

1. The particulars of the organization, functions and duties:

The Institute is registered under the Society's Registration Act of 1860 being an Act for the registration of literary, scientific and charitable society. The Institute is under the control of Ministry of Tourism, Government of India. Its academic affairs are controlled by National Council for Hotel Management & Catering Technology, New Delhi. Website of the National Council is www.nchmct.org

The objectives for which the Society is established are (pg 2
Other objectives are given in the Memorandum of Association.

2. The powers and duties of its officers and employees:

Principal:

Academic and Executive Officer of the Institute and responsible for proper administrative, financial, discipline, teaching etc.

Secretary to the Board of Governors, Executive Committee etc.

Head of Department:

Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards both in practicals and theory, maintenance of necessary records, equipment etc.

Faculty development, conduct research/experimental studies for improving quality of study.

Any other duties assigned by Principal.

Senior Lecturer:

To carry out teaching as per instructions by the Head of Department.

Such other duties and responsibilities as assigned to him by the Principal/Head of Department.

Lecturer:

Such other duties and responsibilities as assigned to him by the Principal/Head of Department.

Assistant Lecturer:

Such other duties and responsibilities as assigned to him by seniors.

Administrative Officer:

To render suitable assistance to the Principal in all administrative, financial and academic matters. Overall supervision of staff and matters related to general office, accountant, security, purchases etc.

Accountant cum Office Superintendent:

To assist the Principal and Administrative Officer in all financial budgetary and accounting matters.

Overall responsibility for preparation of budget, annual accounts, pre-checking of all disbursements, maintenance of financial records including Provident Fund as also students record.

P.A. to the Principal:

Proper records of all communications at level of Principal, handling and security of all confidential work and such other duties and responsibilities assigned.

Maintenance Foreman:

Overall responsibility for all maintenance work, security matters of the Institute and such other duties and responsibilities assigned to him.

Duties and responsibilities of other staff as assigned by the Principal/Administrative Officer.

3. The procedure followed in the decision making process, including channels of supervision and accountability:

Day to day administration is the responsibility of the Principal who is accountable to the Executive Committee and the Board of Governors. In policy matters it's the Board of Governors which formulates new policy/change in policy. In certain matters the Board is required to obtain consent of the Government of India.

In matters of academic it's the National Council for Hotel Management which formulates all policies. In administrative and financial matters Ministry of Tourism, Government of India recommends decisions for approval of the Board.

4. The norms set by it for the discharge of its functions:

The Institute is bound by Memorandum of Association and rules and regulations, a copy of which is available in the office.

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

The Institute follows Service Rules and Financial Rules as applicable to organizations under Government of India.

The Institute preserves its financial records, employees records and student records for the purpose specified by the rules.

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

Records of its employees, students, administrative matters and financial matters are preserved by the Institute as required.

7. 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 policies of the Institute are formulated by the Board of Governors appointed by the Government of India. Several of the Policies/Rules are either recommended or issued as directives by the Government.

All academic policies and matters are controlled by National Council for Hotel Management.

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

The Institute has the following bodies constituted for the purpose of control and advice:

- a. Board of Governors, the list of which is provided in the catalogue of the Institute which is available in the office.
- b. Executive Committee which consist of :
 - i. Two of the representatives of the Central Government of which one is specified as Convener.
 - ii. The Director of Technical Education, Government of Maharashtra.
 - iii. The expert nominated on the Board of Governors
 - iv. The Principal

The National Council formulates all academic policies.

9. A directory of its officers and employees:

Is available in the office.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

As per Annexure I

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

As per Annexure II

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

Scholarships are available to SC/ST students as per Government Policy.

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

Not applicable. Only students are issued travel concessions as per rules.

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

Syllabii of the Degree Program as distributed to the students in CDs.

15. 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:

There is a dedicated Enquiry Counter where public can obtain information during all working hours. More of the information is also available at the Institute's website. Besides all the enquiries received vide our e-mail are also responded to immediately. However, library is not open to the public.

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

Public Information Officer

Mr. M Pereira
Administrative Officer
Phone No. 24457241/42
Ext: 213
E-mail: admin@ihmctan.edu

Assistant Public Information Officer

Ms. B Moraes
P.A. to the Principal
Phone No. 24457241/42
Ext: 212
E-mail: pa@ihmctan.edu

17. Such other information as may be prescribed and thereafter update these publications every year:

For all other information contact the Enquiry, PIO or AIPO.

The Institute's catalogue is available for Rs.500/- payable by Demand Draft in the Institute's name during all working hours at the Enquiry Counter.

Click for Annexure 1 & 2