

Right to Information Act, 2005

Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi is an autonomous registered society which was set up in 1962. The Institute is registered under the society Registration Act, 1860. The Institute is under the control of Ministry of Tourism, Government of India. The academic affairs are controlled by the National Council for Hotel Management & Catering Technology, A-34, Sector-62, Institutional Area, Noida.

Details regarding Right to Information Act – 2005, During 2015-16

1. Number of request received by the Authority/ Public	22
2. Amount of charges collected by the public authority under the ACT	Rs.110/-
3. Additional fee and other charges collected	Rs. 0/-

Functions & Duties

Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi is an education Institute and its main functions and duties are: -

To impart theoretical and practical input to the students in the field of Hospitality Education.

To provide trained manpower to the Hotel & Restaurant and allied Industry.

To organize training programmes for the staff/ workforce engaged in the organized and un-organized sectors of Tourism & Hospital Industry.

To provide technical support to the new and existing hotels & Restaurants.

To support central and state government to accomplish their missions pertaining to Hospitality Industry from time to time.

Power & Duties

The Organization Chart of the Institute is placed at Annexure-1 indicates the hierarchy of various officers in the Institute. It also indicates the power and duties.

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 Head of Department & Administrative Officer of the Institute. The power of the decision may be delegated to the Head of Departments and Administrative Officer from time to time. The routine Academic and Administrative decisions are taken by the Principal as per the Rules in consultation with the Head of Departments and Administrative Officer. The matter apart from day to day affairs are presented to the Chairman, B.O.Gs. and Ministry of Tourism, for decision/ approval and guidance.

The norms set for the discharge of functions of the Ministry

A. Academic Functions

The main function of the Institute is to facilitate the academic activity and administration. The subjects, syllabus, teaching load and academic calendar is formulated by the National Council for Hotel Management & Catering Technology, A-34, Sector-62, Institutional Area, Noida. The Principal in consultation with the Head of Departments takes all other academic decisions except above. Different committee is formed for purchases and another precedent of material for the Institute.

B. Administrative Functions

The administrative functions are discharged by the Principal in consultation with the Administrative Officer as per the Rules of Government of India adopted by the Institute. The Rule, 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 Department of Tourism, Government of India. In all other matters Institute follows the same rules, regulations and Manuals etc. as prescribed by the Central Government for the Central Civil Services Organisations. Other Rules and Regulations of the society

are as contained in the rules and regulation of the society available in the office.

Statement of Categories of documents that are held by it under its control Same as in item no. 5.

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 three representatives from hotels and restaurants association, as experts who contribute their inputs in the policy and guidance to the Board of Governors of the Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi.

A statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its parts or for the purpose of its advise and as to whether meetings of those boards, councils, committee and other bodies are open to the public, or the minutes of such meetings are accessible for public

The Board of Governor of Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi is comprised of the Members from the Government of India, State Government and Eminent personalities of the Hotels and Restaurants Industry. The Board of Governors of Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi is headed by Additional Secretary, Ministry of Tourism, Government of India. The list of present Board of Governors is placed at Annexure-2. The BOG meets once in 6-months. The proceedings are recorded and circulated to the members. These minutes can be made available upon receipt of request.

A directory of officers and employees

The information is placed at Annexure-3

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

The Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi is at present self-supported in terms of Revenue expenditure and receives Capital Grant-in-Aid from Department of Tourism, Government of India.

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

The Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi conduct Capacity Building Service Providers Programme under Ministry of Tourism, Government of India. Under this programme the Institute has trained 1200 students approx.

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

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 www.ihmpusa.net

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

Information relating to the Institute is available on its website www.ihmpusa.net or can be obtained from the designated Public Information Officer/ Assistant Public Information Officer. No library or reading room for the public is maintained by the Institute.

