

# 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 64<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS OF THE INSTITUTE HELD ON MONDAY, THE 28<sup>th</sup> OF DECEMBER 2020 AT 3:00 P.M. ON VIRTUAL PLATFORM.

#### PRESENT:

1.	Smt.Rani George IAS Secretary (Cultural Affairs & Tourism) Government of Kerala, THIRUVANANTHAPURAM	:	Chairperson [4 (i) a]
2.	Shri.Sasikumar K N, Senior Joint Director (Representing Director, Department of Technical Education, Government of Kerala, Thiruvananthapuram)	::	Member [4 (i)b]
3.	Shri. P. Balakiran IAS Director, Department of Tourism Government of Kerala, THIRUVANANTHAPURAM	:	Member [4 (i) b]
4.	Shri Krishna Teja Mylavarapu IAS Managing Director, Kerala Tourism Development Corporation Ltd., Thiruvananthapuram.	:	Member [4 (i) b]
5.	Shri. D.Venkatesan Regional Director – West (Tourism) & Link Officer to R D – South (Tourism) Government of India, India Tourism Chennai, CHENNAI - 600 002	:	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

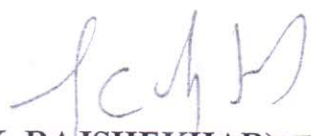
7.	Shri.M.R.Narayanan, Managing Director, Poovar Island Resort, Thiruvananthapuram.	:	Member (Industry Representative) [4 (i) e]
8.	Shri.Tejus Jose General Manager Le Meridien Kochi	:	Member (Industry Representative) [4 (i) e]
9.	Shri.K.Rajshekhar, Principal/ Secretary IHMCT, Kovalam, Thiruvananthapuram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

**LEAVE OF ABSENCE GRANTED TO :**

1.	Economic Advisor Ministry of Tourism, Government of India	:	Member [4 (i) c]
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 conducted on virtual platform 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 to the 64<sup>th</sup> meeting of the Board of Governors of IHMCT, Thiruvananthapuram.

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

  
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AGENDA ITEM No.64.01 MINUTES No.808/2020:

**CONFIRMATION OF THE MINUTES OF THE 63<sup>rd</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 24<sup>th</sup> SEPTEMBER, 2019:**

Confirmed.

AGENDA ITEM No.64.02 MINUTES No.809/2020:

**ACTION TAKEN/STATUS ON THE PROCEEDINGS OF THE 63<sup>rd</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 24<sup>th</sup> SEPTEMBER, 2019.**

The Board noted the action taken / status report on the proceedings of the 63<sup>rd</sup> meeting of the Board of Governors held on 24<sup>th</sup> September, 2019.

As regards Item No.63.05, regarding providing financial help from SC/ST Department to the SC/ST students for the initial payment to NCHMCT at time of admission, Chairperson, BOG, informed that the matter is being taken up by the Department.

As regards Item No.63.17, Principal informed that permission was not granted by NCHMCT to start M.Sc. in Hospitality Education in the Institute for the academic year 2020-21. Principal also informed that NCHMCT sanctioned to increase the intake of Diploma in Food Production from 40 Nos. to 60 Nos. from the academic year 2020-21 onwards.

As regards Item 63.18 .G – Web-based fees collection facility, Principal informed that quotations have been received from State Bank of India and Central Bank of India on the same. Board examined the same and instructed to negotiate further on the same with both the banks regarding transaction and other charges quoted by the banks.

  
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**AGENDA ITEM No.64.03 MINUTES No.810/2020:**

**ACADEMIC AND OTHER ACTIVITIES OF THE INSTITUTE FOR THE PERIOD FROM 1<sup>ST</sup> SEPTEMBER 2019 TO 30<sup>TH</sup> NOVEMBER 2020.:**

The Principal briefed the Board about the academic and other activities conducted at the Institute and also conducted through virtual platform for the period from 1<sup>st</sup> September 2019 to 30<sup>th</sup> November 2020 and the Board noted the same.

Principal briefed the board about the CBSP Skill Certification Programme being conducted at the Institute, Mr.M.R.Narayanan, Industry Representative suggested to organize a training programme for the unskilled F&B staff of the hotels to get an awareness about the new techniques of kitchen and also about modern kitchen equipment. Principal agreed on the same and it will be further discussed with SKHF officials for getting inputs on the same. He also requested to send him the modern kitchen equipment list Institute propose to purchase.

**AGENDA ITEM No.64.04 MINUTES No.811/2020:**

**PROGRESS OF BUILDING PROJECTS:**

Principal explained the progress of building projects which are going on at the Institute.

Regarding Guest rooms upgradation, Principal mentioned that all the Civil & Electrical major works had been completed and interior works for the same to be done and also informed that as per the discussion with the CPWD it is understood that since the work is a smaller size furnishing of two guest rooms is difficult for them to identify a suitable contractor to executive the work in time. Board was requested to accord approval for appointing a suitable Interior designer to do the work.

Board discussed the same and decided to select a suitable Interior Designer from the empaneled list available with the Department of Tourism, Government of Kerala.

  
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AGENDA ITEM No.64.05 MINUTES No.812/2020:

**ADMISSION STATUS – FIRST YEAR B.SC. H&HA AND DIPLOMA COURSES – 2020-21:**

The Board of Governors noted the admission status for the academic year 2020-2021.

