

होटल प्रबन्ध और खानपान प्रौद्दोगिकी 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

2017 - 2018

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

ANNUAL REPORT

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INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

KOVALAM, THIRUVANANTHAPURAM, KERALA

REPORT ON THE ACTIVITIES OF THE INSTITUTE FOR THE YEAR 2017 - 2018

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 18th 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 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 & girls hostel and other campus development works completed.

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 31.03.2018

BOARD OF GOVERNORS:

Sl. No.	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in BOG
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1.	4 (i) a	The Secretary (Tourism) Government of Kerala Government Secretariat THIRUVANANTHAPURAM	Central Government	Chairperson (Ex-officio)
2.	4 (i) b	The Director Department of Technical Education Government of Kerala Directorate of Technical Education THIRUVANANTHAPURAM	State Government	Member (Ex-officio)
3.	4 (i) b	The Director Department of Tourism 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	The Managing Director Kerala Tourism Development Corporation Ltd Mascot Square, Palayam THIRUVANANTHAPURAM	State Government	Member (Ex-officio)
5.	4 (i) c	The Financial Advisor (Tourism) Ministry of Tourism and Culture Government of India Transport Bhawan NEW DELHI	Central Government	Member (Ex-officio)

6.	4 (i) c	The Additional Director General (T) Ministry of Tourism & Culture Government of India Transport Bhawan N E W D E L H I	Central Government	Member (Ex-officio)
7.	4 (i) c	The Regional Director (Tourism) Southern Region Government of India India Tourism Chennai, 154, Anna Road, C H E N N A I (T N)	Central Government	Member (Ex-officio)
Sl. No.	Rule No.	Name, Designation / Occupation & Address	Nominating / Appointing Authority	Position held in BOG
8.	4 (i) c	The Director (Studies) National Council For Hotel Management And Catering Technology Plot No.A-34, Sector 62 Institutional Area N O I D A (U.P)	Central Government	Member (Ex-officio)
9.	4 (i) d	Mr.S.Rajamohan Principal Institute of Hotel Management Catering Technology & Applied Nutrition, CIT Campus, Tharamani, CHENNAI	Central Government	Member Catering Expert (Nominated)

10.	4 (i) e	Shri.Mohammed Siddiq Nirvrithi Ammankovil Road, Near KSRT Bus Station ERNAKULAM – 682035	Central Government	Member (Nominee) Industry Representative
11.	4 (i) e	Mr.Manish Dayya General Manager The Raintree Hotel 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
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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	The Director (Studies) National Council For Hotel Management And Catering Technology Plot No.A-34, Sector 62 Institutional Area NOIDA (U.P)	Central Government	Member (Ex-officio)
4.	19(1) c	Mr.S.Rajamohan Principal Institute of Hotel Management Catering Technology & Applied Nutrition, CIT Campus, Tharamani, CHENNAI	Central Government	Member Catering Expert (Nominated)
5	19(1) d	Mr.L.V.Kumar The Principal / Secretary Institute of Hotel Management And Catering Technology Kovalam		Member (Ex-officio)

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

FACULTY AND STAFF IN POSITION AS ON 31.03.2018.

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)	7
7	Contract Faculty (Guest faculty)	1
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	5
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 2017-18, the Institute could convene 02 Board of Governors meetings and 05 Executive Committee meetings.

VI) COURSES OFFERED

Sl. No.	Course	Course Duration	Sanctioned students for the year 2017-18
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 1st 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 8th 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 2017-18 appeared for the annual / final examinations in April / May, 2017 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	209	209	100%
	II Semester	210	201	95%

2.	2nd Year B.Sc.			
	III Semester	92	92	100%
3.	IV Semester	189	184	97%
	3rd Year B.Sc.			
3.	V Semester	152	152	100%
	VI Semester	141	138	97%
4.	Diploma in Food Production	Result awaited		

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 2017 to the Degree & Diploma Course for the academic year 2017-18 are as under:

COURSES	GEN	SC	ST	OBC	PH	TOTAL
B.Sc in Hospitality & Hotel Administration.	99	33	08	85	0	225
1½ year Diploma in Food Production.	06	03	09	22	0	40

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, 2018.

