

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 68th MEETING OF THE BOARD OF
GOVERNORS OF THE INSTITUTE HELD ON THURSDAY,
THE 20th OF MARCH 2025 AT 03.00 P.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.	Dr.Savier.J.S., Director, SPFV, (Representing the Director of Technical Education), Directorate of Technical Education, Govt. of Kerala, Thiruvananthapuram.	:	Member [4 (i)b]
3	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)
4	Shri. 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)

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

Biju K IAS
(BIJU K IAS)
CHAIRMAN, BOARD GOVERNORS

5	Shri.Dileep Kumar P.I., Catering Expert, Chief Executive Officer, Intimice Hospitalities Pvt. Ltd, Kochi – 682 304.	:	Member (Catering Expert) [4 (i) d]
6	Shri. Raja Gopal Iyer, Chief Executive Officer, UDS Group of Hotels,Uday Samudra, Kovalam, Thiruvananthapuram.	:	Member (Industry Representative) [4 (i) e] (Attended on line)
7	Dr.T.Anantha Krishnan, Principal/Secretary, IHMCT, Kovalam, Thiruvananthapuram.	:	Member/ Secretary [4 (i) f]

LEAVE OF ABSENCE GRANTED TO :-

1.	Smt. Sikha Surendran IAS, Director, Department of Tourism, Government of Kerala, Thiruvananthapuram.	:	Member [4 (i) b]
2.	The Managing Director, Kerala Tourism Development Corporation Ltd., Thiruvananthapuram.	:	Member [4 (i) b]
3.	Shri Gyan Bhushan, IES, Senior Economic Advisor, Ministry of Tourism, Government of India New Delhi – 110 011.	:	Member [4 (i) c]
4.	Joint Secretary & Financial Advisor, Ministry of Tourism, Government of India, New Delhi.	:	Member [4 (i) c]
5	Shri. Suku Varghese, General Manager, Taj Green Cove Resort & Spa, G.V. Raja Road, Kovalam, Thiruvananthapuram.	:	Member (Industry Representative) [4 (i) e]

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 68th meeting of the Board of Governors of IHMCT, Thiruvananthapuram.


(DR.T.ANANTHA KRISHNAN)
MEMBER / SECRETARY


(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.68.01 MINUTES No.896/2025:
CONFIRMATION OF THE MINUTES OF THE 67th MEETING OF THE BOARD OF GOVERNORS HELD ON 23rd NOVEMBER 2023:

Confirmed.

AGENDA ITEM No.68.02 MINUTES No.897/2025:
ACTION TAKEN/STATUS ON THE PROCEEDINGS OF THE 67th MEETING OF THE BOARD OF GOVERNORS HELD ON 23rd NOVEMBER 2023.

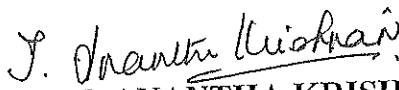
The Board noted the action taken / status report on the proceedings of the 67th meeting of the Board of Governors held on 23rd November 2023.

AGENDA ITEM No.68.03 MINUTES No.898/2025:
ACADEMIC AND OTHER ACTIVITIES OF THE INSTITUTE FOR THE PERIOD FROM 1ST SEPTEMBER 2023 TO 30TH SEPTEMBER 2024

The Principal briefed the Board about the academic and other activities conducted at the Institute for the period from 1st September 2023 to 30th September, 2024 and the Board noted the same.

AGENDA ITEM No.68.04 MINUTES No.899/2025:
ACADEMIC PERFORMANCE B.Sc.(H&HA) & PLACEMENT DETAILS- 2023-2024:

Board of Governors examined the overall academic performance of students for the year 2023-24 and noted that the clear pass percentage in the I, II, III & IV semesters. The Chairman noted the students low pass percentage in the VI Semester and recommended:


(DR.T. ANANTHA KRISHNAN)
MEMBER / SECRETARY


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CHAIRMAN, BOARD GOVERNORS

1. Conducting counselling sessions to boost their moral and motivation.

2. Taking corrective actions to enhance their academic performance.

AGENDA ITEM No.68.05 MINUTES No.900/2025:
ADMISSION STATUS – FIRST YEAR B.Sc.(H&HA) AND DIPLOMA IN
FOOD PRODUCTION – 2024-2025.

Board of Governors noted the admission status for the academic year 2024-2025.

AGENDA ITEM NO.68.06 MINUTES NO.901/2025
JOINING OF MR. SUNIL IGNATIOUS, AAO

Board of Governors noted the same.

AGENDA ITEM No.68.07 MINUTES No.902/2025:
SUPERANNUATION OF MR. VENKITESWARA SHENOY.P, LAB
ATTENDANT, DR.J. PREMCHAND, SR. LECTURER, MR. SABU
ANTONY.N OFFICE SUPERINTENDENT, MR.K. RAJSHEKHAR,
PRINCIPAL AND MS. JOLLY JOSEPH, HEAD OF DEPARTMENT OF THE
INSTITUTE.

Board of Governors noted the same.

AGENDA ITEM No.68.08 MINUTES No.903/2025:
HANDING OVER THE CHARGE OF PRINCIPAL

Board of Governors noted the same.

