

RIGHT TO INFORMATION ACT-2005- Public Information

1. The particulars of the organization, functions and duties:-

The Institute is registered under the Society's Registration Act of 1860 being an Act for the registration of literary, scientific and charitable society. The Institute is under the control of Ministry of Tourism, Government of India. Its academic affairs are controlled by National Council for Hotel Management & Catering Technology, New Delhi. Website of the National Council is www.nchm.nic.in. The objectives for which the Society is established are given in the Memorandum of Association available with the Institute.

2. The powers and duties of its officers and employees:

The Organisation Chart Annexure-I indicates the hierarchy of various officers including their powers and duties.

ANNEXURE – I

INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, IHM KUFRI, SHIMLA-12

POSTS, HIERARCHY & DUTIES OF THE OFFICER/STAFF

A – ACADEMIC

S. No.	DESIGNATION	REPORTING TO	DUTIES
1	Principal	Chairman/B.O.G.	Proper Administration and Finance, Discipline, Teaching etc.
2	Head of Department	Principal	Academic Administration, Training & Development of Academic Staff, Teaching, Research & other Academic / Extra Curricular Activities, etc.
3	Senior Lecturer	Principal / Head of Department	Teaching, Research & other Academic / Extra Curricular Activities, etc.
4	Lecturer	Principal / Head of Department	Teaching, Research & other Academic / Extra Curricular Activities, etc.
5	Assistant Lecturer	Principal / Head of Department	Teaching, Research & other Academic / Extra Curricular Activities, etc.

* Contract faculty is engaged as per requirement on the basis of prescribed SIU norms.

B – ADMINISTRATIVE

S. No.	DESIGNATION	REPORTING TO	DUTIES
1.	Principal	Chairman/B.O.G.	Executive, Administrative & Financial Control
2.	Administrative Officer	Principal	To render assistance to the Head of the Institute in all administrative, financial and other accounts matters. Supervision of general office, accounts of Budget, work assisting principal in holding of meetings of the Board, Executive committee etc.
3.	Office Superintendent	Principal/ Administrative Officer	Dealing with Establishment & Finance matters
4.	Accountant	Principal/ Administrative Officer	Dealing with Finance & Accounts matters
5.	Stenographer	Principal/ Office Superintendent	Dealing with official correspondence, academic and students records and other tasks as assigned
6.	Store Keeper	Office Superintendent / Accountant	Maintenance of store- perishable & non-perishable items
7.	LDC	Office Superintendent/ Principal	Dealing with office work as assigned.
8.	Librarian	Office Superintendent / Accountant	Development & Dealing with Library
9.	Technician	Office Superintendent / Accountant	Maintenance of Building & Equipments
10.	Driver	Office Superintendent / Accountant	Maintain & Operate of Institute Vehicle
11.	Lab Attendant	Department Head	Maintaining Laboratory
12.	Class - IV	Administrative Officer	Cleaning, upkeep & maintenance of Institute premises

In addition, the above duties assigned the employees will also perform such other duties as assigned to them from time to time by the competent authority.

3. The procedure followed in the decision- making process, including channels of supervision and accountability:

Day to day administration is the responsibility of the Principal, who is accountable to the Executive Committee and the Board of Governors. In policy matters, it is the Board of Governors, which formulates new policy/changes in policy. In certain matters, the Board is required to obtain consent of the Government of India.

In matters of academic nature, it is the National Council for Hotel Management which formulates all policies.

In administrative and financial matters, Ministry of Tourism, Government of India recommends decisions for approval of the Board.

4. The norms set by it for the discharge of its functions:-

The Institute is bound by the Memorandum of Association and rules and regulations, a copy of which is available in the office.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-

The Institute follows Service Rules and Financial Rules as applicable to organizations under Government of India. The Institute preserves its financial records, employees' records and student records for the purpose specified by the rules.

6. A statement of the categories of documents that are held by it or under its control:-

Records of its employees, students, administrative matters and financial matters are preserved by the Institute as required.

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:-

The policies of the Institute are formulated by the Board of Governors appointed by the Government of India. Several of the policies/rules are either recommended or issued as directives by the Government. All academic policies and matters are controlled by National Council for Hotel Management.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to

whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

The Institute has the two bodies constituted for the purpose of control and advice, a Board of Governors and an Executive Committee. The Board of Governors of Institute of Hotel Management, Kufri, Shimla, is headed by Principal Secretary-Tourism, Government of H.P. The composition of the Board of Governors is placed at Annexure II. The BOG meets once in six months. The proceedings are recorded and circulated to the members. These minutes can be made available upon receipt of request.

ANNEXURE II

BOARD OF GOVERNORS

S. No	Name & Designation	
1	Principal Secretary (Tourism), H.P. Govt.	Chairman
2	ADG (Tourism), Govt. of India	Member
3	Financial Advisor, Govt. of India, Ministry of Tourism	Member
4	Director (A&F), National Council For Hotel Management and Catering Technology	Member
5	Regional Director Tourism, Northern Region, Govt. of India	Member
6	Director Tourism & Civil Aviation, H.P.	Member
7	Managing Director, H.P.T.D.C.	Member
8.	Director Technical Education, H.P.	Member
9	President, Himachal Hotel Association	Member
10	Principal, IHM, Kufri	Member/Secretary (Ex-Officio)

The **Executive Committee** consists of:

Sr. No.	Committee Members	Designation in Committee
1	Regional Director, Govt. of India, Tourist Office, 88, Janpath, New Delhi-1.	Convener
2	Director of Technical Education, Sunder Nagar, Himachal Pradesh.	Member
3	President, Shimla Hotel & Restaurant Association, Shimla.	Member
4	Principal/Secretary, I.H.M., Kufri, Shimla-12.	Member/Secretary

* The National Council formulates all academic policies.

9. A directory of its officers and employees:

Is available in the office.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

As per Annexure-III.

ANNEXURE III

PAY SCALES OF FACULTY AND ADMINISTRATIVE STAFF

S No.	Designation	Scale of Pay
1.	Principal/ Secretary	37400-67000+8700
2.	H.O.D	15600-39100+6600
3.	Administrative Officer	15600-39100+5400
4.	Senior Lecturer	15600-39100+5400
5.	Lecturer	9300-34800+4600
6.	Office Superintendent	9300-34800+4200
7.	Accountant	9300-34800+4200
8.	Asstt. Lecturer	9300-34800+4200
9.	Stenographer	5200-20200+2400
10.	Storekeeper	5200-20200+2400
11.	L.D.C.	5200-20200+1900
12.	Librarian	5200-20200+2400
13.	Technician	5910-20200+2800
14.	Driver	5910-20200+2400
15.	Peon	4900-10680+1400
16.	Chowkidar	4900-10680+1400
17.	Sweeper	4900-10680+1400
18.	Lab attendant	4900-10680+1400

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

As per Annexure IV

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Scholarships are available to SC/ST students as per Government Policy.

13. Particulars of recipients of concessions, permits or authorizations granted by it:

Not applicable. Only students are issued travel concessions as per rules.

14. Details in respect of the information, available to or held by it, reduced in an electronic form:

The information about the Institute is available on its website at www.ihmshimla.com

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

There is a dedicated Enquiry Counter where public can obtain information during all working hours. Also, information is available at the Institute's website www.ihmshimla.com. All enquiries received by e-mail are also responded to immediately. However, library is not open to the public.

16. The names, designations and other particulars of the Public Information Officer/ Assistant Public Information Officer:

There is a designated Appellant Authority, the Public Information Officer, in the Institute.

17. Such other information as may be prescribed:

NIL