XI) PLACEMENTS

Out of the 152 students of the academic year 2017-18 passed out in May 2018, 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 75% placement for the year. The placement details are as under.

Total number of students of the academic year 2017-18	:	152
Total number of students opted for Interview	:	148
Total number of students placed	:	111
Total number of students not placed	:	37
Percentage of Placement		73%

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 hr) 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:

01.04.2017 TO 31.03.2018

SL. N	COURSE TITLE	NO. OF PERSONS ALREADY TRAINED	NO. OF PERSONS UNDER TRAINING	TOTAL	SOURCE OF FUND
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		DURING THE YEAR			
1.	500 + 200 hrs Training Programme for Multi Cuisine Cooks	0	30	30	Grants-in-aid from MOT, GOI.
2.	Hunar Se Rozgar through hotels	314	804	1118	Grants-in-aid from MOT, GOI.
3.	6 days "Skill Certification Programme	80	-	80	Grants-in-aid from MOT, GOI.
	Total	394	834	1228	

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.

TRAINING PROGRAMMES ATTENDED BY FACULTY & STAFF.

Name of the Faculty / Staff	Training programme attended	Dates
Mr.K.Rajshekhar, Head of Department attended	One Day Seminar on "Examination Rules 2017" at IHM, Bengaluru	15.05.2017

Dr.J.Premchand, Sr.Lecturer Cum Sr.Instructor Mr.Ivan Thomas, Sr.Lecturer Cum Sr.Instructor	An Observer at the JEE Written Test Centres at Rajagiri Centre For Business Studies, Kakkanad, and Sacred Heart Higher Secondary School, Thevara, Cochin	29.04.2017
Mr.K.Rajshekhar, Head of Department	“World Oceans Day Ocean Love”- Beach Cleaning Campaign at Uday Samudra.	08.06.2017
Ms.Sindhu.S, Stenographer Mr.John Palex, LDC	e-grantz Scholarship Seminar at Post Matric Hostel Hall, Vellayambalam, Trivandrum.	13.06.2017
Mr.L.V.Kumar, Principal	39th Executive Committee Meeting at IHMCT& AN, Chennai	21.06.2017
Mr.G.Saravanan, Asst.lecturer Cum Asst.Instructor	Seven days Training Programme in the F & B Service Department at the Claresta Hotels, Bengaluru	27.06.2017 to 07.07.2017
Mr.Dennis Joseph Mathew, Lecturer Cum Instructor	Ten days Training Programme in the department of Kitchen & Bakery at Hilton Garden Inn, Trivandrum	27.06.2017 to 10.07.2017
Mr.L.V.Kumar, Principal & Mr.K.Rajshekhar, HOD	Orientation Programme on New HSR Guidelines organised by SKHF at Hotel Horizon, Trivandrum	28.06.2017
Mr.Ashok.V.D. Lecturer Cum Instructor	Publicity for admission to the B.Sc. H & H A and Diploma Courses for the academic year 2018 at H.S.S. Neeramankara, Trivandrum.	01.07.2017
Mr.E.Narayana Sarma, Accountant & AAo I/c	GST workshop on Tourism Sector at Media Centre, Transport Bhavan, New Delhi	12.07.2017
Dr.J.Premchand, Sr.Lecturer Cum Sr.Instructor, Ms.Vijayasree.R., PA to Principal, Mr.Satheesh.K.B., Cashier	Workshop on Central Goods and Services Tax related to Tourism Sector (CGST) at The Capital Hotel, Trivandrum	13.07.2017
Mr.L.V.Kumar, Principal	Review Meeting Chaired by Secretary (Tourism),	14.07.2017

