

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**

**2016 - 2017**

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

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

**KOVALAM, THIRUVANANTHAPURAM, KERALA**

## **REPORT ON THE ACTIVITIES OF THE INSTITUTE FOR THE YEAR 2016 - 2017**

### **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 9001:2008 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 objects 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 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. As part of its infrastructure expansion programme, the work of vertical extension of the new building block as well as construction of additional boys hostel under phase IV of the building project has also been completed. The construction of additional girls hostel and other campus development works already entrusted with the CPWD are expected to be completed before the next academic session.

### 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 31.03.2017**

### **BOARD OF GOVERNORS:**

<b>Sl. No.</b>	<b>Rule No.</b>	<b>Name, Designation / Occupation &amp; Address</b>	<b>Nominating / Appointing Authority</b>	<b>Position held in BOG</b>
1.	4 (i) a	<b>The Secretary (Tourism)</b> Government of Kerala Government Secretariat THIRUVANANTHAPURAM	Central Government	Chairperson (Ex-officio)
2.	4 (i) b	<b>The Director</b> <b>Department of Technical Education</b> Government of Kerala Directorate of Technical Education THIRUVANANTHAPURAM	State Government	Member (Ex-officio)
3.	4 (i) b	<b>The Director</b> <b>Department of Tourism</b> Government of Kerala Directorate of Tourism THIRUVANANTHAPURAM	State Government	Member (Ex-officio)

Sl. No.	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in BOG
4.	4 (i) b	<b>The Managing Director</b> <b>Kerala Tourism Development Corporation Ltd</b> Mascot Square, Palayam THIRUVANANTHAPURAM	State Government	Member (Ex-officio)
5.	4 (i) c	<b>The Financial Advisor (Tourism)</b> <b>Ministry of Tourism and Culture</b> Government of India Transport Bhawan NEW DELHI	Central Government	Member (Ex-officio)
6.	4 (i) c	<b>The Additional Director General (T)</b> <b>Ministry of Tourism &amp; Culture</b> Government of India Transport Bhawan NEW DELHI	Central Government	Member (Ex-officio)
7.	4 (i) c	<b>The Regional Director (Tourism)</b> <b>Southern Region</b> Government of India India Tourism Chennai, 154, Anna Road, CHENNAI (TN)	Central Government	Member (Ex-officio)

Sl. No.	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in BOG
8.	4 (i) c	<b>The 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>Mr.S.Rajamohan</b> <b>Principal</b> <b>Institute of Hotel Management Catering Technology &amp; Applied Nutrition, CIT Campus, Tharamani, CHENNAI</b>	Central Government	Member Catering Expert (Nominated)
10.	4 (i) e	<b>Mr.Mohammned Siddiq</b> <b>Executive Chef</b> <b>Taj Club House</b> No.2, Club House Road CHENNAI	Central Government	Member (Nominee) Industry Representative
11.	4 (i) e	<b>Mr.Manish Dayya</b> <b>General Manager</b> <b>The Raintree Hotel</b> 636, Anna Salai, Teynampet CHENNAI	Central Government	Member (Nominee) Industry Representative



Sl. No.	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in BOG
12.	4 (i) f	L.V.Kumar Principal / Secretary Institute of Hotel Management And Catering Technology 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	The Regional Director (Tourism) Southern Region Government of India India Tourism Chennai 154, Anna Road, CHENNAI	Central Government	Convenor (Ex-officio)
2.	19(1) b	The Director Department of Technical Education Government of Kerala Directorate of Technical Education THIRUVANANTHAPURAM	Central Government	Member (Ex-officio)

3.	19(1) b	<b>The Director (Studies)</b> <b>National Council For Hotel Management And</b> <b>Catering Technology</b> Plot No.A-34, Sector 62 Institutional Area NOIDA (U.P)	Central Government	Member (Ex-officio)
4.	19(1) c	<b>Mr.S.Rajamohan</b> <b>Principal</b> <b>Institute of Hotel Management</b> <b>Catering Technology &amp; Applied</b> <b>Nutrition, CIT Campus, Tharamani,</b> <b>CHENNAI</b>	Central Government	Member Catering Expert (Nominated )
5	19(1) d	<b>Mr.L.V.Kumar</b> <b>The Principal / Secretary</b> <b>Institute of Hotel Management</b> <b>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 31.03.2017.**

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



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

During the financial year 2016-17, the Institute could convene 02 Board of Governors meetings and 01 Executive Committee meeting.

