

Disclosure of Information under RTI Act.

1. Organisation and Function

S.no	Item	Details of Disclosure	
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Institute of Hotel Management Catering Technology & Applied Nutrition, F-Row, D.D.Colony, Vidyanagar, Hyderabad-500007
		(ii) Head of the organization	Shri.Sanjay K Thakur
		(iii) Vision, Mission and Key objectives	IHM, Hyderabad seeks to meet the needs of students and employers by offering relevant quality career education programmes in related fields of hotel and hospitality management so that the students can significantly contribute to the society in general and hospitality industry in particular.
			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 the hotel and catering establishment of all kinds, as well as Institutional feeding programmes in industrial establishment and similar organization. To impart instructions and training in modern and scientific techniques of management of hotels and hostels. To undertake and associate itself with nutritional expensing and development work.
			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 the hotel and catering establishment of all kinds, as well as Institutional feeding programmes in industrial establishment and similar organization. To impart instructions and training in modern and scientific techniques of management of hotels and hostels. To undertake and associate itself with nutritional expensing and
			To assist in and associate itself with the efforts of the Central and State Govt. to popularise wholesome non-cereal foods particularly protective food, with a view to the diversification of the regional Indian diet and the enrichment of its nutritional content.
			To assist in and associate itself with the food research Institutes, Food Scientists and technologists, their nutritional ideas through the development of suitable recipes and planning of menus. To ensure more nutritious and balance food to the common man thus raising the level of nutrition in the country thereby raising the standard of health and reduce the disease due to malnutrition and unhygienic handling of food. To ensure minimum wastage of valuable food stuff through scientific and proper handling at the appropriate time in accordance with the latest techniques.



S.no	Item	Details of Disclosure	
		(iv) Function and duties	Imparting training (Theory and Practical) in hospitality related courses.
		v) Organization Chart	Academics
			Non-Academics
			Principal
			Principal
			Head of Dept
			Administrative cum Accounts Officer
			Sr.Lecturer
			Office Superintendent/Accountant
			Lecturer
			PA to Prinicipal/Upper Division Clerk
			Asst Lecturer
			Stenographer /LDC
			Librarian
			Driver-cum-mechanic
			Peon/Attendant
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Institute started in the year 1972 as Food Craft Institute to impart Craft Certificate Courses on a five years Grains-in-aid scheme of Govt. of India as a registered society , under Societies Registration Act . Thereafter, Govt. of India had provided Grants- in-Aid and introduced 3 year Diploma in Hotel Management & Catering Technology and It is further up-graded to national level by the Govt. of India, Ministry of Tourism w.e.f 01/01/1984. Consequent upon such up-gradation , Central Govt. assume the full financial responsibilities for the Institute in the following pattern of financial assistance. (i) Net revenue deficit after 01/01/1984 (ii) Full Capital-Grant-in-aid as per requirement.



S.no	Item	Details of Disclosure	
			<p>Principal: Academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye-laws of the Society and within the powers vested/delegated to him/her by the BoG/Central Govt.</p> <p>Senior Lecturer: To take class under overall supervision of the academic HOD. Responsible for equipment/material under his/her charge. To assist the Principal/academic HOD in research work, quality improvement programmes and guide junior staff. To supervise research work/project assignment</p> <p>Administrative-cum-Accounts Officer: To render suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters. Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings. Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute. Organise purchases of stores/equipments etc. under the supervision of the Principal and in association with the concerned faculty staff. Supervision of security arrangements.</p> <p>Lecturer: To take class as required by academic HOD concerned. To assist the Sr. Lect. In various spheres of his duties. To provide guidance to Asst. Lecturer. Involvement in research work under the supervision of senior faculty members etc.</p> <p>Asst. Lect. : To take class and checking of students journals as required. Responsible for equipment and materials under his/her charge. Make arrangements to conduct theory and practical classes with assistances of the Attendants including maintenance and safe</p> <p>Office Superintendent: To assist the Principal, and Administrative Officer in discharge of their overall administrative and academic functions for the smooth running of the office as well as Institute.</p> <p>Accountant: To assist the Administrative-cum-Accounts Officer and Principal to discharge their overall responsibilities of financial and accounts matters.</p> <p>P.A to Principal: Dictation from Principal and typing. Keeping proper record of the communications at the level of Principal and handling/security of all confidential documents and handling of administrative, accounts and establishment matter for career</p> <p>UDC (Estt./Cash/Store/Exam): Posting of UDC on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.</p>
	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	



