

**Updated on 20-05-2024**



**INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION**  
**Bariar, G.T. Road, Gurdaspur (Punjab) – 143 521.**  
(An Autonomous Body under Ministry of Tourism, Government of India)  
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**(Information for Public under Right to Information Act 2005.)**

**RTI MANUAL/SUO MOTO DISCLOSURE**

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

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(l)(b) of this Act, the Institute of Hotel Management Catering & Nutrition (IHM), Gurdaspur has brought out this handbook for information and guidance of the stakeholders and the general public.

The purpose of this Handbook is to inform the general public about the IHM's organizational set-up, its functions and duties, records and documents available in the IHM, etc.

This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programs being implemented by the IHM.

**Chapter 1**

**Particulars of Organization, Functions and Duties of Institute of Hotel management, catering & Nutrition, Gurdaspur**

**Organization**

Institute of Hotel Management , Catering & Nutrition, Gurdaspur(Society) was established in 1994, as an autonomous body under Ministry of Tourism, Government of India to train men and women for hospitality industry. The institute is registered under society registration Act XXI of 1860(Punjab). The Institute gets grant-in-aid from Govt. of India, Ministry of Tourism. The Institute is under the superintendence of Board of Governors.

The Institute is affiliated to National Council for Hotel Management & Catering Technology, Noida (an apex body under Ministry of Tourism, Govt. of India). The Registered office of the Institute society is at Gurdaspur.

**Name & Address:** **INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION,BARIAR, G. T.ROAD, GURDASPUR (PUNJAB) - 143521.**  
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**Website :** www.ihm-gsp.ac.in

The website of the IHM <https://www.ihm-gsp.ac.in> of which this Handbook is a part, provides information about the policies and programs of the IHM to the general public. In addition, information about the activities of the institute is made available through its Annual Reports. This document is available to the general public as part of the Institute website.

The Institute provides education for Hospitality & Hotel Industry. The Institute at present offers Three Year Degree of Bachelor of Science in Hospitality & Hotel Administration jointly offered by National Council of Hotel Management & Catering Technology, (NCHMT) Noida & Indira Gandhi National Open University, New Delhi (IGNOU) as well as various trade diplomas & short duration courses under CBSP-Hunar-Se-Rozgar program sponsored by Government of India, Ministry of Tourism.

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

**Head of organization:-**

The Principal is the Head, C.E.O. of the Organization/Institute & is also be Ex Officio Member Secretary of the Board of Governors. The Secretary to Govt. of Punjab, Department of Tourism, is the Chairperson of the Board of Governors.

**Vision**

To establish ourselves as the premier institution for cultivating future leaders in the dynamic realm of hospitality education

**Mission Statement**

By Ensuring Quality and Consistency in Hospitality Education, we create multifaceted talents for service industry.

**Functions and Duties ( Key Objectives) -**

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

- a- To impart theoretical and practical input to the student in the field of Hospitality Education.
- b- To provides trained manpower to the Hotel & Restaurant and allied Industry.
- c- To organize training programs 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.
- g- The Detailed objectives of the society are as contained in the Memorandum of Association of the Society available in the office Memorandum of Association as MOA-IHM Gurdaspur.

**Aims and Functions of IHM**

“Commitment to excellence” are the three words that best describe the ethos of the Institute of Hotel Management, Gurdaspur. Excellence in teaching, excellence in professional practice and excellence in providing knowledge, skill and attitude for future business managers are the foundations upon which the main focus of the Institute lies.

Aims & Functions of IHM and its role as premier hospitality educational Institute in the country are elaborated in its Memorandum of Association which is placed as Annexure MOA-IHM Gurdaspur, [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in) which among other things mandates Institute to effectively discharge functions such as:-

- a) to provide instruction and training in all the crafts and skills, all the branches of knowledge both theoretical and applied, and all the organisational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional catering programs in schools, industrial establishments and similar organisations.
- b) to impart instruction and training in modern and scientific techniques of management of modern hotels and hostels;
- c) to undertake and to associate itself with nutritional extension and developmental work.
- d) to propose economy in the handling and utilisation of foodstuffs.
- e) to assist in and associate itself with the efforts of the central and State Governments to popularise wholesome non-cerebral foods, particularly protective foods, with a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional content.
- f) to assist in and 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.
- g) In accordance with the general policy laid down by the Central Government, to prescribe courses of instruction, hold examinations and grant certificate diplomas and other awards to persons.
- h) To fix and demand such fees and other charges as may be laid down in the bye-laws.
- i) To establish, maintain and manage halls and hostels for the residence of students and members of the state.
- j) To supervise and control residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and cooperative life.
- k) 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.
- i. To institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws and Within the broad framework of the policy laid down 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 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 dependents; subject to orders/instructions issued by the Central Government in this regard from time to time.
- iv. To make payments towards insurance and form and contribute to provident and benefit funds for the benefit of any person employed by the Society or the wives, children or other relatives or dependents of such persons;
- v. To acquire, hold and dispose of 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;