#### VI) COURSES OFFERED

Sl. No.	Course	Course Duration	Sanctioned students for the year 2016-17
1.	B.Sc in H&HA	3 Years	240
2.	Diploma in Food Production	1½ Year	40
3.	Diploma in F & B service	1½ Year	40

#### ADMISSION PROCEDURE

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 22 years for General / OBC and PH categories and 25 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.

Admission to the 1½ year Diploma Courses in Food Production and F & B Service 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).

Admission to the “Hunar Se Rozgar” – Hospitality Training Programme – short job oriented hospitality courses - is offered by the Institute on the basis of merit. The minimum qualification for admission is 8<sup>th</sup> class pass and the age limit is 18 to 28 years.

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

The B.Sc Degree in Hospitality and Hotel Administration is awarded by the Indira Gandhi National Open University 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 and F & B services is awarded by the National Council For Hotel Management And Catering Technology, Noida.

#### **VIII) EXAMINATIONS**

The number of students of the academic year 2016-17 appeared for the annual / final examinations in April / May, 2016 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	202	202	100%
	II Semester	193	189	97.92%



2.	2nd Year B.Sc. III & IV Semester	148	144	97.29%
3.	3rd Year B.Sc. V Semester	148	147	99.32%
	VI Semester	152	143	93.42%
4.	Diploma in Food Production	46	34	73.91%
5.	Diploma in F&B Service	21	18	85.71%

#### IX) RESERVATIONS

15%, 7.5% and 27% seats were reserved for Scheduled Caste / Scheduled Tribe and OBC categories respectively for admission to the course. 3% reservation of seat was provided across the board for Physically Handicapped candidates. The details of students taken admission in July 2016 to the Degree & Diploma Courses for the academic year 2016-17 are as under:

COURSES	GEN	SC	ST	OBC	PH	TOTAL
B.Sc in Hospitality & Hotel Administration.	103	19	01	78	--	201
1½ year Diploma in Food Production.	05	08	02	20	-	35
1½ year Diploma in Food & Beverage Service.	08	02	07	01	-	18



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

On successful completion of the 3 year B.Sc Programme in Hospitality And Hotel Administration 152 students have passed out from the Institute in May, 2017.

#### **XI) PLACEMENTS**

Out of the 152 students of the academic year 2016-17 passed out in May 2017, 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 52.3% placement for the year. The placement details are as under.

Total number of students of the academic year 2016-17	:	152
Total number of students opted for pursuing higher studies	:	1
Opted for Walk In	:	Nil
Total number of students opted for job placement	:	151
Total number of students placed	:	79
Total number of students not placed	:	72

Percentage of Placement	52.3%
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#### **XII) SHORT DURATION CRAFT COURSES / CUSTOMISED TRAINING CONDUCTED (OF LESS THAN 6 MONTHS)**

The Institute has been conducting the 8 weeks Free Hospitality Training Programme in Food Production ("COOKS" Course) and 6 weeks in F & B Service ("Waiter cum Housemen" Course) as well as Six Days Skill Certification Programme 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:

# **TRAINING PROGRAMMES ATTENDED BY FACULTY & STAFF.**

Name of the Faculty / Staff	Training programme attended	Dates
Ms.Nirmala E.Jacob, Sr.Lecturer Cum Sr.Instructor	"NCHM Conclave on introduction of new Curriculum" at NCHMCT, Noida.	11.04.2016 To 12.04.2016
Mr.Ivan Thomas, Sr.Lecturer Cum Sr.Instructor	Inspection Team of Department of Tourism - Green Farms Kerala Scheme – Approval Inspection at Kaduthuruthy Panchayath, Vaikom Taluk, Kottayam Dist & Nedumkandam Panchayath, Idukki	28.04.2016 To 29.04.2016
Ms.Jolly Joseph, Head of Department	An Observer at the JEE Written Test Centre at Rajadhani Institute of Engineering & Technology, Trivandrum	30.04.2016
Mr.Ivan Thomas, Sr.Lecturer Cum Sr.Instructor	Kerala's Premier Exhibition for Hospitality Sector at Cochin	22.05.2016 To 24.05.2016
Mr.Dennis Joseph Mathew, Lecturer Cum Instructor	Food Production & Bakery Department at Hilton Garden Inn, Trivandrum	27.06.2016 To 07.07.2016
Mr.Pradosh P.Pai, Lecturer Cum Instructor	Food Production & Bakery Department at Vivanta by Taj Vazhuthacaud, Trivandrum	29.06.2016 To 07.07.2016
Dr.J.Premchand, Sr.Lecturer Cum Sr.Instructor	Accounts/Costing/HR/Marketing at Vivanta by Taj Vazhuthacaud, Trivandrum	29.06.2016 To 07.07.2016
Mr.G.Saravanan, Asst.Lecturer Cum Asst.Instructor	F & B Service Department at Vivanta By Taj, Vazhuthacaud, Trivandrum.	29.06.2016 To 07.07.2016
Mr.Ashok.V.D., Lecturer Cum Instructor	F & B Service Department at Vivanta By Taj, Vazhuthacaud, Trivandrum	29.06.2016 To 07.07.2016



Name of the Faculty / Staff	Training programme attended	Dates
Ms.Jolly Joseph, Head of Department	Certified Learning Facilitator (CLF) Training Programme at NCHMCT, Noida	05.07.2016 to 13.07.2016
Ms.Sini B.Nair, Lecturer Cum Instructor	Certified Learning Facilitator (CLF) Training Programme at NCHMCT, Noida	30.08.2016 to 07.09.2016
Mr.K.Rajshekhar, Head of Department	Skill Test for HSRT students at Waterscapes, Kumarakom	16.07.2016
Mr.Sunil Kumar, Asst. Lecturer Cum Asst.Instructor	Food Production / Bakery Departments at Vivanta By Taj, Vazhuthacaud, Trivandrum	29.06.2016 To 07.07.2016
Mr.K.Rajshekhar, HOD	One Day workshop on Code of Conduct on Safe & Hon'ble Tourism at Hotel Niya Regency Thrissur and Quilon Beach Resort, Kollam	06.09.2016 & 07.09.2016
Mr.Sabu Antony, Office Superintendent	Lead Auditor Training Course For QMS(ISO 9001:2015)Auditors: at Noida	03.10.2016 to 07.10.2016
Mr.Daivik Mishra, Teaching Associate	Training Programme in the area of Front Office	8.10.2016 to 12.10.2016
Mr.Ashok.V.D., Lecturer Cum Instructor.	Delivered a Session on Dining Etiquette for the 1st Year MBA students at NIT, Kozhikode	28.10.2016
Ms.K.S.Reshmi, Guest Faculty (Hindi)	Town Official Language Implementation Committee meeting	11.11.2016.
Mr.Rahul R.K. & Mr.Daivik Mishra, Teaching Associate	Job Fair - Ministry of Labour & Employment, Government of India, Directorate General of Employment and Training, Coaching-Cum-Guidance Centre for SC/STs, Thycaud, Trivandrum	13.11.2016



Name of the Faculty / Staff	Training programme attended	Dates
Mr.Sunil Kumar, Asst.Lecturer Cum Asst.Instructor	Certified Learning Facilitator (CLF) Training Programme, Noida	08.11.2016 to 16.11.2016
Ms.Jolly Joseph, Head of Department	Management Development Programme at Kozhikode	14.11.2016 to 19.11.2016
Ms.Sheela.S, Librarian and Ms.Mini.A, UDC	Inaugural Function and Joint Hindi Workshop at Vikram Sarabhai Space Centre, Trivandrum	18.11.2016.
Mr.L.V.Kumar, Principal	6th QLF Training Programme at LHC, Lausanne, Switzerland	18.11.2016 to 28.11.2016
Mr.Dennis Joseph Mathew, Lecturer Cum Instructor and Mr.Pradosh P.Pai, Lecturer Cum Instructor	Lead Auditor Training Course For QMS(ISO 9001:2015)Auditors: at Noida	03.12.2016 to 07.12.2016
Mr.K.Rajshekhar, Head of Department	Paper Valuation at NCHMCT, Noida.	01.12.2016 to 07.12.2016
Dr.J.Premchand,	B.Sc.H & H A – Awareness and Coaching programme for SC&ST students at MRS, Katela, Sreekariyam, Trivandrum	08.12.2016
Mr.Ashok.V.D., Lecturer Cum Instructor	B.Sc.H & H A – Awareness and Coaching programme for SC&ST students at MRS, Ranni, Pathanamthitta	13.12.2016
Mr.Rajshekhar, Head of Department	RTI Training Programme for Pas, DOPT at CSOI, Vinay Marg, New Delhi	18.01.2017

