

होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान

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

तिरुवनन्तपुरम - 695 527, केरल)

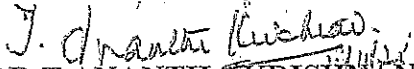
INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

G.V. RAJA ROAD, KOVALAM
THIRUVANANTHAPURAM, KERALA

MINUTES OF THE 69th MEETING OF THE BOARD OF GOVERNORS OF THE INSTITUTE HELD ON THURSDAY, THE 3rd NOVEMBER AT 11.00 A.M AT THE CHAMBER OF THE SECRETARY TOURISM, GOVT. OF KERALA

PRESENT:

| | | | |
|----|---|---|---|
| 1. | Shri. Biju K, IAS, Secretary (Tourism), Government of Kerala, Government Secretariat, Thiruvananthapuram. | : | Chairperson [4 (i) a] |
| 2. | Smt. Sikha Surendran IAS, Director, Department of Tourism, Government of Kerala, Thiruvananthapuram. | : | Member [4 (i) b] |
| 3. | Smt. Sikha Surendran IAS, Managing Director, Kerala Tourism Development Corporation Ltd., Thiruvananthapuram. | : | Member [4 (i) b] |
| 4. | Dr. Priyadarshan Singh Lakhawat, Director, (Academics) National Council For Hotel Management And Catering Technology, N O I D A (U.P) | : | Member [4 (i) c] (Attended online) |
| 5. | Mr.D.Venkatesan, Regional Director, India Tourism (Southern Region), Government of India, Chennai, 154, Anna Road, Chennai - 600002 (T N) | : | Member [4 (i) c] (Attended online) |


(DR. T. ANANTHA KRISHNAN)
MEMBER / SECRETARY


(BIJU K IAS)
CHAIRMAN, BOARD GOVERNORS

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| 6 | Shri.Dileep Kumar P.I., Catering Expert, Chief Executive Officer, Intimice Hospitalities Pvt. Ltd, Kochi – 682 304. | : | Member (Catering Expert) [4 (i) d] (Attended online) |
| 7 | Shri. Raja Gopal Iyer, Chief Executive Officer, UDS Group of Hotels,Uday Samudra, Kovalam,Thiruvananthapuram. | : | Member (Industry Representative) [4 (i) e] (Attended on line) |
| 8 | Shri. Suku Varghese, General Manager, Taj Green Cove Resort & Spa, G.V. Raja Road, Kovalam, Thiruvananthapuram. | : | Member (Industry Representative) [4 (i) e] |
| 9 | Dr.T.Anantha Krishnan, Principal/Secretary, IHMCT, Kovalam, Thiruvananthapuram. | : | Member/ Secretary [4 (i) f] |

LEAVE OF ABSENCE GRANTED TO :-

| | | | |
|----|---|---|---------------------|
| 1. | Dr.Jayaprakash.P, Director, Directorate of Technical Education, Govt. of Kerala, Thiruvananthapuram. | : | Member [4 (i)b] |
| 2. | Shri Gyan Bhushan, IES, Senior Economic Advisor, Ministry of Tourism, Government of India New Delhi – 110 011. | : | Member [4 (i) c] |
| 3. | Joint Secretary & Financial Advisor, Ministry of Tourism, Government of India, New Delhi. | : | Member [4 (i) c] |

The meeting was chaired by Shri. Biju.K IAS, Secretary (Tourism), Government of Kerala and Chairman, Board of Governors, IHMCT, Kovalam, Thiruvananthapuram. The Chairman welcomed the Board members to the 69th meeting of the Board of Governors of IHMCT, Thiruvananthapuram.

J. Anantha Krishnan
(DR.T.ANANTHA KRISHNAN)
MEMBER / SECRETARY

Biju
(BIJU K IAS)
CHAIRMAN, BOARD GOVERNORS

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

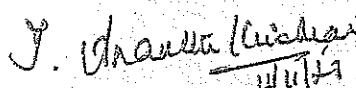
AGENDA ITEM No.69.01 MINUTES No.919/2025:
CONFIRMATION OF THE MINUTES OF THE 68th MEETING OF THE BOARD OF GOVERNORS HELD ON 20th MARCH 2025.

