

कार्य सूची /  
**A G E N D A**

FOR THE  
58<sup>th</sup> MEETING OF THE  
EXECUTIVE COMMITTEE  
OF THE

होटल प्रबन्ध और खानपान प्रौद्योगिकी  
संस्थान  
कोवलम, तिरुवनन्तपुरम

INSTITUTE OF HOTEL MANAGEMENT  
AND CATERING TECHNOLOGY  
G.V. RAJA ROAD, KOVALAM  
THIRUVANANTHAPURAM  
KERALA

TO BE HELD VIRTUALLY ON 28<sup>th</sup> December 2020  
AT 10:00 A.M

# होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान कोवलम, तिरुवनन्तपुरम

## INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

KOVALAM, THIRUVANANTHAPURAM

### EXECUTIVE COMMITTEE

1. **Shri. D.Venkatesan** **Convener**  
Regional Director – West (Tourism)  
& Link Officer to R D – South (Tourism)  
Government of India  
India Tourism Chennai,  
154, Anna Road,  
CHENNAI - 600 002
2. **Shri Satvir Singh** **Member**  
Director (Studies)  
National Council For Hotel Management  
And Catering Technology  
Plot No.A-34, Sector -62, Institutional Area  
NOIDA (U.P) - 201 301
3. **Dr. Byju Bai T P** **Member**  
Director  
Department of Technical Education  
Government of Kerala  
Directorate of Technical Education  
Padmavilasam Street, Fort P. O.,  
THIRUVANANTHAPURAM – 695 023
4. **Shri.Dileep Kumar P.I.,** **Catering Expert**  
Chief Executive Officer  
Intimice Hospitalities Pvt. Ltd  
406 C, Hilite Platino, Kannadikkadu, Maradu P.O  
KOCHI – 682 304
5. **Mr.K.Rajshekhar** **Member/ Secretary**  
Principal/Secretary  
Institute of Hotel Management

# होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान

कोवलम, तिरुवनन्तपुरम

## INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

KOVALAM, THIRUVANANTHAPURAM

**58<sup>th</sup> MEETING OF THE EXECUTIVE COMMITTEE OF THE  
IHMCT, KOVALAM, TO BE HELD VIRTUALLY ON MONDAY  
THE 28<sup>TH</sup> DECEMBER 2020 AT 10:00 A.M.**

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होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान  
कोवलम, तिरुवनन्तपुरम  
**INSTITUTE OF HOTEL MANAGEMENT  
AND CATERING TECHNOLOGY**

G.V. RAJA ROAD, KOVALAM  
THIRUVANANTHAPURAM, KERALA

**58<sup>th</sup> MEETING OF THE EXECUTIVE COMMITTEE OF  
IHMCT, KOVALAM TO BE HELD VIRTUALLY ON  
MONDAY THE 28<sup>th</sup> DECEMBER 2020 AT 10:00 A.M.**

**AGENDA NOTES**

**58.01 CONFIRMATION OF THE MINUTES OF THE 57<sup>th</sup>  
MEETING OF THE EXECUTIVE COMMITTEE HELD ON 24<sup>TH</sup>  
SEPTEMBER, 2019. ANNEXURE – I**

Copies of the Minutes of the 57<sup>th</sup> meeting of the Executive Committee held on 24<sup>th</sup> September 2019, approved by the Convener, were circulated to the Executive Committee members and no comments have been received. Copy of the Minutes is attached as ANNEXURE – I which may be confirmed and signed.

Placed for confirmation and signature.

# होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान

जी.वी.राजा रोड, कोवलम

तिरुवनन्तपुरम - ६९५ ५२७, केरल

## INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

G.V.RAJA ROAD, KOVALAM

THIRUVANANTHAPURAM - 695 527, KERALA

MINUTES OF THE 57<sup>th</sup> MEETING OF THE EXECUTIVE  
COMMITTEE OF THE INSTITUTE HELD ON TUESDAY, THE  
24<sup>th</sup> SEPTEMBER, 2019 AT 12:00 NOON AT THE INSTITUTE.

### PRESENT:

1. Smt. SANDHYA HARIDAS  
Manager, India Tourism, Kochi  
(Representing Regional Director (South),  
India Tourism - Chennai)  
Convenor
2. Dr. INDULAL S  
Deputy Director (P&T)  
(Representing the Director of  
Technical Education,  
Directorate of Technical Education,  
Government of Kerala  
THIRUVANANTHAPURAM  
Member
3. Shri DILEEP KUMAR P I  
General Manager  
The Leela Raviz  
Kovalam  
Catering Expert
4. Shri K.RAJSHEKHAR  
Principal / Secretary  
IHMCT, Kovalam  
Thiruvananthapuram  
Member / Secretary

(K.RAJSHEKHAR)  
MEMBER / SECRETARY

(SANDHYA HARIDAS)  
[REPRESENTING CONVENOR /  
CHAIRPERSON OF THE MEETING]

LEAVE OF ABSENCE GRANTED TO:

1. Director (Studies) Member  
National Council For Hotel Management  
And Catering Technology,  
NOIDA , UP.

The meeting was chaired by Smt. Sandhya Haridas, Manager, India Tourism, Kochi [Representing, Regional Director (South), India Tourism, Chennai & Convenor of the Executive Committee).

The Convenor, Executive Committee welcomed all the Committee members, including the new Principal of the Institute, Mr.K.Rajshekhar for its 57<sup>th</sup> meeting of the Executive Committee.

The Committee discussed all the agenda items and the details of the discussions held and decisions taken by the Committee are as follows:

AGENDA ITEM No.57.01 MINUTES No.389/2019:

**CONFIRMATION OF THE MINUTES OF THE 56<sup>th</sup> MEETING OF THE EXECUTIVE COMMITTEE HELD ON 25<sup>th</sup> SEPTEMBER 2018.**

The Minutes have been confirmed and signed.

AGENDA ITEM No.57.02 MINUTES No.390/2019:

**ACTION TAKEN ON THE DECISIONS OF THE PREVIOUS MEETING OF THE EXECUTIVE COMMITTEE.**

The Committee noted the action taken on the decisions of the previous meeting of the Executive Committee.

AGENDA ITEM No.57.03 MINUTES No.391/2019:

**DECISIONS OF 61<sup>st</sup> & 62<sup>nd</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 25<sup>th</sup> SEPTEMBER 2018 & 29<sup>th</sup> MAY 2019**

The Executive Committee noted the decisions of the previous meeting of the Board of Governors held on 25<sup>th</sup> September 2018 & 29<sup>th</sup> May 2019.

(K.RAJSHEKHAR)  
MEMBER / SECRETARY

(SANDHYA HARIDAS)  
[REPRESENTING CONVENOR /  
CHAIRPERSON OF THE MEETING]

AGENDA ITEM No.57.04     MINUTES No.392/2019:  
**PROGRESS OF BUILDING PROJECT**

Principal explained about the progress of building projects which are going on at the Institute. The Committee noted the delay in completion of the Guest rooms' upgradation works. Executive Committee advised the Principal to send a letter to the concerned official at CPWD for the speedy completion of the work.

AGENDA ITEM No.57.05     MINUTES No.393/2019:  
**ADMISSION STATUS – FIRST YEAR B.Sc. H&HA & DIPLOMA COURSE**

Executive Committee noted the admission status of the Institute during the academic year 2019-20.

AGENDA ITEM No.57.06     MINUTES No.394/2019:  
**ACADEMIC PERFORMANCE 2018-19**

Executive Committee noted the same.

AGENDA ITEM No.57.07     MINUTES No.395/2019:  
**PURCHASES**

Executive Committee noted the same.

AGENDA ITEM No.57.08     MINUTES No.396/2019:  
**APPOINTMENT OF CONTRACT FACULTY AT THE INSTITUTE**

Executive Committee noted and ratified the same.

AGENDA ITEM No.57.09     MINUTES No.397/2019:  
**FINANCIAL POSITION OF THE INSTITUTE**

Executive Committee noted the financial position of the Institute for the financial year 2018-19.

(K.RAJSHEKHAR)  
MEMBER / SECRETARY

(SANDHYA HARIDAS)  
[REPRESENTING CONVENOR /  
CHAIRPERSON OF THE MEETING]



AGENDA ITEM No.57.10 MINUTES No.398/2019:

**APPROVAL OF THE ANNUAL REPORT AND AUDITED ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2018-2019.**

Executive Committee considered the matter and recommended for the approval of the Annual Report and Audited Accounts of the Institute for the financial year 2018-19 by the Board of Governors.

Executive Committee also recommended to appoint a suitable internal auditor to settle the discrepancies mentioned in the Audit Reports of the Institute for the financial year 2018-19.

AGENDA ITEM No.57.11 MINUTES No.399/2019:

**APPROVAL OF THE REVISED BUDGET FOR THE YEAR 2019-20 AND THE ESTIMATED BUDGET FOR THE YEAR 2020-21.**

The Executive Committee considered the Revised Budget for the year 2019-20 and the Estimated Budget for the year 2020-2021 and recommended for approval of the Revised Budget and the Estimated Budget by the Board of Governors.

AGENDA ITEM No.57.12 MINUTES No.400/2019:

**RECRUITMENT OF ASST. LECTURERS AT THE INSTITUTE**

Executive Committee considered the recommendation of the Screening Committee for the recruitment of Asst. Lecturers at the Institute and recommended for further approval of the same by the Board of Governors.

Principal informed that as per the approval of the Chairperson, Board of Governors of the Institute, the Selection Committee meeting for the shortlisted candidates for the recruitment of Asst. Lecturers is scheduled to be held on 14<sup>th</sup> October 2019 at the Institute.

(K.RAJSHEKHAR)  
MEMBER / SECRETARY

(SANDHYA HARIDAS)  
[REPRESENTING CONVENOR /  
CHAIRPERSON OF THE MEETING]

AGENDA ITEM No.57.13 MINUTES No.401/2019:

FILLING UP THE VACANT POSTS OF SR.LECTURER & ANTICIPATED RESULTANT VACANCIES BY PROMOTION AS PER THE RECOMMENDATION OF THE DEPARTMENTAL PROMOTION COMMITTEE AND EXECUTIVE COMMITTEE DATED 24<sup>TH</sup> SEPTEMBER 2019.

The Executive Committee considered the recommendations of the Departmental Promotion Committee in its meeting held on 24/09/19 at 10:30 a.m and recommended for the approval of the Board of Governors.

AGENDA ITEM No.57.14 MINUTES No.402/2019:

FILLING UP THE VACANT POST OF ADMN. CUM ACCOUNTS OFFICER BY PROMOTION AS PER THE RECOMMENDATION OF THE DEPARTMENTAL PROMOTION COMMITTEE AND EXECUTIVE COMMITTEE DATED 24<sup>TH</sup> SEPTEMBER 2019.

The Executive Committee considered the recommendations of the Departmental Promotion Committee in its meeting held on 24/09/19 at 10:30 a.m and recommended for the approval of the Board of Governors.

AGENDA ITEM No.57.15 MINUTES No.403/2019:

ANY OTHER MATTERS WITH THE PERMISSION OF THE CONVENOR

A) EXTENSION OF SERVICE CONTRACTS

Executive Committee approved to extend the service contracts for a further period of 3 months upto 30/11/19 to ; (1) M/s Star Security & Placement, Thiruvananthapuram for the supply of manpower at the Institute and (2) M/s. Clean & Clean Hygiene services, Thiruvananthapuram for Housekeeping Services at the Institute.

(K.RAJSHEKHAR)  
MEMBER / SECRETARY

(SANDHYA HARIDAS)  
[REPRESENTING CONVENOR /  
CHAIRPERSON OF THE MEETING]

- B) SERVICE CONTRACT WITH M/S. KEXON (A GOVT. OF KERALA UNDERTAKING)

Executive Committee ratified the same.

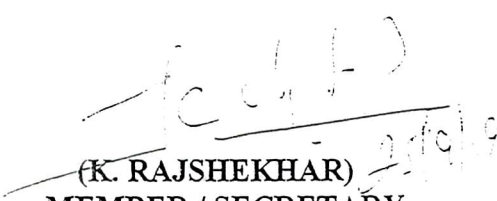
- C) EXTENSION OF CONTRACT FACULTY

Executive Committee approved to give further extension for a period of 3 months from 01/10/19 to 31/12/19 to the existing faculty who were appointed on contract in the Institute from 01/07/19 to 30/09/19.

- D) REPORT RECEIVED FROM MS. SINI B. NAIR, FACULTY OF THE INSTITUTE REGARDING SUMMON BY KERALA YOUTH COMMISSION (Case No.1268/A/2/2018)

Executive Committee noted the same.

The meeting ended with a vote of thanks to the chair.

  
(K. RAJSHEKHAR)  
MEMBER / SECRETARY

  
(SANDHYA HARIDAS)  
[CONVENOR / CHAIRPERSON OF  
THE MEETING]

## **58.02 ACTION TAKEN ON THE DECISIONS OF THE PREVIOUS MEETING OF THE EXECUTIVE COMMITTEE.**

<b>Item No.</b>	<b>Subject / Resolution of the previous meeting</b>	<b>Action Taken/Status</b>
<b>57.01</b>	<b>Conformation of the Minutes of the 56<sup>th</sup> Meeting of the Executive Committee held on 25<sup>th</sup> September 2018.</b>	<b>The minutes have been confirmed and signed.</b>
<b>57.02</b>	<b>The Executive Committee noted the action taken on the decisions of the previous meeting of the Committee.</b>	<b>Recorded .</b>
<b>57.03</b>	<b>The Executive Committee noted the decisions of the previous meeting of the Board of Governors held on 25<sup>th</sup> September 2018 &amp; 29<sup>th</sup> May 2019 The Executive Committee noted the progress of building projects of the Institute.</b>	<b>Recorded .</b>
<b>57.04</b>	<b>As regards, progress of Building Projects at the Institute, the Committee noted the delay in completion of the Guest rooms' upgradation works. Executive Committee advised the Principal to send a letter to the concerned official at CPWD for the speedy completion of the work.</b>	<b>Communicated the same to CPWD officials and the Civil &amp; Electrical work has been completed. Executive Committee is requested to recommend for appointment of an Interior designer.</b>
<b>57.05</b>	<b>Executive Committee noted the admission status of the Institute during the academic year 2019-20.</b>	<b>Recorded</b>
<b>57.06</b>	<b>Executive Committee noted the academic performance of the students for the academic year 2018-19.</b>	<b>Recorded</b>
<b>57.07</b>	<b>Executive Committee noted the purchases made at the Institute through GeMs</b>	<b>Recorded</b>
<b>57.08</b>	<b>Executive Committee noted and ratified the action Taken by the Institute for the appointment of contract faculty at the Institute.</b>	<b>Recorded</b>
<b>57.09</b>	<b>Executive Committee noted the financial position of the Institute for the financial year 2018-19.</b>	<b>Recorded</b>



<b>57.10</b>	<b>Executive Committee recommended for the approval of the Annual Report and Audited Accounts for the year 2018-19 by the Board of Governors.</b>	<b>Recorded</b>
<b>57.11</b>	<b>The Executive Committee recommended for the approval of the Revised Budget for the year 2018-19 and the Estimated Budget for the year 2019-2020 by the Board of Governors.</b>	<b>Recorded</b>
<b>57.12</b>	<b>Executive Committee considered the recommendation of the Screening Committee for the recruitment of Asst. Lecturers at the Institute and recommended for further approval of the same by the Board of Governors.</b>	<b>Board of Governors approved the same and the Selection Committee meeting for the shortlisted candidates for the recruitment of Asst. Lecturers was held on 14<sup>th</sup> October 2019 at the Institute and the candidates, namely, Mr.Nandu.V, Ms.Prajitha.K and Mr.Rahul R K were selected to the post and they joined the Institute. 1 post could not be filled due to non availability of suitable candidate.</b>
<b>57.13</b>	<b>Executive Committee considered the recommendation of the Departmental Promotion Committee in its meeting held on 24/09/19 at 10:30 a.m regarding promotion to the posts of Sr.Lecturer and resultant vacancy and recommended for further approval of the same by the Board of Governors.</b>	<b>Board of Governors approved the same and Issued orders to the promoted Faculty members</b>
<b>57.14</b>	<b>The Executive Committee considered the recommendations of the Departmental Promotion Committee in its meeting held on 24/09/19 at 10:30 a.m regarding promotion to the post of Admn. Cum Accounts Officer and recommended for the approval of the Board of Governors.</b>	<b>Board of Governors approved the same and issued orders to the promoted staff, Mr. E.Narayana Sarma</b>
<b>57.15</b>	<b>A) Executive Committee approved to extend the service contracts for a further period of 3 months upto 30/11/19 to ; (1) M/s Star Security &amp; Placement, Thiruvananthapuram for the supply of manpower at the Institute and (2) M/s. Clean &amp; Clean Hygiene services, Thiruvananthapuram for Housekeeping Services at the Institute.</b>	<b>Recorded</b>

	<b>B) Executive Committee ratified the action taken by the Institute by awarding service contract with M/s.Kexon.</b>	<b>Recorded</b>
	<b>C) Executive Committee approved to give further extension for a period of 3 months from 01/10/19 to 31/12/19 to the existing faculty who were appointed on contract in the Institute from 01/07/19 to 30/09/19.</b>	<b>Recorded</b>
	<b>D) Executive Committee noted the content of the report received from Ms. Sini B Nair, faculty of the Institute regarding summon by Kerala Youth Commission.</b>	<b>Recorded</b>

**Placed for information of the Executive Committee.**

**58.03 DECISIONS OF 63<sup>rd</sup> MEETING OF THE BOARD OF GOVERNORS  
HELD ON 24<sup>th</sup> SEPTEMBER 2019.**

**Copy of the approved minutes of the 63<sup>RD</sup> meeting of the Board of Governors held on 24<sup>th</sup> September 2019 are attached as ANNEXURE-II for the information of the Executive Committee.**

**Placed for information of the Executive Committee.**

# होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान

(पर्यटन मंत्रालय, भारत सरकार, जी.वी.राजा रोड, कोवलम)

तिरुवनन्तपुरम - 695 527, केरल)

## INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

G.V. RAJA ROAD, KOVALAM  
THIRUVANANTHAPURAM, KERALA

### MINUTES OF THE 63<sup>rd</sup> MEETING OF THE BOARD OF GOVERNORS OF THE INSTITUTE HELD ON TUESDAY, THE 24<sup>th</sup> OF SEPTEMBER 2019 AT 3:00 P.M. IN THE INSTITUTE.