Name of the Faculty / Staff	Training programme attended	Dates
Mr.Ashok .V.D. Lecturer cum Instructor	B.Sc.H&HA Awareness and Coaching Programme among SC&ST students for admission for the academic year 2017 at Model Residential School, Keezhumad, Aluva, Block Panchayat Hall, Muvattupuzha, St. Dominique Cathedral Parish Hall, Kanjirappally, MRS, Idukki & MRS, Munnar	7th 19th, 20th, 21st & 22nd January, 2017
Dr.J.Premchand, Sr.Lecturer cum Sr.Instructor	B.Sc.H&HA Awareness and Coaching Programme among SC&ST students for admission for the academic year 2017 at Model Residential School, Kattela, Trivandrum MRS, Areepa, Kollam, Mini Conference Hall, Pathanamthitta, District Collectorate Kollam	14th 21st and 28th January, 2017
Mr.Ashok V.D., Lecturer Cum Instructor	Publicity for admission to the B.Sc. H & H A and Diploma Courses for the academic year 2017 at Malabar Christian College, Kozhikode on 28th January, 2017.	28.01.2017



Name of the Faculty / Staff	Training programme attended	Dates
Dr.J.Premchand, Sr.Lecturer cum Sr.Instructor	B.Sc.H&HA Awareness and Coaching Programme among SC&ST students for admission for the academic year 2017 at Adma Conference Hall, Kollam, Dr.Ambedkar Vidya Niketan CBSE Residential School, Palode, Trivandrum, Mini Conference Hall, District Collectorate, Kottayam, SMV School, Trivandrum & MRS, Punnappra, Alappuzha District all, Hall	14th 11th and 25th February & 2nd & 4th March, 2017.
Mr.Shine Mohan, Contract Faculty Mr.Sam I.G.Daya, Teaching associate	Career Guidance / Exhibition conducted at Central Stadium, Trivandrum for the publicity for admission to the B.Sc. H & H A & Diploma Courses for the academic year 2017	10.02.2017
Mr.E.Narayana Sarma, Accountant & AAO i/c & Mr.Sabu Antony.N, Office Superintendent	One Day Training Programme on EAT Modules of PFMS for Central Sector Scheme "at National Informatics Centre, Kakkanad, Ernakulam	21.02;2017
K.Rajshekhar, HOD	One Day Seminar on Vegetarianism at IHM, Ahmedabad	23.02.2017
Ms.Sheela.S, Librarian	Two Days training Programme on "e-granthalaya" at NCHMCT, A-34, Sector 62, Noida – 201309, UP	2nd & 3rd March, 2017
Mr.Shine Mohan, Contract Faculty and Mr.Sam I G.Daya, Teaching Associate	Job Fair at WMO Arts and Science College, Kapletta	05.03.2017



Name of the Faculty / Staff	Training programme attended	Dates
Mr.G.Saravanan, Asst.Lectuer Cum Asst.Instructor Mr.Rahul.R.K. Teaching Associate	Workshop for the preparation of study materials in Hotel Management And Catering at State Resource Centre, Nandavanam, Trivandrum.	08.03.2017

#### **XIV) 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.

#### **XV) 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. Installed new Diesel Generators
2. Solar water heater
3. Solar Street Light
4. Indoor Sports Facilities
5. Basket Ball Court
6. Upgradation of Hostel for Girls (old)
7. Girls Hostel New Block

The CPWD has also commenced the work of Upgradation and improvement of toilets and bathrooms in Main Block, extension of General Stores and Modification of Two Guest Rooms. The Institute proposes to take up further developmental activities in the campus after getting necessary approval from the Government of India.