	Government of India, at Hyderabad.	
Mr.L.V.Kumar, Principal & Mr.K.Rajshekhar, HOD	Conducted an Orientation Classes for Hoteliers (Revised HSR Guidelines) at Ernakulam	15.07.2017
Mr.Sabu Antony, Office Superintendent Ms.Mini.A UDC	Two Days re-orientation Training on Updates of THIMS Software at NCHMCT, Noida	20th & 21st July, 2017
Mr.L.V.Kumar, Principal	Business Advisory Committee Meeting For Hospitality Sector organised by ASAP at Mascot Hotel, Trivandrum	25.07.2017
Mr.Sabu Antony, Office Superintendent Ms.Susan Lawrence, UDC Mr.John Poley, LDC Ms.Soumya.V.G. LDC	GST workshop at Mascot Hotel, Trivandrum	05.08.2017
Mr.Sam I.G.Daya & Mr.Rahul.R.K., Teaching Associates	Publicity for admission to the Diploma Courses & HSR for the academic year 2018 at Vellappally Natesan College of Engineering, Kayamkulam	06.08.2017
Mr.Ashok.V.D., Lecturer Cum Instructor	8th Management Development Programme at Hyderabad, Indonesia & Singapore.	26.08.2017 to 08.09.2017
Mr.Sabu Antony, Office Superintendent Ms.Mini.A UDC	Orientation Training "THIMS" at IHM, Chennai.	11.09.2017
Mr.L.V.Kumar, Principal	Meeting at NCHMCT, Noida, conducted by Secretary (T) / Chairperson, Ministry of Tourism, Govt. of India.	22.09.2017
Ms.Mini.A UDC	Training Programme on EAT Module of PFMS for central sector scheme at INGAF, Chennai	25.09.2017
Mr.L.V.Kumar, Principal	Meeting at Hotel Demoro, Trivandrum – World Tourism Day Celebration .	27.09.2017

Dr.J.Premchand,Sr.Lecturer Cum Sr.Instructor Mr.Ivan Thomas, Sr.Lecturer Cum Sr.Instructor	Five days Training Entrepreneurship Faculty Educator Programme” at Bangalore.	10.10.2017 to 14.10.2017
Mr.Sunil Kumar, Asst. Lecturer Cum Asst.Instructor	Food Safety Training Programme at Hotel Regency, Trivandrum.	30.10.2017
Dr.J.Premchand,Sr.Lecturer Cum Sr.Instructor	Advanced Financial Statement Analysis” at IIM Campus, Kozhikode	10.11.2017
Mr.K.John Poley, LDC	One Day Training Programme “Noting & Drafting” at INGAF, Chennai	07.11.2017
Mr.K.Rajshekhar, HOD	Subject Expert at SCERT, Government of Kerala, Poojappura, Trivandrum	19.12.2017 to 20.12.2017
Mr.Sam I.G.Daya and Mr.Shine Mohan, Contract Faculties	Publicity for admission to the Diploma Courses & HSR for the academic year 2018 at Higher Secondary School, Varkala	29.12.2017
Mr.Rahul.R.K. & Mr.Shine Mohan, Contract Faculties	Course and Career Expo “DISHA” 2017-18 at K.Karunakaran Memorial Town Hall, Thrissur	06.01.2018 to 10.01.2018
Mr.J.Dileep Kumar, Contract Faculty	Publicity for admission to the Diploma Courses & HSR for the academic year 2018 at Bishop Jerome Institute, Kollam.	07.01.2018
Mr.Ivan Thomas, Sr.Lecturer Cum Sr.Instructor	Solar Power Plant Workshop organised by “ANERT” at the Energy Management Centre, Trivandrum	16.01.2018
Mr.L.V.Kumar, Principal	Review Meeting at NCHMCT, Noida	24.01.2018
Mr.Ashok.V.D., Lecturer Cum Instructor	Safe & Honourable Tourism Workshop at Hotel Safari, Venjaramoodu, Trivandrum	10.02.2018
Mr.L.V.Kumar, Principal	Inspection Committee Meeting at NCHMCT, Noida.	08.03.2018

Mr.L.V.Kumar, Principal	Board of Governors meeting at IHMCT & AN, Chennai	27.03.2018
Ms.Jolly Joseph, HOD	Board of Governors meeting at Food Craft Institute, Trivandrum	27.03.2018
Mr.Dennis Joseph Mathew Lecturer cum Instructor	Three Days Training Programme “Goan Cuisine & Sea Food” at IHM, Goa	26th to 28th March, 2018