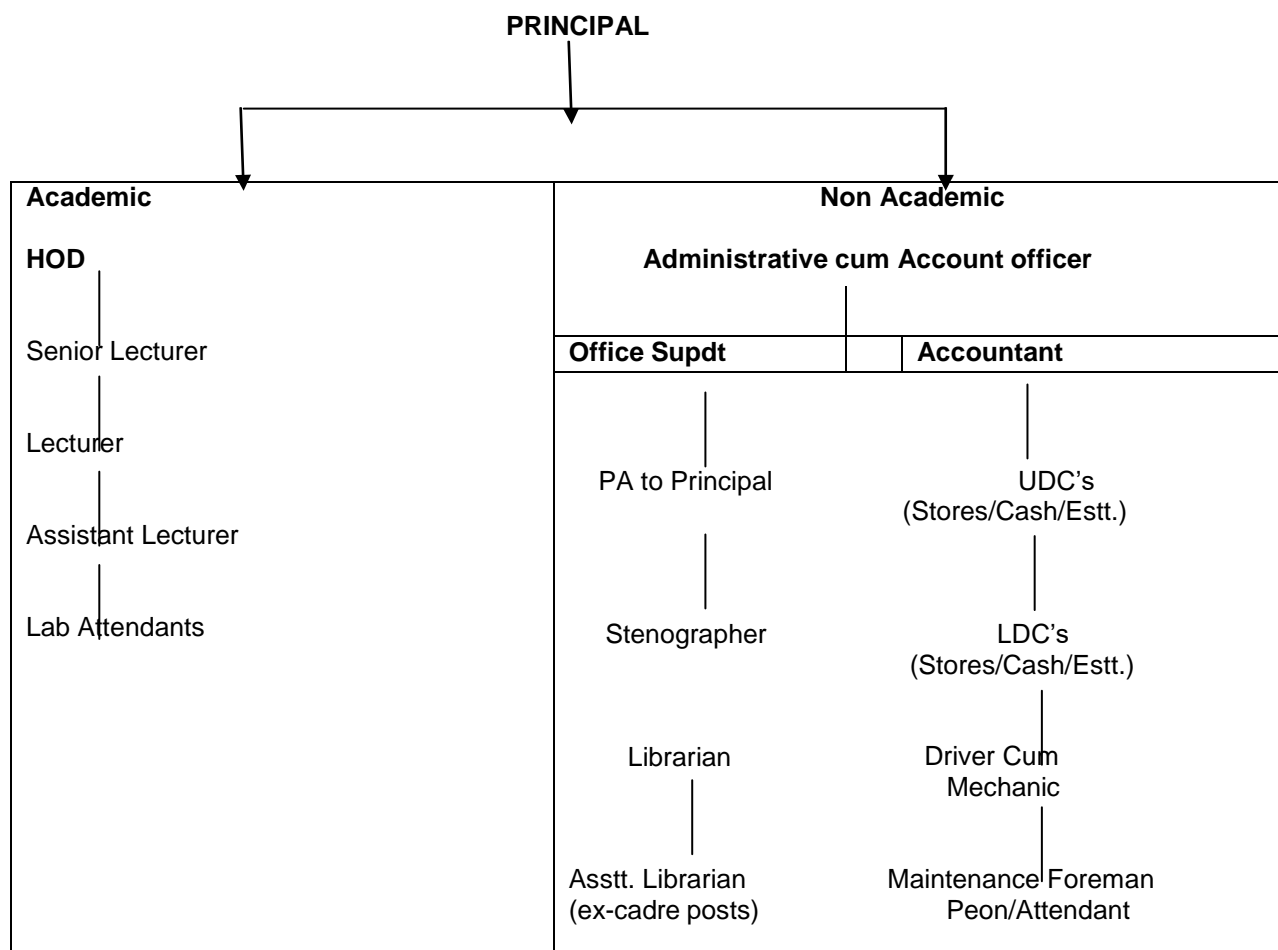
- vi. To deal with any property belonging to or vested in the society in such manner as the society may deem fit for advancing the functions of the Institute;
- vii. To borrow and raise moneys with or without security or on the security of any Mortgage, charge or Hypothecation or pledge over all or any 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 or 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 up 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 of the Society;
- xi. To maintain a fund to which shall be credited
- All moneys provided by the Central Government;
  - All fees and other charges received by the Society;
  - All money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers and;
  - 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 deals 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 outgoings 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.

**Name of the Head of Department/ Organization is The Principal of Institute of Hotel Management Catering & Nutrition Gurdaspur.**

**The details of Principal / Principal In charge I/C since inception are as follows:**

| SI. No. | Name                   | From       | To         |
|---------|------------------------|------------|------------|
| 1.      | Mr. P.I. Kaul          | 05-05-1994 | 02-11-1997 |
| 2.      | Mr.C.M.Bhan            | 03-11-1997 | 31-05-2010 |
| 3.      | Mr.Navdeep Sharma I/C  | 01-06-2010 | 06-03-2011 |
| 4.      | Mr.Argha Chakravorty   | 07-03-2011 | 30-06-2023 |
| 5.      | Mr.Ashwani kachroo I/C | 01-07-2023 | Till date  |

## Organizational Chart:-



## CHAPTER 3

### **Powers and duties of Officers and Employees**

The Organization Chart of the Institute which also indicates the post hierarchy, channel of supervision /functions/powers & duties, work allocation of the officers/staff & other employees of the Institute. The details are available at **Annexure I** [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

In all the matters Institute broadly follows the same, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organizations. Other rules & regulation of the society are as contained in the Rules & Regulation of the society.

### **Duties and Responsibilities of employees: -**

#### **Principal:**

- a) Principal is 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 the 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 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 departments meetings with minutes recorded for discussions with the Principal, assistance to the Principal in the maintenance of staff and students discipline, innovation of programs 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) Arranging of training and welfare of students and such other duties/responsibilities as may be entrusted from time to time.
- f) To work for 8 to 10 hours per week in Administration Department of the Institute.

**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 the Principal/academic HOD in research work, quality improvement programs 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.
- f) To work for 5 to 8 hours per week in Administration Department of the Institute.

**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 work 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 him from time to time.
- f) To work for 2 to 4 hours per week in Administration Department of the Institute.

**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 material 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.

**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 purchases 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) Processing of RTI matters.
- g) To float tender and preparation of tender documents including terms & conditions of A.M.C.
- h) Calculation of tax and processing of form-16
- i) Audit of accounts and appointments of auditors.
- j) Such other duties and responsibilities as may be assigned to him from time to time.

**Office Superintendent:**

- a) To assist the Principal, and Administrative Officer in the discharge of their overall administrative and academic functions for the smooth running of the office as well as Institute such other responsibilities as may be assigned by the competent authority from time to time.
- b) Appointment cases.
- c) MACP and pay fixation cases.
- d) Responsible for proper maintenance of the service books and personal files of the officials dealt in the establishment.
- e) To maintain the establishment register and other valuable record register.
- f) MACP & pay fixation.
- g) Responsible for maintenance of leave record of the staff.
- h) To supervise the work assigned to staff working directly under his control and disposal of Dak received daily in the establishment.

**Accountant:**

To assist the Administrative-Cum-Accounts Officer and the Principal in the discharge of his overall responsibilities for the financial and accounts matters. To prepare Bank Reconciliation statement & Trail Balance on monthly basis supervision of store department & Cash & Bank work. Filling of GST & Income Tax returns and such other duties as may be assigned by a competent authority 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.

### **Maintenance Foreman-cum-Caretaker (Fixed Term Contract Basis):**

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.

#### **UDC(Cash/Estt./Stores):**

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

- 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. Checking of bills & manage bank work. Preparation of pay bills, deduction of necessary subscriptions towards GPF/NPS/Group Insurance Scheme/HBA/MCA and deposit in respective accounts in time.
- 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 of the concerned stream of the academy, maintenance of stock registers and timely information to Administrative-Cum-Accounts Officer about the stock position.

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

#### **LDC(Cash/Estt/Stocks):**

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

- 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/NPS/Group Insurance Scheme/HBA/MCA including typing work and deposit in accounts in time.
- 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 authorisation by UDC (stores), upkeep of stock registers for submission to UDC (stores) including typing work.

#### **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 Institute's 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 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.

**Librarian:**

Custodian of Institute's 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 students.

**Note:**

Incumbents holding some of the existing posts like Maintenance foreman etc. which do not figure in the Revised Recruitment Rules, 2001 would continue to hold these posts till they relinquish charge of the post due to resignation/retirement etc. duties and functions discharged by the incumbents of such posts could be assigned by deploying suitable persons on contract basis, outsource basis or on normal remuneration basis as soon as the incumbents relinquish charge on such posts due to the aforesaid reasons.

**Chapter 4****Rules, Regulations, instructions, Manual and Records, for discharging functions & work allocation:-**

For discharging its function, the Institute follows "Society bye-laws", "Rules and Regulations of the Society" and "Staff Regulation" as mentioned in the charter of the society. The Institute follows Recruitment & Promotion Rules amended time to time by the Ministry of Tourism, Govt. of India and adopted by Board of Governors of the society. In all other matters, Institute follows the Rules, Regulations and manuals etc. as applicable for the employees of autonomous body of Central Government.