S.no	Item	Details of Disclosure	
1.2			<p>Estt. : Handle all administrative and establishment works including custody and maintenance of Institute records, service books and ensure periodic review and authentication of service records by the competent authority.</p> <p>Cash: Custody, receipt and disbursement of cash including maintenance of cash book and other connected records, collection of fees etc. from students and maintain accounts thereof.</p> <p>Store: Custody, receipt and supply of food and other connected items against written indents from the faculty staff duly authenticated by the HOD of the concerned stream, maintenance of stock registers and timely information to Administrative-cum-Accounts Officer about the stock position. Exam: Matters relating to admission, examination, issue of certificates and maintenance of record in support of the above works.</p>
	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p>Stenographer: Diction, typing work and maintenance of files and other records as may be entrusted by the Administrative- cum-Accounts Officer.</p> <p>LDC (Estt./Cash/Store/Exam): Posting of LDC on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.</p> <p>Estt. : Assist UDC (Estt.) in maintenance and safe custody of the official records, other miscellaneous jobs including typing work.</p> <p>Cash: Assist UDC (cash) in handling custody and upkeep of records relating to cash, preparation of pay bills, deduction of necessary subscriptions towards GPF/NPS/Group Insurance scheme/HBA including typing work.</p> <p>Store: Assist UDC (Stores) in maintenance upkeep and issue of store items to the faculty members against indent under authorisation of UDC (stores) , upkeep of stock report for submission to UDC (store) including typing work.</p> <p>Exam: Assist UDC (Exam.) relating to admission, examination, issue of certificates and maintenance of record of all admitted students including typing work.</p>



S.no	Item	Details of Disclosure	
			<p>Driver-cum-mechanic: To drive Institute vehicle and carry out routine repairs of the vehicle as and when required. He shall keep log and consumption of diesel in the log book on daily basis. At the end of the month he should get the log book verified and signed by Administrative-cum-Accounts Officer and Principal. In case of accident, he will inform Principal and lodge report with the Police station.</p>
			<p>Attendant: To provide assistance in full time basis to Asst. Lect. in the upkeep , maintenance and conduct of classes both theory and practical.</p>
			<p>Librarian: Custodian of Institute's Library books/journals etc. accession of books, issue of Library cards. Review and verification of stock register of books in hand and those outstanding with the staff members/students, levying of penalty in case of retention of books etc. by staff/students beyond a prescribed period, issue of NOC to the outgoing staff and students.</p>
	(iii) Rules/ orders under which powers and duty are derived and	As per Recruitment Rules of the Institute.	
	(iv) Exercised	By the competent authority	
	(v) Work allocation	Institute	



S.no	Item	Details of Disclosure	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	The draft rules framed by the Ministry implemented with approval of the Board of Governors of the Institute being a registered society.
		(ii) Final decision making authority	Board of Governors of the Institute and Ministry of Tourism, Govt. of India in certain cases.
		(iii) Related provisions, acts, rules etc.	Bye laws of the Institute (Memorandum of Association, Rules & Regulations and Staff Regulations)
		(iv) Time limit for taking a decisions, if any	As and when required.
		(v) Channel of supervision and accountability	As provided in the organization chart of the Institute.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	This being a hospitality training Institute, producing trained manpower to meet the requirement of hospitality industry.
		(ii) Norms/ standards for functions/service delivery	As guided by the academic affiliate authority (NCHMCT, Noida) from time to time.
		(iii) Process by which these services can be accessed	Result and Placement of passed out students.
		(iv) Time-limit for achieving the targets	After completion of the course.
		(v) Process of redress of grievances	Instantaneous
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the r	This being a registered society under Societies Registration Act, is having its own Bye -law and Recruitment & Promotion Rules.
		(ii) List of Rules, regulations, instructions manuals and records.	i. Memorandum of Association
			ii. Rules & Regulations
			iii. Staff Regulations
			iv. Recruitment & Promotion Rules of the Institute
		(iii) Acts/ Rules manuals etc.	Office of the Registrar of Societies Hyderabad Certification of Registration No.534 of 1971
		(iv) Transfer policy and transfer orders	Not in operation
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Documents submitted by students admitted in to different courses imparted by the Institute.Documents submitted by the employees working in the Institute.Official documents.
		(ii)Custodian of documents/categories	Students documents: by Exam. Cell
			Staff documents: by Estt. Cell
			All official documents: available in the Administrative Cell