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. Construction of additional hostel for Boys including internal electrical works
2. Construction of additional hostel for Girls including internal electrical works
3. Upgradation and improvement of toilets and bathroom in main block
4. Replacing GI water supply lines with CPVC pipes, sanitary and drainage line with PVC pipes and providing works
5. Finishing walls with exterior and interior painting to main block boys & girls hostels and staff quarters.
6. Upgradation and improvement work in General stores
7. Upgradation of toilets (new and old block), entertainment room, dining hall and kitchen of boys hostel

The CPWD has also commenced the works of :

1. Upgradation and improvement of two guest rooms, Upgradation of toilets (New and old block), Entertainment room, dining hall and kitchen of boys hostel
2. Upgradation of hostel building for boys Granite flooring of corridors and vitrified tile flooring of rooms
3. Tenders to be invited for Providing false ceiling, making partitions, providing and erection of wooden shelves and supply of furniture to the library

XVI) EVENTS AND ACTIVITIES

Sl.No	Activity	Date
1.	Mr.K.Rajshekhar, HOD, Mr.E.Narayana Sarma, Accountant & AAO i/c, Mr.Nandu.V & Mr.Shine Mohan, Contract Faculties conducted One Day Workshop on “Code of Conduct for Safe & Hon’ble Tourism”, for Focal Points / Nodal Officers in Classified Hotels / Recognised Tour Operators / Travel Agencies / Tourists Transport Operators at Broad Bean Hotel, Kannur	22.04.2017
2	Mr.G.Saravanan, Asst.Lecturer Cum Asst.Instructor participated as member of Inspection Team of Department of Tourism – Government of Kerala for Classification of Restaurants in Thrissur, Palakkad and Idukki districts.	24 & 25 th April, 2017
3	105 th All India Trade Test of Apprentices PASAA & SECRETARIAL ASSISTANT Theory and Practical Examinations conducted at our Institute.	18.04.2017 to 21.04.2017

4	Semester IV, Term End Theory Examinations were conducted at the Institute	18 th to 24 th April, 2017
5	Semester II, Term End Theory Examinations were conducted at the Institute	23 rd April to 1 st May, 2017
6	Semester IV (Industrial Training Batch students) Even Semester Term End Theory Examinations were conducted at the Institute	24 th to 28 th April, 2017
7	Diploma in F & B Service & Food Production Term End Theory Examinations were conducted at the Institute	26 th & 27 th April, 2017
8	Mr.Ashok.V.D., was a Judging Partner for the 4 th India International Waiters” Race 2017 at Shangumugham Beach, organised by Uday Samudra Leisure Beach Hotel, Kovalam	29.04.2017
9	Joint Entrance Examination for Hotel Management was conducted at our Institute	29.04.2017
10	Mr.Ivan Thomas, was member of Inspection Team of the HRACC, Classification of Restaurants Inspection of Hotels in Vivanta by Taj Malabar, Cochin	31.05.2017
11	IGNOU Component Examination 2016-2017 commenced	1 st to 6 th June, 2017
12	National Council For Hotel Management And Catering Technology, Noida conducted 2 nd National Hospitality Techers Education Test Examination (NHTET) at our Institute	07.06.2017
13	The Institute was selected as a Counselling Centre for JEE 2017 for admission to the B.Sc. H & H A Programme. 425 students reported for counselling at IHM in 3 rounds of Counselling	13.06.2017 to 14.07.2017
14	Mr.L.V.Kumar, Principal attended the 39 th Executive Committee Meeting at IHMCT& AN, Chennai	21.06.2017
15	Yoga Day was conducted at the Institute	21.06.2017
16	Mr.L.V.Kumar, Principal & Mr.K.Rajshekhar, HOD attended the Orientation Programme on New HSR Guidelines organised by SKHF at Hotel Horizon, Trivandrum	28.06.2017
17	Commencement of classes for the 2 nd and 5 th Semester B.Sc. H & H A	03.07.2017