AGENDA ITEM No.64.06 MINUTES No.813/2020:

**ACADEMIC PERFORMANCE 2019-20:**

Principal informed that corrective measures was taken to improve the academic performance of the students and by comparing to the previous year, the pass percentage of this year has been increased. The Board of Governors noted the same.

AGENDA ITEM No.64.07 MINUTES No.814/2020:

**PURCHASES:**

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

AGENDA ITEM No.64.08 MINUTES No.815/2020:

**DISBURSEMENT OF ADHOC BONUS FOR THE YEAR 2019-20 TO THE ELIGIBLE EMPLOYEES OF THE INSTITUTE:**

The Board of Governors ratified the same.

AGENDA ITEM No.64.09 MINUTES No.816/2020:

**FINANCIAL POSITION OF THE INSTITUTE:**

The Board has taken up the audited accounts and budget under the agenda items Nos.64.10 and 64.11 for detailed discussion.

  
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**AGENDA ITEM No.64.10 MINUTES No.817/2020:**

**APPROVAL OF THE AUDITED ACCOUNTS AND ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2019-2020:**

The Board discussed and approved the Audited Accounts and Annual Report of the Institute for the year 2019-20.

Principal informed that as per the approval of the previous Board of Governors meeting, Institute appointed an internal auditor to settle the shortfalls mentioned in the Audit reports of the Institute for the financial year 2018-19 and due to the Covid-19 pandemic situation, it could not be completed and it is proposed to appoint the internal auditor again to complete the balance pending works.

Chairperson, BOG asked the Principal to complete and settle the pending shortfalls including reconciliation jobs which was mentioned in the audit report of the Institute in a time bound manner. Other BOG members also opined the same.

**AGENDA ITEM No.64.11 MINUTES No.818/2020:**

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

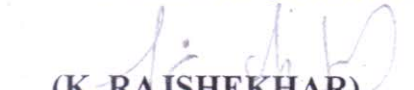
The Board approved the revised budget for the year 2019-20 and the estimated budget for the year 2020-21.

**AGENDA ITEM No.64.12 MINUTES No.819 /2020:**

**STAFF MATTERS:**

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

Board of Governors approved for filling-up the anticipated vacancy due to Superannuation of the Admn. Cum Accounts Officer as per Recruitment Rules 2003 amended 17<sup>th</sup> May 2019 as there is no eligible candidate for promotion in the feeder category.

  
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B. DPC for faculty position – HOD and Non-Teaching post of Accountant and resultant vacancies:

Board approved to conduct a Departmental Promotion Committee meeting on the same in January 2021.

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

Board approved to conduct a Departmental Promotion Committee meeting on the same in January 2021.

AGENDA ITEM No.64.13 MINUTES No.820/2020:  
**DAMAGES AND REPAIRS TO BE DONE :**

Board of Governors approved the same.

AGENDA ITEM No.64.14 MINUTES No.821/2020:  
**APPOINTMENT OF SATUTORY AUDITORS (CHARTERED ACCOUNTANTS) FOR CONDUCTING STATUTOTY AUDIT OF THE INSTITUTE.**

Board of Governors approved the same.

AGENDA ITEM No.64.15 MINUTES No.822/2020:

**FEE STRUCTURE – B.Sc. IN HOSPITALITY & HOTEL ADMINISTRATION 2020-2021, DIPLOMA IN FOOD PRODUCTION & INCREASE IN THE HOSTEL FEES:**

Board of Governors approved the same.

Principal informed the Board that hostel fee will be charged on a monthly basis in case of students called for short duration due to Covid 19 pandemic situation.

Board of Governors noted the same.

Mr.M.R. Narayanan, Industry Representative opined that if any students, in genuine reasons are facing any difficulty to pay the fees, the details of the same to be sent to him in order to provide some kind of scholarship / financial help to them from the hotel industry.

  
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AGENDA ITEM No.64.16 MINUTES No.823/2020:

ANY OTHER MATTERS WITH THE PERMISSION OF THE CHAIRPERSON:

(A) FACULTY RECRUITMENT ON CONTRACT

Board of Governors approved the same.

(A) APPOINTMENT OF TEACHING ASSOCIATE

Board of Governors approved the same.

(C) Invitation to join WICCI Kerala - Hospitality and Tourism as COUNCIL MEMBER – request received from Ms.Jolly Joseph, HOD.

Board advised to refer the same to the NCHMCT, Noida for their opinion.

(D) APPOINTMENT OF INTERNAL AUDITORS

Board of Governors approved the same.

(E) EXTENSION OF CONTRACT: PEST CONTROL, WATER SUPPLY

Board of Governors approved the same.

(F) Principal informed that there is an arbitrary issue between CPWD and their contractor. CPWD referred the same to their legal section at Chennai for their remarks and after obtaining the same, they will send the details to the Institute and we have to refer the same to the Ministry for their opinion. Board noted the same.

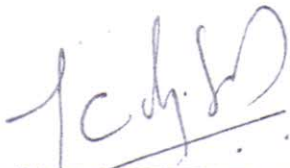
  
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(G) Principal also brought to the notice of the Board members that some part of the ACR/APAR of some of the employees were left blank and the concerned Reporting Officer and Reviewing Officer were also not mentioned any comments on the same. Board noted the same.

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



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