#### PRESENT:

1.	Smt.Rani George IAS Secretary (Cultural Affairs & Tourism) Government of Kerala, THIRUVANANTHAPURAM	:	Chairperson [4 (i) a]
2.	Dr.Indulal S Deputy Director (P&T) (Representing Director, Department of Technical Education, Government of Kerala, Thiruvananthapuram)	::	Member [4 (i)b]
3.	Shri. Rahul R IRS Managing Director, Kerala Tourism Development Corporation Ltd., Thiruvananthapuram.	:	Member [4 (i) b]
4.	Shri. P.C. Cyriac Additional Director General (MR), Ministry of Tourism (Representing Economic Advisor, Ministry of Tourism, Government of India, NEW DELHI)	:	Member [4 (i) c]
5.	Smt. Sandhya Haridas Manager, India Tourism, Kochi (Representing Regional Director (South), India Tourism - Chennai, Government of India, CHENNAI)	:	Member [4 (i) c]
6.	Shri.Dileep Kumar P.I., General Manager Leela Kovalam	:	Member Catering Expert (Nominated) 4 (i) d

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS

7.	Shri.M.R.Narayanan, Managing Director, Poovar Island Resort, Thiruvananthapuram.	:	Member (Industry Representative) [4 (i) e]
8.	Shri.Tejus Jose General Manager Le Meridien Kochi	:	Member (Industry Representative) [4 (i) e]
9.	Shri.K.Rajshekhar, Principal/ Secretary IHMCT, Kovalam, Thiruvananthapuram	:	Member / Secretary [4 (i) f]

**LEAVE OF ABSENCE GRANTED TO :**

1.	The Director Department of Tourism Government of Kerala.	:	Member [4 (i) b]
2.	The Financial Advisor (Tourism) Ministry of Tourism and Culture Government of India, New Delhi	:	Member [4 (i) c]
3.	The Director (Studies) NCHMCT, Noida.	:	Member [4 (i) c]

The meeting was chaired by Smt. Rani George I A S, Secretary (Cultural Affairs & Tourism), Government of Kerala and Chairperson, Board of Governors, IHMCT, Kovalam, Thiruvananthapuram. The Chairperson welcomed the Board members including the new Principal of the Institute, Mr.K.Rajshekhar and the new member, Mr.Tejus Jose, Industry Representative to the 63<sup>rd</sup> meeting of the Board of Governors of IHMCT, Thiruvananthapuram.

Mr.K.Rajshekhar, the new Principal of the Institute thanked the Board of Governors for appointing him as the Principal of the Institute and assured that as the Principal of the Institute he will perform his duties and responsibilities to the best of his knowledge and ability.

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS

The Board discussed all the agenda items and the details of the discussions held and decisions taken by the Board are as follows:

**AGENDA ITEM No.63.01 MINUTES No.790/2019:**

**CONFIRMATION OF THE MINUTES OF THE 62<sup>nd</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 29<sup>th</sup> MAY, 2019:**

**Confirmed and Signed.**

**AGENDA ITEM No.63.02 MINUTES No.791/2019:**

**ACTION TAKEN/STATUS ON THE PROCEEDINGS OF THE 62<sup>nd</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 29<sup>th</sup> MAY 2019.**

The Board noted the action taken / status report on the proceedings of the 62<sup>nd</sup> meeting of the Board of Governors held on 29<sup>th</sup> May, 2019.

**AGENDA ITEM No.63.03 MINUTES No.792/2019:**

**ACADEMIC AND OTHER ACTIVITIES OF THE INSTITUTE FOR THE PERIOD FROM 1<sup>ST</sup> MAY 2019 TO 31<sup>ST</sup> AUGUST 2019.:**

The Principal briefed the Board about the academic progress and other activities for the period from 1<sup>st</sup> May 2019 to 31<sup>st</sup> August 2019 and the Board noted the same.

Principal also informed that the Institute is conducting a training programme for Kerala state Kudumbashree Mission National Resource Organization on "Mentorship in Foodservice Enterprises and Administration & Management" for mentors from 19<sup>th</sup> August'19 to 30<sup>th</sup> August'19 and from 16<sup>th</sup> September'19 to 26<sup>th</sup> September'19. He informed that 19 participants are attending the training programme and the Institute is providing printed training materials on the same to the participants. The Institute is entering into an MOU for two years with Kerala State Kudumbashree Mission NRO for conducting various training programmes and content development.

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS



**AGENDA ITEM No.63.04 MINUTES No.793/2019:**

**PROGRESS OF BUILDING PROJECTS:**

Principal explained about the progress of building projects which are going on at the Institute. The Board noted the delay in completion of the Guest rooms' upgradation works at the Institute and also noted that even after repeated communications sent to CPWD to speedup the work, the work is still going on slowly. Board advised the Principal to hold a meeting of the CPWD officials to discuss the matter.

**AGENDA ITEM No.63.05 MINUTES No.794/2019:**

**ADMISSION STATUS – FIRST YEAR B.SC. H&HA AND DIPLOMA COURSES – 2019-20:**

The Board of Governors noted that the SC /ST seats are not completely filled up as per the admission status of the Institute for the year 2019-20. Chairperson, Board of Governors advised the Principal to send a letter from <sup>the Secretary Tourism and</sup> the Chairperson, Board of Governors, IHMCT, Thiruvananthapuram to the Principal Secretary, SC/ST Development Department, Government of Kerala regarding next year's Joint Entrance Examination details, well in advance, in order to facilitate the SC / ST candidates for applying for the course and also to mention in the letter to facilitate the SC/ST students by paying the required fees to the NCHMCT / Institute directly by the SC/ST Department.

Mr.Rahul R, IRS, Managing Director, KTDC opined to organize special drive in the Plus-2 schools in order to give awareness about the course among the SC/ST students.

Mr.M.R. Narayanan, Industry Representative opined to send copy of the notification of the Joint Entrance Examination to the hotel industry also in order to give publicity on the same from their part.

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS

Dr.Indulal S, Deputy Director (P&T), Department of Technical Education, Government of Kerala opined to give awareness about the course in the tribal schools also.

Chairperson, BOG advised the Principal to take personal intervention on the same.

**AGENDA ITEM No.63.06 MINUTES No.795/2019:**  
**ACADEMIC PERFORMANCE 2018-19:**

The Board of Governors noted that the final semester clear pass percentage is low and advised the Principal to bring some corrective measures to improve the results in the upcoming examinations and also to analyze the results of other Central IHMs.

**AGENDA ITEM No.63.07 MINUTES No.796/2019:**  
**PURCHASES:**

The Board of Governors noted the purchases made at the Institute through GeMs.

**AGENDA ITEM No.63.08 MINUTES No.797/2019:**  
**APPOINTMENT OF CONTRACT FACULTY AT THE INSTITUTE:**

The Board of Governors ratified the same.

**AGENDA ITEM No.63.09 MINUTES No.798/2019:**  
**FINANCIAL POSITION OF THE INSTITUTE:**

The Board has taken up the audited accounts and budget under the agenda items Nos.63.10 and 63.11 for detailed discussion.

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS



**AGENDA ITEM No.63.10 MINUTES No.799/2019:**

**APPROVAL OF THE AUDITED ACCOUNTS AND ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2018-2019:**

The Board discussed and approved the Audited Accounts and Annual Report of the Institute for the year 2018-19.

Principal informed that the Executive Committee in its 57<sup>th</sup> meeting held on 24/09/19 at 12:00 Noon recommended to appoint a suitable internal auditor to settle the discrepancies mentioned in the Audit reports of the Institute for the financial year 2018-19. Board of Governors approved the recommendation.

**AGENDA ITEM No.63.11 MINUTES No.800/2019:**

**APPROVAL OF THE REVISED BUDGET FOR THE YEAR 2019-20 AND THE ESTIMATED BUDGET FOR THE YEAR 2020-21:**

The Board approved the revised budget for the year 2019-20 and the estimated budget for the year 2020-21.

**AGENDA ITEM No.63.12 MINUTES No.801 /2019:**

**RECRUITMENT OF ASST. LECTURERS AT THE INSTITUTE:**

Board of Governors approved the recommendation of the Screening Committee for the recruitment of Asst. Lecturers at the Institute.

Principal informed that as per the approval of the Chairperson, Board of Governors of the Institute, the Selection Committee meeting for the shortlisted candidates for the recruitment of Asst. Lecturers is scheduled to be held on 14<sup>th</sup> October 2019 at the Institute.

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS

**AGENDA ITEM No.63.13 MINUTES No.802/2019:**

**FILLING UP THE VACANT POSTS OF SR.LECTURER AND RESULTANT VACANCY BY PROMOTION AS PER THE RECOMMENDATION OF THE DEPARTMENTAL PROMOTION COMMITTEE AND EXECUTIVE COMMITTEE DATED 24<sup>th</sup> SEPTEMBER 2019.:**

The Board considered and approved the recommendations of the Departmental Promotion Committee for promotion to the posts of Sr. Lecturer and Lecturer in the Institute as per the details mentioned below and authorized the Principal to issue necessary orders accordingly:

**SR. LECTURER - Pay level – 10-Rs.56100-177500 (7<sup>th</sup> CPC)**

As per the Roaster for replacement by promotion to the post of Sr. Lecturer, 4<sup>th</sup> post is Unreserved and the 5<sup>th</sup> post is for SC category. The Departmental Promotion Committee recommended the following two candidates for promotion to the post of Sr.Lecturer.

1. Mr.Dennis J Mathew– Gen (under UR Category)– 4<sup>th</sup> post as per Roaster
2. Mr.Ashok V D - SC (under SC Category) – 5<sup>th</sup> post as per Roaster

Mr. Ashok V.D. is superseding Mr. Pradosh P Pai in the seniority list, as he is under the SC Category.

**LECTURER – Pay Level – 7 – Rs.44900-142400 (7<sup>th</sup> CPC)**

As per the Roaster for replacement by promotion to the post of Lecturer, the 4<sup>th</sup> & 5<sup>th</sup> post are reserved under Unreserved Category. The Departmental Promotion Committee recommended the following two candidates for promotion to the post of Sr.Lecturer.

1. Mr.G.Saravanan - SC (under UR category) – 4<sup>th</sup> post as per Roaster
2. Mr.Sunil Kumar – Gen (under UR category) – 5<sup>th</sup> post as per Roaster

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS

**AGENDA ITEM No.63.14 MINUTES No.803/2019:**

**FILLING UP THE VACANT POST OF ADMN. CUM ACCOUNTS OFFICER BY PROMOTION AS PER THE RECOMMENDATION OF THE DEPARTMENTAL PROMOTION COMMITTEE AND EXECUTIVE COMMITTEE DATED 25<sup>th</sup> SEPTEMBER 2019:**

The Board considered and approved the recommendations of the Departmental Promotion Committee for promotion of Mr.E.Narayana Sarma, Accountant to the vacant post of Admn.Cum Accounts Officer in the pay Band of Rs.15600-39100/- Grade Pay Rs.5400/- (Pay Matrix Level – 10 - Rs.56100-177500 of 7<sup>th</sup> CPC) in the Institute and authorized the Principal to issue necessary orders accordingly,

**AGENDA ITEM No.63.15 MINUTES No.804/2019:**

**INTRODUCTION OF TEACHING ASSOCIATESHIP SCHEME FOR IHMS:**

Board of Governors approved and adopted the same.

**AGENDA ITEM No.63.16 MINUTES No.805/2019:**

**ADJUNCT FACULTY SCHEME IN NCHMCT AND ITS AFFILIATED INSTITUTES:**

Board of Governors approved and adopted the same.

**AGENDA ITEM No.63.17 MINUTES No.806/2019:**

**COMMENCEMENT OF M.SC. IN HOSPITALITY EDUCATION IN THE INSTITUTE FROM THE ACADEMIC YEAR 2020-21:**

Board of Governors accorded its permission to submit a proposal on the same to the National Council For Hotel Management And Catering Technology Noida. Board advised to place the detailed proposal on the same before the next Board of Governors meeting.

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS

AGENDA ITEM No.65.18 MINUTES No.807/2019:

ANY OTHER MATTERS WITH THE PERMISSION OF THE CHAIRMAN:

- A. CORRECTION IN COL-8 OF AMENDED RECRUITMENT RULES FOR LECTURER.

Board of Governors adopted the correction in the amended recruitment rules for Lecturer.

- B. ADDENDUM / CLARIFICATION TO RECRUITMENT RULES

Board of Governors adopted the same.

- C. CLARIFICATION - AMENDMENT OF EXISTING RECRUITMENT RULES FOR THE VARIOUS FACULTY POSTS AND ADMINISTRATIVE-CUM ACCOUNTS OFFICER OF CENTRAL IHMS

Board of Governors adopted the same.

- D. GUEST SPEAKERS AT THE INSTITUTE

Board of Governors approved the same.

- E. REQUEST RECEIVED FROM MR. IVAN THOMAS, RETIRED FACULTY OF THE INSTITUTE SEEKING PERMISSION TO WORK.

Board advised to forward the same to the Ministry of Tourism, Government of India for its approval.

(K. RAJSHEKHAR)  
MEMBER / SECRETARY

(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS



**F. APPOINTMENT OF MR.K.RAJSHEKHAR AS PRINCIPAL OF THE INSTITUTE ON TECHNICAL RESIGNATION.**

Board noted the appointment of Mr.K.Rajshekhar as Principal of the Institute through direct recruitment after submitting technical resignation from the post of Head of Department at the Institute. As regards filling up the post of Head of Department, Board advised to obtain approval for the same from the Ministry of Tourism, Government of India, since Mr.K.Rajshekhar is under lien on the post of Head of Department.

- G. Principal informed that we are proposing to implement Webbased Fees Collection facility through Central Bank of India and their service provider for the same is PayU Payments Private Limited, Delhi. The rates quoted by them was submitted before the Board for their perusal.

Board decided to obtain rates for the same from other banks also in order to get comparison on the same.

The meeting ended with a vote of thanks to the Chair and other members by the Principal.

  
(K. RAJSHEKHAR)  
MEMBER / SECRETARY

  
(RANI GEORGE IAS)  
CHAIRPERSON, BOARD GOVERNORS

## 58.04 PROGRESS OF BUILDING PROJECT

Sl. No.	Name of the Project	Amount (Rs,)	Status
1.	Upgradation and improvement of two guest rooms.	26,62,000/-	Civil & Electrical Works completed & furnishing has to be done. Permission may be sanctioned to appoint an Interior designer.
2.	Sewage Treatment Plant and distribution of treated effluents at the Institute campus	Work in Progress	
2.	Providing false ceiling making partitions, providing an erection of wooden shelves and supply of furniture to the library. SH: Civil works in Library, Annex Building (Revised preliminary estimated was submitted by CPWD excluding provisions for furniture)	4,26,900/-	Approval was given for the execution of the work on 22.08.2019  Work in Progress

Placed for information of the Executive Committee.