18	Review Meeting Chaired by Secretary (Tourism), Government of India, at Hyderabad.	14.07.2017
19	The students were given classes on "Legal consequences of Ragging and Drug Abuse" by Shri.Rishi Raj Singh IPS, Director General of Police / Commissioner (Excise), Government of Kerala, Trivandrum	14.07.2017
20	Conducted an Orientation Classes for Hoteliers (Revised HSR Guidelines) at Ernakulam	15.07.2017
21	51 st Executive Committee Meeting	19.07.2017
22	Dr.Venu.V. IAS, Principal Secretary (T), Government of Kerala & Chairman, BOG of our Institute inaugurated the upgraded Girls Hostel, the Indoor Sports Facilities & internet facilities for students. Induction programme for the year 2017-2018 was inaugurated by the Chief Guest by lighting the lamp. 220 first year students along with 400 parents have attended the function. Classes for the 1 ½ Year Diploma in Food Production & Diploma in F & B Service also commenced.	19.07.2017
23.	As per the request from Kerala Agricultural University, Vellayani, Trivandrum, the Institute has facilitated 8 days Entrepreneurship and Food Service Management (MFN007 theory and MFNL 007 Practical Examinations of IGNOU.	24.07.2017 to 31.07.2017
24	Business Advisory Committee Meeting For Hospitality Sector organised by ASAP at Mascot Hotel, Trivandrum	25.07.2017
25	Welcome Party organised by the 2 nd and 3 rd year students for the 1 st year B.Sc. & Diploma students.	27.07.2017
26	Publicity for admission to the Diploma Courses & HSR for the academic year 2018 at Vellappally Natesan College of Engineering, Kayamkulam	06.08.2017
27	Independence Day celebration	15.08.2017
28	Staff Selection Committee Meeting (Contract Faculty)	16.08.2017

29	Student Exchange Programme : Dr.T.Ananthakrishnan, Sr.Lecturer Cum Sr.Instructor Chennai along with 6 final year students from IHM, Chennai participated at our Institute.	21 st to 25 th August, 2017
30	Student Exchange Programme : Mr.Daivik Mishra, Contract Faculty along with 6 final year students of our Institute participated at IHMCT & AN, Chennai	
31	Onam was celebrated at the Institute by the students with Onam Sadhya and traditional cultural and sports activities.	31.08.2017
32	Mid Term Examinations for the 1 st , 2 nd & 3 rd year B.Sc. commenced and completed	11 th to 22 nd September, 2017
33	Hindi Pakwada – was celebrated. Official Language Implementation Committee organised Competitions on Hindi Essay, Hindi Speech, Hindi Song, Hindi Handwriting memory Test. Staff and students participated on the above competitions Dr.Ashok.B, Head of Hindi Department, University College, Trivandrum inaugurated the closing ceremony function and distributed the prizes to the concerned participants.	14.09.2017 to 27.09.2017
34	Meeting at NCHMCT, Noida, conducted by Secretary (T) / Chairperson, Ministry of Tourism, Govt. of India.	22.09.2017
35	The Institute has observed the “ Swachhta Pakhwada ”. Activities covered : Cleaning the International Beach, Kovalam, Institute premises of Kitchens, service area, class room, Examination hall, Record rooms, and hostels. Training on Vermi composting unit was arranged at Agricultural College, Vellayani, Tivandrum. Competitions were conducted for Brass lamp polishing, Poster making and Video making. Shri.Satyajeet Rajan, IAS, Director General of Tourism, GOI, inaugurated the “Swachhta Hi Seva”, Cleanliness drive.	15.09.2017 to 30.09.2017
36	Mr.L.V.Kumar, Principal attended a Meeting at Hotel Demoro, Trivandrum – World Tourism Day Celebration	27.09.2017

