

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APLIED NUTRITION

Industrial Growth Center, Mansa Road, Bathinda (Punjab) – 151001

Tel No. 0164-2430454,2430654

E-mail: www.ihmbti@gmail.com , Web Site: www.ihmbti.com

INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION, BATHINDA (Society)

(Established by Department of Tourism, Government of Punjab)

(Information for Public under Right to Information Act 2005)

In term of section 4(1) (b) and 4(2) of the Right to Information Act 2005, the public is informed that the Institute of Hotel Management, Catering & Nutrition, Bathinda (Society) has been established and sponsored by Department of Tourism, Government of Punjab & Ministry of Tourism, Government of India.

The Institute is registered under Societies Registration Act 1860.

The Institute is affiliated to National Council for Hotel Management & Catering Technology, Noida (an apex body under Ministry of Tourism). The Institute provides education for Hospitality & Hotel Industry. The Institute at present offers Three Year Degree in Bachelor of Science in Hospitality & Hotel Administration, jointly offered by National Council of Hotel Management & Catering Technology, New Delhi (NCHMCT) & Indira Gandhi National Open University, New Delhi (IGNOU) as well as various trade diplomas.

The Institute has its own Memorandum of Association, Bye Laws, and Rules & Regulation. The Institute has Governing Body viz, Board of Governors.

At present, Shri Vikas Pratap, IAS, Principal Secretary (Tourism and Cultural Affairs) to Govt. of Punjab, is the Chairperson of the Board of Governors. At present, Ms. Rajnit Kohli is the Principal of the Institute & also the Member-Secretary of the Board of Governors.

The Important Contact No. of the Institute are provided in Annexure - I

INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION, SOCIETY BATHINDA

Manual of Information under the Right to Information, 2005

- 1. The particulars of its organisation functions & duties** - Institute of Hotel Management, Catering & Nutrition, Bathinda Society, established by Department of Tourism, Government of Punjab in 2008 as an autonomous institution, to train men and women for hospitality industry. The institute is registered under society registration Act XXI of 1860 at Bathinda. The Institute is under the superintendence of Board of Governors. Present Board of Governors is placed as Annexure - II. The course of B.Sc in Hospitality and Hotel Administration is affiliated to National Council for Hotel Management & Catering Technology, Noida and IGNOU. The Trade Diplomas are affiliated to National Council for Hotel Management & Catering Technology, Noida. Registered office of the society is at Bathinda.
- 2. The Powers and duties of Officers and Employees** – The Principal of the Institute is the academic and administrative head who is duly assisted by a team of faculty members, for the day to day functioning of the academic activities. The Administration Department assist the Principal in regular functioning in administration, accounts and other matters.
- 3. Procedure followed in the decision making process, including channels of supervision and accountability** - The routine academic and administrative decisions are taken by the Principal in consultation with the Departmental In charges & Administrative Officer of the

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Institute. The general superintendence, direction and control to the affairs of the society and its income and property are vested with the Board.

The power of the decision may be delegated to the Departmental In charges & Administrative Officer from time to time. The power for making decision may be delegated from time to time. The matter apart from day to day affairs are presented to the Chairman, B.O.Gs. for decision / approval/ guidance.

4. The norms set for the discharge of functions

- a. Academic functions - The main function of the Institute is to facilitate the academic activity and academic administration. The subject, syllabus, subject-wise teaching hours and academic calendar is formulated by the National Council for Hotel Management, Noida for all Institutes of Hotel Management affiliated with the council. All other academic decisions are taken by the Principal in consultation with Departmental In charges and other faculty members.
- b. Administrative Functions - The administrative functions are discharged by the Principal in consultation with the Administrative Officer as per the rules adopted by the Society.

5. The rules, regulations, instructions, manuals and records held by it are Under its control or used by its employees for discharging its functions - Rules & regulation of the society are as contained in the rules & regulation of the society available in the office. Service Bye-Laws are provided in Annexure-VII. Memorandum of Association of the society is provided in Annexure-VIII.

