



INFORMATION

Public Information under the "Right to Information Act, 2005"

1. Organization

Institute of Hotel Management, Catering & Nutrition, Jaipur is one of the institutes affiliated to National Council for Hotel Management & Catering Technology, Noida, and is sponsored by Ministry of Tourism, Govt. of India. The Institute is registered under Society Registration Act. The Institute is under the superintendence of board of Governors. (ANNEXURE NUMBER 5).

2. Functions and duties

Institute of Hotel Management, Jaipur is an educational institute and its main functions and duties are to impart theoretical and practical Training to the students in Hospitality Administration and Hotel Management, to provide trained manpower to the Hotel & allied Industry, to organize training programmes for the staff /workforce engaged in the organized and un-organized sectors of Tourism & Hospitality industry, to develop nutritional, balanced diet meals and popularize them. Detailed objectives of the society are as contained in the Memorandum of Association of the Society as attached ANNEXURE NUMBER 1.

3. Procedure followed in the decision making process, including channels of supervision and accountability

In the discharge of duties and in the decision making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken at the level of the Administrative officer for all administration related issues and Head of Departments for the academic related issues. Final approvals are given by Principal of the Institute. The general superintendence, direction and control of the affairs of the society and its income and property are vested with the Board. The routine academic and administrative decisions are taken by the Principal as per rules provided by the National Council and Government of India, in consultation with departmental in-charges. The matter apart from day to day affairs are presented to the Chairperson, Board of Governors and Ministry of Tourism, for decision/ approval/ guidance.

4. The norm set for the discharge of functions of the Ministry

Academic Functions -The main function of the Institute is to facilitate the academic activity and academic administration. The subjects, syllabus, teaching load and academic calendar is formulated by the National Council for Hotel Management, Noida for all 33 Institutes of Hotel Management affiliated with the council. All other academic decisions are taken by the Principal in consultation with the Departmental In charges and other faculty members. Different Committee are framed for purchases and other precedents of material for the Institute.

Administrative Functions - The administrative functions are discharged by



the Principal in consultation with the Administrative office as per the rules of Government of India adopted by the Institute.

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

The Institute follows recruitment and promotion rules designed specifically for the Institutes of Hotel Management under Ministry of Tourism, Government of India as attached in annexure number 2.

List of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions are:

- Bye Laws under the Societies, Registration Act XXI 1860
- Recruitment Rules from Ministry of Tourism Government of India, HRD Division.
- Rules & Regulations for academics prescribed by the National Council for Hotel Management
- Any other orders and rules prescribed by Government of India

In all other matters, Institute follows the same rules, regulations and manuals, etc. as prescribed by the Central Government for Central Civil Services Organisations. Other rules & regulations of the society are as contained in the "Rules & Regulations of The Society", available with the Institute.

6. Statement of categories of documents that are held by it or under its Control

All the relevant documents as required in:

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

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 there of

The Society has on its Board, two representatives from Hotels and Restaurants Association, a technical expert who contribute their inputs in the policy and guidance to the Board of Governors of the Institute of Hotel Management, Jaipur

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 Board of Governors of Institute of Hotel Management, Jaipur is headed by Principal Secretary-Tourism, Government of Rajasthan. The list of present Board of Governors (as attached annexure number 5) The Board of



Governors meets once in six months. The proceedings are recorded & circulated to the members.

9. 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 the Institute are those prescribed by the Ministry of Tourism, Government of India and the Ministry of Finance from time to time, for Central Government employees of different Categories with the approval of the Board of Governors. Figures attached in annexure number 12.

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

Institute of Hotel Management, Jaipur receives Capital Grant-in-aid from the Ministry of Tourism, Government of India for the proposals approved by the Board of Governors from time to time. Institute budget for last three financial years is attached annexure number 13.

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

The Institute of Hotel Management, Jaipur does not implement any subsidy Programme as of now.

12. Particulars of concessions, permits or authorization granted by the Department of Tourism, Government of India

No concessions, permits or authorization is granted by the Department of Tourism, Government of India.