AGENDA ITEM No.68.09 MINUTES No.904/2025:
TAKING OVER THE CHARGE OF PRINCIPAL

Board of Governors noted the same.

AGENDA ITEM No.68.10 MINUTES No.905/2025:
LAND RECORDS

The Chairman instructed that the land issue should be addressed within a period of two weeks.

T. Anantha Krishnan
T.ANANTHA KRISHNAN)
MEMBER / SECRETARY

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(BIJU K IAS)
CHAIRMAN, BOARD GOVERNORS

AGENDA ITEM No.68.11 MINUTES No.906/2025:

A) DECISION OF THE DEPARTMENTAL PROMOTION COMMITTEE OF IHMCT, THIRUVANANTHAPURAM, ON 14.06.2024 – PROMOTION TO THE POSTS OF HEAD OF DEPARTMENT, SR.LECTURERS AND OFFICE SUPERINTENDENT – REG:

Board of Governors ratified the same.

B) DECISION OF THE DEPARTMENTAL PROMOTION COMMITTEE OF IHMCT, THIRUVANANTHAPURAM, MET ON 27.01.2025 – PROMOTION TO THE POSTS OF HEAD OF DEPARTMENT AND SR.LECTURERS REG:

Board of Governors ratified the same.

AGENDA ITEM No.68.12 MINUTES No.907/2025:
FEE STRUCTURE 2024-2025

Board of Governors approved the Fees Structure – 2024-25 for the Three-year B.Sc. in Hospitality & Hotel Administration Programme & One & Half Year Diploma in Food Production Programme.

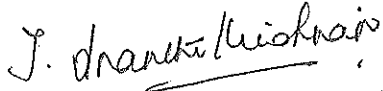
Hostel Fee Structure : Upon reviewing the Institute's financial situation, it is possible to increase the fee structure without imposing an undue burden on students. The Regional Director opined that this is our main source of income. Furthermore, the Chairman opined that unnecessary expenses should be cut down.

Consequently, the hostel fees underwent revision in 2023. It is proposed that we defer further review of the fees for an additional year.

AGENDA ITEM No.68.13 MINUTES No.908/2025:

FINANCIAL POSITION OF THE INSTITUTE

The Board has taken up the audited accounts under the agenda items No.68.13 for detailed discussion.


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CHAIRMAN, BOARD GOVERNORS

AGENDA ITEM No.68.14 MINUTES No.909/2025:

APPROVAL OF THE ANNUAL REPORT AND AUDITED ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2023-2024

Board Approved the Audited Accounts and Annual Report of the Institute for the year 2023-2024.

AGENDA ITEM No.68.15 MINUTES No.910/2025:

APPROVAL OF THE REVISED BUDGET FOR THE YEAR 2024-25 AND THE ESTIMATED BUDGET FOR THE YEAR 2025-26.


Board of Governors approved the revised budget for the year 2024-2025 and the estimated budget for the year 2025-26.

ESTABLISHMENT EXPENSES : Sl.No.14 : A thorough re-evaluation of the entire financial framework, encompassing all expenses, was recommended.

The Chairman requested identification of the principal expense category. Noting the substantial allocations for staff salaries and pensions, as well as contract wages, which collectively account for a significant proportion of revenue, the Chairman directed a comprehensive review of surplus allocation, revenue streams, and savings.

The Chairman proposed the introduction of short-term courses as a revenue-generating initiative. These courses can be offered in both classroom and online formats, catering to a diverse range of participants, including untrained individuals.

The online courses will enable people from international/remote locations to access our programs and pay fees online, providing a steady stream of revenue for the institute.


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The Chairman requested Regional Director's assistance in curating courses that are diverse, short-duration, and engaging. The courses should be designed to be interesting and include certification from the Institute.

Furthermore, the Chairman suggested registering on the Mission Karmayogi Portal, which will enable the Institute to showcase its courses, including those in hospitality, and earn revenue through this platform. The Chairman recommended contacting the Nodal Officer in Kerala to arrange a presentation and explore this opportunity.

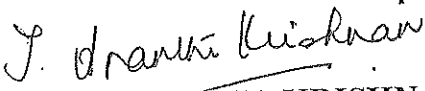
To develop and host the courses, the Chairman advised collaborating with the Mission Karmayogi team and the Government of India, who will provide support in curating and hosting the courses on their platform.

Additionally, the Chairman suggested leveraging the Institute's facilities, and potential partnerships with culinary Institutes and International organizations to enhance the course offerings. Consultants can also be engaged if necessary to support the development and delivery of these courses.

AGENDA ITEM No.68.16 MINUTES No.911/2025:

ENHANCEMENT OF REMUNERATION OF GIRLS AND BOYS HOSTEL WARDENS

The Board gave its approval with effect from 01.04.2025. The Chairman requested that a copy of the relevant documents be submitted for reference.


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AGENDA ITEM No.68.17 MINUTES No.912/2025:

ENHANCEMENT OF CEILING FOR FIXED MEDICAL REIMBURSEMENT FROM RS.18000/- PER ANNUM TO RS.24,000/-PER ANNUM

The proposal was to increase the medical bill claim limit from Rs.18,000 to Rs.24,000 per year, considering other Institutions and National Council have already increased it.