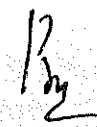
Confirmed.

AGENDA ITEM No.69.02 MINUTES No.920/2025:
ACTION TAKEN/STATUS ON THE PROCEEDINGS OF THE 68th MEETING OF THE BOARD OF GOVERNORS HELD ON 20th MARCH 2025.

The Board noted the action taken / status report on the proceedings of the 68th meeting of the Board of Governors held on 20th March, 2025.

| | | |
|-------|--|---|
| 68.22 | Filling up the vacant Posts: Principal informed the Committee Members: B) Lower Division Clerk | Chairman suggested out sourcing the process of Centre For Management Development, Government of Kerala citing their expertise in handle such process. |
| | C) In response to the Advt. for the post the post of Lecturer on Short Term Contract, there was only one applicant and hence this particular selection process was cancelled with the approval of the Competent Authority. | Chairman suggested that the post be given to a deserving candidate ensuring they are qualified and suitable. Also suggested to re-advertise the Lecture post to ensure that the selection process is carried out as per the norms and guidelines. |


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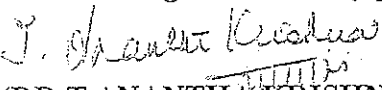
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|-------|--|---|
| 68.23 | Proposed infrastructural works and equipment purchases to be carried out through CPWD using a capital grant from the Ministry of Tourism, Government of India. | The Chairman inquired if the State Government is providing any grant for infrastructure. Principal replied that the State Government is not providing any grant. Chairman suggested to approach State Govt. and also requested Director of Tourism (Board Member) to look into the matter and do the needful. Chairman proposed allocating a certain amount each year, phase by phase, for infrastructure development. Chairman assured that if the proposal is put forth, they would sanction it. Goal is to transform the Institution into a world-class organization with modern facilities. |
|-------|--|---|

AGENDA ITEM No.69.03 MINUTES No.921/2025:

ACADEMIC AND OTHER ACTIVITIES OF THE INSTITUTE FOR THE PERIOD FROM 1ST SEPTEMBER 2024 TO 31ST OCTOBER, 2025

The Principal briefed the Board about the academic and other activities conducted at the Institute for the period from 1st September 2024 to 31st October, 2025 and the Board noted the same.

- Principal informed the Committee Members – Mr.Suresh Gopi, Union Minister of State for Tourism visited the institute and was not happy with the infrastructure.
- Chairman suggested the infrastructure needs a makeover to take it to a different level. Approaching Shri.Suman Billa IAS and Shri.Hari for funding support.
- Chairman asked if there's any Central Government fund available for Institutional growth. The Administrative Cum Accounts Officer informed that Ministry of Tourism sought Financial Estimates for proposals worth Rs. 6.5 crore and CPWD Officials are in the process of preparing it.
- Also suggested to get State Government funding, propose a joint program for skilling in the Tourism Sector. This would lead to annual funding to boost infrastructure development and take the Institute to the next level. The Institute's potential is hindered by its current infrastructure, despite having the necessary people and students.


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- Principal informed the Committee Members regarding Conducting of career orientation classes for Super Script -level students in various places.
- All seats in the institute were filled for the first time, and 7 other Institutes benefited from the overflow of admissions.
- Mr.Suku Varghese, suggested conducting awareness classes in neighboring districts of Southern Tamil Nadu.
- Chairman Instructed the Principal to consider Mr. Suku Varghese's suggestion, given the success of the awareness classes.
- Principal informed the members : Institute signed MOUs with various hotels, resulting in sponsorships from Hotel Leela and Gokulam for guest room renovation and modernization.
- Chairman enquired about the benefits and terms of the MOU, what is the Institute giving in return?

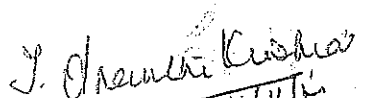
Principal's replied


1. Manpower: - Hotels take students (likely for Internships or Placements).
2. Access to Seminars and Workshops: - Institute students can attend workshops and seminars conducted by expert chefs or visiting professionals at the hotels.
3. Skill upgradation: - Opportunities for training for both Students and Staff at the Hotels.
4. Industrial visits : - and other activities become easier.