6. Statement of categories of document that are held by it or under its Control – Sections / departments hold different categories of documents relating to work allocated to them.

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 society has on its Board two representatives from hotels and restaurants association, as experts who contribute their inputs in the policy and guidance.

8. A statement of the boards, councils committees and other bodies Consisting of two or more persons constituted as its part of for the purpose of its advise, and as to whether meeting of those boards , councils, Committees and other bodies are open to the public, or the minutes of Such meeting are assessable to the public. The Board of Governors of Institute of Hotel Management, Bathinda is comprised of the members from the Government of Punjab, Government of India and eminent personalities of the Hotel & Restaurant Industry. The Board of Governors of Institute of Hotel Management, Bathinda is headed by Principal Secretary – Tourism and Cultural Affairs, Govt of Punjab. The list of present Board of Governors is placed at Annexure - II. The BOG meets once in Six months. The proceeding are recorded & circulated to the members. These minutes can be made available upon receipt of request.

9. A directory of Officers and employees - The information is placed at the Annexure-III.

10. The monthly remuneration received by each of its officers and employees, Including the system of compensation as provided in its regulations - The Salaries and allowances of the employees of Institute are those approved by the Board of Governors of the Society from time to time. The relevant Information is placed at Annexure-IV.

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11. **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made** – Budget statement for Financial Year 2019-20 is placed at Annexure-V.
12. **The manner of execution of subsidy programme, including the amounts of allocated details of beneficiaries of such programmes** The Institute of Hotel Management, Bathinda does not implement any subsidy programme.
13. **Particulars of recipients of concessions, permits or authorisations granted by it.** Ours is an educational institution and no concessional permits are granted.
14. **Details in respect of the information, available to or held by it, reduced in an electronic form** - The information about the Institute is available on its website <http://www.ihmbti.com>.
15. **The particulars of facilitates available to citizens for obtaining Information including the working hours of library of reading room, if maintained for public use.** Information relating to the Institute is available on its website <http://www.ihmbti.com> or can be obtained from the designated Public Information Officer / Assistant Public Information Officers. No library or reading room for the public is maintained by the Institute.
16. **The names, designations and other particulars of the public Information Officers /Assistant Public Information Officer.** The information regarding Public Information Officer and Assistant Public Information Officer in the Institute is placed at Annexure-VI.
17. **Such other information as may be prescribed.** NIL

LIST OF ANNEXURES

- I. Important contact details
- II. List of board of governors
- III. Directory of officers
- IV. Pay Scales of Employees
- V. Budget statement
- VI. Name and designation of PIO/APIO.
- VII. Staff regulations
- VIII. Memorandum of Association

Annexure-I. Important contact details

Address:

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APLLIED NUTRITION
Industrial Growth Center, Mansa Road, Bathinda, Punjab – 151001