To address this, the Principal suggested adding a declaration instead of staff requiring to submit re-imburement form along with medical bills. However, the Regional Director recommended postponing the decision to enhance the rates until the next financial year and the officials are to submit Medical Claim along with proper bills.

AGENDA ITEM No.68.18 MINUTES No.913/2025:

MEDICAL CLAIM SUBMITTED BY Ms.SOUMYA.V.G., UDC AND MS.RADHIKA, UDC.


The Board approved the medical claim of Ms. Soumya, V.G UDC, and Ms. Radhika, UDC and authorized the Principal to settle the same as per the CGHS rules, standard rates only of Government hospitals.

AGENDA ITEM No.68.19 MINUTES No.914/2025:

IMPLEMENTATION OF E-OFFICE IN AUTONOMOUS BODIES UNDER GOVERNMENT OF INDIA.

The Chairman inquired as to why the e-office facility has not been implemented yet and directed that it be done immediately. He instructed NIC to expedite the process, noting that smaller offices have already successfully implemented this feature, finding it highly flexible and useful.

The Board of Governors approved the same.


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AGENDA ITEM No.68.20 MINUTES No.915/2025:
BSNL TOWER – LEASE AGREEMENT

The Chairman advised that we convene a meeting with BSNL officials to review and discuss the agreement before finalizing the signature.

AGENDA ITEM No.68.21 MINUTES No.916/2025:
RECRUITMENT OF LIBRAIRN

The Chairman instructed that the existing selection process be cancelled.

AGENDA ITEM No.68.22 MINUTES No.917/2025:
FILLING UP THE VACANT POSTS

A) ASSISTANT LECTURER

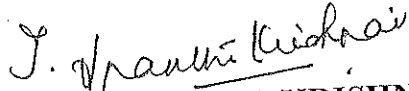
B) LOWER DIVISION CLERK

C) PROPOSAL TO ENGAGE ONE LECTURER ON SHORT TERM CONTRACT.

Board of Governors approved the filling of vacant posts. The Chairman reviewed the Institute's current financial outflow, and the Director of Technical Education noted a surplus of Rs. 798,625 in the budget.

The Board suggested managing this surplus by introducing online courses, short-term skill development programs, and curating courses for those lacking skills or upgrading their online course visibility.

The Chairman suggested upgrading and developing the lecture rooms available in the institute, with a proposal to continuously run courses.


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AGENDA ITEM No.68.23 MINUTES No.918/2025:

68.23 ANY OTHER MATTERS WITH THE PERMISSION OF THE CHAIRMAN.

A) PROPOSED INFRASTRUCTURAL WORKS AND EQUIPMENT PURCHASES TO BE CARRIED THROUGH CPWD USING CAPITAL GRANT FROM MINISTRY OF TOURISM, GOVT. OF INDIA.


The Chairman discussed the proposal for building and infrastructure development, emphasizing the need to remake the infrastructure to enhance its ambiance, as it has become outdated.

The Chairman suggested exploring opportunities with KITTS to establish a Center of Excellence for short-term courses, potentially through a joint venture with the State Government. This partnership could provide a viable solution for securing funding for infrastructure development.

A joint meeting will be convened with the respective departments to formulate a comprehensive proposal. Notably, KITTS has already established a collaborative agreement with a foreign university to start courses, providing a solid foundation for further development.

(B) SUSPENSION OF MR. RAHUL R.K., ASST. LECTURER AS PER THE RECOMMENDATION OF INTERNAL COMPLAINTS COMMITTEE OF THE INSTITUTE

The Chairman has taken a firm stance on the matter emphasizing that such behavior shall not be tolerated and recommending immediate further action as per proper procedure.


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This decisive action underscores the importance of upholding a professional and respectful work environment, as outlined in our staff rules and regulations.

All other members of the Board of Governors agreed with the Chairman's opinion.

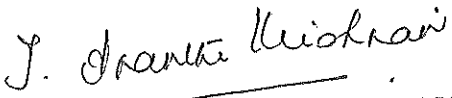
- (C) PROTECTION OF PAY AND TAKING INTO ACCOUNT THE PAST SERVICE RENDERED BY A GOVT. SERVANT FOR RECKONING OF MINIMUM PERIOD FOR GRANT OF ANNUAL INCREMENT IN THE NEW POST IN RESPECT OF MR. SUNIL IGNATIUS, ADMIN CUM ACCTS OFFICER WHO JOINED IHMCT ON 21.08.2024

Mr.D.Venkatesan, Regional Director opined that the matter be referred to the Ministry of Tourism, Government of India.

- (D) FUNDS MANAGEMENT : AUTHORISED SIGNATORY FOR SIGNING CHEQUES. THE AMOUNT LIMIT IS TO BE INCREASED FROM RS. 30,000/- TO RS. 1,00,000/-

The Board of Governors approved the same.

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


(DR.T.ANANTHA KRISHNAN)
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CHAIRMAN, BOARD GOVERNORS