The names, designations and other particulars of the Public Information Officer/ Assistant Public Information Officer

The information regarding the appellant authority Public Information Officer/ Assistant Public Information Officer in the Institute is placed at Annexure-4

Such other information as may be prescribed

NIL

ANNEXURE – 1
POSTS, HIRERCHY & DUTIES OF THE OFFICER/ STAFF
A – ACADEMIC

S.No	DESIGNATION	REPORTING TO	DUTIES
1	Principal	Chairman/B.O.G.	Academic & Administrative C Development
2	Head of Department	Principal	Academic Administration, Tra Development of Academic Sta Research & other Academic / I Activities
3	Senior Lecturer	Principal / Head of Department	Teaching, Research & other Ac Curricular Activities
4	Lecturer	Principal / Head of Department	Teaching, Research & other Ac Curricular Activities
5	Assistant Lecturer	Principal / Head of Department	Teaching, Research & other Ac Curricular Activities

B – ADMINISTRATIVE

S.No	DESIGNATION	REPORTING TO	DUTIES
1.	Principal	Chairman/B.O.G.	Executive, Administrative & Finc
2.	Administrative Officer	Principal	Dealing with Establishment & Ac matters dealing with Finance, A matters
3.	Accountant – cum – Office Superintendent	Principal /Administrative Officer	Dealing with Establishment, Finc matters
4.	Office Superintendent (Oftg.)	Principal /Administrative Officer	Dealing with Establishment
5.	U. D. C.	Principal / Administrative Officer/ Accountant	Dealing with Accounts matters & allotted
6.	Cashier	Principal / Administrative Officer/ Accountant	Dealing with Cash
7.	Librarian	Administrative Officer/ Accountant Development &	Dealing with Library
8.	L.D.C.	Administrative Officer/ Accountant	Dealing with Accounts matters & allotted
9.	Store Keeper	Administrative Officer/ Accountant	Maintenance of store perishable items
10.	Telephone Operator	Administrative Officer/ Accountant	Incoming and outgoing calls & R
11.	Maintenance Foreman	Administrative Officer/ Accountant	Maintenance of Building & Equip
12.	Driver	Administrative Officer/ Accountant	Maintain & Operate of Institute
13.	Lab Attendant	H. O. D	Maintaining Laboratory
14.	Class - IV	H. O. D.	Cleaning, upkeep & maintenanc

ANNEXURE – 3
ACADEMIC & ADMINISTRATIVE OFFICER
OFFICE TELEPHONE No. – 011 - 25841411, 25842429, 25840147 Fax No. - 25843177

Extn.	AREA	NAME	DESIGNATION
201	Principal	Mr. Alok Shivapuri	Principal
202	PA to Principal	Mr. Manoj kumar	PA to Principal
	A.O. Office		Administrative Officer
203		Mr. Rajesh Bansal	Accountant
205	Administration Office		
		Mr. Santosh Kumar	UDC
		Mr. Kapil Takkar	LDC
206			Office Superintendent
207	Cashier/ Students Enquiry	Mr. Neeraj jain	UDC
208	Housekeeping Lab	Mrs. Meenakshi Sumbly	Senior Lecturer
		Mrs. Nimisha Seth	Senior Lecturer
		Mrs. Shweta Misra	lecturer
209	Store	Mr. Vineet Chabbra Mr. Rajender Kumar	Store Keeper
210	Library	Mr. Dinesh Namdev	Librarian
211	HOD(Food Production)	Mr. Sudeep Bose	HOD
213	PIHMAA/Charkha Room		
214	HOD (Food Production)	Mr. Balram Gautam	HOD
215	ATK Pantry	Mrs. Mamta Bist	Lecturer
216	Food and Beverage Service	Mrs. Anita Sharma	Senior Lecturer
		Mr. Anil Kumar	Senior Lecturer
		Ms. Shradha Sharma	Assistant Lecturer
217	BTK	Mr. Vipul	Lecturer
218	QFK	Ms. Anand Kumar	Lecturer
219	Dietetic Deptt.	Dr. Anshu Singh	Sr. Lecturer

		Mrs. Sakshi sharma	Assistant Lecturer
220	Bakery Lab	Mr. Raunak Arora	Asstt. Lecturer
		Ms. Divya Bose	Asstt. Lecturer
		Mr. Amarjeet Kundu	Teaching Associate
221	Computer Lab.	Mr. Ashish Sharma	Lecturer
223	Security Room		
225	Hostel Warden	Mrs. Nimisha Seth	Girl's Hostel
227	Exam Cell	Mr. Naresh Popli	Sr. Lecturer
228	Room No. - 501		Guest House
229	HOD		
230	Maintenance	Mr. Anil Bhushan Chaddha	UDC
		Mr. Prakash	Foreman (Contractual)
232	Canteen		
233	Room No. - 502		Guest House
234	Room No. - 503		Guest House
235	Residence	Mr. Alok Shivapuri	Principal
236	Residence	Mr. Anil Goyal	Hostel Warden (Boys)
238	Mess		
239	Front Office Lab.		
240	Front Office Lab.		
241	Room No. 101		
	Room No. 102		
204	Boy's Hostel		
224	Girls Hostel		