37	Lecture on “Waste Management” by Mr.AKhilesh, Thanal, Trivandrum	26.09.2017
38	Poster Making Competition – <u>World Tourism Day</u> and “ <u>Swachhta Ki Seva</u> ” Celebration Mr.Sujan.S.J. 5 th Semester won the 1 st prize.	27.09.2017
39	<u>Interaction with Hon’ble President of India with Topper students</u> Mr.Varun.C 3 rd Year B.Sc. and Ms.Devika Swetha Reddy 2 nd year B.Sc.were invited to Rashtrapathy Bhawan, New Delhi	27.09.2017
40	M/s.Best Seller, M/s.Yum Foods & Ms/Oberoi Group of Hotels have conducted campus interview for the final year students at the Institute	04.10.2017
41	52 nd Executive Committee and DPC Meeting	04.10.2017
42	Hunar Se Rozgar 6 days Skill Certification Training Programme for Food Production & F & B Service for Hoteliers were conducted.	09.10.2017 to 14.10.2017
43	Lecture on “Personality Development” by Shri.Raman Kapoor, Secunderabad was conducted	09.10.2017 to 13.10.2017
ACTIVITY REPORTS OF “ PARYATAN PARV “		
44	Institute observed the <u>“PARYATAN PARV ACTIVITES”</u> . Mr.L.V.Kumar, Principal inaugurated the “WALKATHON” from IHMCT Campus to Kovalam Jn. Mr.S.Ramakrishnan, Asst.Director, India Tourism Chennai, HODs, Faculty / Staff Members and students actively participated.	05.10.2017 to 25.10.2017
45	“Special Cleanliness Drive” before Diwali was done at IHM offices.	16.10.2017
46	Second Year B.Sc. students have organized a Dinner with the theme of “Retro Rewind” . The concept behind the Theme was to recreate the nostalgia of 1970’s with colours, music, fun and food. Nearly 150 guests participated in the event . Paryatan Parv once again reminded about the opportunity of coming together, living together and sharing together.	21.10.2017
47	<u>“Swachhta Pakhwada”</u> activities covered: An Awareness Campaign to Domestic Tourists, Shopkeepers Local Auto / Taxi Drivers & Hotel Staff	23.10.2017

	about Paryatan Parv to sensitize importance of "Atithi Devo Bhava" to promote tourism in a safe & hospitable manner so that domestic tourists as well as international tourists enjoy their stay at Kovalam.	
48	<p>Paryatan Parv :</p> <p>1.Charithramalika, Amaravila - Sr.Faculty Members and Teaching Associate of our Institute organized an awareness campaign about Paryatan Parv to the Diploma students. The Agenda behind the campaign was to keep the diploma students aware of the importance of Atithi Devo Bhava to promote tourism in a safe and honorable manner so that domestic tourists as well as international tourists enjoy their stay at Thiruvananthapuram. The students were sensitized on our culture and rich heritage.</p> <p>2. A visit was organized to Vizhinjam Sea Harbour Trivandrum the students were familiarized with the fish landing process and auctioning process of vizhinjam harbor .</p>	23.10.2017
49	59 th Board of Governors meeting	24.10.2017
50	"Swachhta Pakhwada". Activities covered - Essay, Short film & Tourism Quiz competitions to IHM students.	24.10.2017
51	Essay Competition was organized to students of IX & X of the Higher Secondary School, Vazhamuttom on topic "VISIT MY LAND".	24.10.2017
52	Conducted an Awareness campaign – Nukkad Natak at international beach, Kovalam by students and faculty members of this Institute.	24.10.2017
53	<u>Awareness Campaign at Bakel Fort, Kasaragod</u> – A Sensitization Programme for Stakeholders, illumination around the site. Guided walks around monastery also were organized by Mr.Ashok.V.D., Lecturer Cum Instructor, IHMCT Kovalam.	25.10.2017
54	<u>Essay & Painting Competitions</u> were organized by Nehru Yuva Kendra, Kasaragod.	25.10.2017