**58.05 ADMISSION STATUS – FIRST YEAR B.Sc. H&HA AND DIPLOMA  
IN FOOD PRODUCTION – 2020-21**

**The admission status in detail is mentioned below:**

Category	GEN+EWS	OBC	SC	ST	SAARC	Total
<b>Sanctioned intake</b>	<b>158</b>	<b>85</b>	<b>47</b>	<b>24</b>	<b>-</b>	<b>314</b>
<b>Allocated Through JEE</b>	<b>158</b>	<b>85</b>	<b>11</b>	<b>01</b>	<b>-</b>	<b>255</b>
<b>Withdrawal</b>	<b>14</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17</b>
<b>Actual Intake</b>	<b>144</b>	<b>82</b>	<b>11</b>	<b>1</b>	<b>-</b>	<b>238</b>
<b>Residual vacancy</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>		<b>2</b>
<b>Repeat student</b>			<b>1</b>			<b>1</b>
<b>TOTAL</b>	<b>144</b>	<b>82</b>	<b>14</b>	<b>1</b>	<b>-</b>	<b>241</b>

- **Diploma in Food Production – 2020-2021**

Category	GEN+EWS	OBC	SC	ST	Total
<b>Sanctioned intake</b>	<b>30</b>	<b>16</b>	<b>09</b>	<b>05</b>	<b>60</b>
<b>Admitted through merit</b>	<b>30</b>	<b>06</b>	<b>06</b>	<b>01</b>	<b>43</b>
<b>Withdrawal</b>	<b>01</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>01</b>
<b>Current status</b>	<b>29</b>	<b>06</b>	<b>06</b>	<b>01</b>	<b>42</b>
<b>TOTAL</b>	<b>29</b>	<b>06</b>	<b>06</b>	<b>01</b>	<b>42</b>



### **EXAMINATION**

- Online theory examinations for the 6<sup>th</sup> semester B.Sc. H & H A commenced from 24<sup>th</sup> to 30<sup>th</sup> September, 2020
- Online practical examinations for the 6<sup>th</sup> semester B.Sc. H & H A commenced from 19<sup>th</sup> 20<sup>th</sup> & 21<sup>st</sup> October, 2020.

### **ON LINE CLASSES**

- Online Classes for the I Year B.Sc. H&HA and Diploma in Food Production commenced on 08.10.2020 & 23.10.2020 respectively.
- Online Classes for the 2<sup>nd</sup> & 3<sup>rd</sup> Year B.Sc. H&HA commenced on 10<sup>th</sup> August, 2020.

**Placed for information of the Executive Committee.**

## 58.06 ACADEMIC PERFORMANCE 2019-20

### ACADEMIC PERFORMANCE 2019-2020 - B.Sc. H & H A

Semester 2, 4 & 6 were promoted to next semester based on Term End examination .

<b>2nd Semester B.Sc. H &amp; H A</b>	Total students	Clear Pass	Failed	Re-appear	Absent	%
	<b>216</b>	<b>181</b>	<b>-</b>	<b>35</b>	<b>-</b>	<b>84</b>
<b>3<sup>rd</sup> &amp; 4th Semester B.Sc. H &amp; H A</b>	Total students	Clear Pass	Failed	Re-appear	Absent	%
	<b>212</b>	<b>196</b>	<b>-</b>	<b>16</b>	<b>-</b>	<b>92</b>
<b>6th Semester B.Sc. H &amp; H A</b>						
	Total students	Clear Pass	Failed	Re-appear	Absent	%
	<b>191</b>	<b>157</b>	<b>-</b>	<b>34</b>	<b>-</b>	<b>82</b>

## PLACEMENT 2019-2020

<b>FINAL YEAR BSC H&amp;HA 2019-2020 PLACEMENT RECORDS AS ON MARCH 2020</b>		
<b>SR. NO</b>	<b>PARTICULARS</b>	<b>NUMBER</b>
1	TOTAL NUMBER OF STUDENTS OF THE ACADEMIC YEAR 2019-2020	193
2	TOTAL NUMBER OF STUDENTS OPTED FOR PURSUING HIGHER STUDIES	8
3	<b>TOTAL NUMBER OF STUDENTS OPTED FOR CAMPUS PLACEMENT</b>	185
4	<b>TOTAL NUMBER OF STUDENTS PLACED</b>	145
5	<b>TOTAL NUMBER OF JOB OFFERS 2019-2020</b>	<b>325</b>
6	TOTAL NUMBER OF STUDENTS NOT PLACED	40
7	<b>PERCENTAGE OF PLACEMENT</b>	<b>78.37</b>

Remaining students could not be placed due to cancellation of interviews from February 2020 onwards due to Covid-19

Placed for information of the Executive Committee.

## **58.07 PURCHASES**

**Following are the details of purchases made through GeMs/e-Tender**

<b>Description</b>	<b>Qty</b>	<b>Amount</b>
<b>1. Ceiling fans</b>	<b>20</b>	<b>20800/-</b>
<b>2. Biometric Attendance</b>	<b>04</b>	<b>12896/-</b>
<b>3. Combi Ovens &amp; electrical installations</b>	<b>07</b>	<b>7403543/-</b>
<b>4. Pressure pump</b>	<b>06</b>	
<b>5. Zoom Video conferencing application for 1<sup>st</sup> year Induction Programme</b>	<b>01</b>	<b>16,000/-</b>
<b>6. Google class room (for on line classes- for 1 year period)</b>	<b>15</b>	<b>31,550/-</b>

**This is for the information of the Executive Committee.**

## **58.08 FINANCIAL POSITION OF THE INSTITUTE**

**The finalization and statutory audit of the accounts of the Institute for the financial year 2019-2020 has been completed and the audited accounts is being placed before the Executive Committee as a separate agenda item for approval.**

## **58.09 APPROVAL OF THE AUDITED ACCOUNTS AND ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2019-2020.**

**The Annual Accounts of the Institute for the financial year 2019-2020 duly verified by the Statutory Auditors to their satisfaction along with the Annual Report of the Institute is being placed before the Executive Committee for their consideration and recommendation for approval of the same by the Board of Governors in its meeting scheduled to be held on 28<sup>th</sup> December 2020 at 3: 00 p.m. - ANNEXURE - III**

**Placed for approval of the Executive Committee and recommendation for further approval by the Board of Governors**

होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान

(पर्यटन मंत्रालय, भारत सरकार)

जी.वी.राजा रोड, कोवलम, तिरुवनन्तपुरम



**INSTITUTE OF HOTEL MANAGEMENT  
AND CATERING TECHNOLOGY**

(MINISTRY OF TOURISM, GOVERNMENT OF INDIA)

**G.V.RAJA ROAD, KOVALAM,  
THIRUVANANTHAPURAM, KERALA**

वार्षिक प्रतिवेदन

ANNUAL REPORT

**2019 - 2020**

# **INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

**KOVALAM, THIRUVANANTHAPURAM, KERALA**

## **REPORT ON THE ACTIVITIES OF THE INSTITUTE FOR THE YEAR 2019 - 2020**

### **PART - I**

#### **I) INTRODUCTION**

The INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, KOVALAM, THIRUVANANTHAPURAM, was established by the Ministry of Tourism, Government of India on 18<sup>th</sup> August, 1990 as a Registered Society. The Institute is fully financed and administered by the Department of Tourism, Government of India and affiliated to the National Council For Hotel Management and Catering Technology, Nodia. IHMCT, Kovalam is the only Institute of its kind having awarded with the prestigious IS/ISO 9001:2015 certification by the Bureau of Indian Standards and is rated as one of the best Institutes of Hotel Management in the country.

#### **II) AIMS AND OBJECTIVES**

The objectives for which the society is established are:

To establish and to carry on the administration and management of the Institute of Hotel Management and Catering Technology hereinafter called the 'Institute' whose function shall be:-

- 1) to provide instructions and training in all the crafts and skills, all the branches of knowledge both theoretical and applied, and all the organizational and management techniques, which are required for the efficient functioning of hotel and catering establishment of all kinds, as well as institutional feeding programmes in schools, industrial establishment and similar organizations.

- 2) to impart instruction and training in modern and scientific techniques of management of modern hotels and hostels.
- 3) to undertake and to associate itself with nutritional extension and developmental work.
- 4) to propagate economy in the handling and utilization of foodstuffs.
- 5) to assist in and associate itself with the efforts of the Central and State Governments to popularize wholesome non-cereal foods, particularly protective foods, with a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional content.
- 6) to assist in and associate itself with the attempt 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.
- 7) In accordance with the general policy laid down by the Central Government to prescribe course of instructions, hold examinations and grant certificates, diplomas and other awards to persons.
- 8) to fix and demand such fees and other charges as may be laid down in the bye-laws.
- 9) to establish, maintain and manage halls and hostels for the residence of students and members of the staff.
- 10) to supervise and control the residence, to regulate the discipline of students of the Institute and to make arrangement for promoting their health, general welfare and cultural and co-operative life.
- 11) to institute teaching, administrative, technical, ministerial and such other posts as may be necessary and to make appointments thereto in accordance with rules, byelaws and any instructions / orders and guidelines issued by the Central Government, from time to time.
- 12) to institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws and
- 13) within the broad framework of the policy laid down by 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.



- 14) to make rules and bye-laws for the conduct of the affairs of the Institute and Society and to add to amend, very rescind them from time to time.
- 15) 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, subjects to orders / instructions issued by the Central Government in this regard from time to time.
- 16) 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 of the wives, children or other relatives or departments of such persons.
- 17) 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.
- 18) 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.
- 19) to borrow and raise money with or without security of any Mortgage, Charge or Hypothecation or pledge over all or any of the immovable property belonging to the Society or in any other manner whatsoever subject to the approval of the Central Government.
- 20) 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.
- 21) to construct or otherwise acquire, layout, repair, extend alter, enlarge, improve and use any land, recreation or playground, parks and any other immovable property belonging to or held by the Society.
- 22) 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.
- 23) To maintain a fund to which shall be credited:



- a. all moneys provided by the Central Government.
  - b. all fees and other charges received by the society.
  - c. all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and;
  - d. all moneys received by the Society in any other manner or from any other sources;
- 24) to deposit all money 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 decide.
  - 25) 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 deeds as may be necessary.
  - 26) to pay out of the funds belonging to the Society or out of any particular parts 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 subjects including all rent, rates, taxes outgoings and the salaries of the employees.
  - 27) 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.
  - 28) to have the accounts of the Society audited in such manner as the Central Government may direct and to forward annually to the Central Government the accounts duly certified by the auditors together within the audit reports thereon.
  - 29) to constitute such committees or sub-committees as it may deem fit.
  - 30) to delegate all or any of its powers to the Board of Governors of the Institute or to the Executive Committee or to any of the Committees or sub-committees constituted by the Society or the Board, or to anyone or more members of its bodies or its officers.
  - 31) to do all such lawful acts, deeds or things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.

### **III) FACILITIES**

**The Institute campus is located near the internationally renowned Kovalam Beach in Trivandrum, the capital city of Kerala, at a distance of about 13 Kms from the Thiruvananthapuram International Airport and about 16 Kms from the Central Railway Station. The Institute is housed in an aesthetically designed modern building complex consisting of a multi-storied main faculty block as well as the additional new building block with state of the art training facilities, separate hostel blocks for boys and girls and staff quarters etc.**

### **IV) MANAGEMENT**

**The Institute of Hotel Management And Catering Technology, Kovalam, Thiruvananthapuram was set up by the Ministry of Tourism, Government of India and is under the administrative and financial control of the Ministry of Tourism. The Institute is affiliated to the National Council For Hotel Management And Catering Technology, Noida, an apex body set up by the Ministry of Tourism, Government of India to oversee hotel and catering education and training in the country at the national level.**

# INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY KOVALAM, THIRUVANANTHAPURAM, KERALA

## COMPOSITION OF BOARD OF GOVERNORS AND EXECUTIVE COMMITTEE AND THE INCUMBENTS AS ON 31.03.2020

### BOARD OF GOVERNORS:

Sl N o.	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in BOG
1.	4 (i) a	<b>Smt. Rani George IAS</b> <b>Secretary (Tourism)</b> Government of Kerala Government Secretariat THIRUVANANTHAPURAM	Central Government	Chairperson (Ex-officio)
2.	4 (i) b	<b>Dr.Byju Bai.T.P.</b> <b>Director</b> <b>Department of Technical</b> <b>Education</b> Government of Kerala Directorate of Technical Education Padmavilasom Street, Pazhavangadi THIRUVANANTHAPURAM	State Government	Member (Ex-officio)
3.	4 (i) b	<b>Mr.P.Bala Kiran, IAS</b> <b>Director</b> <b>Department of Tourism</b> Government of Kerala Directorate of Tourism Palayam, THIRUVANANTHAPURAM	State Government	Member (Ex-officio)

SI No	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in BOG
4.	4 (i) b	<b>Shri.V.R.Krishna Teja - Mylavarapu IAS Managing Director Kerala Tourism Development Corporation Ltd</b> Mascot Square, Palayam THIRUVANANTHAPURAM	State Government	Member (Ex-officio)
5.	4 (i) c	<b>Shri .Sanjay Pandey Financial Advisor (Tourism) Ministry of Tourism and Culture</b> Government of India Transport Bhawan, Parliament Street NEW DELHI	Central Government	Member (Ex-officio)
6.	4 (i) c	<b>Shri. Gyan Bhushan IES Economic Advisor Ministry of Tourism, Government of India</b> C-1 Hutments, Dara Shikoh Road NEW DELHI – 110 011	Central Government	Member (Ex-officio)
7.	4 (i) c	<b>Shri. Shreevats Sanjay Regional Director (Tourism) Southern Region</b> Government of India India Tourism Chennai, 154, Anna Road, CHENNAI (T N)	Central Government	Member (Ex-officio)



SI No	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in BOG
8.	4 (i) c	<b>Shri Satvir Singh</b> <b>Director (Studies)</b> <b>National Council For Hotel Management And Catering Technology</b> Plot No.A-34, Sector 62 Institutional Area N O I D A (U.P)	Central Government	Member (Ex-officio)
9.	4 (i) d	<b>Shri.Dileep Kumar P.I.,</b> <b>General Manager</b> <b>Leela, Kovalam</b> <b>Resigned and now working as</b> <b>Chief Executive Officer,</b> <b>Intimice Hospitalities Pvt. Ltd.,</b> <b>406 C, Hilite Platino</b> <b>Kannadikkadau, Maradu P.O.,</b> <b>KOCHI – 682 304</b>	Central Government	Member Catering Expert (Nominated)
10	4 (i) e	<b>Shri.M.R.Narayanan,</b> <b>Managing Director,</b> <b>Poovar Island Resort,</b> <b>THIRUVANANTHAPURAM</b> <b>695 513</b>	Central Government	Member (Nominee) Industry Representative
11	4 (i) e	<b>Shri.Tejus Jose</b> <b>General Manager</b> <b>Le Meridien</b> <b>Kochi</b>	Central Government	Member (Nominee) Industry Representative
12	4 (i) f	<b>Shri. K.Rajshekhar</b> <b>Principal</b> <b>Institute of Hotel Management</b> <b>And Catering Technology</b> Kovalam THIRUVANANTHAPURAM		Member / Secretary (Ex-Officio)

## EXECUTIVE COMMITTEE:

Sl No.	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in Executive Committee
1.	19(1) a	<b>Shri. Shreevats Sanjay</b> <b>Regional Director (Tourism)</b> <b>Southern Region</b> Government of India India Tourism Chennai, 154, Anna Road, CHENNAI (T N)	Central Government	Convenor (Ex-officio)
2.	19(1) b	<b>Dr.Byju Bai.T.P.</b> <b>Director</b> <b>Department of Technical Education</b> Government of Kerala Directorate of Technical Education Padmavilasom Street, Pazhavangadi THIRUVANANTHAPURAM	Central Government	Member (Ex-officio)
3.	19(1) b	<b>Shri Satvir Singh</b> <b>Director (Studies)</b> <b>National Council For Hotel Management And Catering Technology</b> Plot No.A-34, Sector 62 Institutional Area NOIDA (U.P)	Central Government	Member (Ex-officio)
4.	19(1) c	<b>Shri.Dileep Kumar P.I.,</b> <b>General Manager</b> <b>The Leela Raviz,</b> <b>Kovalam</b> <b>Resigned and now working as</b> <b>Chief Executive Officer,</b> <b>Intimice Hospitalities Pvt. Ltd.,</b> <b>406 C, Hilite Platin Kannadikkadau,</b> <b>Maradu P.O.,</b> <b>KOCHI – 682 304</b>	Central Government	Member Catering Expert (Nominated)
5	19(1) d	<b>Shri. K.Rajshekhar</b> <b>Principal/ Secretary</b> <b>Institute of Hotel Management And Catering Technology</b> Kovalam THIRUVANANTHAPURAM		Member (Ex-officio)



**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
KOVALAM, THIRUVANANTHAPURAM**

**FACULTY AND STAFF IN POSITION AS ON 31.03.2020.**

<b>SL NO</b>	<b>POST</b>	<b>NUMBER OF STAFF IN POSITION</b>
		<b>1</b>
<b>1.</b>	<b>Principal</b>	<b>1</b>
<b>2.</b>	<b>Head of Department</b>	<b>4</b>
<b>3.</b>	<b>Sr. Lecturer cum Sr. Instructor</b>	<b>5</b>
<b>4.</b>	<b>Lecturer cum Instructor</b>	<b>3</b>
<b>5.</b>	<b>Asstt. Lecturer cum Asstt. Instructor</b>	<b>1</b>
<b>6.</b>	<b>Teaching Associate (On contract basis)</b>	<b>3</b>
<b>7</b>	<b>Contract Faculty</b>	<b>1</b>
<b>8</b>	<b>Admn. Cum Accounts Officer</b>	<b>0</b>
<b>9</b>	<b>Accountant</b>	<b>1</b>
<b>10</b>	<b>Office Superintendent</b>	<b>1</b>
<b>11</b>	<b>PA To Principal</b>	<b>1</b>
<b>12</b>	<b>Stenographer</b>	<b>3</b>
<b>13</b>	<b>Cashier/UDC</b>	<b>1</b>
<b>14</b>	<b>Librarian</b>	<b>3</b>
<b>15.</b>	<b>LDC</b>	<b>1</b>
<b>16.</b>	<b>Driver cum Mechanic (on contract basis)</b>	<b>5</b>
<b>17.</b>	<b>Laboratory Attendant</b>	<b>1</b>
<b>18.</b>	<b>Maintenance Foreman Cum Care Taker (on contract basis)</b>	<b>2</b>
<b>19.</b>	<b>Sweeper</b>	<b>2</b>
<b>20</b>	<b>LDC (on contract basis)</b>	

## **V) MEETING OF THE BOARD AND EXECUTIVE COMMITTEE**

During the financial year 2019-2020, the Institute could convene 02 Board of Governors meetings and 01 Executive Committee meeting.