Rules and Regulations of the Society, Recruitment & Promotion Rules, bye-laws are available at **Annexure VII** [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

**Procedure followed in Decision Making Process & Final decision making authority, channel of supervision and accountability:-**

In the discharge of duties and in the decision-making process, the hierarchy as per Organization Chart & specific to an activity, a scheme or a program is followed and depending upon the issue under consideration decisions are taken at the level of the Principal assisted by in the IHM and final approvals are given by Principal and/or Chairman, Board of Governors of the institute.

To facilitate the decision-making process and discharge of functions, different committees like Purchase committee, Internal Complaints committee, Standing discipline committee etc have been constituted at Institute level:

### Purchase Committee

| Sl. No. | Name of Official                                 | Designation |
|---------|--|-------------|
| 1.      | The Deputy Commissioner Gurdaspur or his nominee | Chairman    |
| 2.      | Principal IHM Gurdaspur                          | Member      |
| 3.      | Senior Faculty IHM Gurdaspur                     | Member      |
| 4.      | Administrative Officer/Accountant IHM Gurdaspur  | Member      |

For local market purchase, Purchase Committee is framed by the Principal to assess the reasonableness of the rates, quality and specifications and identify the appropriate supplier, as per the provisions given in the GFR Rules.

### Anti Ragging Committee:

| S. No. | Designation                                     | Member   |
|--------|---|--|
| 1.     | Head of the Committee                           | Mr. Ashwani Kachroo, Principal I/C   |
| 2.     | S.D.M. Gurdaspur or her nominee                 | Mrs. Rajwinder Kaur, Tehsildar Gurdaspur<br>Nominee of SDM Gurdaspur   |
| 3      | D.S.P. (R-II) or his nominee                    | Mr. Major Singh Nominee of DSP R-II  |
| 4      | Local Media                                     | Mr. Vinod Gupta  |
| 5.     | Non-Government Organizations (NGO)              | Mrs. Neelam Mahant   |
| 6.     | Nodal Officer (Anti Ragging)                    | Mr. Sohan Lal, HoD   |
| 7.     | Faculty Member                                  | Mr. R.R. Chaubey, Sr. Lecturer   |
| 8.     | Faculty Member /Hostel Warden                   | Mr. Amritesh Kumar, Asstt. Lecturer  |
| 9.     | Faculty Member / Girls Hostel Warden            | Ms. Dimple, Sr. Lecturer.  |
| 10.    | Students Parent Representatives                 | Mr. Manohar Lal F/o Ms. Kashika Sharma and<br>Mrs. Ramandeep Kaur M/o Mr. Hardilaziz Singh<br>Padda                |
| 11.    | Representative of 1 <sup>st</sup> Year Students | Mr. Karmanya Sumbria<br>Mr. Jashanpreet Singh<br>Ms. Saneha  |
| 12.    | Representative of Senior Students               | Ms. Poonam,<br>Mr. Priyanshu<br>Mr. Shivraj Singh Bhatti<br>Ms. PriyaDagar<br>Mr. Tushar Rana<br>Mr. Vishal Pandey |
| 13.    | Non Teaching Staff                              | Mr. Anil Bhardwaj, Office Supdt.   |

| Name of Teacher                    | Contact No. |
|------------------------------------|-------------|
| Mr. Amar Dev Singh                 | 9857915956  |
| Mr. Saurabh Kataria                | 9982160811  |
| Ms. Dimple                         | 8727800636  |
| Mr. Amritesh Kumar                 | 8054204456  |
| Mr. Gowri Shankar.S                | 9952685348  |
| Mr. Mulkh Raj, Security Supervisor | 7814196307  |

|  |  |
|--|--|
| Council Level Anti Ragging<br>HelplinePhone No. 0120-<br>2590622<br>Email : antiragging.nchm@gmail.com | National Anti-Ragging<br>HelplinePhone No. 1800-<br>180-5522<br>Email :- helpline@antiragging.in |
|--|--|

**Internal complaint committee of the Institute under the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, comprises of the following members:-**

| Sr. No. | Name of Official                  | Designation                            |
|---------|-----------------------------------|--|
| 1.      | Mrs. Dimple, Senior Lecturer      | Presiding Officer                      |
| 2.      | Dr. Surinder Kaur Pannu           | Nominated member by D.C., Gurdaspur    |
| 3.      | Mr. Dilraj Singh, Senior Lecturer | Chairman Standing Discipline Committee |
| 4.      | Mrs. Harmanpreet, Lecturer        | Faculty member                         |
| 5.      | Mrs. Anju Bala P.A.               | Representative of Staff                |

#### **Standing Discipline Committee**

| Sr. No. | Name of Official                  | Designation                             |
|---------|-----------------------------------|---|
| 1.      | Mr. Dilraj Singh, Senior Lecturer | Chairman, Standing Discipline Committee |
| 2.      | Mr. Amar Dev Singh, Lecturer      | Secretary                               |
| 3.      | Concerned warden                  | Member                                  |
| 4.      | Concerned class teacher           | Member                                  |
| 5.      | Any other nominee by Principal    | Member                                  |

Note: All complaints received from students are redressed within a suitable time frame.

#### **Time Limit for taking a decision**

As such there is no time limit defined for taking decisions, However Some of the jobs have been defined which are as follows:-

| Sr. No                           | Course of Action                                   | Time Line (Tentative) |
|----------------------------------|--|-----------------------|
| <b><u>Employee related:-</u></b> |  |                       |
| 1                                | LTC- approval, advance,bill submission etc.        | 15-90 days            |
| 2                                | Response to Representation by Staff                | Within a month        |
| 3                                | GPF Advance/Withdrawl                              | 7-15 working days     |
| 4                                | Leaves   | 1-2 working days      |
| 5                                | Reimbursement of claims by the staff               | 2-3 weeks             |
| <b><u>Student related:-</u></b>  |  |                       |
| 1                                | Bonafide Certificate                               | 2-3 working days      |
| 2                                | Tuition Fees Certificate                           | 2-3 working days      |
| 3                                | Detailed Mark sheet or Certificate                 | 1-2 working days      |
| 4                                | Refund of Security Deposit (Old Pass out Students) | 2-3 weeks             |

The above timeline are indicative & tentative. However, time limit for taking any decision in the Institute is decided by the Principal depending on the nature of Job/task/complaint its urgency , priority from time to time.

Normally the time taken for taking any decision is one week to two week subject to approval thereof.

## Chapter 5

### **Norms for the Discharge of Functions, Norms/ standards for functions/service delivery, process by which these services can be accessed, Time- limit for achieving the targets.**

The norms for discharge of functions as per the standards/services etc. are as per organization structure and as per the procedure/ instructions by the Head of Organization and as contained in the Manual of Office Procedure issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions for timely disposal of receipts/cases are being followed in the IHM.

**The process can be accessed through the website, telephonically, & also in person**

#### **Channel of Supervision & Accountability**

The channel of supervision & Accountability is as per the organisation chart & duties & responsibilities. Every employee is accountable towards the duties assigned by the competent authority from time to time.