55	Cultural Programme : Poorakali, Yakshagana were organized by DTPC, Kasargode.	25.10.2017
56	Essay competition – On “Visit My Land”, Faculty Members & OS of IHMCT, Kovalam conducted Essay Competition at St.Thomas School, Poonthura, Trivandrum 27 students participated.	25.10.2017
57	New Batch Hunar Se Rozgar Tak” Training Programme started	31.10.2017
58	Institute has conducted Special Assembly and Pledge as part of Observance of Rashtriya Ekta Diwas (National Unity Day).	31.10.2017
59	Cake Mixing Ceremony was held at the Institute	02.11.2017
60	M/s.Four Seasons have conducted campus interview for the final year students at the Institute	03.11.2017
61	The FSSAI along with M/s.Parikshan, Chennai organized a Food Safety Supervisor Training at Yuvarani Residency, Kochi. Mr.K.Rajshekhar, HOD & Mr.E.Narayana Sarma, AAO i/c has attended .	12.11.2017
62	Term End Examinations for the 1st 5th & 3rd year B.Sc. Diploma & F & B Service students commenced and completed	13.11.2017 to 25.11.2017
63	106th All India Trade Test of (Theory and Practical) was conducted for the Apprentices who have completed their training at the Institute under the Apprentices Act 1961.	22.11.2017 to 30.11.2017
64	Communal Harmony Campaign week and Flag Day was observed.	25.11.2017
65	Industrial Training Students reported back to the Institute	27.11.2017
66	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	As per schedule given by the Ministry.

	of tourism, Govt. of India for classification of Hotels in various occasions during the year 2017-2018.	
67	On the occasion of Observance of the International Day of Persons with Disabilities 2017, the Institute has sponsored lunch for approximately 200 persons with disabilities at the National Career Service Centre For Differently Abled, Nalanchira, Trivandrum.	02.12.2017
68	Officials from Bureau of Indian Standards, Chennai has conducted ISO Audit at the Institute	4 th & 5 th December, 2017
69	53 rd Executive Committee considered the recommendations of the Departmental Screening Committee meeting for grant of MACP Financial Upgradation to the eligible employee.	08.12.2017
70	Mr.Francis Manuel, Asst.Director, (Rtd) Senses Department Poonkulam, Ministry of Home Affairs, GOI conducted "In House Training" to the Admn. Staff Members at IHMCT.	18.12.2017
71	Mr.Sam I.G.Daya and Mr.Shine Mohan, Contract Faculties conducted publicity for admission to the Diploma Courses & HSR for the academic year 2018 at Higher Secondary School, Varkala	29.12.2017
72	Mr.Rahul.R.K. & Mr.Shine Mohan, Contract Faculties participated in the Course and Career Expo "DISHA" 2017-18 at K.Karunakaran Memorial Town Hall, Thrissur	06.01.2018 to 10.01.2018
73	Food Safety Supervisor Training at Hotel Yuvarani Residency, Kochi	06.01.2018
74	Mr.J.Dileep Kumar, Contract Faculty conducted publicity for admission to the Diploma Courses & HSR for the academic year 2018 at Bishop Jerome Institute, Kollam.	07.01.2018
75	Lecture on "Know the Gender" by Dr.Anishia Jayadev, Professor, IMG, Trivandrum	17.01.2018
76	Mr.L.V.Kumar, Principal attended review Meeting at NCHMCT, Noida	24.01.2018