## XVI) EVENTS AND ACTIVITIES

Sl.No	Activity	Date
1.	Valedictory function and Farewell party	12.04.2016
2.	Yoga Day was conducted at the Institute	21.06.2016
3.	Commencement of classes for the 2 <sup>nd</sup> and 3 <sup>rd</sup> Year B.Sc. Hospitality & Hotel Administration	11.07.2016
4.	Commencement of classes for the new batch of 1 <sup>st</sup> year Degree Programme with 218 students, Diploma in Food Production with 40 students and Diploma in F & B Service with 12 students in the Institute.	18.07.2017
5	Welcome Party organised by the 2 <sup>nd</sup> and 3 <sup>rd</sup> year students for the 1 <sup>st</sup> year B.Sc. & Diploma students.	28.07.2016
6	Independence Day celebration	15.08.2016
7	Second Year B.Sc. students have conducted a Theme Dinner	10.09.2016
8	The Institute and Vivanta By Taj Kovalam organized Swacch Bharat Campaign. Third year students along with faculty members participated in the Swacch Bharat Campaign.	06.09.2016
9	The Institute was awarded with The Best Hotel Management Institute for the year 2016 by Metro Food Awards from Hon'ble Tourism Minister Mr.Kadakampally Surendran, Govt. of Kerala.	08.12.2016
10	Mr.Daivik Mishra, Mr.S.K.Mahammad Minhaj and Mr.Kishore Kumar Titiyal, Teaching Associate and Contract Faculty of this Institute along with 30 Hostelites participated in the International Coastal Clean up Programme organized by ICGS, Vizhinjam	17.09.2016
11	30 final year students attended two days placement Training programme at TREDDE Training Education and Development, Cochin.	03.09.2016
12	Onam was celebrated at the Institute by the students with Onam Sadhya and traditional cultural and sports activities.	09.09.2016
13	Hindi Day was celebrated at the Institute.	14.09.2016



Sl.No	Activity	Date
14.	"An Essay Competition" on subject "Importance of Voting" and competition on "Noting and Drafting" were conducted at the Institute on the occasion of Hindi Fortnight	21.09.2016
15	A Poem Recitation and Debate were conducted at the Institute on the occasion of "Hindi Fortnight"	23.09.2016
16	2 <sup>nd</sup> Internal Assessment Examination (Odd Semester) was conducted at the Institute	26.09.2016 to 29.09.2016.
17	57 <sup>th</sup> Board of Governors meeting	29.09.2016
18	Second Year B.Sc. students have conducted a Theme Dinner with the theme of "Fire & Ice" at the Institute	01.10.2016
19	Third Internal Assessment examination (Odd Semester) conducted at the Institute.	24.10.2016 to 27.10.2016
20	Study tour by a team of students of the 3 <sup>rd</sup> year B.Sc. accompanied by faculty and staff to Wayanad.	18.12.2016 to 22.12.2016
21	M/s.Sterling Holidays has conducted campus interview for the final year students at the Institute	01.09.2016
22	The Spice Route Culinary Festival – Preliminary round of Kerala Chef Competition was conducted at the Institute jointly by Kerala Tourism, Government of Kerala and UNESCO.	19.09.2016 to 20.09.2016
23	Mr.L.V.Kumar, Principal and Faculty Members of the Institute have joined the HRACC Inspection team for conducting inspection of various hotels in Kerala as per the schedules given by the Ministry of tourism, Govt. of India for classification of Hotels in various occasions during the year 2016-2017.	As per schedule given by the Ministry.
24	"Hindi Fortnight" concluding ceremony was conducted at the Institute	03.10.2016