S.no	Item	Details of Disclosure	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Board of Governors
			Executive Committee
		(ii) Composition	Board of Governors
			Rule 4(i) (a) A Chairman, Secretary of Tourism Deptt. , Govt. of Telangana (Ex-officio)
			Rule 4(i) (b) Three representatives of the State Govt. (of Telangana), (Ex-Officio)
			Rule 4(i) (c) Four representatives of the Central Government. One of them being FA to the Department of Tourism or his nominee.(Ex-officio)
			Rule 4(i) (d) An expert on Catering Technology to be nominated by the Central Government. (Nominated for 3 years)
			Rule 4(i) (e) Two persons from the Hotel Industry to be nominated by the Central Government (Nominated for 3 years)
			Rule 4(i) (f) The Principal of the Institute,(Ex-Officio)
			Rule 4(ii)
			The Central Government may at any time appoint any other person to be a member
			Executive Committee
			Rule 19(i)(a)
			The Director of Technical Education, or if there be no such person the Officer who is for the time being the administrative head of the department which is in charge of technical education, whether in addition to other functions or otherwise.
			Rule 19(i)(b)
			Two of the representatives of the Central Government to be specified by the Central Government; One of the representatives to be specified as convener of the Executive Committee.
			Rule 19(i)(c)
			The expert nominated by the Central Government to the Board of Governors.
			Rule 19(i)(d)
			The Principal of the Institute
		(iii) Dates from which constituted	From inception of the Institute
		(iv) Term/ Tenure	The term/tenure of nominated members under rule 4.(i) d and 4(i)e above is three years and others are permanent member
		(v) Powers and functions	Available in the Bye-law of the Institute (placed in the website)
		(vi) Whether their meetings are open to the public?	Yes
		(vii) Whether the minutes of the meetings are open to the public?	Yes
		(viii) Place where the minutes if open to the public are available?	In the Office



S.no	Item	Details of Disclosure	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	Placed in the Website
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of Officers & employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	Placed in the Website Salary
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	Appellate Authority Shri.Sanjay K Thakur Principal Public Information Officer Mrs.A.Rachana Head of Dept Institute of Hotel Management, Catering Technology & Applied Nutrition, F-Row, D D Colony, Vidyanagar, Hyderabad-500007 Telephone: 040-27427569 Email: ihmhyd.principal@gmail.com
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	NIL NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Attended Fully Made As and when organised by the Ministry. Updated
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IRdt. 15.4.2013]		This being a registered society, no transfer policy implemented.



2	Budget and Programme		
S.No	Item	Details of Disclosure	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	This Institute being a Central Autonomous body under MoT, GoI, governed under Societies Registration Act has engaged Central Public Works Deptt. For different construction works only. The estimate submitted by the agency is met by the MoT, GoI as Capital Grant-in-aid. As per the provision, payments are made in phased manner through online/e- payment.
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit (iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	No specific budget provision is made at Institute level, as the same is fully met either by NCHMCT or MoT, GoI NIL a. Published in the News Papers and provided in the Institute website. b. Award of contracts were decided by the duly constituted Committee for supply of:- i.Kirana (M/s.Sree Jai Hanuman Enterprises & Telangana Oil Cooperative),Vegetables- (M/s.Manikanta Vegetables), Fruits, Milk Products- (M/s Khamdenu Enterprises) and Non-veg. items Supply of Security Service: M/s.Shiva Sai Enterpriese Supply of Housekeeping Service: M/s.Shiva Sai Enterprises Yes, concluded with approval of the duly constituted committee. d. The L1 quotationer was selected by the committee for the above works contracts.