AGENDA ITEM No.69.04 MINUTES No.922/2025:
ACADEMIC PERFORMANCE B.Sc.(H&HA) & PLACEMENT DETAILS-
2024-2025:

Board of Governors examined the overall academic performance of students.

Board of Governors observed the low pass percentage of Third Year students. Chairman sought the likely reasons for pass percentage of 68% compared to first and second year students.


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Principal: Attributed it to:

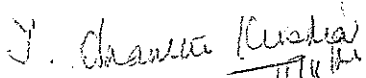
- Change in attitude among students as they become the senior most students in the Institute.
- Complacency after industrial training, feeling assured of job placements.
- Ms. Shikha Surendran enquired if a certificate is necessary for job placements.
- Mr.Suku Varghese also asked if students can attend campus placements without a certificate.
- Principal informed the committee members :-
- Certificate is not mandatory for recruitment in the hotel industry.
- Industry focuses on skills and attitude.


The Chairman's suggested that :

- Implement a system to orient students to view certification as a skill validation.
- Develop an online system for industries to access students' attributed skills and marks.
- Create a database for industries to view student profiles, showcasing their skills for recruitment purposes.
- Chairman: Asked about soft skills training for students. Principal informed the Committee Members : Industry experts and MOU partner representative are conducting training sessions.

The Chairman emphasized the need for special focus on:

- Attitude and behavioural skills
 - Customer relations
 - Attitude towards work
 - Impact of social media
 - Telephone etiquettes
- The Chairman suggested that a professionally trained individual with a psychological background would be better equipped to address these issues, understanding the challenges faced by the new generation of students. This person could help tailor the training to meet the specific needs of the students.


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AGENDA ITEM No.69.05 MINUTES No.900/2025:
RECRUITMENT OF ASSISTANT LECTURERS

Board of Governors noted the same.

AGENDA ITEM No.69.06 MINUTES No.901/2025:
DISMISAL FROM SERVICE ON MR.RAHUL.R.K., ASST.LECTURES AS PER THE RECOMMENDATION OF INTERNAL COMPLAINTS COMMITTEE OF THE INSTITUTE.

Principal informed the Committee Members : Mr. Rahul RK, Assistant Lecturer, was dismissed from service with Chairman, Board of Governors' approval . Mr. Rahul filed a writ petition in Kerala High Court, which was dismissed on 12.09.2025. He filed an OA (486/2025) in Hon'ble CAT, Ernakulam on 24.09.2025.nb

Mr.D.Venkatesan, Regional Director informed that :-

- Dismissal was based solely on ICC's recommendation, without any departmental-level inquiry was conducted which is in violation of laid down procedures and could adversely affect outcome of the OA filed by him in Hon'ble CAT, Ernakulam.
- The Admn.Cum Accounts Officer informed that as per Rule 14(2) of the CCS (CCA) Rules, 1965, where there is a complaint of sexual harassment, the Internal Complaints Committee (ICC) established to enquire into such complaints shall be deemed to be the Inquiry Authority appointed for the purpose and hence there is no need for separate Departmental Inquiry.
- Ms.Sikha Surendran, IAS, informed that as the employee has already been dismissed and the matter is in the Court, there is no need for discussing the same at this stage. The Institute may wait for Court's decision and action can be initiated as per the directives of the Court.
- The Chairman asked if there were any short-term courses on:
 - Sexual harassment
 - Behavioral issues
 - Customer relationships
 - Empathy and customer satisfaction
 - The Principal informed that regular Seminars/ Workshops and Classes are being organized.


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The Chairman emphasized the importance of such courses and suggested:

- Finding a suitable trainer or course
- Conducting training sessions every 2-3 months
- Including case studies to enhance learning
- Focusing on creating a "feel-good" atmosphere in hospitality
- Ensuring that all staff, from reception to housekeeping, prioritize guest care and satisfaction.

The goal is to instill a sense of empathy and customer-centric approach throughout the organization.

The Chairman enquired about the land issue:-

The Principal informed that Mr. Jagadeeshan, Additional Secretary/Tourism is handling the matter and has requested the Revenue Department to hand over the relevant files to him.

