



होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान
जी.वी.राजा रोड, कोवलम
तिरुवनन्तपुरम - ६९५ ५२७, केरल
**INSTITUTE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY**
G.V.RAJA ROAD, KOVALAM
THIRUVANANTHAPURAM - 695 527, KERALA

**MINUTES OF THE 61st MEETING OF THE EXECUTIVE
COMMITTEE OF THE INSTITUTE HELD ON MONDAY, THE
20th NOVEMBER 2023 AT 9:00 A.M ON VIRTUAL PLATFORM -
GOOGLE MEET.**

PRESENT:

1. Mr.D.Venkatesan Convenor
Regional Director
India Tourism (Southern Region)
Government of India, Chennai, 154, Anna Road,
CHENNAI - 600002 (T N)
2. Dr. Indulal. S Member
Deputy Director (P&T)
(Representing the Director of
Technical Education,
Directorate of Technical Education,
Government of Kerala,
THIRUVANANTHAPURAM
3. Shri Satvir Singh Member
Director (Studies)
National Council For Hotel Management
And Catering Technology, NOIDA , UP
4. Shri Dileep Kumar P I Catering Expert
Chief Executive Officer,
Intimice Hospitalities Pvt. Ltd.,
MNRA 150A, Maveli Nagar
Changapuzha Nagar P.O.
Kochi-682 033, Kerala, India


(K. RAJSHEKHAR)
MEMBER / SECRETARY


(D. VENKATESAN)
CONVENOR OF THE MEETING

5. Shri.K.Rajshekhar

Member/ Secretary

Principal/Secretary

Institute of Hotel Management

And Catering Technology

Kovalam, THIRUVANANTHAPURAM - 695 527

The meeting was chaired by Shri. D.Venkatesan, Regional Director India Tourism, Kochi & Convenor of the Executive Committee).

The Convener, Executive Committee welcomed all the Committee members for its 60th meeting of the Executive Committee.

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

AGENDA ITEM No.61.01 MINUTES No.445/2023:

CONFIRMATION OF THE MINUTES OF THE 60th MEETING OF THE EXECUTIVE COMMITTEE HELD ON 22nd SEPTEMBER 2022.

The Minutes have been confirmed.

AGENDA ITEM No.61.02 MINUTES No.446/2023:

ACTION TAKEN ON THE DECISIONS OF THE PREVIOUS MEETING OF THE EXECUTIVE COMMITTEE.


The Committee noted the action taken on the decisions of the previous meeting of the Executive Committee.

AGENDA ITEM No.61.03 MINUTES No.447/2023:

DECISIONS OF 66th MEETING OF THE BOARD OF GOVERNORS HELD ON 23rd SEPTEMBER 2022.

The Executive Committee noted the decisions of the previous meeting of the Board of Governors held on 23rd September 2022.


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AGENDA ITEM No.61.04 MINUTES No.448/2023:

ADMISSION STATUS – M.SC. IN H.A, FIRST YEAR B.SC. H&HA AND DIPLOMA IN FOOD PRODUCTION

Executive Committee noted the admission status of the courses being conducted at the Institute during the academic year 2023-24.

AGENDA ITEM No.61.05 MINUTES No.449/2023:

ACADEMIC PERFORMANCE – B.Sc. H&HA - 2022-23 & PLACEMENT DETAILS -2022-23

Executive Committee noted the same.

Mr Dileep Kumar P I, Member of the Executive Committee stated that the clear pass percentage of students in the I & II semester is relatively low and some form of study coaching should be given to the needy students, to improve their exam scores and also to maintain the standard of the Institute.

AGENDA ITEM No.61.06 MINUTES No.450/2023:

FINANCIAL POSITION OF THE INSTITUTE.

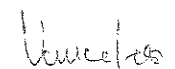
The Executive Committee has taken up the audited accounts of the Institute under the agenda item No.61.08 for detailed discussion.

AGENDA ITEM No.61.07 MINUTES No.451/2023:

APPROVAL OF THE ANNUAL REPORT AND AUDITED ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2022-2023.

Executive Committee considered the matter and advised the Principal to present, with the summary of the audited accounts, before the Board of Governors. Also recommended for the approval of the Annual Report and Audited Accounts of the Institute for the financial year 2022-23 by the Board of Governors.


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AGENDA ITEM No.61.08 MINUTES No.452/2023:
**APPROVAL OF THE REVISED BUDGET FOR THE YEAR 2023-24 AND
THE ESTIMATED BUDGET FOR THE YEAR 2024-25.**

The Executive Committee considered the Revised Budget for the year 2023-24 and the Estimated Budget for the year 2024-25 and recommended for approval of the Revised Budget and the Estimated Budget by the Board of Governors.