The details like academic calendar, syllabus, etc are provided on the website & available in academic section [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

#### **Process of redress of grievances:-**

**Internal complaint committee of the Institute under the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, is in place**

**A grievance Redressal policy for NPS matters has been framed and is available on website Grievance Redressal Policy (NPS) [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)**

Note: All complaints received are redressed within a suitable time frame.

#### **Particulars of Arrangement for Consultation with or Representation by the members of the public in relation to the Formulation of Policy or Implementation thereof**

The Society has on its board two persons from the hotel industry nominated by Central Govt. as per Rule 4(e) of the Society Rules and Regulations and one expert on Catering Technology nominated by Central Govt. as per Rule 4(d) of the Society Rules and Regulations. These members contribute their inputs in the policy and guidance to the Board of Governors of the Institute of Hotel Management, Gurdaspur.

The Institute broadly follows the instructions/ rules/Acts etc are as per Central Govt. & Administrative Ministry directives from time to time.

## **Transfer Policy**

The IHM Gurdaspur is an Autonomous Organisation and the Posts are non-transferable. However, internal transfers within the sections are made as per need. Following are the transfers effective vide O/o No.1371 dated 24-04-2024 from billing section to establishment section and academics to billing section.

## **Chapter 6**

### **Statement of the Categories of Documents Held by the IHM Under its Control, the categories & custodian are as follows: -**

The concerned Section In charges & Coordinators are custodian and responsible for files and documents related to its functioning along with references and Correspondence. The details are of documents are as follows:

#### **By Academic Division:**

- a) Results of all mid-term examinations conducted by the institute for all semesters of BSc H&HA and Diploma courses.
- b) Syllabus and course content of short- term courses and training offered by IHM
- c) Placement and industrial training records of the students.
- d) Industrial Training and Research Projects of the students.
- e) Annual Magazine "Le-Bouquet Garni"
- f) Correspondence and notes related to above.

#### **By Administrative Division:**

- a) Annual Report and Audited Statement of Accounts
- b) Service record of all of its employees.
- c) Minutes of Board of Governors meeting and decision taken by them (available on request).
- d) Tender purchase files etc.
- e) Correspondence and notes related to above.

## Chapter 7

### Statement of Boards, Council, Committees and Other Bodies Constituted aspart of IHM, Gurdaspur

#### Name & composition of the Board of Governors of IHM, Gurdaspur Annexure II [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

The following are the members of Board of Governors of Institute of Hotel Management, Gurdaspur

| Designation of The Board | Designation of the Official   | Detail of the member        |
|--------------------------|---|-----------------------------|
| Chairman                 | The Secretary, Tourism, Govt. of Punjab, Department of Tourism, Chandigarh.                         | Ex-Officio                  |
| Members                  | The Economic Adviser, Ministry of Tourism, Govt. of India, New Delhi                                | Ex-Officio                  |
|                          | The Regional Director (North), Ministry of Tourism, Govt. of India, New Delhi.                      | Ex-Officio                  |
|                          | The Financial Advisor, Ministry of Tourism, Govt. of India, New Delhi.                              | Ex-Officio                  |
|                          | The Finance Secretary, Govt. of Punjab, Chandigarh  | Ex-Officio                  |
|                          | The Director, Technical Education, Govt. of Punjab, Chandigarh                                      | Ex-Officio                  |
|                          | The Managing Director Punjab Tourism Development Corporation Ltd. Govt. of Punjab, Chandigarh       | Ex-Officio                  |
|                          | The Director, Tourism, Govt. of Punjab, Chandigarh  | Ex-Officio                  |
|                          | The Director (Studies), National Council for Hotel Management & Catering Technology (NCHMCT), Noida | Ex-Officio                  |
|                          | Principal, Institute of Hotel Management, Kolkata   | Nominated (Catering Expert) |
|                          | General Manager, Taj Swarna, Plot No. C-3, Outer Circular Road, Opp. Basant Avenue, Amritsar        | Nominated (Industry Expert) |
|                          | General Manager, Hyatt Regency, Site No. 4 Ferozepur Road, Ludhiana, Punjab                         | Nominated (Industry Expert) |
| Member Secretary         | The Principal, Institute of Hotel Management, Gurdaspur   | Ex-Officio                  |

#### **The Terms / Tenure of nominated members as per rules & regulations of IHM, Gurdaspur (Society). are as follows:-**

- (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 by the State Govt. shall continue to be a member during the pleasure of the Central Govt. Or the State Govt., as the case may be.
- (iii) The tenure of every person nominated by the Central Govt. Under Rule 4(i) (d) & (e) and Rule 4(ii) shall ordinarily be 3 years unless terminated earlier under Rule 8 (ii).

#### **Executive Committee:-**

| Designation of the Committee | Designation of the Official  | Detail of the member        |
|------------------------------|--|-----------------------------|
| Convener                     | The Regional Director (North) Govt. of India, New Delhi.             | Ex-Officio                  |
| Member                       | The Director, Technical Education, Govt. of Punjab, Chandigarh       | Ex-Officio                  |
| Member                       | The Director (A&F), NCHMCT, Noida, [Representative of ADG(T)/JS (T)] | Ex-Officio (Nominated)      |
| Member                       | The Principal, Institute of Hotel Management, Kolkata                | Catering Expert (Nominated) |
| Member Secretary             | The Principal/ Secretary, IHM Gurdaspur                              | Ex-Officio                  |

**The powers & functions are as per the Society Bye Laws & Rules & Regulations, the Information is as follows:**

Staff Regulation, society bye-law & Rules and Regulations- [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)  
 The meetings & minutes of the Board & executive Committee are open to members only. In case anyone requests for any information, the same can be had from the office as per the RTI Act.

**Directory of Officers of the IHM Gurdaspur , email & contact No's is available at Annexure-III**  
[www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

| Sr. No. | Name of Employee Sarv Sh./Smt./Ms. | Designation           | Address & Phone No.  |
|---------|------------------------------------|-----------------------|--|
| 1       | Ashwani Kachroo                    | HoD cum Principal I/C | Institute of Hotel management,<br>G.T. Road, Bariar, Gurdaspur -<br>143521<br><br>Telephone No.<br>01874-222501, 502<br><br>E-mail:<br>mail.ihmgsp@gmail.com |
| 2       | Sudesh Sharma                      | Admin. Officer        |  |
| 3       | Sohan Lal                          | H.O.D                 |  |
| 4       | Dilraj Singh                       | Sr. Lecturer          |  |
| 5       | Rewati Raman Chaubey               | Sr. Lecturer          |  |
| 6       | Dimple                             | Sr. Lecturer          |  |
| 7       | Bhupinder Singh                    | Lecturer              |  |
| 8       | Harmanpreet Bhatia                 | Lecturer              |  |
| 9       | Saurabh Kataria                    | Lecturer              |  |
| 10      | Amar Dev Singh                     | Lecturer              |  |
| 11      | Harman Singh                       | Asstt. Lecturer       |  |
| 12      | Amritesh Kumar                     | Asstt. Lecturer       |  |
| 13      | Saral Chatterjee                   | Asstt. Lecturer       |  |
| 14      | M.Thennarasu                       | Asstt. Lecturer       |  |
| 15      | S.Gowri Shankar                    | Asstt. Lecturer       |  |
| 16      | Lalit Singh Rawat                  | Asstt. Lecturer       |  |
| 17      | Anil Bhardwaj                      | Office Supdt.         |  |
| 18      | Vinod kumar                        | Librarian             |  |
| 19      | Gurdev Singh                       | Accountant            |  |
| 20      | Prabhjit Singh                     | UDC                   |  |
| 21      | Anju Bala                          | PA to Principal       |  |
| 22      | Archana Raj                        | UDC                   |  |
| 23      | Gurwinder Singh                    | Driver                |  |
| 24      | Ravi Kumar                         | LDC                   |  |
| 25      | Sukhdial Singh                     | LDC                   |  |
| 26      | Bashamber Lal                      | LDC                   |  |
| 27      | Baldev Raj                         | LDC                   |  |
| 28      | Jyoti Bala                         | LDC                   |  |
| 29      | Damodhar Rikhari                   | Lab. Attendant        |  |
| 30      | Rakesh Kumar                       | Lab. Attendant        |  |