The Chairman asked whether any survey of the land had been conducted.

The Principal replied that it has not yet been done.

The Chairman instructed Ms. Shika Surendran to convene a meeting next week, preferably online, with the Collector and Deputy Collector.

AGENDA ITEM No.69.07 MINUTES No.902/2025:

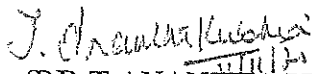
ADMISSION STATUS – FIRST YEAR B.Sc.(H&HA), DIPLOMA IN FOOD PRODUCTION AND CRAFTMANSHIP CERTIFICATE COURSE IN FOOD PRODUCTION AND PATISSERIE – 2025-2026.

Board of Governors noted the admission status for the academic year 2025-2026.

AGENDA ITEM No.69.08 MINUTES No.903/2025:

FEE STRUCTURE 2025-2026

Board of Governors approved the Fees Structure – 2025-26 for the Three-year B.Sc. in Hospitality & Hotel Administration Programme, One & Half Year Diploma in Food Production Programme and Craftmanship Certificate Course in Food Production and Patisserie 2025-2026.


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AGENDA ITEM No.69.09 MINUTES No.904/2025:

FINANCIAL POSITION OF THE INSTITUTE

The Board has taken up the audited accounts under the agenda items No.69.10 for detailed discussion.

AGENDA ITEM No.69.10 MINUTES No.905/2025:

APPROVAL OF THE ANNUAL REPORT AND AUDITED ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2024-2025

Board Approved the Audited Accounts and Annual Report of the Institute for the year 2024-2025.

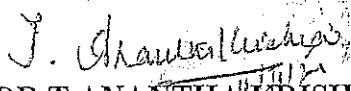
AGENDA ITEM No.69.11 MINUTES No.906/2025:

APPROVAL OF THE REVISED BUDGET FOR THE YEAR 2025-26 AND THE ESTIMATED BUDGET FOR THE YEAR 2026-27.

Board of Governors approved the revised budget for the year 2025-2026 and the estimated budget for the year 2026-27.

Chairman, observed that there is marked improvement in revenue and inquired the reasons for the same.

The Admn.Cum Accounts Officer informed that it is due to increased strength in BSc & Diploma and re-introduction of Craft Course. Also strength of the students staying in Hostel were increased around 30% vis-à-vis previous year.


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AGENDA ITEM No.69.12 MINUTES No.907/2025:

PROTECTION OF PAY AND TAKING INTO ACCOUNT THE PAST SERVICE RENDERED BY A GOVT. SERVANT FOR RECKONING OF MINIMUM PERIOD FOR GRANT OF ANNUAL INCREMENT IN THE NEW POST IN RESPECT OF MR. SUNIL IGNATIOUS, ADMIN CUM ACCOUNTS OFFICER WHO JOINED IHMCT ON 21.08.2024

As the point was pertaining to Mr. Sunil Ignatious, AAO, with the permission of the Chair, he excused himself from the Meeting to wait outside.

The Principal informed that the case involved pay protection for an employee who had previously worked with a Government Organisation.

The employee's case was initially reviewed at the Ministry level.

The Ministry asked the Chairman, Board of Governors to decide on Pay Protection.

However, the Regional Director pointed out that the employee came from an Autonomous Body, not a Government Institution.

As per FR 22, Pay Protection for Government Employees doesn't apply in this case.

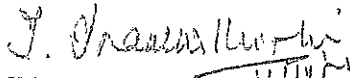
The Chairman directed that the matter be taken forward by:

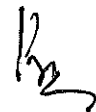
- Seeking legal opinion
- Consulting with the Accountant General's Office

AGENDA ITEM No.69.13 MINUTES No.908/2025:

MEDICAL CLAIM SUBMITTED BY MR.ANIL.P.V., LAB ATTENDANT

The Board approved the medical claim of Mr.Anil.P.V., Lab Attendant and authorized the Principal to settle the same as per the CGHS rules, standard rates only of Government hospitals.


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69.14 ANY OTHER MATTERS WITH THE PERMISSION OF THE CHAIRMAN.