## **VI) COURSES OFFERED**

<b>Sl No.</b>	<b>Course</b>	<b>Course Duration</b>	<b>Sanctioned students for the year 2019-20</b>
<b>1.</b>	<b>B.Sc in H&amp;HA</b>	<b>3 Years</b>	<b>240</b>
<b>2.</b>	<b>Diploma in Food Production</b>	<b>1½ Year</b>	<b>44</b>

## **ADMISSION PROCEDURE**

### **B.Sc.IN HOSPITALITY & HOTEL ADMINISTRATION**

The Bachelor of Science Programme in Hospitality and Hotel Administration is offered jointly by the National Council For Hotel Management And Catering Technology, Nodia and the Indira Gandhi National Open University, New Delhi. Admission to this 3-year (six semesters) regular programme uniformly conducted in all the National Council affiliated IHMs is offered through an All India Joint Entrance Examination conducted by the National Council For Hotel Management And Catering Technology, Noida during the month of April / May followed by the counseling held in the month of June. The academic session commences in the month of July every year. The minimum qualification for admission is a pass in the examination of 10 + 2 system of senior secondary education or its equivalent with English as one of the compulsory subject. Admission to this programme is open to candidates from Science, Commerce, Arts and other recognized streams. The upper age limit for admission to the course is 25 years for General / OBC and PH categories and 28 years for SC / ST as on 1<sup>st</sup> July of the year. Reservation of seats as per the Government of India rules are considered.

### **DIPLOMA COURSE IN FOOD PRODUCTION:**

Admission to the 1½ year Diploma Courses in Food Production is offered by the Institute on the basis of merit list prepared on the marks obtained in +2 course. The minimum qualification for admission to the Diploma Course is 10 + 2 pass. The age limit for admission is 25 years (28 years for SC /ST categories).

### **"HUNAR SE ROZGAR"**

"Hunar Se Rozgar" – Hospitality Training Programme – is free and short job oriented hospitality courses, admission to which is open from the public with a minimum qualification of 8<sup>th</sup> class pass and the age between 18 to 28 years.

## **VII) DEGREE / DIPLOMAS / CERTIFICATES AWARDED**

The B.Sc Degree in Hospitality and Hotel Administration is awarded jointly by the Indira Gandhi National Open University (IGNOU) and National Council For Hotel Management & Catering Technology- (NCHMCT) to the students who successfully complete the 3-year Degree programme.

Certificates to the students who successfully complete the 1½ year Diploma Course in Food Production is awarded by the National Council For Hotel Management And Catering Technology, Noida.

## **VIII) EXAMINATIONS**

The number of students of the academic year 2019-20 appeared for the annual / final examinations in April / May, 2020 and the number of students passed along with the overall pass percentage is as under:

Sl. No.	Course	Students appeared for Examination	Students Promoted	Pass %
1.	1st Year B.Sc. I Semester II Semester	218 216	217 216	100% 100%
2.	2nd Year B.Sc. III Semester IV Semester	216	215	100%
3.	3rd Year B.Sc. V Semester VI Semester	194	192	99%
4.	Diploma in Food Production	43	39	91%

#### IX) RESERVATIONS

15%, 7.5% and 27% seats were reserved for Scheduled Caste/ Scheduled Tribe and OBC categories respectively and 10% of the Open quota is reserved for the EWS of General candidates for admission to the courses. 3% reservation of seat was provided across the board for Physically Handicapped candidates. The details of students taken admission in July 2019 to the Degree & Diploma Courses for the academic year 2019-20 are as under:

COURSES	GEN	SC	ST	OBC	EWS	SAR RRC	TOTAL
B.Sc in Hospitality & Hotel Administration.	98	28	1	88	03	01	219
1½ year Diploma in Food Production.	21	07	02	12	01	0	43



**X)**

### **DEGREE COURSE : THE PASS-OUTS**

On successful completion of the 3 year B.Sc Programme in Hospitality And Hotel Administration 192 students have passed out from the Institute in May, 2020.

### **XI) PLACEMENTS**

Out of the 192 students of the academic year 2019-2020 passed out in May 2020, some of the students have opted for pursuing higher studies. All the remaining students have got suitable placement in various hotels and other service organizations with 78.37 placement for the year. The placement details are as under.

Total number of students of the academic year 2019-20	:	193
Total number of students opted for pursuing higher studies	:	8
Total number of students placed	:	145
Total number of students not placed	:	40
Percentage of Placement		78.37

### **XII) TRAINING PROGRAMME FOR MULTI CUISINE COOKS, HSR THROUGH HOTELS & 6 DAYS SKILL CERTIFICATION PROGRAMME**

The Institute has been conducting the Training Programme for Multi Cuisine cooks, (500+200 hrs) Hunar Se Rozgar through hotels & HSR "Skill Certification Programme ( 6 days) under "Hunar Se Rozgar" as part of the scheme of "Capacity Building for Service Providers" sponsored by the Ministry of Tourism, Government of India. The details of "Hunar Se Rozgar" programmes conducted during the year are as under.

SL. No.	COURSE TITLE	NO. OF PERSONS ALREADY TRAINED DURING THE YEAR	NO. OF PERSONS UNDER TRAINING	TOTAL	SOURCE OF FUND
1.	500 + 200 hrs Training Programme for Multi Cuisine Cooks	00	40	40	Grants-in-aid from MOT, GOI.
	Total		40	40	

### **XIII) RESEARCH / CONSULTANCY / TRAINING**

#### **CONSULTANCY SERVICES :**

The Institute provides consultancy services for setting up of Hotel Management Institutions, setting up and improvement of various kitchen facilities etc. as per requirement received from different organizations.

#### **OTHER ACTIVITIES ATTENDED BY FACULTY & STAFF**

Name of the Faculty / Staff	Other activities attended	Dates
Mr.L.V.Kumar, Principal	"Principal's Conclave meeting" organized by NCHMCT, Noida.	21.05.2019
Ms.Jolly Joseph, Head of Department	Curriculum Committee Meeting of Food Technology / BHMCT at APJ Abdul Kalam Technological University, Thiruvananthapuram to Finalize the syllabus of S3 and S4 BHMCT Course.	21.05.2019
Mr.Dennis Joseph Mathew, Lecturer cum Instructor	External Examiner conduct of HSRT-Multi Cuisine Cook Examination (Written & Viva) at SIHM, West Hill, Kozhikode.	27.07.2019



<b>Name of the Faculty / Staff</b>	<b>Other activities attended</b>	<b>Dates</b>
<b>Mr.Dennis Joseph Mathew Lecturer cum Instructor</b>	<b>Assessment of Kitchen Equipment at Indian Institute of Information Technology and Management - Kerala ( IIITM-K) - , Technopark Phase III IT Building, Trivandrum.</b>	<b>25.07.2019</b>
	<b>Request received from SC Directorate, Trivandrum, verification completed and submitted for the specifications of Roti Maker Machines (semi cooked) in the Model Residential schools, Trivandrum.</b>	
<b>Name of the Faculty / Staff</b>	<b>Other activities attended</b>	<b>Dates</b>
<b>Mr.K.Rajshekhar, Principal Incharge</b>	<b>SIHM, Kozhikode Board of Governors meeting at the Minister's Chamber, Secretariat, Trivandrum.</b>	<b>22.07.2019</b>
<b>Mr.Dennis Joseph Mathew Sr. Lecturer</b>	<b>External Examiner for the HSRT – Food Production Practical Examination at SIHM, Kozhikode</b>	<b>19.10.2019</b>
<b>Mr.Ashok.V.D., Sr.Lecturer</b>	<b>Safe &amp; Hon'ble Tourism Workshop was conducted at Hotel Indrapuri, Trivandrum</b>	<b>24.10.2019</b>
<b>Mr.Dennis Joseph Mathew Sr.Lecturer</b>	<b>Member of the interview Board at SAI, LNCP, Regional Centre, Karyavattom, Trivandrum</b>	<b>30.10.2019</b>
<b>Dr.J.Premchand. Sr.Lecturer Cum Sr.Instructor</b>	<b>Publicity for admission to the B.Sc. H &amp; H A &amp; Diploma Courses to Higher Secondary Students at PKS Higher Secondary School, Kajiramkulam, Trivandrum.</b>	<b>08.11.2019</b>

Name of the Faculty / Staff	Other activities attended	Dates
Mr.Sabu Antony, Office Superintendent & Mr.Gopakumar, Caretaker	Inspection conducted for the Repairs of Generator at M/s.Sreelekshmi Diesels, Quilon	13.11.2019
Mr.Dennis Joseph Mathew, Mr.Gopakumar, Caretaker & Mr.K.P.Ramesh, Operations Manager, KTDC, Trivandrum	Inspection conducted – Kitchen Equipment at M/s.Chandran Steels, Coimbatore	18.11.2019
Mr.K.Rajshekhar, Principal	49 <sup>th</sup> meeting of the Board of Governors of NCHMCT, Noida at New Delhi as nominated by Ms.Rani George, IAS, Secretary (T), Govt. of Kerala	26.11.2019
Mr.Rahul.R.K. Asst.Lecturer & Mr.Sam I.G.Daya, Contract Faculty	Higher Studies Expo DISHA – II 2019-2020 a career guidance event at Kanhangad, Kasaragode	27.11.2019 to 1 <sup>st</sup> December, 2019
Name of the Faculty / Staff	Other activities attended	Dates
Mr.G.Saravanan, Lecturer & Mr.Nandu.V, Asst.Lecturer	Valedictory function and distribution of certificates to trainees on closing day of the Hunar Se Rozgar Six Days Skill Certification Programme at Hotel Mercy, Ernakulam	02.12.2019 to 07.12.2019
Mr.Rahul.R.K., Asst.Lecturer & Mr.Neetesh Bakshi, Contract Faculty along with students	Mass Cleaning at Hawah Beach, Grove Beach and Samudra Beach prior to the Christmas & New Year eve along with students.	07.12.2019
Ms.Mini.A, UDC,	Valedictory function and distribution of certificates to trainees on closing day of the Hunar Se Rozgar Six Days Skill Certification Programme at Hotel Mercy Luxury Business Hotel, Kochi.	07.12.2019

<b>Name of the Faculty / Staff</b>	<b>Other activities attended</b>	<b>Dates</b>
<b>Ms.Sini.B.Nair &amp; Mr.G.Saravanan &amp; Mr.Nandu.V</b>	<b>Classes in the subject of Housekeeping, F &amp; B Service &amp; Food Production for “Six Days Skill Training Programme” at CGH Earth, Willington Island, Kochi</b>	<b>9<sup>th</sup> to 11<sup>th</sup> December, 2019</b>
<b>Mr.Dennis Joseph Mathew Sr.Lecturer</b>	<b>The selection of Asst.Cook at KTDC Convention Centre, Mascot Hotel, Trivandrum</b>	<b>16.12.2019</b>
<b>Mr.K.Rajshekhar Principal</b>	<b>Physical Inspection of Private Institute (Kalasalingam Academy of Research &amp; Education), Virudhnagar, Madurai), for empanelling for conducting “Hunar Se Rozgar Tak”Programme.</b>	<b>9<sup>th</sup> &amp; 10<sup>th</sup> December, 2019</b>
<b>Mr.K.Rajshekhar Principal</b>	<b>Kerala State Tourism Awards 2016-17 Preliminary Evaluation of Applications – Committee Meeting</b>	<b>19.12.2019</b>
<b>Name of the Faculty / Staff</b>	<b>Other activities attended</b>	<b>Dates</b>
<b>Mr.K.Rajshekhar Principal</b>	<b>Physical Inspection of infrastructure of VVJ Charitable Trust, Kovilpatti, Thuthukudi for conducting “Hunar Se Rozgar Tak” Programme.</b>	<b>27.12.2019</b>
<b>Mr.Ashok.V.D.,Sr. Lecturer</b>	<b>The Oriental School of Hotel Management, Vythiri, Wayanad conducted “outlook 2020”Two days National Level Seminar &amp; Competitions on Hospitality at OSHM, Wayanad.</b>	<b>30<sup>th</sup> &amp; 31<sup>st</sup> January, 2020</b>



## TRAINING PROGRAMMES ATTENDED BY FACULTY & STAFF.

Name of the Faculty / Staff	Training programme attended	Dates
Mr.K.Rajshekhar, Principal	Orientation Programme on JEE Counseling 2019 at NCHMCT, Noida	21.05.2019
Mr.Ashok.V.D., Lecturer Cum Instructor	Three Days Employability Entrepreneurship& Life Skills in Hospitality Sector, conducted by NIESBUD, at IHMCT & AN, Bengaluru.	23.05.2019 to 25.05.2019
Mr.John Poley.K LDC	Orientation Programme for submission of proposals under Top Class Scholarship Scheme for SC students for the year 2019-2020 was conducted at New Delhi.	26.07.2019
Mr.E.Narayana Sarma, Accountant & AAO i/c & Mr.John Poley, LDC	One Day Training Programme PFMS –Expenditure Advance & Transfer (EAT) Module at INGAF, Chennai	23.08.2019
Mr.E.Narayana Sarma Admn.Cum Accounts Officer & Ms.Sindhu.S	“GeM” at SIHM, Kozhikode	04.12.2019
Name of the Faculty / Staff	Other activities attended	Dates
Mr.Sabu Antony.N, Office Superintendent & Ms.Soumya.V.G. LDC	“Leave Rules” at INGAF, Chennai.	05.12.2019
Mr.Dennis Joseph Mathew, Sr.Lecturer & Mr.Pradosh P.Pai, Lecturer	Two days Faculty Development Programme 2020 “Advance Modern Techniques in Petit Gateau and Chocolates”at Bangalore	1 <sup>st</sup> & 2 <sup>nd</sup> February, 2020
Mr.Pradosh P. Pai, Lecturer & Mr.Sunil Kumar, Lecturer	Two days Food Production Workshop at Institute of Hotel Management at ICI, Noida to cover the 3 <sup>rd</sup> year B.Sc. syllabus.	4 <sup>th</sup> & 5 <sup>th</sup> February, 2020

## **INNOVATION / GOOD PRACTICES**

The Institute's campus is a zero waste campus having a resource recovery facility with a bio-gas plant installed as a pilot project for systematic disposal of waste. The Institute also has a 'Green Team' which takes active interest in planting of trees, ensuring cleanliness of the Institute campus and its vicinity. Based on the guidelines given by the Ministry of Tourism, Government of India, the Institute has also requested the CPWD to incorporate the best practices such as concept of Green Building, Rain Water Harvesting Structures, installation of Solar Water Heating Systems etc. in all constructions at the Institute campus.

### **XIV) IMPORTANT DECISIONS AND DEVELOPMENTS**

As per the Administrative Approval and Expenditure Sanction received from the Ministry of Tourism, Government of India, CPWD was entrusted campus development works and the following works are completed.