Sl.No	Activity	Date
25	Lecture on "Personality Development" by Mr.Raman Kapoor, a Professional Motivator.	19.09.2016 and 21.09.2016
26	A Cake mixing Ceremony was conducted at the Institute	03.11.2016.
27	On the occasion of Observance of the International Day of Persons with Disabilities 2016 at the National Career Service Centre For Differently Abled, Nalanchira, Trivandrum, the Institute has sponsored lunch for approximately 150 persons with disabilities.	02.12.2016
28	The Internal Assessment Examination for the Second Semester B.Sc. H & H A students were conducted at the Institute	16.01.2017 to 19.01.2017
29	New Year Lunch was organized at the Institute	19.01.2017
30	Lecture on "Salesmanship" by Mr.Amrendu Kumar, Sales & Marketing Manager, Vivanta By Taj Kovalam	20.01.2017
31	Republic Day was celebrated at the Institute	26.01.2017
32	As per the request of Kerala Agricultural University, Vellayani, Trivandrum, Institute has facilitated 8 days Entrepreneurship and Food Service Management (MFN007 theory and MFNL 007 practical examinations of IGNOU.	30.01.2017
33	TOLIC has organized 2 <sup>nd</sup> meeting of TOLIC for the year 16-17 at the Institute. Our Institute has received 5 <sup>th</sup> prize – Merit Certificate.	31.01.2017
34	As per the requirement of M/s.Banyan Tours & Travels Pvt. Ltd., Institute has provided Out Door Catering Service (Breakfast and lunch) to tourists arriving by Cruise Ship at Vizhinjam and Kottloor	10.02.2017
35	Officials from Bureau of Indian Standards, Chennai has conducted ISO Audit at the Institute.	15.02.2017 to 16.02.2017

Sl.No	Activity	Date
36	The Institute has conducted a Press Meet at Press Club, Trivandrum regarding FANDANGO 2017	08.02.2017
37	The Students of the Institute have organized the Three day Annual Food & Fun Festival "FANDANGO", as part of the training activities at the Institute. In addition to the various Food and entertainment stalls during the three days programme, the Institute also organized live stage entertainment Programmes. The FANDANGO 2017 has proved to be a great success. A net profit of Rs.55,806/- was generated	17.02.2017 to 19.02.2017
38	Incourse Assessment Examination conducted at the Institute.	22.02.2017 to 28.02.2017
39	Diploma in Food Production and F & B Service Term End Theory Examinations were conducted at the Institute	26.02.2017 to 27.02.2017
40	58 <sup>th</sup> Board of Governors meeting	23.02.2017
41	The Institute has organized Two days Internal House Cultural Competition "CATAFEST - 2017"	01.03.2017 to 02.03.2017
42	Annual Sports Day of the Institute was held at the ground of Agricultural University Stadium, Vellayani, Thiruvananthapuram	10.03.2017
43	The Annual Day Celebration of the Institute was held at the Institute. Shri.D.Balamurali, IAS, Managing Director, Kerala Tourism Development Corporation, Trivandrum was the Chief Guest and Mr.V.K.Prasad, General Manager, Vivanta By Taj, Thiruvananthapuram, Mr.S.Balakrishnan, General Manager, Hotel Hycinth and Mr.G.Sudhiesh Kumar, patron, KHRA, Trivandrum were the guests of honour for the function.	29.03.2017
44	Our Institute has provided dinner to 30 participants from Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum on payment basis.	22.03.2017



## HUNAR SE ROZGAR" TRAINING PROGRAMMES

Sl.No.	Name of Course	No.of students	Duration
1.	8 week "Cooks Course" (59 <sup>th</sup> Batch conducted by the Institute for the Pallium India trainees	03	02.05.2016 to 24.06.2016
2.	8 week "Cooks Course" (60 <sup>th</sup> batch at the Institute	18	30.05.2016 to 27.07.2016
3	8 week "Cooks Course"(63 <sup>rd</sup> batch at the Institute)	21	08.08.16 to 01.11.16
4.	8 week "Cooks Course"(64 <sup>th</sup> batch at the Institute)	18	22.09.16 to 24.11.16
5.	8 week "Cooks Course"(65 <sup>th</sup> batch at the Institute)	20	15.12.2016 continuing
	TOTAL	80	