**Annexure IV ( RTI) [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)**

**Monthly Remuneration received by faculty & Staff of IHM.Gurdaspur**

| Sr. No. | Name of Employee Sarv Sh./Smt./Ms. | Designation           | Level | Basic Pay in Rs. as per 7 <sup>th</sup> CPC (as on 01-01-2024) | Remarks |
|---------|------------------------------------|-----------------------|-------|--|---------|
| 1       | Ashwani Kachroo                    | HoD cum Principal I/C | 11    | 88400  |         |
| 2       | Sudesh Sharma                      | Admin. Officer        | 10    | 80000  |         |
| 3       | Sohan Lal                          | H.O.D                 | 11    | 78500  |         |
| 4       | Dilraj Singh                       | Sr. Lecturer          | 10    | 73200  |         |
| 5       | Rewati Raman Chaubey               | Sr. Lecturer          | 10    | 69000  |         |
| 6       | Dimple                             | Sr. Lecturer          | 10    | 59500  |         |
| 7       | Bhupinder Singh                    | Lecturer              | 7     | 56900  |         |
| 8       | Harmanpreet                        | Lecturer              | 7     | 55200  |         |
| 9       | Saurabh Kataria                    | Lecturer              | 7     | 50500  |         |
| 10      | Amar Dev Singh                     | Lecturer              | 7     | 50500  |         |
| 11      | Harman Singh                       | Asstt. Lecturer       | 6     | 44900  |         |
| 12      | Amritesh Kumar                     | Asstt. Lecturer       | 6     | 44900  |         |
| 13      | Saral Chatterjee                   | Asstt. Lecturer       | 6     | 36500  |         |
| 14      | M.Thennarasu                       | Asstt. Lecturer       | 6     | 36500  |         |
| 15      | S.Gowri Shankar                    | Asstt. Lecturer       | 6     | 36500  |         |
| 16      | Lalit Singh Rawat                  | Asstt. Lecturer       | 6     | 36500  |         |
| 17      | Anil Bhardwaj                      | Office Supdt.         | 7     | 66000  |         |
| 18      | Vinod kumar                        | Librarian             | 7     | 68000  |         |
| 19      | Gurdev Singh                       | Accountant            | 6     | 53600  |         |
| 20      | Prabhjit Singh                     | UDC                   | 5     | 54200  |         |
| 21      | Anju Bala                          | PA to Principal       | 5     | 42800  |         |
| 22      | Archana Raj                        | UDC                   | 4     | 37500  |         |
| 23      | Gurwinder Singh                    | Driver                | 3     | 41000  |         |
| 24      | Ravi Kumar                         | LDC                   | 2     | 32000  |         |
| 25      | Sukhdial Singh                     | LDC                   | 2     | 32000  |         |
| 26      | Bashamber Lal                      | LDC                   | 2     | 35000  |         |
| 27      | Baldev Raj                         | LDC                   | 2     | 31100  |         |
| 28      | Jyoti Bala                         | LDC                   | 2     | 31100  |         |
| 29      | Damodhar Rikhari                   | Lab. Attendant        | 3     | 38300  |         |
| 30      | Rakesh Kumar                       | Lab. Attendant        | 2     | 37200  |         |

**Note:-** In addition to above Basic Pay, the employees are eligible for various allowances like DA, HRA,TPT,etc as per Central Govt.rules as applicable and comparable to those attached to similar posts under the Central Government at Gurdaspur.

Further, various other allowances like LTC,Medical,Children education allowance etc. As applicable are available as per broad guidelines of Central Govt.Rules & DoPT guidelines.

**Chapter 8**

**Names,Designations& other particulars of the first appellate authority and the Public Information Officers details available at Annexure VI [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)**

| Sr. No | Name & Designation  | Designation as per RTI                               | Address   | Telephone No's                   | e-mail ids            |
|--------|---|--|---|----------------------------------|-----------------------|
| 1.     | Sh. Ashwani Kachroo<br>Principal I/C                          | First Appellate Authority<br>(F A.A)                 | Institute of Hotel Management, Bariar<br>G. T. Road, Gurdaspur<br>143521 Punjab | 01874-222501<br>Ext. 202,<br>203 | mail.ihmgsp@gmail.com |
| 2.     | Sh.Sudesh Sharma<br>Administrative officer &<br>Nodal Officer | Central Public Information Officer (C.P.I.O)         | Institute of Hotel Management, Bariar<br>G. T. Road, Gurdaspur<br>143521 Punjab | 01874-222501<br>Ext. 214         | mail.ihmgsp@gmail.com |
| 3.     | Sh. Anil Bhardwaj<br>Office Superintendent                    | Central Asstt.Public Information officer (C.A.P.I.O) | Institute of Hotel Management, Bariar<br>G. T. Road, Gurdaspur<br>143521 Punjab | 01874-222501<br>Ext.210          | mail.ihmgsp@gmail.com |

**No of employees against whom Disciplinary action has been proposed/taken**

**NIL (as on 01-05-2024)**

**Programs to advance understanding of RTI**

The Institute is engaged in education and training of students in Hospitality and Hotel Management. The training of CPIO/APIO has been imparted from time to time.

**Efforts to encourage RTI awareness.**

General awareness regarding RTI is imparted to the students, staff etc., during the orientation Program of the students which is normally held in July/August. Circulars, instructions on RTI are displayed on Notice Board for general awareness.

**e-Governance**

The Institute website has been made bilingual (English & Hindi) for easy understanding of information uploaded on the Institute website for general public, for their reference.

The facilities are open to Public during normal office hours generally 10:00 am to 04:00 pm on working days.