1. Upgradation and improvement of two guest rooms at IHMCT, Kovalam.
2. Providing false ceiling, making partitions, providing an erection, of wooden shelves and supply of furniture to the library.
3. Renovation of first floor kitchen area in annexed building including leveling of flooring, providing aluminum partitions and wooden doors at IHMCT, Kovalam.

#### **SOLAR ENERGY POWER PLANT:**

40 KWp Solar Energy Power Plant was installed at this Institute comprises of Solar Inverter, Solar Panels, earthing, lightning arrestor.

## XV) EVENTS AND ACTIVITIES

Sl.	Activity	Date
1.	27th Annual Day Function : Annual Day function was held at the Institute. Mr.T.Chacko Paul, President, SKHF, was the Chief Guest, Mr.D.Chandrasenan Nair, Founder Member, SKHF, and Mr.Dileep Kumar.P.I., General Manager, The Leela Raviz, Kovalam were the Guest of honour for the function.	11.04.2019
2	Farewell Party was organized for the outgoing Final Year students at our Institute.	04.04.2019
3	Even Semester Term End Theory & Practical Examinations for the II, IV, VI B.Sc. In Hospitality And Hotel Administration and Diploma Course in Food Production Examination commenced and completed.	08.04.2019 on words
4	The Second batch of the Second Year B.Sc. Students have reported back to the Institute after completion of their Industrial Exposure Training.	16.04.2019
5	<b><u>NHTET EXAMINATION:</u></b> National Council For Hotel Management And Catering Technology, Noida conducted National Hospitality Teachers Education Test Examination at this Institute.	18.05.2019
6	Selection Committee Meeting	29.05.2019
7	62nd Board of Governors meeting	29.05.2019
8	IGNOU Component examination 2019-2020.	03.06.2019 to 07.6.2019
9	Indira Gandhi National Tribal University, conducted All India Entrance Examination <u>for admission to BBA &amp; MBA</u> programmes offered by ICI & IITM at our Institute.	08.06.2019 to 09.06.2019



Sl.	Activity	Date
10	<b><u>JEE COUNSELLING 2019</u></b> As per the instruction received from the NCHMCT the Institute conducted Counseling for admission to the B.Sc H & H A Programme. 496 students reported for counseling at IHM, Trivandrum in 3 rounds of counseling.	10.06.2019 to 14.06.2019, 21.06.2019 to 25.06.2019 & 03.07.19 to 06.07.19.
11	<b><u>WALK IN INTERVIEW's</u></b> : As per the requirement of Railway Catering & Tourism Corporation Ltd., Chennai, the Institute has facilitated the Walk - In - Interview for the post of Supervisor (Hospitality) . Mr.Dennis Joseph Mathew was nominated to be part of the Screening Committee.	11.06.2019
12	Yoga Day was conducted at the Institute	21.06.2019
13	<b><u>MID DAY MEAL TRAINING PROGRAMME 19</u></b> <b><u>PARTICIPANTS:</u></b> The Directorate of Education, Lakshadweep Administration had participated in the "Master Training to Regular Cook Working under Mid Day Meal Programme at this Institute.	24.06.2019 to 30.06.2019
14	Selection Committee Meeting (Contract Faculty)	22.07.2019
15	Commencement of classes for the 2nd & 3rd year B.Sc.H & H A	03.07.2019
16	Admission process in the 1st Year B.Sc. H & H A started, 219 students took admission.	15.07.2019 to 20.07.2019
17	<b><u>NHTET EXAMIATION:</u></b> National Council For Hotel Management And Catering Technology, Noida conducted National Hospitality Teachers Education Test Examination at this Institute.	20.07.2019
18	<b><u>Opening Day for 1st Year Batch 2019-2021</u></b> : 219 students have been allotted admission in the 1st Year B.Sc. H & H A at the Institute for the current academic year 2019-2020. The Induction Programme was inaugurated by the Chief Guest Mr.Dileep Kumar.P.I., General Manager, The Leela, Kovalam & Mr.Prasad Manjali, Managing Director & CEO, Citrine Hotels & Resorts, Principal, HOD & AAO i/c & two 1st year students by lighting the lamp. Students along with 450 parents attended the function.	24.07.2019

Sl.	Activity	Date
19	The Anti Ragging Committee has taken all necessary precautionary measures well before the joining of the fresh batch of students to prevent any type of harassment of junior students by the seniors. Anti Narcotic Club was also formed.	
20	Classes for the 1 1/2 year Diploma in Food Production commenced. 43 students joined DFP during the academic year 2019-2020.	29.07.2019
21	Welcome Party organized by the 2 <sup>nd</sup> & 3 <sup>rd</sup> year students for the 1 <sup>st</sup> year B.Sc. & Diploma students.	01.08.2019
22	Lecture on "Heritage Sites in Trivandrum" by Ms.Bina Thomas, Trivandrum	6 <sup>th</sup> 7 <sup>th</sup> & 8 <sup>th</sup> August, 2019
23	Lecture on "Gearing up for Interview" by Mr.Prasad Manjali, CEO Citrine Hotels, Trivandrum	7 <sup>th</sup> August, 2019
24	Lecture on Employability Training Programme" by M/s.Mahindra Pride Class Room	13 <sup>th</sup> 14 <sup>th</sup> & 16 <sup>th</sup> August, 2019
25	<u>Observance of "Sadbhavan Diwas"</u> was conducted at our Institute by administering the Sadbhavana Pledge. Faculty, staff & students participated.	20.08.2019
26	Independence Day celebration	15.08.2019
27	Officials from Ministry of Tourism, Government of India, visited for the inspection of the Institute as part of its "SWACHH BHARAT MISSION" awards evaluation for the Best Maintained Central Educational Institution under MOT.	16.08.2019
28	A Training Programme for the mentors of Kudumbashree by National Resource Organization (NRO) has been organized at the Institute.	19.08.2019 to 24.08.2019 & 26.08.2019 to 31.08.2019

Sl.	Activity	Date
29	Onam festival celebrated with an Onam Lunch followed by various cultural activities by the students.	29.08.2019
30	As per the requirement of Kerala Agricultural University, Vellayani, Institute has facilitated Entrepreneurship and Food Service Management (MFN007) theory and MFNL 007 practical examination at the Institute	12.08.2019 to 20.09.2019
31	Term End Examinations 2019-2020 for the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester B.Sc. H & H A Examinations commenced & completed.	02.09.2019 to 27.09.2019
32	<u>HINDI PAKWADA</u> : was celebrated. Official Language Implementation Committee organized competitions on Hindi Essay Writing, Hindi Poem Recitation & Handwriting students & Staff members participated on the above competitions.	14.09.2019 to 27.09.2019
33	Shri.Prahlad Singh Patel, Minister of State For Culture & Tourism (Independent Charge), Ministry of Tourism, Government of India, visited the Institute.	16.09.2019
34	M/s.Crowne Plaza, An IHG Hotel, Kochi, M/s.Hilton Garden Inn, M/s.Oberoi Group of Hotels conducted campus interview for the final year students at the Institute.	16 <sup>th</sup> 18 <sup>th</sup> & 19 <sup>th</sup> September, 2019
35	<u>SWACHHTA PAKHWADA ACTIVITIES 2019:</u>  1. Institute has conducted various competitions as part of Swachhta Pakhwada, such as preparation of one minute Ad film and Pencil drawing for the students of the Institute. The winners of the competitions were awarded prizes.	16.09.2019
	2. Mr.Shibu.K.N. Consultant, Zero Waste Systems & Strategies conducted a Seminar on need for Green Ethics for the students of the Institute.	17.09.2019



Sl.	Activity	Date
	3. Conducted Competition among students on "Upcycling from waste to wealth". Prizes were distributed to the winners of the competition.	20.09.2019
	4. Conducted Idea Generation and presentation from the students for Greener and Cleaner IHMCT campus .	23.09.2019
	5. A Cleaning Drive was done in front of the Institute Gate premises by the students of the Institute.	24.09.2019
	6. A Presentation was done by the Third Year student Mr. Ishaq on the Topic: Cleanliness and Sanitation of our country. Is it a cause for concern? How can I bring about a difference as an individual ?	25.09.2019
	7. Conducted a Seminar - for the students of HOLY FAMILY SCHOOL, Pachaloor, to raise awareness on the Role of Tourism and the importance of Sanitation, on the occasion of celebrating Swachata Pakwada and WORLD TOURISM DAY.	26.09.2019
	i) The Seminar was initiated by the Principal, Faculty Members Mr. G. Saravanan and Ms. Nirmala Jacob coordinate the whole seminar. The Seminar was taken by two students of the final year batch Geoffrey Johns Reji & Sarah Maria Alex.	

	<p>ii) The Seminar included interactive sessions with the students, on the following topics:</p> <p>“Why Tourism was important for the Growth of the Country.” The Importance of Sanitation, UNICEFs Water Sanitation and Hygiene Programme, the WASH convention – Delhi 2019</p> <p>The Seminar also focused on the WASH CONVENTION that will be held in Delhi organized by the MAHATMA GANDHI INTERNATIONAL SANITATION CONVENTION (MGISC).</p>	
36	Mr.Harikishore, IAS, Executive Director, Kudumbashree Mission, Government of Kerala inaugurated the closing ceremony function for Kudumbashree Training Programme conducted at our Institute and distributed the certificate to the concerned participants.	26.09.2019
37	<p><b><u>Swachhta Pakhwada and World Tourism Day</u></b> Celebration, 10 species of trees (22 Nos.) as listed below were planted at the Institute by the faculty and students.</p> <p>1. Hybrid Mango Plant. 2.Jackfruit Plant, 3.Black Pepper, 4. Black Plum Tree, 5. White Sapote, 6 Nutmug Spice, 7. Guava Tree, Sweet Lime, 9. All spice tree &amp; Gooseberry.</p>	27.09.2019
38	A Training Programme for the mentors of Kudumbashree by National Resource Organisation (NRO) has been organized at the Institute.	16.09.2019 to 20.09.2019 & 23.09.2019 to 26.09.2019
39	Lecture on “Green Ethics and Waste Management” by Mr.Shibu Kumar, Consultant, Zero Waste Systems, Nedumcaud, Karamana, Trivandrum.	27.09.2019
40	Lecture on Disposal of Non-Biodegradable Waste” by Mr.Sanjeev Environmentalist, Trivandrum.	30.09.2019

Sl.	Activity	Date
41	Staff Selection Committee Meeting for the Selection of Asst.Lecturer	14.10.2019
42	As part of Paryatan Parv and 150 <sup>th</sup> Birth Anniversary of Mahatma Gandhi a cleaning drive was organized at the Institute & Kovalam Beach. Students/faculty / staff members participated.	02.10.2019
43	Mr.Hareendra Sarma, Asst.Director (OL), Doordarshan Kendra, Trivandrum inaugurated the Hindi Pakhwada, closing ceremony function and distributed the prizes to the winners.	03.10.2019
44	<u>PARYATAN PARV-</u> A Theme Lunch on "Ethnic Kerala" . Traditional Kerala Sadhya was organized by Diploma students at the Institute. Faculty & students were in traditional dress code. The Service was also in traditional style . A Low budget décor was arranged using available materials from the college premises.	11.10.2019
45	<u>"World Palliative Care Day"</u> Around 400 Palliative Care patients and their family members along with Pallium India officials including Doctors and nurses were hosted at the Institute for the day. Lunch, snacks, games and cultural activities were organized for them. Small mementoes were given to the patients as a token of love and care to them from the fund raised by the faculty, staff and students of the Institute.	12.10.2019



Sl.	Activity	Date
46	<b>PARYATAN PARV</b> : A Programme showcasing the cultural heritage of South India was organized at the Institute, jointly by India Tourism, Kochi and IHMCT, at the Institute. Mr.Shreevats Sanjay, Regional Director, India Tourism (South), Chennai inaugurated the function. Ms.Sandhya Haridas, Manager India Tourism, Kochi, Mr.Dileep Kumar, General Manager, The Leela Raviz, Kovalam, Mr.Rajagopal Iyer, CEO Uday Samudra Leisure Beach Hotel & Spa, Kovalam and Mr.K.Rajshekhar, Principal of this Institute were the dignitaries of the function.	12.10.2019
47	Mc Donalds conducted Campus interview for the final year students (1) Pre Placement Talk. (2) Aptitude Test – on line. (3) initial Interview & (4) Final interview.	14 <sup>th</sup> 15 <sup>th</sup> 16 <sup>th</sup> 29 <sup>th</sup> & 30 <sup>th</sup> October 2019
48	<b>AS PART OF PARYATAN PARV</b> – Second year students conducted a Theme Dinner “CARNAVAL DE MASACARAS” at this Institute.	19.10.2019
49	Institute conducted a Special Assembly and took Pledge as part of Observance of Rashtriya Ekta Diwas (National Unity Day) for the staff and students.	31.10.2019
50	Taj Group of Hotels conducted campus interview for the final year students of IHMCT, Kovalam & students of Lourdes Matha Institute of Hotel Management And Catering Technology Kuttichal also attended the campus interview at our Institute.	02.11.2019
51	Four Seasons Resorts Maldives at Landaa Giraavaru conducted Campus Interview for the final year students at our Institute.	8 <sup>th</sup> & 9 <sup>th</sup> November 2019

Sl.	Activity	Date
52	Term End Examinations 2019-2020 for the 3 <sup>rd</sup> & 5 <sup>th</sup> Semester B.Sc. H & H A Theory & Practical Examinations commenced & completed.	11.11.2019 to 22.11.2019
53	SKILL TEST & WALK IN INTERVIEW : As per the requirement of State Institute of Hospitality Management (SIHM- Kozhikode). The Institute has facilitated the Walk in Interview & Skill Test for the posts of Asst.Lecturer, Teaching Associates and Librarian at our Institute.	12.11.2019
54	Industrial Exposure Training students Presentation / Viva Examination	25.11.2019
55	Mid Term End Examinations 2019-2020 Theory & Practical for the Diploma in Food Production commenced and completed.	27.11.2019
56	On the occasion of Observance of the International Day of Persons with Disabilities at the Vocational Rehabilitation Centre, Nalanchira, Trivandrum the Institute has sponsored lunch for 200 persons with disabilities.	01.12.2019
57	M/s.Third Wave, M/s.Trident, Cochin & Four Seasons conducted Campus Interviews for the final year students at the Institute	10 <sup>th</sup> & 12 <sup>th</sup> December, 2019
58	Study Tour : Final year B.Sc. H & H A students went to Wayanadu, Coorg, Chickmungluru & Uduppi	15 <sup>th</sup> to 20 <sup>th</sup> December, 2019
59	1 <sup>st</sup> Semester Term End Examinations commenced & completed.	18 <sup>th</sup> to 20 <sup>th</sup> December, 2019
60	Review Departmental promotion Committee meeting for promotion to the post of Sr.Lecturer	20.12.2019
61	Staff Selection Committee consisting of Practical Skill Test & Teaching Aptitude Test for the selection of Teaching Associates.	

Sl.	Activity	Date
62	Departmental Screening Committee for grant of Financial Upgradation under MACP Scheme.	
63	New Year Lunch was organized at the Institute for all staff and students.	08.01.2020
64	M/s.Aditya Birla Fashion & retail, M/s.Club Mahindra, M/s.KFC, Third Wave, M/s.Trident, Cochin & Four Seasons conducted campus interviews for the final year students at the Institute.	17 <sup>th</sup> , 21 <sup>st</sup> & 27 <sup>th</sup> January, 2020
65	As part of "Ek Bharat Shresht Bharat" Programme of Ministry of Tourism, Government of India, in co-ordination with India Tourism, Kochi, the Institute conducted a Himachal Pradesh based theme Dinner "SAZA" for the hotel / travel trade partners at the Institute campus.	31.01.2020
66	Lecture on "Gender Sensitization" by Mr.Jayakrishnan, H R Manager, Taj Kovalam, Trivandrum	22.01.2020
67	Departmental Screening Committee meeting for grant of Financial Upgradation under MACP Scheme were conducted.	29.01.2020
68	Mr.Tirupathaiah Mothukuri, Regional Manager, & Mr.Raghu Nandan, Chief Academy of Pastry, Arts of India, Bangalore, conducted Seminar / Demo Session - "BAKERY WORKSHOP"	30.01.2020
69	Lecture on "Sales & Marketing Techniques for Fandango" by Ms.Ammu, Sales & Marketing Executive, Taj Green Cove, Kovalam, Trivandrum	12.02.2020
70	As part of Ek Bharat Shresht Bharat programme of Ministry of Tourism, Government of India under Students Cultural Exchange Programme, 10 students and 1 Faculty member from IHM Shimla visited our Institute. In the event various cultural programmes, cuisine workshop and theme lunch on Kerala and Shimla cuisine etc. were organized. Felicitation ceremony of the programme was also conducted at the Institute.	17 <sup>th</sup> to 20 <sup>th</sup> February, 2020
	<b>March 16<sup>th</sup> 2020 onwards Institute closed due to COVID-19 – No Activity.</b>	



### **HUNAR SE ROZGAR – INSTITUTE BATCH**

Sl.No.	Name	Trade	No. of participants	Date
1.	Multi Cuisine Cook	Food Production	16	Trade Test on 03.01.2020 (course not completed)
	TOTAL		16	

### **HUNAR SE ROZGAR – SKILL CERTIFICATION PROGRAMME (6 days)**

Sl.No.	Trade	No. of participants	Date
1.	Food Production	45	06.12.2019
2.	F & B Service	39	13.12.2019
3.	Housekeeping	52	10.01.2020
	Total	136	

### **XVI) MEASURES TAKEN / SYSTEM IN PLACE TO PREVENT RAGGING**

As part of the measures for prevention of ragging and with a view to have good relationship among the students community and to maintain a well disciplined atmosphere in the campus, an Anti Ragging Committee was set up at the Institute with Institute's faculty / staff as members of the Committee and second and third year students as "Students Facilitators". The Committee has taken all necessary precautionary measures well before the joining of the fresh batch of students to prevent any type of harassment of junior students by the seniors. The Institute has also given adequate awareness of the various provisions of the "Kerala Prohibition of Ragging Act 1998" to the students and their parents and the parents were also requested to advise their wards to refrain from such activities.