AGENDA ITEM No.61.09 MINUTES No.453/2023 :
UPGRADATION/PURCHASE OF MODERN/ LATEST EQUIPMENT

The Executive Committee considered the matter and recommended for approval of the same by the Board of Governors.

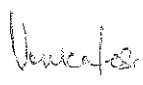
AGENDA ITEM No.61.10 MINUTES No.454/2023:
**FINDINGS OF M/S RHA ASSOCIATES, THE APPOINTED CHARTERED
ACCOUNTANTS OF THE INSTITUTE**

The Executive Committee considered the matter and referred to the Board of Governors for their decision on the same, with the following remarks against each content and also advised the Principal to present the aforementioned findings of the Chartered Accountants before the Board of Governors, briefly.

1. General Provident Fund - Principal informed that as per the interim report received from M/s. RHA & Associates, Chartered Accountants of the Institute, rectification entries have already been made by the Institute in the GPF account during the financial year 2021-22 and the same has been approved by the Board of Governors in its 66th meeting held on 23rd September 2022.

It was also informed that balance rectifications of GPF have to be made as per the final report received from RHA & Associates.


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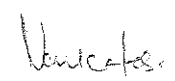

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2. District Development Officer for SC, Trivandrum (E-grantz settlement) - Referred to Board of Governors for their decision on the matter, to decide, if the fund has to be returned to Treasury or retain by Institute, after verification of the statement.
3. Advance to staff (Settlement) - If the concerned staff has already settled it, they must provide the proof of settlement; if not, the staff must repay the money.
4. Festival Advance (Settlement) - Referred to Board of Governors, for their decision on the matter.
5. Staff LTC Advance (Settlement) - If the concerned staff has already settled it, they must provide the proof of settlement; if not, the staff must repay the money.
6. Security Deposit (Settlement) - Referred to Board of Governors, for their decision on the matter.
7. Earnest Money Deposit (Settlement) - Referred to Board of Governors, for their decision on the matter.
8. Hostel Deposit (Settlement) - Referred to Board of Governors for their decision on the matter.
9. CBSP NEFT Return (Settlement) - Referred to Board of Governors, for their decision on the matter.
10. Deposit with Central Public Works Department – CPWD (Settlement) - Referred to Board of Governors, for their decision on the matter.

AGENDA ITEM No.61.11 MINUTES No.455/2023:
FEES STRUCTURE – 2023-2024

The Executive Committee considered the matter and recommended for approval of the same by the Board of Governors.


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AGENDA ITEM No.61.12 MINUTES No.456/2023:
FILLING THE STAFF POSITIONS AS PER SIU NORMS

The Executive Committee considered the matter and recommended for approval of the same by the Board of Governors.

AGENDA ITEM No.61.13 MINUTES No.457/2023:
RE-OPTION FOR PAY FIXATION AGAINST MACP / PROMOTION GRANTED AS PER OM No.02-21/2017-IC/E.III.A dated 04.07.2023.

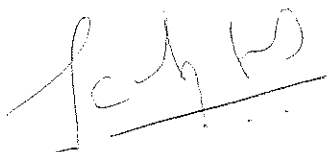
The Executive Committee considered the matter and recommended for approval of the same by the Board of Governors.

AGENDA ITEM No.61.14 MINUTES No.458/2023:
NOMINATING FACULTY MEMBER OF THE INSTITUTE FOR THE E- CORNELL FACULTY DEVELOPMENT

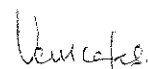
The Executive Committee considered the matter and recommended for approval of the same by the Board of Governors.

AGENDA ITEM No.61.15 MINUTES No.459/2023:
APPOINTMENT OF MAINTENANCE FOREMAN CUM CARETAKER THROUGH DIRECT CONTRACT

The Executive Committee considered the matter and recommended for approval of the same by the Board of Governors.



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MEMBER / SECRETARY



(D. VENKATESAN)
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AGENDA ITEM No.61.15 MINUTES No.460/2023:
ANY OTHER MATTERS WITH THE PERMISSION OF THE CHAIRMAN

(A) RECRUITMENT OF LIBRARIAN – REG:

The Executive Committee discussed the matter and advised the Principal that as the selection process has been completed and as per the Employment Notice, the method of selection to be based on written test + skill test for shortlisted candidates, the candidate securing highest mark in total ie., written test +skill test be considered for selection.

The meeting ended with a vote of thanks to the chair.

Venkatesan
(D. VENKATESAN)
CONVENOR OF THE MEETING

K. Rajshekhar
(K. RAJSHEKHAR) 23/4/2023
MEMBER / SECRETARY