**Names & Details of Current CPIO & FAA**

| Sr. No | Name & Designation                          | Designation as per RTI                                | Address   | Telephone No's                |
|--------|---|---|---|-------------------------------|
| 1      | Sh. Anil Bhardwaj<br>Office Superintendent  | Central Asstt. Public Information officer (C.A.P.I.O) | Institute of Hotel Management, Bariar G.T.Road, Gurdaspur 143521 Punjab | 01874-222501<br>Ext.210       |
| 2      | Sh. Sudesh Sharma<br>Administrative officer | Central Public Information Officer (C.P.I.O)          | Institute of Hotel Management, Bariar G.T.Road, Gurdaspur 143521 Punjab | 01874-222501<br>Ext. 214      |
| 3      | Sh. Ashwani Kachroo<br>Principal I/C        | Appellate Authority (A.A)                             | Institute of Hotel Management, Bariar G.T.Road, Gurdaspur 143521 Punjab | 01874-222501<br>Ext. 202, 203 |

The Third Party audit of Voluntary Disclosures was carried out on 30-08-2023 (for 2022 – 2023) and the Report is placed under RTI section of the Institute website.

The RTI Act is available on the Govt. of India website, however a brief details/guidelines on RTI by this Institute is placed for information of the general public is as follows:-

**APPLICATION FORMAT FOR INFORMATION UNDER RTI ACT 2005**

To

The Central Public Information Officer  
Institute of Hotel Management Catering & Nutrition, G.T. Road, Bariar,  
Gurdaspur-143521.

1. Full Name of the Applicant (in capital letters) \_\_\_\_\_

2. Father's /Husband Name (in capital letters) \_\_\_\_\_

3. Complete Address \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_

4. Telephone No. Office \_\_\_\_\_ Resi \_\_\_\_\_ Mobile No. \_\_\_\_\_

5. Whether belong to BPL category (if yes, please attach a copy of the BPL/Antyodaya ration card (please tick) Yes \_\_\_\_\_ No \_\_\_\_\_ to claim waiver of the application fee)

6. Details of Application Fee/Addl. Fee:- (Application Fee – Rs. 10/-., Addl. Fee - @ Rs.2/- per page for A-4 Size paper created or copied, by cash, DD/BC/IPO to be drawn in favour of Principal Institute of Hotel Management Payable at Gurdaspur)

| Cash Receipt/ DD/ Bankers<br>Cheque /IPO No | Date | Name of the issuing<br>Bank/Authority, Branch | Amount (Rs.) |
|---|------|---|--------------|
|   |      |   |              |

7. Particulars of information required (please enclose separate sheet, if required, indicating specific detail of information required and the preferred medium i.e. inspection, photocopy, softcopy, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### DECLARATION

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act and to the best of my knowledge it pertains to your office.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

#### **GUIDELINES**

#### **“RTI- HOW TO APPLY FOR INFORMATION UNDER RTI ACT. 2005”**

##### **1. Introduction**

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to the **Central Public Information Officer**, preferably in the **application format**, in writing or through electronic means.

##### **2. Application Fee**

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed application fee drawn in favour of Principal, Institute of Hotel Management payable at Gurdaspur. At present the application fee, which is subject to change from time to time, is as under:-

Application fee : Rs. 10/- (Rupees ten only)

Mode of payment : By cash against proper receipt or by demand draft/banker's

cheque/Indian Postal Order drawn in favour of Principal, Institute of Hotel Management payable at Gurdaspur.

Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

### 3. Additional Fee

In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

|    |   |   |
|----|---|---|
| a. | For each page (in A-4, A-3 size paper) created or copied. | Rs. 2/- per page                                |
| b. | For a copy in larger size paper                           | Actual charge or cost price                     |
| c. | For samples or models                                     | Actual cost or price                            |
| d. | For inspection of records                                 | No fee for the first hour; Rs. 5/hr. thereafter |

Further, for providing the information under sub-section (5) of Section 7, the fee shall be charged at the following rates:-

|    |  |  |
|----|--|--|
| a. | For information provided in diskette or floppy | Rs. 50/- (Rupees fifty only) per diskette or floppy  |
| b. | For information provided in printed form       | At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication |

The mode of payment of above mentioned additional fees shall be the same as application fee.

### Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section

(3) of section 7, or is aggrieved by a decision of the CPIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority.

**In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt.(B) dated 16th September 2005, the procedure and fee structure for getting information not available in this handbook will be as under:**

- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO concerned accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the Institute of Hotel Management, Gurdaspur. Payments in person will have to be deposited with the Cashier in the IHM, Gurdaspur.
- (b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or postal order payable to the Institute of Hotel Management, Gurdaspur at the following rates :-

- o Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- o Actual charge or cost price of a copy in larger size paper;

- o Actual cost or price for samples or models; and
- o For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the Institute of Hotel Management, Gurdaspur at the following rates :-

- o For information provided in diskette or floppy, at the rate Rs. 50/- (fifty) per diskette or floppy; and;
- o For information provided in printed form at the price fixed for such publication or Rs. 2 (two) per page of photocopy for extracts from the publication.

**Budget (particulars of all plans, proposed expenditures and reports on disbursement made**

The details of Budget & Disbursement / Expenses are available **Annexure V** [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

**Foreign & Domestic Tours (2023-24)**

**Details of Foreign tour by Head of the Department/Institute: Sh. Ashwani Kachroo, Principal I/C- NIL**

**Details of Domestic tour by Head of the Department/Institute:- Sh. Argha Chakravorty, Ex-Principal**

| Places Visited        | Period of Visit | Numbers of members in the official delegation | Expenditure on the visit |
|-----------------------|-----------------|---|--------------------------|
| Amritsar              | 1 Day           | 1   | 700                      |
| SBS Nagar & Jalandhar | 2 Days          | 1   | 1700                     |
| Amritsar              | 1 Day           | 1   | 700                      |
| Chandigarh            | 1 Day           | 1   | 1000                     |
| Chandigarh            | 1 Day           | 1   | 1000                     |
| New Delhi             | 3 Days          | 1   | 5912                     |
| New Delhi             | 3 Days          | 1   | 15027                    |
| Amritsar              | 1 Day           | 1   | 700                      |

**Details of Domestic tour by Head of the Department/Institute:- Sh. Ashwani Kachroo, Principal I/C**

| Places Visited | Period of Visit | Numbers of members in the official delegation | Expenditure on the visit |
|----------------|-----------------|---|--------------------------|
| Amritsar       | 1 Day           | 1   | 620/-                    |
| Chandigarh     | 1 Day           | 1   | 900/-                    |
| New Delhi      | 3 Day           | 1   | 10499/-                  |
| Jalandhar      | 1 Day           | 1   | 630/-                    |
| Chandigarh     | 1 Day           | 1   | 900/-                    |
| Chandigarh     | 1 Day           | 1   | 875/-                    |
| Mumbai         | 3 Days          | 1   | 19078/-                  |
| Chandigarh     | 1 Day           | 1   | 800/-                    |

**Information related to procurement**

The details of procurement/tenders is placed on the Institute website. Details at

<https://ihm-gsp.ac.in/2024/05/14/tender-detail-2023-24/>

### **Manner of Execution of Subsidy Programs**

A Central Govt. Sponsored program Hunar-Se-Rozgar (HSR) CBSP program Govt. of India, Ministry of Tourism is executed as per guidelines.

The details of program are available in the office.