Principal's Official Mobile Number: 9780002223

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S. No	Designation on the Board	Designation of the Official and Address
1.	Chairperson	Principal Secretary, Tourism & Cultural Affairs, Government of Punjab, Punjab Civil Secretariat, Chandigarh. Room no. 414, 4 th Floor, Punjab Civil Secretariat-2, Sector 9, Chandigarh 160009.
2.	Member	Principal Secretary Department of Finance, Govt. of Punjab, Room No. 16/8 8 th Floor, Punjab Civil Secretariat 1, Chandigarh 160001.
3.	Member	The Director, Department of Tourism, Govt. of Punjab. Dept. Of Tourism, Govt. of Punjab, Anandpur Sahib foundation, Plot no. 3, Sector- 38-A, Chandigarh 160036 Punjab.
4.	Member	The Director, Technical Education, Punjab. Dept. Of Technical Education Govt. of Punjab Technical Education Bhawan, Plot no. 1A/36A, Chandigarh 160036 (Punjab).
5.	Member	The Deputy Commissioner, Bathinda. Mini Secretariat, Admin Complex, Bathinda-151001, Punjab.
6.	Member	Joint Secretary (Incharge HRD Division), Ministry of Tourism, Govt. of India. Ministry of Tourism, Government of India, C-1 Hutments, Dalhousie Road, Delhi 110011.
7.	Member	Joint Secretary (Financial Advisor), Ministry of Tourism, Govt of India. Ministry of Tourism, Govt of India, Transport Bhawan, 1 Parliament Street, New Delhi-110001.
8.	Member	Director (Studies), National Council for Hotel Management and Catering Technology, Sector – 62 Institutional Area, Noida 201309.
9.	Member (Catering Expert)	Chef. Sanjiv Verma, Partner, Pashtun Restaurant, Chandigarh. Pashtun Restaurant SCO 333-334, Sector 35-B Chandigarh 160022.
10.	Member (Industry Expert)	Mr. Satish Arora (President), Hotel, Restaurant and Resort Association of Bathinda, Hotel Royal Castle, Near Railway Station, Bathinda, Punjab 151001
11.	Member (Industry Expert)	Principal, IHM Gurdaspur, Institute of Hotel Management, Bariar, G.T. Road, Gurdaspur – 143521 Punjab
12.	Member Secretary	Principal, IHM Bathinda, Industrial Growth Center, Mansa Road, Bathinda, 151001, Punjab

Annexure-III Directory of regular academic staff and administrative staff

OFFICE TELEPHONE NO. 0164-2430654.

S.NO		Name of Employee	Designation
1	Ms.	Rajnit Kohli	Principal
2	Mr.	Abheek Pramanick	HOD
3	Mr.	Ashish Nikhanj	Sr. Lecturer
4	Mr.	Surendra Singh Chouhan	Asstt. Lecturer
5	Mr.	Rinkesh Kumar	Asstt. Lecturer
6	Mr.	Jitender Kumar	Asstt. Lecturer
7	Mr.	Monu Sharma	Asstt. Lecturer
8	Mr.	Amit Khanna	LDC (DEO)

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S.No	Designation of post	No. of approved post	Pay Scale	Grade Pay	Classification of Post
1	Principal	01	37400-67000	8700	Group A
2	Head of Department	01	15600-39100	6600	Group A
3	Senior Lecturer-cum-Senior Instructor	02	15600-39100	5400	Group A
4	Administrative Officer	01	15600-39100	5400	Group A
5	Lecturer-cum-Instructor	04	10300-34800	4600	Group B
6	Assistant Lecturer-cum-Assistant Instructor	08	10300-34800	4200	Group B
7	Accountant	01	10300-34800	3600	Group C
8	U.D.C	02	10300-34800	3200	Group C
9	Librarian	01	10300-34800	3200	Group C
10	Stenographer	01	10300-34800	3200	Group C
11	L.D.C	02	5910-20200	2800	Group C
12	Driver-cum-Mechanic	01	5910-20200	2400	Group C

Annexure-V Budget statement for Financial Year 2019-20

Sr. No.	Details	Estimated Amount (in Lakhs Rupees)
		2019-20
A	Estimated Receipts	450.35
B	EXPENDITURE	
1	Establishment Expenses	212.71
2	Operational Expenses	190.95
3	Academic Expenses	46.30
4	Administration Expenses	24.40

Annexure-VI Name and designation of PIO/APIO**Public Information Officer (PIO)**

Mr. Abheek Pramanick

Head of the Department

Institute of Hotel Management, Industrial Growth Center, Mansa Road, Bathinda, Punjab 151001, Ph. 0164-2430654, E-Mail: ihmbti@gmail.com**APIO**

Mr. Ashish Nikhanj

Senior Lecturer

Institute of Hotel Management, Industrial Growth Centre, Mansa Road, Bathinda Punjab 151001, Ph. 0164-2430654, E-Mail: ihmbti@gmail.com**Appellate Authority**

Ms. Rajnit Kohli

Principal

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