## **XVII) RIGHT TO INFORMATION ACT 2005 (RTI)**

The Institute implemented the RTI Act from the year 2006. As per the instruction from the Ministry, quarterly statements of RTI status are sent to the department on a regular basis. During the year 2019 – 2020 a total number of 36 applications seeking information under RTI were received and provided required information. As an awareness program at the time of induction, the parents and the 1<sup>st</sup> year students were informed about the Act and the easy access for information. The website of the Institute has been updated periodically providing all the information pertaining to the Institute. The composition of the RTI officials of the Institute are:-

**Public Authority** : Board of Governors of the Institute

**Appellate Authority** : Mr. L. V. Kumar, Principal (Retired on 31.05.2020)  
from 1<sup>st</sup> June, 2020 : Mr.K.Rajshekhar, Principal

**Central Public Information Officer** : Mr.E.Narayana Sarma, Admn.cum Accounts Officer

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## **INDEPENDENT AUDITOR'S REPORT**

We have audited the attached Balance sheet of the **"THE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (TRIVANDRUM) SOCEITY, TRIVANDRUM"** as on 31<sup>st</sup> March 2020 and the Income & Expenditure account for the year ended, and notes to the financial statements, including a summary of significant accounting policies.

### **Opinion**

In our opinion and to the best of our information and according to the explanation given to us, subject to the qualifications mentioned in the basis of opinion paragraph, the accounts give a true & fair view for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

### **Basis for Qualified Opinion**

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we



have obtained is sufficient and appropriate to provide a basis for our opinion subject to the following facts,

Subject to the following facts,

1. There exists long pending items such as a)cheque deposited in banks but not cleared, b)unidentified debits and credits in bank statement and c)cheque issued but not presented in bank etc in bank reconciliation statement which have not been incorporated in the books of accounts for the following accounts. Some of these reconciliation items are ageing more than six years.
  - Central Bank of India - CA No.1620800709
  - Central Bank of India - CBSP A/c No.3421738040
2. The Provident Fund transactions are hived off from the books of accounts of the institute from financial year 2012-13, but the opening balance of the PF account is not transferred from the institute and reconciled with the closing balance of funds. The reconciliation statement of the PF account maintained with Central Bank of India has not been prepared as on 31st March 2020

Particulars	Bank Balance	Book Balance	Observation
Central Bank of India GPF -6077(7487)	2,89,985.00	1,60,520.00	Not Reconciled

3. The Fixed Deposits made with Central Bank of India not reconciled with the balance Confirmation Certificates obtained from bank. The details are given below.

Sl No	Particulars	Balance as per Books	Balance as per Bank Statement
1	Fixed Deposit with CBI	4,48,52,899.00	4,99,20,991.00



4. There exist a credit balance of Rs.45,92,458.00 under the head CBI-FD suspense account grouped under current liability and Rs.6781 under the term deposit with Central Bank of India-New Pension Scheme as on March 31 2020.
5. The investments made with LIC of India towards Pension are not reconciled with the Fund balance Statement obtained but balance confirmation of Deposit with LIC – Pension Fund not available for verification. The details are given below

Sl No	Particulars	Balance as per Books	Balance as per LIC Statement
1	Deposit with LIC - Pension Fund	8,26,99,685.95	8,26,35,374.95

6. The amounts outstanding under the head Earmarked/Endowment Funds is un-reconciled and its resultant impact, if any, on accounts could not be ascertained.
7. Confirmation of balances from Fees and fines receivable, loans and advances, sundry creditors and deposits have not been obtained and hence their correctness, adequacy of provision for doubtful items, if any, and its resultant impact on accounts could not be ascertained.

#### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the aforesaid Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.






In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



For K.S.MADHU & Co.  
FRN008731S  
Chartered Accountants  
  
K.S.MADHU B.Sc., FCA  
Mg. Partner (M.No.019380)

**UDIN- 20019380AAAAEC5752**

**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
(TRIVANDRUM) SOCIETY, THIRUVANANTHAPURAM**

**BALANCE SHEET AS AT 31ST MARCH 2020**

CAPITAL FUND AND LIABILITIES	Schedule	Current Year	Previous Year
Corpus/ Capital Fund	1	91,69,265	91,69,265
Reserves and Surplus	2	36,92,381	21,59,131
Earmarked/ Endowment Funds	3(a)	27,89,68,119	28,73,67,248
Other Earmarked Funds	3(b)	9,05,506	9,02,334
Current Liabilities and Provisions	4	3,14,23,972	3,12,86,799
<b>TOTAL</b>		<b>32,41,59,242</b>	<b>33,08,84,776</b>

ASSETS	Schedule	Current Year	Previous Year
Fixed Assets	5		
Gross Block		12,39,77,500	11,64,86,033
Less: Depreciation		-4,63,28,787	-3,63,17,375
Net Block		7,76,48,713	8,01,68,657
Capital WIP			-
Investments- from Earmarked/Endowment Funds	6	11,17,82,555	11,22,73,795
Investments-Others	7	2,72,58,658	3,37,67,069
Current Assets, Loans and Advances	8	10,74,69,317	10,46,75,255
<b>TOTAL</b>		<b>32,41,59,242</b>	<b>33,08,84,776</b>

**AUDITOR'S REPORT**

As per our report of even date attached

For **K.S.MADHU & Co.**


FRN008731S

Chartered Accountants



K.S.MADHU B.Sc., FCA

Mg. Partner (M.No.019380)



E. Narayana Sarma

Admin cum Accounts Officer

K Rajshekhar

Principal

**UDIN- 20019380AAAAEC5752**





**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
(TRIVANDRUM) SOCIETY, THIRUVANANTHAPURAM**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2020**

Particulars	Schedule	Current Year	Previous Year
<b>INCOME</b>			
Income from Miscellaneous Sales/ Services	9	64,743	57,629
Fees/ Subscriptions	10	5,62,80,501	5,23,87,968
Income from Investments	11	10,13,850	7,86,539
Other Income	12	11,10,588	45,96,561
Increase/ Decrease in stock	13	-37,687	1,65,589
Hostel Collection	14	1,25,24,966	1,60,67,100
Amortisation of CG		89,08,020	91,47,616
<b>TOTAL</b>		<b>7,98,64,981</b>	<b>8,32,09,001</b>
<b>EXPENDITURE</b>			
Salaries and Allowances	15	3,18,56,419	3,40,86,806
Other Administrative Expenses	16	1,81,73,495	1,40,69,975
Hostel Expenses	14	1,30,45,407	1,46,05,203
Depreciation	5	1,00,11,411	1,04,56,918
Provisions	17	52,45,000	52,45,000
<b>TOTAL</b>		<b>7,83,31,732</b>	<b>7,84,63,902</b>
<b>Net Income over Expenditure</b>		<b>15,33,250</b>	<b>47,45,099</b>

**AUDITOR'S REPORT**

As per our report of even date attached

For **K.S.MADHU & Co.**

FRN008731S

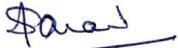
Chartered Accountants



K.S.MADHU B.Sc., FCA

Mg. Partner (M.No.019380)

**UDIN- 20019380AAAAEC5752**



E. Narayana Sarma

Admin cum Accountants Officer

K Rajshekhar

Principal



**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
(TRIVANDRUM) SOCIETY, THIRUVANANTHAPURAM**

**SCHEDULES FORMING PART OF BALANCE SHEET  
AS AT 31<sup>ST</sup> MARCH 2020**

**SCHEDULE 1- CORPUS/ CAPITAL FUND**

Particulars	Current Year	Previous Year
Balance at the beginning of the year	91,69,265	91,69,265
Balance as at the year end	91,69,265	9169265.00

**SCHEDULE 2- RESERVES & SURPLUS**

Particulars	Current Year	Previous Year
As per last accounting year	21,59,131	-25,85,968
Add: Excess of expenditure over income	15,33,250	47,45,099
<b>TOTAL</b>	<b>36,92,381</b>	<b>2159130.58</b>

**SCHEDULE 4- CURRENT LIABILITIES AND PROVISIONS**

Particulars	Current Year	Previous Year
<b>A.CURRENT LIABILITIES</b>		
1.Sundry Creditors		
a. For Goods	26,26,929	38,33,824
b. For Others	1,12,16,414	1,09,58,285
c. GPF Trust	2,26,000	2,26,000
d. CBI-FD Suspense	45,92,458	45,92,458
2. Deposits	1,27,17,171	1,16,31,232
<b>TOTAL(A)</b>	<b>3,13,78,972</b>	<b>3,12,41,799</b>
<b>B.PROVISIONS</b>	<b>45,000</b>	<b>45,000</b>
<b>TOTAL(A+B)</b>	<b>3,14,23,972</b>	<b>3,12,86,799</b>

**SCHEDULE 6- INVESTMENTS FROM EARMARKED ENDOWMENT FUND**

Particulars	Current Year	Previous Year
With Scheduled Banks	1,28,99,092	1,30,37,501
With Others	9,88,83,463	9,92,36,294
<b>TOTAL</b>	<b>11,17,82,555</b>	<b>11,22,73,795</b>

**SCHEDULE 7- OTHER INVESTMENTS**

Particulars	Current Year	Previous Year
With Schedules banks	2,72,58,658	3,37,67,069
<b>TOTAL</b>	<b>2,72,58,658</b>	<b>3,37,67,069</b>



# SCHEDULE 8- CURRENT ASSETS, LOANS AND ADVANCES

Particulars	Current Year	Previous Year
<b>1.Inventories</b>	2,39,149	2,76,836
<b>2.Unutilised Stock of Uniforms purchased</b>	6,73,108	7,28,208
<b>2. Fees &amp; Fines Receivable (Sundry Debtors)</b>	1,20,61,864	73,53,855
<b>3. Cash balance in Hand</b>	1,111	3,811
<b>4. Means Based Financial Assistance from NCHMCT</b>	-	-
<b>5. Bank Balances</b>		
With CBI Current Account CD 1620800709	12,59,901	-1,07,283
The Federal Bank Ltd	6,796	-
IHMCT EMPLOYEES GPF A/C 6077 (7487)	1,60,520	1,60,520
IHMCT EMPLOYEES PENSION/GRATUITY FUND -CBI/SB A/C NO.9049	17,615	16,391
IHMCT EMPLOYEES TWO WHEELER ADVANCE FUND.SB A/C NO CBI	1,50,998	1,38,686
IHMCT INCOME TAX- SB A/c 3056648728 with CBI	2,66,590	4,53,344
STATE BANK OF INDIA,POONKULAM,TRIVANDRUM	15,51,126	68,37,812
CENTRAL BANK OF INDIA SB A/C NO.3650791487	10,461	3,95,115
CENTRAL BANK OF INDIA IHMCT-CBSP A/C 3421738040	2,04,140	1,85,467
<b>6. Loans, Advances and Deposits</b>		
<b>LOANS &amp; ADVANCES ON CAPITAL ACCOUNT</b>		
DEPOSIT WITH CPWD	3,21,43,894	2,94,31,258
DEPOSIT WITH CPWD - FOR CAMPUS DEVELOPMENT	29,00,000	29,00,000
DEPOSIT WITH CPWD - NEW BUILDING	52,93,646	52,93,646
DEPOSIT WITH CPWD - OTHERS	962	962
DEPOSIT WITH CPWD.-BUILDING PROJECT PHASE III	1,94,20,139	1,94,20,139
DEPOSIT WITH EE. CPWD	55,341	55,341
DEPOSIT WITH KSEB	8,17,629	8,17,629
DEPOSIT WITH CPWD FOR UPGRADATION OF GIRLS HOSTEL	20,00,000	20,00,000
DEPOSIT WITH CPWD - ELECTRICAL	69,06,777	69,06,777
DEPOSIT WITH SENIOR POSTMASTER,TRIVANDRUM GPO	3,552	8,817
Executive Engineer(E)TCED,CPWD,Trivandrum	1,95,07,544	1,95,07,544
<b>LOANS &amp; ADVANCES - OTHERS</b>		
Advance to Sabu Antony	1,404	1,404
ADVANCE TO STAFF	3,04,691	2,25,003
Other loans & Advances	37,666	37,666
DAVP	10,996	10,996
DEPOSIT FOR GAS/DIESEL	98,100	98,100
Deposit with K.S.C.S.Corporation Ltd.	10,000	10,000
DEPOSIT WITH TRCMPU LTD.	3,000	3,000
FESTIVAL ADVANCE	7,710	7,710
GPF ADVANCE	1,75,595	2,03,695
GUHAN GAS	9,520	9,520
IGNOU.	-17,924	-17,924
IHM Calicut	-10,000	-10,000
JEE 2009 Expenses Receivable from NCHMCT	71,724	71,724
NCHMCT	2,09,613	4,08,214
STAFF LTC ADVANCE	1,49,638	1,66,808
TA/DA RECEIVABLE FROM NCHMCT,NOIDA	6,59,722	5,69,465
LIFE INSURANCE CORPORATION OF INDIA	20,000	20,000
M/S.KERALA HORTICORP	15,000	15,000
KERALA STATE ELECTRRONICS DEVELOPMENT CORPORATION LTD	10,000	10,000
DEPOSIT WITH KERALA STATE POULTRY DEVELOPMENT CORPORATION LT	50,000	50,000
<b>TOTAL</b>	<b>10,74,69,317</b>	<b>10,46,75,255</b>





**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**  
(TRIVANDRUM) SOCIETY, THIRUVANANTHAPURAM

**SCHEDULE 5 - FIXED ASSETS AS AT 31ST MARCH 2020**

PARTICULARS	Rate	GROSS BLOCK				DEPRECIATION			NET BLOCK		
		Cost/ Valuation at the beginning of the year	Additions during the Year	Deductions during the Year	Cost/ Valuation at the year end	As at the beginning of the year	Additions during the Year	Deductions during the Year	Total At the end of the year	As at the year end	As at the end of the Previous Year
1. Land											
a. Freehold											
b. Leaschold											
2. Building											
a. On Freehold Land	10%	8,57,04,081	0	0	8,57,04,081	1,99,23,393	65,78,069		2,65,01,462	5,92,02,619	6,57,80,688
b. On Leaschold Land			0	0							
3. Plant, Machinery & Equipment	15%	1,48,66,276	24,780		1,48,91,056	55,75,658	13,97,310		69,72,968	79,18,088	92,90,618
4. Vehicles	15%	2,00,565	0	0	2,00,564	1,26,136	11,164		1,37,301	63,264	74,428
5. Furnitures and Fixtures	10%	26,91,684	20,801		27,12,485	9,46,041	1,76,644		11,22,685	15,89,800	17,45,643
6. Office Equipments	10%	4,91,866	0	0	4,91,866	2,59,356	23,251		2,82,607	2,09,259	2,32,510
7. Computers and Peripherals	60%	74,22,448	0	0	74,22,448	68,81,338	3,24,666		72,06,004	2,16,444	5,41,110
8. Electrical Installations	15%	11,70,065	0	0	11,70,065	7,24,330	66,860		7,91,191	3,78,875	4,45,735
9. Library Books	60%	4,62,427	868		4,63,294	4,45,793	10,501		4,56,294	7,000	16,633
10. Tubewells & Watersupply	15%	1,78,477	0	0	1,78,477	1,12,245	9,935		1,22,180	56,297	66,232
11. Audio Visual Equipments	15%	5,55,613	0	0	5,55,612	3,07,177	37,265		3,44,443	2,11,170	2,48,435
12. Other Fixed Assets	15%	15,83,866	0	0	15,83,866	8,42,107	1,11,264		9,53,371	6,30,495	7,41,759
13. Assets Purchased out of Grants	15%	11,58,665	74,45,019		86,03,684	1,73,800	12,64,483		14,38,282	71,65,401	9,84,865
TOTAL		11,64,86,032	74,91,467	0	12,39,77,500	3,63,17,376	1,00,11,411	0	4,63,28,787	7,76,48,713	8,01,68,657