### **Discretionary and non-discretionary grants, allocation and accounts.**

The Institute does not received any Discretionary and non-discretionary grants

### **Particulars of Recipients of Concessions, Permits or Authorizations**

The Institute does not receive any Concessions, Permits or Authorizations, hence the information is NIL

### **Outstanding Para raised by the Internal Auditors from Ministry of Civil Aviation & Tourism, New Delhi For the year**

The details are available on the Institute website **Annexure V (Budget and Audit)**  
[www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

### **Publicity and public interface.**

### **Particulars of Arrangement for Consultation with or Representation by the members of the public in relation to the Formulation of Policy or Implementation thereof**

The Society has on its board two persons from the hotel industry nominated by Central Govt. as per Rule 4(e) of the Society Rules and Regulations and one expert on Catering Technology nominated by Central Govt. as per Rule 4(d) of the Society Rules and Regulations. These members contribute their inputs in the policy and guidance to the Board of Governors of the Institute of Hotel Management, Gurdaspur.

The relevant rules forms, documents etc. pertaining to students and their parents/public are available on the website in the academic section.

### **Details of Public Private Partnerships (PPP)**

There is no provision/project under Public Private Partnerships in this Institute.

### **Are the details of policies / decisions, which affect public, informed to them.**

Yes, the details of policies/decisions which affect students are being informed to them through students notice board, Institute web site and emails/WhatsApp Group.

### **Dissemination of information widely and in such form and manner which is easily accessible to the public.**

### **Form of accessibility of information manual/handbook**

The accessibility of information are through electronic format. The various types of information like student attendance, student hand book, student attendance, syllabus are available on Institute web site under Academic.

### **List of materials available at a reasonable cost of medium**

The students Admission forms, log books, Tender Documents, etc are available as per

the cost fixed by the Institute from time to time.

### **E-governance**

#### **Particulars of the Facilities available to citizens for obtaining information**

The Institute website has been made bilingual (English & Hindi) for easy understanding of information uploaded on the Institute website for general public, for their reference

The facilities are open to Public during normal office hours generally 10:00 am to 04:00 pm on working days  
Some of the information are uploaded & available on the website of the IHM i.e. [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in) for general reference.

Information pertaining to activities dealt by the IHM, Gurdaspur is provided to the users who request for the same.

**Office Address:** Institute of Hotel Management Catering & Nutrition, G.T.Road, Bariar Gurdaspur - 143521

#### **when was the information manual / Handbook last updated.**

The information uploading on the website is frequent from time to time as per requirement. The last information was updated on 01-05-2024.

#### **Information available on electronic report.**

The information like Annual Report along with Annual Accounts, Budget, Students details like attendance, Syllabus, Hostel Rules, Tender details Govt. sponsored HSR CBSP Scheme etc are available on the Website.

#### **The Facilities available to Citizens for obtaining Information.**

For the benefit & ease of the citizens, the information is readily available on the Institute website. The guidelines, format of application is available on the website.

for other details name, address of the Institute, email id, telephone no's including Assistant Central Public Information Officer, ACPIO, Central Public Information Officer (CPIO), Appellate Authority (AA) etc are also available on the website during normal office hours.

#### **List of scheme / Projects underway and contracts entered**

The details are available on the website under Tenders

**Annual Report:** The Annual Report of the Institute is available on the website at [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

#### **Frequently asked questions ( FAQ's) 2023-24**

| <b>Sl. No.</b> | <b>Query</b>  | <b>Reply</b>   |
|----------------|---|--|
| 1.             | Who can apply for hotel management courses?         | The programs are open for students of all streams i.e. Arts/Commerce / Sciences/ Others. With English as a compulsory subject.   |
| 2.             | How much percentage is needed for Hotel Management? | Minimum of 50% marks in 10+2 with English as compulsory subject, from a recognized educational board.<br>(Students of all streams can apply)   |
| 3.             | How many courses are offered by the Institute?      | We offer two courses – BSc. In HHA (3 year degree) and One and half year Diploma in Food Production, Bakery & Confectionary, Food & Beverage Service, Housekeeping and Front Office. |

|     |   |  |
|-----|---|--|
| 4.  | Where is the Institute located?   | It is situated on Amritsar- Pathankot National Highway at about 6 km from City Bus Stand & 4Km from Gurdaspur Railway Station.   |
| 5.  | What are the age criteria for applying for the course?  | The upper age limit for applying is 25years (GEN, OBC, EWS). For category SC, ST & physical challenged upper age limit is 28 years as per central govt. guidelines   |
| 6.  | Does Institute have a hostel facility for B.Sc. students?   | Yes, there is hostel facility in the Institute Campus, Seats available are as follows: Boys 1st Year 110, 2nd Year 75 3rd Year 110 & Girls 60 .  |
| 7.  | What is the duration of Industrial Training?  | The duration for the industrial training differ in both the courses<br>B Sc. in H & HA – 17 weeks training<br>Diploma in Food Production– 6 months   |
| 8.  | Is there a separate course for vegetarian students?   | No, however there is a provision to choose Vegetarian option for cooking practical in B Sc. HHA (3 year degree program)  |
| 9.  | No. of seats available in BSc. HHA (3 year degree program) & Diploma in Food Production (1.5 year course) | There are 234 seats available in the BSc. HHA program and the reservation policy is followed accordance to the policy laid down by Central Govt. and worked out by NCHMCT & JEE. There are total 237 seats available in Diploma Courses (Food Production, Bakery & Confectionary, Food & Beverage Service, Housekeeping and Front Office ) and the reservation policy is followed in accordance to the policy laid down by Central Govt.   |
| 10. | What are the other facilities available in the institute?   | There are many facilities available in the institute:<br>- Administrative, Academic blocks<br>- Three Boys Hostels & a separate Hostel for Girls<br>- Faculty & Staff residences<br>- 11 KVA substation with 100% power backup<br>- An overhead water tank of one lac Ltrs capacity<br>- Sewerage treatment plant & Bio compost machine<br>- Solar water heating & rain water harvesting facilities<br>- Badminton, Volleyball & Basket ball court with mini stadium, Gymnasium. |
| 11. | Who are your top recruiters?  | Our top recruiters are reputed hotel chains, QSR's & Retail Chains like Mahindra Holidays and Resort India Limited, Taj Group of Hotels, Oberoi, Marriott, Hyatt, Reliance, Lemon Tree Hotels, Leela Group of Hotels etc.  |