77	Republic Day was celebrated at the Institute	26.01.2018
78	<u>Outdoor Catering Service to Tourists arrived by Cruise Ship - the Silver Discover at Vizhinjam – 2nd February, 2018</u> As per the request of M/s.Banyan Tours and travels Pvt. Ltd.,	02.02.2018
79	“Haritha Kerala” function was organized by Govt. of Kerala at Green Field stadium, Kazhakuttom, Trivandrum. Mr.Hari.C.D. Contract Faculty along with few students of Diploma in Food Production participated.	07.02.2018
80	Mr.Ashok.V.D., Lecturer Cum Instructor conducted Safe & Honourable Tourism Workshop at Hotel Safari, Venjaramoodu, Trivandrum	10.02.2018
81	Inter College Competition And Events “KALAKRITI SANGAMAM 2018” at IHMCT & AN, Chennai. A team of 3 rd year students participated along with Mr.Pradosh P. Pai, Lecturer Cum Instructor.	21.02.2018 to 23.02.2018
82	Food Safety Supervisor Training at Casino Hotel, Thrissur	24.02.2018
83	Mid Term Examination for 2 nd semester students	26.02.2018 to 01.03.2018
84	Adv.Maya.V., Lawyer, Kerala Women’s Commission conducted a workshop on “Prevention of Sexual Harassment at Workplace”.	27.02.2018
85	2nd year students conducted a theme lunch “Banana Fest”. The menu was served in Sadhya style on banana with 21 dishes predominantly made of banana leaves.	28.02.2018
86	54 th Executive Committee Meeting	07.03.2018
87	Mr.L.V.Kumar, Principal attended Inspection Committee Meeting at NCHMCT, Noida.	08.03.2018
88	TOLIC has organized their meeting for the year 2017-2018 at IHMCT, Kovalam. Our Institute received 6 th prize. Smt.Sarada Sambath, Chairman, TOLIC, Trivandrum and Chief Post Master General released the 1st edition of the Institutes Hindi E-Pathrika “ADHITHI DEVO BHAVA”	14.03.2018

89	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 2018 has proved to be a great success.	16 th to 18 th March, 2018
90	National Council For Hotel Management And Catering Technology, Noida conducted 3rd National Hospitality Teachers Education Test Examination (NHTET)	18.03.2018
91	Mr.L.V.Kumar, Principal attended Board of Governors meeting at IHMCT & AN, Chennai	27.03.2018
92	Ms.Jolly Joseph, HOD attended Board of Governors meeting at Food Craft Institute, Trivandrum	27.03.2018
93	The Institute has organized two days Inter House Cultural Competition "CATAFEST 2018" .	27.03.2018 to 28.03.2018

SKILL TESTING AND CERTIFICATION (6 days)

Sl.No.	Name of the Hotel	No. of participants	Date
1.	The Raviz Hotel, Calicut	11	
2.	KTDC, Chaithram	1	
3.	KTDC Samudra	3	

4.	Casino Hotels, Thrissur	5	09.10.2017 to 14.10.2017
5.	The Renai Hospitality & Health Care, Cochin	8	
6.	Hotel Blue Ray, Kovalam	1	
7.	Hilton Garden, Trivandrum	02	30.10.2017 to 04.11.2017
8.	KTDC, Payyannur	01	
9.	Hotel Presidency, Ernakulam	05	
10	JSS Malappuram	33	02.01.2018 to 07.01.2018
11	Das Continental	02	
12.	Windsor Rajadhani, Trivandrum	03	
13.	Hotel Horizon, Trivandrum	05	
	Total	80	

HUNAR SE ROZGAR – THROUGH HOTEL

Sl.No.	Name of the Hotel	No. of participants	Trade Test Date
1.	Hotel Horizon, Trivandrum	09	01.11.2017
3.	M/s.Das Continental, Thrissur	29	17.11.2017
4.	Hotel Presidency, Ernakulam	18	22.11.2017
5.	Hotel Kovilakam Residency	26	29.11.2017
6	Hotel Surya Residency	10	27.11.2017
7	Airport Golf View Hotels & Suites Pvt. Ltd., Cochin	15	06.12.2017
8.	Edasseri Resort Kattappana	25	13.12.2017
9	The Renai Cochin	5	13.12.2017
10.	Poovar Island Resorts, Poovar	21	13.12.2017
11.	Keys Hotel, Trivandrum	26	19.12.2017
12.	Grand Hotel, Cochin	25	11.01.2018
12.	Hotel Crown Plaza	05	17.01.2018
13.	Hotel Surya, Nedumangad	12	18.01.2018
14.	Hotel Mermaid	32	24.01.2018
15.	Hotel Moonlit, Thodupuzha	26	07.02.2018
16.	Crown Plaza, Cochin	02	28.02.2018

17.	Park Residency, Ernakulam	28	14.03.2018
	Total	314	

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 student 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 plus 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 from the students 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 2017 – 2018 a total number of 33 applications seeking information under RTI were received and provided required information. As an awareness program at the time of induction, the parents and the 1st 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**