**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
(TRIVANDRUM) SOCIETY, THIRUVANANTHAPURAM**

**SCHEDULES FORMING PART OF INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

**SCHEDULE 9- INCOME FROM MISCELLANEOUS SALES / SERVICES**

Particulars	Current Year	Previous Year
<b>1.Income From Miscellaneous Sales</b>		
a) Sales of Finished Goods ( Restaurant and Bakery Collection)	64,743	46,029
<b>2. Income from Miscellaneous Services</b>		
c) Locker Rent	0	0
d) Guest Room Rent	0	11,600
<b>TOTAL</b>	<b>64,743</b>	<b>57,629</b>

**Schedule 10- FEES/ SUBSCRIPTIONS**

Particulars	Current Year	Previous Year
<b>Students fees</b>		
1st Year BSc in Hospitality and Hotel Administration	1,85,41,220	1,92,62,695
2nd Year BSc in Hospitality and Hotel administration	1,81,84,950	1,67,97,900
3rd Year BSc in Hospitality and Hotel Administration	1,86,05,357	1,45,58,512
Administration		
DFP	9,61,759	9,48,784
DFBS	0	0
FANDANGO	-15,526	8,12,186
Fine	2,741	7,891
<b>TOTAL</b>	<b>5,62,80,501</b>	<b>5,23,87,968</b>

**SCHEDULE 11- INCOME FROM INVESTMENTS**

Particulars	Current Year	Previous Year
INTEREST ON TERM DEPOSIT	10,13,850	7,86,539.00
INTEREST ON SB A/C		-
<b>TOTAL</b>	<b>10,13,850</b>	<b>7,86,539</b>

**SCHEDULE 12- OTHER INCOME**

Particulars	Current Year	Previous Year
Others	11,10,588	45,96,561
<b>TOTAL</b>	<b>11,10,588</b>	<b>45,96,561</b>





SCHEDULE 13- INCREASE/ DECREASE IN STOCKS

Particulars	Current Year	Previous Year
a. Closing stock		
- Finished Goods/ Stores	2,39,149	2,76,836
b. Less: Opening Stock		
- Finished Goods/ Stores	2,76,836	1,11,247
DIFFERENCE	-37,687	1,65,589

SCHEDULE 14- HOSTEL INCOME AND EXPENDITURE

Particulars	Current Year	Previous Year
Hostel Income		
Hostel Fees	31,84,866	52,41,600
Mess Fees	93,40,100	1,08,25,500
TOTAL	1,25,24,966	1,60,67,100
Hostel Expenses		
Contract Charges for Manpower Supply( Hostel)	5,79,368	9,18,525
Contract salary & wages ( hostel)	1,24,904	7,95,559
Hostel Mess Expenses	79,86,464	69,09,617
House Keeping & Laundry for Hostel	20,73,915	20,84,145
Security service charges Hostel	3,63,301	18,34,586
Electricity charges for Hostel	18,00,157	17,41,363
Repairs and Maintenance Hostel	1,00,289	2,90,333
Water Charges for Hostel	-	-
Miscellaneous Expenses (Hostel)	17,009	31,076
TOTAL	1,30,45,407	1,46,05,203
Net Income From Hostel	-5,20,441	14,61,897

SCHEDULE 15- SALARIES AND ALLOWANCES

Particulars	Current Year	Previous Year
a. Salaries and Wages	3,07,32,262	3,33,23,913
b. Allowances and Bonus	11,24,157	7,62,893
TOTAL	3,18,56,419	3,40,86,806



SCHEDULE 16- OTHER ADMINISTRATIVE AND OPERATING EXPENSES

Particulars	Current Year	Previous Year
Training food expenses	37,82,367	47,51,318
Electricity and Power	12,84,538	15,24,264
Insurance	1,66,494	1,59,965
Repairs and Maintenance	22,72,858	12,34,164
Postage, Telephone and Communication Charges	1,35,306	91,916
Advertisement and Publicity	1,48,938	2,81,295
Agricultural Expenses	4,725	12,828
Others	1,03,78,269	60,14,225
<b>TOTAL</b>	<b>1,81,73,495</b>	<b>1,40,69,975</b>

SCHEDULE 17- PROVISIONS

Particulars	Current Year	Previous Year
Provision for Pension Fund	25,00,000	25,00,000
Provision for Gratuity	25,00,000	25,00,000
Provision for Leave Encashment	2,00,000	2,00,000
Audit Fee	45,000	45,000
<b>TOTAL</b>	<b>52,45,000</b>	<b>52,45,000</b>



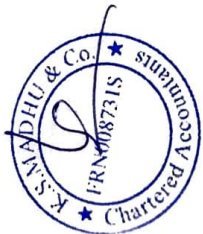
SCHEDULES FORMING PART OF BALANCE SHEET  
AS AT 31<sup>ST</sup> MARCH 2020

SCHEDULE 3(a)- EARMARKED/ ENDOWMENT FUNDS

PARTICULARS	Provident Fund	Pension Fund	Gratuity Fund	Leave Encashment Fund	Institutional Development Fund	Capital GOI	Capacity Building For Service Providers ( Hunar se Rozgar)	CBSP-HSR through Hotels	CBSP-Skill Certification	Sanskriti Project	New Pension Scheme	2 Wheeler Advance Fund for Staff	Total
a) Opening Balance	89,26,385	6,53,81,330	1,38,49,695	26,55,785	66,50,948	17,74,84,383	6,84,744	-68,029	-25,52,268	20,157	1,03,488	6,31,501	27,37,68,119
b) Additions to the fund													
i) donations/ grants													
ii) Income from investments made on account of funds													
iii) Other additions	0	0	0	0	0	0	0	0	0	0	-	0	0
iv) Provisions		25,00,000	25,00,000	2,00,000									
<b>TOTAL</b>	<b>89,26,385</b>	<b>6,78,81,330</b>	<b>1,63,49,695</b>	<b>28,55,785</b>	<b>66,50,948</b>	<b>17,74,84,383</b>	<b>6,84,744</b>	<b>-68,029</b>	<b>-25,52,268</b>	<b>20,157</b>	<b>1,03,488</b>	<b>6,31,501</b>	<b>27,89,68,119</b>
c) Utilisation/ Expenditure towards Objectives of Funds	0	0	0	0		0	0	0	0		0	0	0
i) Capital expenditure													
* Fixed Assets													
* Others													
* Total													
ii) Revenue Expenditure													
* Pension Payable													
* Programme Expenses													
* Other Administrative Expenses													
* Total	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NET TOTAL</b>	<b>89,26,385</b>	<b>6,78,81,330</b>	<b>1,63,49,695</b>	<b>28,55,785</b>	<b>66,50,948</b>	<b>17,74,84,383</b>	<b>6,84,744</b>	<b>-68,029</b>	<b>-25,52,268</b>	<b>20,157</b>	<b>1,03,488</b>	<b>6,31,501</b>	<b>27,89,68,119</b>

SCHEDULE 3(b)- OTHER EARMARKED FUNDS

PARTICULARS	AMOUNT
MEANS BASED FINANCIAL ASSISTANCE FROM NCHMCT	-4,87,500.00
HSR TRAINING PROGRAMME- EVENT FACILITATORS	-2,21,130.00
EXPENSES OF PM YUVA YOJANA	-62,077.00
SKILL CERTIFICATION HUNAR SE ROZGAR TAK	-12,35,480.00
HUNAR ZE ROZGARTAK-THRU HOTELS	29,13,989.00
CBSP HSR 6 MONTHS COURSE	-2,296.00
<b>TOTAL</b>	<b>9,05,506.00</b>



## **SCHEDULE 18 – SIGNIFICANT ACCOUNTING POLICIES**

### **1. Accounting Conservation**

The financial statements are prepared on the basis of the historical cost convention unless otherwise stated. In accordance with generally accepted accounting principles and on method of accounting.

### **2. Inventory Valuation**

Finished goods/stores are valued at cost

### **3. Investments**

Investments are valued at cost

### **4. Fixed Assets**

Fixed assets are started at cost of acquisition inclusive of inward freight duties and taxes incidental and direct expenses related to acquisition. As explained to us all fixed assets have been physically verified by the management.

### **5. Depreciation**

Depreciation is provided on written down value method as per the rates specified in Income Tax Act

### **6. Fees**

Tuition fees and other fees are accounted on accrual basis.

### **7. Government grants/ Subsidies**

Government grants of the nature of contribution towards capital cost of setting up projects are treated as capital fund. Grants received are utilized in respect of specific fixed assets acquired and which has been utilized are transferred too reserves and surplus.

### **8. Retirement Benefits**

The institute has joined Group Gratuity scheme of LIC with policy no: 435912. Similarly, the institute has joined GSDLI scheme of LIC with policy No:435911 for liability towards pension payables.





## **SCHEDULE 19 – CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS**

### **1. Contingent Liabilities**

Claim against the Institute not acknowledged as debts – NIL

### **2. Capital Commitments**

Estimated value of contracts remaining to be executed on capital account and not provided for (net off advance) – NIL

### **3. Current Assets, Loans and Advances**

In the opinion of the management the current assets, loans and advances have a value of realization in the ordinary course of business equal to the aggregate amount shown in the Balance Sheet

### **4. Taxation**

Since the income of the Institute is fully exempt from Income tax, no provision for Income Tax has been made.

5. The institute has incorporated as separate GPF Trust for managing the Provident Fund account of the Institute. The Trust accounts are not subjected to audit during the period and no confirmation for the account balances were provided for audit by the Institute.
6. The value of land comprising 7.45 acres received from the Government of Kerala is not incorporated in the Balance Sheet as it is pending fixation of the final value and registration of the conveyance deed
7. Sundry creditors and advances given are subject to confirmation of the parties concerned.
8. Current liabilities include CBI-FD Suspense of Rs.45,92,458.00
9. Current year figures have been regrouped/ rearranged wherever necessary for better presentation and clarity.
10. Schedule 1-19 Annexed here to form an integral part of Balance Sheet as at March 31.2020 and Income and Expenditure account for the year ended on that date.



For **K.S.MADHU & Co.**  
FRN008731S  
Chartered Accountants

  
**K.S.MADHU B.Sc., FCA**  
Mg. Partner (M.No.019380)

**UDIN- 20019380AAAAEC5752**



**58.10 APPROVAL OF THE REVISED BUDGET FOR THE YEAR 2020-21  
AND THE ESTIMATED BUDGET FOR THE YEAR 2021-22.**

**The Revised Budget for the year 2020-21 and the Estimated Budget for the year 2021-22 is being placed before the Executive Committee for their consideration and recommendation for approval of the same by the Board of Governors in its meeting scheduled to be held on 28<sup>th</sup> December 2020 at 3:00 p.m (Annexure IV)**

**Placed for approval of the Executive Committee and recommendation for further approval by the Board of Governors**

**INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY  
KOVALAM, THIRUVANANTHAPURAM**

**RECURRING EXPENDITURE AND RECEIPTS - 2019**

SL	PARTICULARS	REVISED ESTIMATES FOR 2019-2020	ACTUALS FOR 2019- 2020.	BUDGET ESTIMATES FOR 2020- 2021	REVISED ESTIMATES FOR 2020- 2021	BUDGET ESTIMATES FOR 2021- 2022
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
I	ESTABLISHMENT EXPENSES					
1	Staff Salaries/DA/HRA/CCA *	27500000.00	26905984	30000000	30000000	30000000
2	Allowance & Bonus	200000.00	138160	200000	150000	200000
3	Leave Encashment Fund	200000.00	152135	200000	200000	200000
4	Leave Travel Concession	300000.00	152135	300000	300000	300000
5	Pension / Gratuity	2000000.00	2030502	2000000	2100000	2000000
6	Travelling Allowance	300000.00	181949	400000	100000	400000
7	Medical Reimbursement	600000.00	281832	600000	400000	600000
8	Uniform & Aprons	75000.00	56190	100000	10000	100000
9	Children Education Allowance	670000.00	621000	700000	650000	700000
10	Guest Faculty / Part Time - Honoraria	50000.00	11500	75000	25000	75000
11	Contract Security Services	4000000.00	3882690	4500000	400000	4500000
12	Group Insurance - EDLI	150000.00	130117	150000	135000	150000
13	Staff Training & Development / Welfare	400000.00	1768885	400000	50000	400000
14	Contract Wages	8000000.00	3228734	8000000	5000000	8000000
	Contract Staff - Academic , Maintenance, Cleaning - Hostel and Institute, Staff Wages - Craft Course 2 Nos. Apprentices'Stipend., Electrical Maintenance ,Cleaning Staff, Institute and Hostel, Hostel Staff Salary - Cook / Wardens Hostel mess, hostel cook & utility workers for hostels)	0.00				0
15	Provision for Pension	5000000.00	2500000	5000000	5000000	5000000
16	Gratuity	2500000.00	2500000	2500000	5000000	2500000
17	Leave Encashment Fund	200000.00	200000	200000	200000	200000
	<b>TOTAL</b>	<b>52145000.00</b>	<b>44741813</b>	<b>55325000</b>	<b>49720000</b>	<b>55125000</b>

RECURRING EXPENDITURE AND RECEIPTS - 2019						
SL	PARTICULARS	REVISED ESTIMATES FOR 2019-2020	ACTUALS FOR 2019-2020.	BUDGET ESTIMATES FOR 2020-2021	REVISED ESTIMATES FOR 2020-2021	BUDGET ESTIMATES FOR 2021-2022
	1	2	3	4	5	6
II	REPAIRS & MAINTENANCE					
15	Annual Maintenance Contract	300000	116948	400000	400000	400000
16	Minor Repair Building	400000	261723	500000	300000	500000
17	Equipment, Furniture & Fittings	800000	1190947	900000	600000	900000
18	Land & Garden - Daily Wages	200000	547150	200000	150000	200000
19	Library Maintenance	10000	0	10000	10000	10000
20	Staff Car maintenance / Diesel	150000	130593	150000	150000	150000
21	Electricity Charges - Quarters	40000	12390	40000	25000	40000
22	Repairs & maintenance - hostel	400000	100288	400000	300000	400000
	TOTAL	2300000	2360039	2600000	1935000	2600000
III	TRAINING FOOD EXPENSES					
22	Food Material	5000000	3782367	6200000	3000000	6200000
23	Gas, Electricity & Water	1300000	1663763	1500000	800000	1500000
	TOTAL	6300000	5446130	7700000	3800000	7700000
IV	TRAINING FOOD - HOSTEL					
24	Food Material / Mess charges	5000000	4833433	6000000	2500000	6000000
25	Gas, Electricity & Water	2000000	302879	2000000	200000	2000000
26	Other expenses	2500000	17009	2500000	20000	2500000
	TOTAL	9500000	5153321	10500000	2720000	10500000



**INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY  
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RECURRING EXPENDITURE AND RECEIPTS - 2019						
SL	PARTICULARS	REVISED ESTIMATES FOR 2019-2020	ACTUALS FOR 2019- 2020.	BUDGET ESTIMATES FOR 2020- 2021	REVISED ESTIMATES FOR 2020- 2021	BUDGET ESTIMATES FOR 2021- 2022
	1	2	3	4	5	6
V	OPERATIONAL COST					
27	Electricity Charges	400000	1021016	400000	1500000	400000
28	Fuel, Gas etc	0	0	0	0	0
29	Water Charges	1300000	379225	1300000	800000	1300000
30	Petrol / Diesel for Generator	400000	178807	400000	200000	400000
	(Proportionate Amount under the above heads have been charged to Training Food Expenses of Institute )					
31	Light Equipment not of Capital Nature	150000	13517	150000	15000	150000
32	Glassware & Crockery	100000	27350	100000	25000	100000
33	Conveyance / Cartage / Carriage inwards	40000	20902	40000	10000	40000
34	Housekeeping & Laundry	2300000	4143779	2300000	700000	2300000
	TOTAL	4690000	5784596	4690000	3250000	4690000
VI	MISC.ACADEMIC EXPENSES					
35	Students Uniform	0	0	0	0	0
36	Students Handouts	0	0	0	0	0
37	Expenses on Food Festivals	500000	0	500000	10000	500000
38	Visual Aids & Charts	100000	0	100000	10000	100000
39	News paper & Periodicals	50000	27566	50000	15000	50000
40	Membership of Society & Subscription	40000	7788	40000	10000	40000
41	Cost of Text Books / Prospectus / Tool kit	0	0	0	0	0
42	Examination Expenses	650000	705253	650000	500000	650000
	TOTAL	1340000	740607	1340000	545000	1340000

INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY  
KOVALAM, THIRUVANANTHAPURAM