|     |  |  |
|-----|--|--|
| 14. | What are careers Hospitality & Tourism?  | <p>Global growth and development of tourism has opened up innumerable openings. As a result, the graduating students in Hotel &amp; Tourism can look forward to career opportunities as;</p> <ul style="list-style-type: none"> <li>- Airline Ticketing &amp; Reservations;</li> <li>- Faculty in Hotel Management/Food CraftInstitutes/Tourism Institutes/ University Departments;</li> <li>- Flight Kitchens and on-board flight services;</li> <li>- Guest/ Customer RelationExecutive in Hotel and other Service Sectors;</li> <li>- Hospital and Institutional Catering;</li> <li>- Hospitality Marketing &amp; Sales in Hotel &amp; Travel Firms</li> <li>- Indian Navy Hospitality services;</li> <li>- Kitchen Management/ Housekeeping Management positions in Hotels after initialstint as trainee;</li> <li>- Railways hospitality and catering services;</li> <li>- Self-employment through entrepreneurship</li> <li>- Shipping and Cruise lines;</li> <li>- State Tourism DevelopmentCorporations;</li> <li>- Tour Operations &amp; TravelAgencies</li> <li>- Tour Escorts Domestic &amp; International</li> </ul> |
| 15. | What Procedure is followed for the recruitment of employees?                   | The Institutes follows the Recruitments rules of central Institutes of Hotel Management (CIHM) set up as Autonomous Body under the Ministry of Tourism and the revision/ amendments issued from time to time.  |
| 16. | What measures are taken to create awareness for curbing the menace of ragging? | The Institute has taken adequate measure against ragging as per Clause (e) of Regulations 6.4 of the UGC Regulations. Also Anti-ragging committees are formed to monitor the implementation of the set Guidelines.   |
| 17. | Which service rule is applicable for the employees of the Institute?           | The Central Civil Services (Conduct) Rules, 1964 are applicable for the employees of the Institute.  |
| 18. | What is the statutory status of the Institute?                                 | The Institute is an Autonomous Body (Society) under the Administrative Control of the Ministry of Tourism, Govt. of India.   |
| 19. | Information about the Institute affiliation.                                   | <ul style="list-style-type: none"> <li>- The B.Sc. H&amp;HA is offered in a collaborative mode jointly by NCHMCT and IGNOU since 2002.</li> <li>- Diploma Courses is offered by NCHMCT which awards Diplomas.</li> </ul>   |

## Other Useful Information

### Courses

IHM, Gurdaspur conducts following courses related to Hospitality & Hotel trade

- a) Three year B.Sc. in Hospitality & Hotel Administration under NCHMCT & JNU (2023-24).
- b) 1½ year Trade Diploma in Food Production under NCHMCT.
- c) Various short term skill development program and Hunar-Se-Rozgar Tak program of Ministry of Tourism, Govt. of India.
- d) In future the Institute will start Post Graduation Program in Hospitality Management under NCHMCT and other Trade Diploma Program under NCHMCT

### List of Senior Officers of this Institute i.e. IHM Gurdaspur :-

- |    |                                      |                           |
|----|--------------------------------------|---------------------------|
| 1) | Principal                            | Vacant (since 01-07-2023) |
| 2) | Head of Department-I & Principal I/C | Sh. Ashwani Kachroo       |
| 3) | Head of Department-II                | Sh. Sohan Lal             |
| 4) | Administrative-cum-Accounts Officer  | Sh. Sudesh Sharma         |
| 5) | Senior Lecturer                      | Sh. Dilraj Singh          |
| 6) | Senior Lecturer                      | Sh. Rewati Raman Chaubey  |
| 7) | Senior Lecturer                      | Smt. Dimple               |
| 8) | Office Superintendent                | Sh. Anil Bhardwaj         |
| 9) | Accountant                           | Sh. Gurdev Singh          |

### Receipt & disposal of RTI applications & appeals

The details of RTI applications received , disposed & appeals are available on the website as **Annexure VI**

### Replies to questions asked in parliament

During the year 2023-24, No parliament questions were asked/ replied.

### Information as may be prescribed.

#### Names & Details of Earlier CPIO & FAA

The Institute website has been made bilingual (English & Hindi) for easy understanding of information uploaded on the Institute website for general public, for their reference.  
The facilities are open to Public during normal office hours generally 10:00 am to 04:00 pm on working days

#### Names & Details of Current CPIO & FAA.

| Sr. No | Name & Designation                         | Designation as per RTI                                     | Address  | Telephone Nos                 |
|--------|--|--|--|-------------------------------|
| 1      | Sh. Anil Bhardwaj<br>Office Superintendent | Central Asstt.Public<br>Information officer<br>(C.A.P.I.O) | Institute of Hotel Management,<br>Bariar G.T.Road,Gurdaspur<br>143521 Punjab | 01874-222501<br>Ext.210       |
| 2      | Sh.Sudesh Sharma<br>Administrative officer | Central Public<br>Information Officer<br>(C.P.I.O)         | Institute of Hotel Management,<br>Bariar G.T.Road,Gurdaspur<br>143521 Punjab | 01874-222501<br>Ext. 214      |
| 3      | Sh. Ashwani Kachroo<br>Principal I/C       | Appellate Authority<br>(A.A)                               | Institute of Hotel Management,<br>Bariar G.T.Road,Gurdaspur<br>143521 Punjab | 01874-222501<br>Ext. 202, 203 |

### **The earlier FAA were as follows:**

|                           |                                  |
|---------------------------|----------------------------------|
| W.e.f. 2005 to 31-05-2010 | Principal Sh. C. M. Bhan         |
| 01-06-2010 to 07-03-2011  | Principal I/C Sh. Navdeep Sharma |
| 08-03-2011 to 30-06-2023  | Principal Sh. Argha Chakravorty  |

### **Details of Third Party audit of Voluntary Disclosures**

The Third Party audit of Voluntary Disclosures was carried out on 30-08-2023 (for 2022 – 2023) and the Report is placed under RTI section of the Institute website.

### **Details of Appointment of Nodal Officer**

The details of Nodal Officer is available under RTI Section.

### **Consultancy committee of key stake holders for advice on suo-motu disclosures:-**

A Consultancy committee of key stake holders for advice on suo-motu disclosures:-has been framed w.e.f. 07-08-2023 as follows: -

|    |                       |                          |
|----|-----------------------|--------------------------|
| 1. | HoD                   | Mr. Sohan Lal            |
| 2. | Academic Coordinator  | Mr. Rewati Raman Choubey |
| 3. | Placement Coordinator | Mr. Dilraj Singh         |

### **Information Disclosed on own Initiative**

Various Information like details for Students, Fees, course, Tender advertisement, Recruitments, Govt. Sponsored Scheme details etc have been disclosed so that public have minimum resort to use of RTI.

### **Details of Guidelines for Indian Govt. Websites( GIGW)**

The Institute is an Autonomous body on self finance basis. The Guidelines for Indian Govt. Websites (GIGW) is being explored for implementation of STQC Certification in future.

### **LIST OF ANNEXURES**

|   |                             |
|---|-----------------------------|
| 1. RTI Manual/ SUO Moto Disclosure (Brief of the Institute) |                             |
| 2. POWER & DUTIES   | <b><u>ANNEXURE-I</u></b>    |
| 3. LIST OF BOARD OF GOVERNORS                               | <b><u>ANNEXURE II</u></b>   |
| 4. DIRECTORY OF OFFICERS                                    | <b><u>ANNEXURE III</u></b>  |
| 5. SALARY & ALLOWANCES                                      | <b><u>ANNEXURE IV</u></b>   |
| 6. BUDGET STATEMENT   | <b><u>ANNEXURE V</u></b>    |
| 7. NAME AND DESIGNATION OF P.I.O/A.P.I.O.<br>AND RTI STATUS | <b><u>ANNEXURE VI</u></b>   |
| 8. STAFF REGULATIONS  | <b><u>ANNEXURE VII</u></b>  |
| 9. RECRUITMENT AND PROMOTION RULES                          | <b><u>ANNEXURE VIII</u></b> |