The Principal informed the BOG members that as per the instructions of the Ministry of Tourism, Government of India, the following points are incorporated as agenda items for the 69th BOG meeting:-

(i) Synopsis on the progress of MoU activities with Hoteliers

The Principal explained in detail that the Institute has signed MoUs with various hotels. These hotels also offer opportunities for students, likely in the form of internships or placements. Additionally, they provide skill upgradation and training opportunities for both students and staff. This also resulted in sponsorships from The Leela Raviz, Kovalam, and The Gokulam Grand, Kovalam, for the renovation of two guest rooms.

Board of Governors noted the MOU activities with Hoteliers.

(ii) Synopsis of Campus Recruitments and Salary Packages for the Year 2024-2025

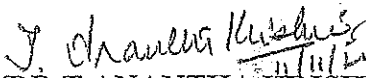
The Principal explained campus recruitment details in the agenda Item No.69.04

Board of Governors noted the Campus Recruitments and Salary Packages for the year 2024-2025

(iii) Synopsis of dues from Central Government, State Government and other parties.

Principal explained the Capital Grant, HSR activities, SAP balance receivable from Ministry and also Annual Expenditure of Rs.13 lakhs (approx.) per annum as pension benefits to Mr. Grace Gideon, ex-Principal.

Board of Governors noted the dues from Central Government, State Government.


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- (iv) Synopsis of the short term or any other customized executive program in schedule for next 6 months :-

The Principal informed the Committee members in detail about the completed Summer Courses 2025.

The Chairman suggested starting a course on the traditional cuisines of Kerala. The Director, Department of Tourism, will sponsor the course with the objective of maintaining the authenticity of Kerala's culinary heritage.

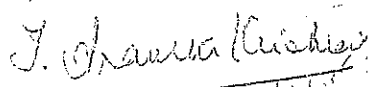
Also suggested starting courses during the winter season, specifically proposing a Master of Master Trainer program. This program would consist of small modules, offering flexibility in delivery format, either offline or online.

Board of Governors noted the same.

- v). Latent capacity available with the Institute for which intense skill programme and entrepreneurship programs which can be rolled out.

The Principal informed the Committee Members the Institute has sufficient infrastructure and facilities to commence Skill-Based Training Programmes in Cookery, Bar and Beverage Management, and Housekeeping Management.

Board of Governors noted the same.


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- vi) Synopsis on the efforts made in expending the awareness of Hospitality Management as a career among Plus 2 students to enhance enrollment to entrance test.

The Principal informed the Committee Members that the "Mini-Disha - "Career Expo" an initiative of the Government of Kerala conducted at the Sub-District level across the State, is being attended by a representative of the Institute to create awareness about various courses.

Board of Governors noted the same.

- vii) Steps taken by the Institute to generate extra revenue from sources other than regular course fee.

The Principal informed the Committee Members that the Institute is generating extra revenue through consultancy, providing facility services, etc.

Board of Governors noted the same.

- viii) Financial health of the Institute reserves available and upcoming liabilities of the next 2 years - Retirement

The Principal informed the Committee members the Financial position of the Institute is healthy.

There are two superannuations coming up in the next two years :-

(HOD -01 and PA to Principal - 01)

Both come under old pension scheme

Provisions available with LIC:-

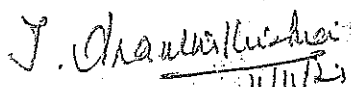
Towards pension - Rs.5,65,46,699.31

Towards Gratuity- Rs.1,79,19,295.79

Fixed Deposits available in Central bank of India towards leave encashment is Rs.37,89,306/-

From this year onwards, Rs.1 Cr. is being deposited with LIC every year for meeting future Retirement/Terminal Benefits, especially for those who are under Old Pension Scheme.

Board of Governors noted the same.


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The Principal requested a 10% increase in student intake, for which Dr.Priyadarshan Singh Lakhawat, Director (Academics), advised to forward a proposal to NCHMCT with the approval of the Board.

Board of Governors approved the same.

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

J. Anantha Krishnan
(DR.T.ANANTHA KRISHNAN)
MEMBER / SECRETARY

BJK
(BIJU K IAS)
CHAIRMAN, BOARD GOVERNORS