RECURRING EXPENDITURE AND RECEIPTS - 2019						
SL	PARTICULARS	REVISED ESTIMATES FOR 2019-2020	ACTUALS FOR 2019-2020.	BUDGET ESTIMATES FOR 2020-2021	REVISED ESTIMATES FOR 2020-2021	BUDGET ESTIMATES FOR 2021-2022
	1	2	3	4	5	6
VII	OFFICE EXPENSE					
43	Postage & Telegram	100000	102043	100000	50000	100000
44	Telephone	50000	33062	50000	35000	50000
45	Advertisement & Publicity	400000	13000	400000	25000	400000
46	Legal Charges / Professional charges	50000	62830	50000	25000	50000
47	General Office Expense	150000	111272	150000	20000	150000
48	Printing & Stationery	600000	660673	600000	50000	600000
49	Interest provision for GPF	200000	0	200000	200000	200000
	TOTAL	1550000	982880	1550000	405000	1550000
VIII	OTHER CHARGES					
50	Audit Fees	45000	45000	45000	45000	45000
51	Bank charges	100000	52769	100000	60000	100000
52	Rates & Taxes	15000	6340	15000	15000	15000
53	Insurance / Staff & Students Safety	225000	215495	225000	228060	225000
54	Internet Connection	2000000	969860	2000000	1500000	2000000
55	Consultancy / Professional Charges	40000	590370	40000	40000	40000
56	ISO Certification Expense	30000	14519	30000	30000	30000
57	Students Scholarship	175000	150000	175000	175000	175000
58	Silver Jubilee Celebration	0	0	0	0	0
59	Paryatan Parv expenses	200000	25396	200000	0	0
	TOTAL	2830000	2069749	2830000	2093060	2630000



**INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY  
KOVALAM, THIRUVANANTHAPURAM**

NET REVENUE EXPENDITURE BUDGET 2019(CONSOLIDATED STATEMENT)						
SL NO	PARTICULARS	REVISED ESTIMATES FOR 2019-2020	ACTUALS FOR 2019-2020.	BUDGET ESTIMATES FOR 2020-2021	REVISED ESTIMATES FOR 2020-2021	BUDGET ESTIMATES FOR 2021-2022
	1	2	3	4	5	6
	SUMMARY					
I	ESTABLISHMENT EXPENSES	52145000	44741813	55325000	49720000	55125000
II	REPAIRS & MAINTENANCE	2300000	2360039	2600000	1935000	2600000
III	TRAINING FOOD EXPENSES	6300000	5446130	7700000	3800000	7700000
IV	HOSTEL MESS	9500000	5153321	10500000	2720000	10500000
V	OPERATIONAL COST	4690000	5784596	4690000	3250000	4690000
VI	MISC.ACADEMIC EXPENSES	1340000	740607	1340000	545000	1340000
VII	OFFICE EXPENSE	1550000	982880	1550000	405000	1550000
VIII	OTHER CHARGES	2830000	2069749	2830000	2093060	2630000
	TOTAL	80655000	67279135	86535000	64468060	86135000

INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY  
 KOVALAM, THIRUVANANTHAPURAM

SUMMARY OF GRANT REQUIREMENT 2020-2021

Capital Expenditure	(Amount in Rs)	
ii) Capital Grant sanctioned during 2014-2015 for campus development	120370424	
Amount received	90000000	
Balance receivable for remaining works of campus development as per sanction	30370424	
<b>TOTAL RECEIVABLE</b>	<b>30370424</b>	
List of equipments required enclosed (under campus development)		
<b>b) Net Total Revenue Expenditure</b>		
i) (a) As Per the Net Revenue Expenditure Budget ( Revised)		
(b) Anticipated Receipts during the Year -2020-21 (Revised) :		
Fees	64209800	
Other Receipts	2100000	
Total	66309800	66309800
Expenditure Anticipated 2020-2021	64468060	64468060
<b><u>SURPLUS</u></b>		
		1841740
		0
		0
		1841740

## EQUIPMENTS REQUIRED

Sl.No.	Item	Nos	Amount	Remarks
1	LCD PROJECTORS	2	1,00,000	
2	LAPTOP	10	4,00,000	
3	DESKTOP	5	2,50,000	
4	TAB	1	40,000	
5	WATER COOLERS	2	50,000	
6	KITCHEN EQUIPMENTS		8,00,000	
7	Combi Ovens	1	8,00,000	
8	SS THAVA	2	80000	
9	FOOD PROCESSING MACHINE	1	300000	
10	DOUGH MIXING MACHINE	1	100000	
11	FOOD COUNTER	1	60,000	
12	ICE CUBE MAKING MACHINE	1	100000	
13	DISH WASHING MACHINE FULLY AUTOMATI	1	15,00,000	
14	E-OFFICE SOFTWARE		100000	TOKEN
15	FURNISHING OF NEW KITCHEN		20,00,000	
16	FURNISHING OF NEW RESTAURANT		1500000	
17	SOFTWARE /WEBSITE UPGRADATION		10,00,000	
18	STAFF ROOM FURNISHING		500000	
19	AUDIO SYSTEM FOR CLASS ROOM		500000	
20	FURNISHING OF BOARD ROOM		500000	
21	FURNISHING HOUSEKEEPING LAB		1500000	
22	FURNISHING LAUNDRY		1500000	
23	FURNISHING FRONT OFFICE LAB		1000000	
24	LANGUAGE LAB & SOFTWARE)		1000000	
25	FURNISHING OF CLASS ROOM		1000000	
26	FURNISHING OF GUEST ROOMS		1500000	
			18180000	

**58.11 (A) FEE STRUCTURE – B.Sc. IN HOSPITALITY & HOTEL ADMINISTRATION & DIPLOMA IN FOOD PRODUCTION 2020-2021**

The NCHMCT has published the Fee Structure for the academic year 2020-2021 in respect of B.Sc. H & H A the Institute follows the same. The Institute is authorized to charge components like Students activities & Services fund, ID card and handouts, Students Safety Insurance. Accordingly the Fee Structure is as follows:-

**FIRST YEAR FEES OF 3 YEAR BSC IN HOSPITALITY & HOTEL ADMINISTRATION FOR THE SESSION 2020-2021**

<b>COMPONENTS</b>	<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
<b>ADMISSION FEE</b>	<b>1500.00</b>	0.00
<b>ENROLMENT FEE</b>	<b>1800.00</b>	0.00
<b>IHM TUITION FEE</b>	<b>39700.00</b>	<b>39700.00</b>
<b>EXAMINATION FEE</b>	<b>2500.00</b>	<b>2500.00</b>
<b>CAUTION MONEY (REFUNDABLE)</b>	<b>6500.00</b>	0.00
<b>ID CARD &amp; JOURNALS</b>	<b>300.00</b>	0.00
<b>STUDENTS SAFETY INSURANCE</b>	<b>350.00</b>	<b>0.00</b>
<b>STUDENTS ACTIVITIES &amp; SERVICES FUND</b>	<b>0.00</b>	<b>1500.00</b>
<b>TOTAL</b>	<b>52650.00</b>	<b>43700.00</b>
<b>GRAND TOTAL</b>	<b>96350.00</b>	



### **Semester III & IV BSc H&HA (2020 - 2021)**

<b>COMPONENTS</b>	<b>Sem III</b>	<b>Sem IV</b>
<b>IHM TUITION FEE</b>	<b>40600.00</b>	<b>40600.00</b>
<b>EXAMINATION FEE</b>	<b>2500.00</b>	<b>2500.00</b>
<b>STUDENTS ACTIVITIES &amp; SERVICES FUND</b>	<b>0.00</b>	<b>1500.00</b>
<b>JOURNAL</b>	<b>0.00</b>	<b>300.00</b>
<b>STUDENTS SAFETY INSURANCE</b>	<b>0.00</b>	<b>350.00</b>
	<b>43100.00</b>	<b>45250.00</b>
<b>GRAND TOTAL</b>	<b>88350.00</b>	

<b>SEMESTER IV &amp; V B.Sc. H &amp; H A 2020-2021)</b>		
<b>COMPONENTS</b>	<b>Sem V</b>	<b>Sem VI</b>
<b>IHM TUITION FEE</b>	<b>46600.00</b>	<b>46600.00</b>
<b>EXAMINATION FEE</b>	<b>2500.00</b>	<b>2500.00</b>
<b>STUDENTS ACTIVITIES &amp; SERVICES FUND</b>	<b>0.00</b>	<b>1500.00</b>
<b>JOURNAL</b>	<b>0.00</b>	<b>200.00</b>
<b>STUDENTS SAFETY INSURANCE</b>	<b>0.00</b>	<b>350.00</b>
<b>TOTAL</b>	<b>49100.00</b>	<b>51150.00</b>
<b>GRAND TOTAL</b>	<b>100250.00</b>	

### **DIPLOMA IN FOOD PRODUCTION (2020 - 2021)**

<b>COMPONENTS</b>	<b>Term I</b>	<b>Term II</b>
<b>ADMISSION FEES</b>	<b>600.00</b>	<b>0.00</b>
<b>ENROLMENT FEE</b>	<b>900.00</b>	<b>0.00</b>
<b>IHM TUITION FEE</b>	<b>15500.00</b>	<b>15500.00</b>
<b>EXAMINATION FEE</b>	<b>0.00</b>	<b>2500.00</b>
<b>STUDENTS ACTIVITIES &amp; SERVICES FUND</b>	<b>0.00</b>	<b>1100.00</b>
<b>STUDENTS SAFETY INSURANCE</b>	<b>350.00</b>	<b>0.00</b>
<b>ID CARD &amp; HANDOUTS</b>	<b>300.00</b>	<b>0.00</b>
<b>CAUTION DEPOSIT</b>	<b>2000.00</b>	<b>0.00</b>
<b>TOTAL</b>	<b>19650.00</b>	<b>19100.00</b>
<b>GRAND TOTAL</b>	<b>38750.00</b>	

**(B) INCREASE IN THE HOSTEL FEES:**

The Hostel Fees for the year 2019-2020 was Rs.54,000/- including Caution deposit Rs.4000/-

Since we have to follow the Covid-19 Protocol, the Housekeeping & Sanitization expenses will go ahead and only 50% students can be accommodated hence the fees has to be increased as follows:

**HOSTEL FEES 2020-2021**

COMPONENTS	FIRST YEAR
MESS FEES (3900 PER MONTH)	39000.00
HOSTEL FEES (1600 PER MONTH)	16000.00
ELECTRICITY CHARGES	3000.00
WATER CHARGES	3000.00
REPAIRS & MAINTENANACE	1000.00
CAUTION DEPOSIT (Refundable)	4000.00
GRAND TOTAL	66000.00

Placed for consideration and recommendation of the Executive Committee for further approval by the Board of Governors.

## **58.12 STAFF MATTERS:**

### **(A) FILLING UP THE POST OF ADMN.CUM ACCOUNTS OFFICER**

**The present incumbent in the post of Admn. Cum Accounts Officer Mr.E.Narayana Sarma, is due to retirement on superannuation in May, 2021.**

**No eligible candidates are available for promotion.**

**Placed for consideration and recommendation of the Executive Committee for further approval by the Board of Governors.**

### **(B) DPC for faculty position – HOD and Non-Teaching post of Accountant and resultant vacancies:**

**Due to Covid-19 we could not conduct the Departmental Promotion Committee Meeting.**

**Information of the Committee.**

### **(C) Ms.Susan Lawrence UDC is retiring on 31.05.2021 and the resultant vacancy will be filled through DPC.**

**Information of the Committee.**



Government of India  
Ministry of Tourism  
(HRD Division)

C-1 Hutments, Dara Shukoh Road  
New Delhi-110011  
Dated: 17<sup>th</sup> May, 2019

File No. 1(11)/RR/2000-HRD

**OFFICE ORDER**

**Subject: Amendment of existing RRs for the various faculty posts and Administrative-cum-Accounts Officer of Central IHMs.**

In supersession to earlier Recruitment Rules for the following posts of Central Institutes of Hotel Management (CIHMs) set up as Autonomous Bodies under the Ministry of tourism, the Revised Recruitment Rules for the following post in CIHMs are attached:

- Sub 13*  
*2007*
- i) Head of Department
  - ii) Senior Lecturer -cum-Senior Instructor
  - iii) Lecturer-cum Instructor
  - Assistant Lecturer-cum Assistant Instructor
  - Administrative-cum-Accounts Officer

2. The Revised Recruitment Rules shall come into force with immediate effect.
3. The Revised Recruitment Rules may be notified immediately.
4. The Revised Recruitment Rules have the approval of the Hon'ble Minister, Tourism.

(Subrata Halder)

Under Secretary to the Government of India

Encl: As above

To

1. The Director (A&F),  
National Council for Hotel Management and Catering Technology,  
Noida Uttar Pradesh.
2. All the Principals/Principal i/c of all Central IHMs.

Copy to:

1. PS to Hon'ble Minister, Tourism
2. PS to Secretary (Tourism)
3. PS to DG (T)
4. PS to EA (T)
5. DDG (HRD)
6. Chairpersons of All Central IHMs
7. Shri Hakim Singh, Technical Director, NIC with request to upload the Revised RRs on the Ministry of Tourism website.

S.NO	ITEM	PROVISION
1	Name of the Post	Administrative-cum-Accounts Officer
2	Scale of Pay	Pay level 10 (As per 7th CPC) Rs. 56100 – 177500
3	Method of recruitment	<p>1. Promotion from Office Superintendent/Accountant/ Accountant-cum-Office Superintendent with 8 years regular service in the grade.</p> <p style="text-align: center;">OR</p> <p>2. By Deputation of Officers holding analogous posts under Central Government/ National Council for Hotel Management &amp; Catering Technology / officers from any other Central / State Institute of Hotel Management / Food Craft Institute / other autonomous bodies and PSUs,</p> <p style="text-align: center;">OR</p> <p>3. Direct Recruitment/ Short Term Contract.</p>
4	Whether post is Selection/Non-Selection	Selection
5	Age limit for Direct Recruits	Not exceeding 50 years. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates or as specified for any category by Government of India from time to time
6	Educational and other qualifications for Direct Recruits	<p><b>Educational Qualifications:</b> Bachelor of Commerce degree / BBA from a recognised University securing not less than 50% marks in aggregate.</p>

		<b>Experienc:</b> At least 8 years of service in administration and accounts and Office Documentation in any Central/State Government Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous Body in the Grade Pay of Rs.4200/- or equivalent / above. Computer competency is essential.
7	Whether age and educational qualifications prescribed for Direct Recruits will apply in the case of promotion	Age: No Educational qualifications: No
8	Appointing Authority	Board of Governors
9	Method of selection	For Promotion : DPC In case of Deputation/ Direct Recruitment/ Short Term Contract method of selection : Personal Interview or Written Test + Personal Interview.

  
 17/05/2019

**(A) FACULTY RECRUITMENT (ON CONTRACT):**

**As per the revised Faculty strength approved for IHM, Trivandrum vide AF-33(26)/2019-20/NC dated 02.04.2019, our Institute require 06 Assistant Lecturers and 04 Teaching Associates.**

**SELECTION FOR ASST.LECTURERS : Due to the present situation selection of Assistant Lectures may be deferred and permission may be granted to recruit Contract faculty with a remuneration of Rs.24,000/- per month.**

**Placed for consideration and recommendation of the Executive Committee for further approval by the Board of Governors.**

**( E) APPOINTMENT OF TEACHING ASSOCIATE**

**In case number of candidates for Teaching Associates with prescribed qualification (NHTET) are not available, Principal may be given permission to recruit Contract Faculty with a remuneration of Rs.24,000/- per month**

**Placed for consideration and recommendation of the Executive Committee for further approval by the Board of Governors.**



### **58.13 DAMAGES AND REPAIRS TO BE DONE : OVEN, REFRIGERATOR**

**RAW MATERIAL:** Due to Covid-19 the classes was suspended and the large quantity of food material expired. The actual damages will be assessed and informed to the Executive Committee in the next meeting.

**OVEN & REFRIGERATOR :** The damages were assessed and repair cost approximate Rs.5 lakhs. The damages caused due to lockdown from March 2020 onwards.

**This is for information.**

### **58.14 EXTENSION OF CONTRACT: PEST CONTROL, WATER SUPPLY**

**The Contract for the water supply and Pest Control has been extended .  
New Tender will be called for.**

**This is for information.**

**58.15 ANY OTHER MATTERS WITH THE PERMISSION OF THE  
CONVENOR**

**(A)APPOINTMENT OF INTERNAL AUDITORS : It is submitted before  
the Executive Committee to recommend to the Board for the  
appointment of Internal Auditor (Chartered Accountant Firm) for  
next three years to conduct the internal audit on a quarterly basis to  
avoid delay in submission of accounts and also to avoid the  
shortfalls.**

**This is for information and approval.**