OFFICIALS OF THE INSTITUTE

S. No	NAME	DESIGNATION
1.	Mr. ALOK SHIVAPURI	Principal
2.	Mr. BALRAM GAUTAM	Head of Department
3.	Dr. R. K. GUPTA	Head of Department

4.	Mr. SUDEEP BOSE	Head of Department
5.	Mrs. ANITA SHARMA	Senior Lecturer
6.	Mr. NARESH POPLI	Senior Lecturer
7.	Mrs. MEENAKSHI SUMBLY	Senior Lecturer
8.	Mrs. NIMISHA SETH	Senior Lecturer
9.	Mr. ANIL KUMAR GOYAL	Senior Lecturer
10.	Dr. ANSHU SINGH	Senior Lecturer
11.	Ms. ARTI GHAI	Lecturer
12.	Ms. MAMTA BIST	Lecturer
13.	Mr. ASHISH SHARMA	Lecturer
14.	Mr. VIPUL	LECTURER
15.	Mrs. SHWETA MISRA	LECTURER
16.	Mr. ANAND KUMAR	LECTURER
17.	Ms. Shraddha Paul	ASSTT. LECTURER
18.	Mr. Tonggounmang Haokip	ASSTT. LECTURER
19.	Ms. Divya Bose	ASSTT. LECTURER
20.	Mr. Vinay Kumar	ASSTT. LECTURER
21.	Mr. Raunak Arora	ASSTT. LECTURER
22.	Mrs. Sakshi Sharma	ASSTT. LECTURER
23	Mr. Amarjeet kundu	Teaching Associates
24	Mr. Prashant Sharma	Teaching Associates
25	Ms. Nidhi	Teaching Associates
27	Ms. Adity	Faculty for HSR
28	Mr. Anup Kumar	Faculty for HSR
29	Mr. Rajesh Kumar	Faculty for HSR
30	Ms. Kritika Bose	Faculty for HSR
31	Mr. Ashutosh Sharma	Faculty for HSR
	Mr. RAJESH BANSAL	ACCOUNTANT
	Mr. MANOJ KUMAR	PA to Principal

38.	Mr. A. B. CHADHA	UDC
39.	Ms. MANJU BALA	UDC
40.	Mr. SANTOSH KUMAR	UDC
41.	Mr. NEERAJ JAIN	UDC/CASHIER
42.	Mr. RAKESH KUMAR	LDC
43	Mr. Dinesh Namdev	Librarian
44	Mr. Arun Prasad	LDC
45	Mr. Kapil Takkar	LDC
46	Mr. Anil Kumar	SKILL SUPPORTING STAFF
47	Mr. Lokender Kumar	SKILL SUPPORTING STAFF
53	Mr. PRIYA SWAMY	Driver
54	Mr. DHANI RAM KALA	In wash up
55	Mr. JAGDISH RAM	Lab Assistant
56	Mrs. NANDI DEVI	Lab Assistant
57	Mrs. SATYA DEVI	Lab Assistant
58	Mr. NARESH KALA	Lab Assistant
59	Mr. HARISH CHAND	Lab Assistant
60	Mr. RAM NARESH	Lab Assistant
61	Mr. RAJ KUMAR	Lab Assistant
62	Mr. OM PRAKASH	Electrician

**ANNEXURE – 4
NAME & DESIGNATION OF APPELLATE AUTHORITY PIO/ APIO's**

S. No	NAME	DESIGNATION
1.	Mr. ALOK SHIVAPURI	Principal Member/ Secretary Board of Governors Appellate Authority
2.	Mr. ANIL GOYAL	PUBLIC INFORMATION OFFICER
3.	Mr. RAKESH KUMAR	ASSISTANT PUBLIC INFORMATION OFFICER