## DETAILS OF TRADE TEST

Sl.No.	Name of the Hotel through which Trade Test is conducted	No. of participants	Date
1.	Cardamom County, Thekkady, Dewland, Kodanad	44	07.04.2016
2.	Ruby Arena, Trivandrum, The Leela Kovalam, The South Park, Trivandrum	24	21.04.2016
3.	Estuary Island Resort, Trident Cochin, Ruby Arena, Trivandrum	26	29.04.2016
4.	Niya Regency, Thrissur, The South Park, Trivandrum	30	03.05.2016
5.	Arcadia Regency, Alappuzha	20	24.05.2016
6.	Vivanta By Taj, Trivandrum, Hotel Hilton, Turtle on the Beach, Kovalam, Deliza Residency, Thrissur	35	25.05.2016



Sl.No.	Name of the Hotel through which Trade Test is conducted	No. of participants	Date
7.	Hotel South Park, Trivandrum, Yuvarani Residency, Ernakulam	6	08.06.2016
8.	TGH, Calicut, Sea Palace, Kollam, Sea Pearl, Kollam, Eakachakra Residency, Ernakulam	47	15.06.2016
9.	Dona Castle, Kollam, Residency Tower, Trivandrum, Poovar Island Resort, Hotel Indraprastha, Kottayam, Vivanta By Taj Malabar, Sea Pearl, Kollam	57	22.06.2016
10.	Vivanta By Taj, Trivandrum, Uday Samudra, Poovar Island, Whitegate Residency, The Krishna Holiday Village	34	29.06.2016
11.	Indraprastha, Kottayam, Turtle on the Beach, Kovalam, Taj Malabar, South Park, Hotel Sidhartha, The Leela Kovalam	51	29.07.2016
12	KTDC- Samudra, Kovalam	22	01.09.2016
13	KTDC -Mascot Hotel, Trivandrum	24	01.09.2016
14	Hotel Club 7, Thiruvalla	25	21.09.2016
15	Renai Blue water, Cherai	09	21.09.2016
16	Elite Continental, Thiruvalla	12	21.09.2016
17	Hotel Indraprastha, Kottayam	06	21.09.2016
18	Hotel New Excellency, Karunagapally	17	21.09.2016
19	Turtle on the Beach, Kovalam	11	28.09.2016
20	VBT, Trivandrum	01	28.09.2016
21	VBT Malabar, Cochin	02	28.09.2016
22	Vasundhara Sarovar, Vayalar	05	28.09.2016
23	Park Residency, Kollam	18	28.09.2016
24	Hilton Garden Inn, Trivandrum	03	05.10.2016

Sl.No.	Name of the Hotel through which Trade Test is conducted	No. of participants	Date
25	Hotel New excellency, Karunagapally	02	"
26	TGH, Ernakulam	13	"
27	VBT, Trivandrum	15	"
28	Holiday Inn, Cochin	32	19.10.2016
29	New Indraprastha, Adoor 07	07	26.10.2016
31	VBT, Kumarakom	04	26.10.2016
30	Sree Gokulam Residency, Thrissur	15	02.11.2016
31	Estury Island, Poovar	05	"
32	Spice Village, Thekkady	06	11.11.2016
33	Casino Cochin	07	16.11.2016
34	Spice Grove, Thekkaady	20	16.11.2016
35	Royal Park, Alappuzha	18	30.11.2016
36	New Excellency, Karunagappally	02	"
37	The Raviz, Kollam	10	"
38	Hotel Aida, Kottayam	04	"
39	Paninsula Park Residency	08	07.12.2016
40	Crowne Plaza, Kochi	05	"
41	Hotel Abad Atrium, Cochin	10	"
42	Hotel Abad Green Forest, Thekkady	05	"
43	Marari Beach Resort, Alappuzha	07	"
44	Raviz Kadavu Resort, Calicut	22	13.12.2016
45	Raviz Resorts & Spa, Kollam	10	14.12.2016
46	Vasundhara Sarovar, Vayalar	09	14.12.2016
47	8 week "Cook Course" (63 <sup>rd</sup> batch at the Institute)	21	10.11.2016
48	8 weeks "Cook Course" (64 <sup>th</sup> batch at the Institute)	18	28.12.2016
	Total	792	



## **XVII) 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. Undertakings the students undertaking and parents' declaration were also obtained.

## **XVIII) 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 2015 – 2016 a total number of 39 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
Central Public Information Officer	: Mr. K.Rajshekhar, HoD

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