinion of the majority shall prevail provided that in the event of disagreement by the central government representative representing the ministry of finance on any financial matter the same would be referred to the minister for tourism & Civil Aviation and the finance minister for a decision.
- (v) Each member of the executive committee, including the chairman elected, for the meeting shall have one vote, and if there shall be an equality of votes on any question to be determined by the committee the chairman elected for the meeting shall have an additional or casting vote.
- (vi) Any business which it may necessary for the executive committee to perform, except such be may be placed before its meetings, may be placed before its meeting, any be carried out by circulation among all its members in India, and any resolutions so circulated and approved by the majority of the members signing shall be as effectual and binding as if such resolution had been passed in a meeting of the committee duly called and held, provided that at least three members of the committee has recorded their views on the resolution.

- Principal** 24.
- (i) The Board shall, with the prior approval of the Central Government appointed the Principal of the Institute.
 - (ii) The principal shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and the maintenance of discipline. All other staff

of the Institute shall be subordinate to the Principal.

- (iii) The principal shall be the custodian of records, the funds of the Institute and such other property of the Institute as the board may commit to his charge.
- (iv) The principal shall act as secretary to the society, the board, the executive committee and other committees of the society or the board. He shall discharge all functions of the secretary as provided in the societies registration act.
- (v) The principal shall have such other powers and shall perform such other duties as may be delegated to him by the board.
- (vi) The principal shall have the powers to re-delegate his power to any of his subordinate with the approval of the board.
- (vii) In the event of the occurrence of any vacancy in the office of the principal or if the principal is unable to discharge his functions owing to absence illness or any other cause, it shall be open to the board to authorise any person to exercise such powers functions and duties of the principal as the board may deem fit.

Accounting,25. (i)
Audit and reports

Within six months of the closing of the previous financial year the society shall submit to the Central Government for their approval budget estimates for the ensuing year, alongwith a report on the working of the Institute and an audit statement of accounts showing the income and expenditure for the previous year, provided that the budget estimates for the first year will be submitted in accordance with such directions as the Central Government may issue in this respect.

Society to be
Sued in the
secretary

- 26. For the purpose of section 6 of the societies registration act 1860 (XXI of 1860) the person in whose name the society may sue or be sued shall be the secretary of the society.
- 27. All contracts for and on behalf of the society shall be executed by the Principal of the Institute if the value of the contract is Rs. 10,000/- or less, and by the principal of the institute and the convener of the executive committee, if the value of the contract exceeds Rs. 10,000/-. The board may also authorize any person to enter into contracts on behalf of the

society subject to such restrictions and conditions as the board may impose.

**Alteration etc
of purpose rules**

- (i) Subject to the prior approval of the central Govt. the society may alter, extend or abridge any purposes for which it is established **provided** in carries out the procedure prescribed in that behalf by act XXI of 1860.
 - (ii) These rules may be altered with the consent of the central government at any time by a resolution passed by a majority of two thirds of the members present at any meeting of the society which shall have been duly convent for the purpose.
29. The Society may be dissolved in accordance with the provisions of sections 13 and 14 of the Societies registration act (21 of 1860) after obtaining the previous consent of the Central Government.
 30. If on the winding up or the dissolution of the society there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to any of its members or distributed amongst them, but subject to provisions of section 14 of the act shall be disposed off as the Central Government may determine.