2	Budget and Programme		
S.No	Item	Details of Disclosure	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Different short training programme sponsored by the Ministry of Tourism, Gol. are executed
		(ii) Objective of the programme	To make unemployed youths of the v
		(iii) Procedure to avail benefits	By taking admission to these courses
		(iv) Duration of the programme/ scheme	Short term of different duration/hours
		(v) Physical and financial targets of the programme	Employability
		(vi) Nature/ scale of subsidy /amount allotted	Total cost of training is borne by the Ministry of Tourism, Gol
		(vii) Eligibility criteria for grant of subsidy	All those who take admission in these sponsored programme
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Around 10,000 candidates trained so far in different sponsored training programme. Details in Hunar Se Rozgar blog.
2.4	Discretionary and non-discretionary grants [F. No.1/6/2011-IR dt.15.04.2013]	(i) Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/other institutions	
		(ii) Annual accounts of all legal entities who are provided grants by	Public Authority have not provided any grants being an Educational Institution and imparting training.
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	The trainees undergone short term sponsored programme
		(ii) For each concessions, permit or authorization granted	
		a) Eligibility criteria	
		b) Procedure for getting the concession/ grant and/ or permits of authorizations	
		c) Name and address of the recipients given concessions/ permits or authorisations	As provided in different short term sponsored training programme scheme of the MoT, Gol.
		d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011-	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	The reports are placed before its Board and Annual Report in both the houses.



3 Publicity Band Public interface		
S.No	Item	Details of Disclosure
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens
		To contact Administration
		(ii) Arrangements for consultation with or representation by
		a. No such provision.
		a) Members of the public in policy formulation/ policy implementation
3.2	Are the details of policies / decisions, which affect public, v	b. During office hours
		b) Day & time allotted for visitors
		c. CPIO and Librarian
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants
		Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;
		No such policies are formulated
3.3	Dissemination of information widely and in such form and manner which is easily accessible	(i) Policy decisions/ legislations taken in the previous one year
		NIL
		(ii) Outline the Public consultation
3.4	Form of accessibility of information [Section 4(1)(b)]	Online/In person
		(iii) Outline the arrangement for consultation before formulation of policy
		No such provision exists
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	Use of the most effective means of communication
		(i) Internet (website)
3.6	Information manual/handbook available in	Available
		(i) Electronic format
		Available
3.7	List of materials available	(i) Free of cost
		Available
		(ii) At a reasonable cost of the medium
3.8		Yes





4	E. Governance		
S.No	Item	Details of disclosure	
4.1	Language in which Information Manual/Handbook Available [F.No.	(i) English	Yes
		(ii) Vernacular/ Local Language	Yes
4.2	When was the information Manual/	Last date of Annual up-dation	30th June 2021
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available	In the Institute website www.ihmhyd.org
		(ii) Name/ title of the document/record/ other information	Bye- law Recruitment & Promotion Rules Annual Report
		(iii) Location where available	Under RTI link
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	As stated above
		(ii) Details of information made available	As stated above
		(iii) Working hours of the facility	24 x 7
		(iv) Contact person & contact details (Phone, Email)	Mrs.A.Rachana Head of Dept 040-27427569 email:ihmhyd.principal@gmail.com
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Online/Through post/In person
		(ii) Details of applications received	
		(iii) List of completed schemes/ projects/ Programmes	Nil
		(iv) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Institute engaged some contractors for its Electrical works, as the same engaged by the Construction agency: CPWD
		(v) Annual Report	Uploaded
		(vi) Frequently Asked Question (FAQs)	Provided as and when asked
		(viii) Any other information such as	
		a) Citizen's Charter	Available
		b) Result Framework Document	Sent to administrative Ministry in time.
		c) Six monthly reports on the	provided
		d) Performance against the benchmarks set in the Citizen's Charter	Best
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt.v	(i) Details of applications received and disposed	Placed in Website
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the p	Details of questions asked and	Replied in time.

6 Information Disclosed on own Initiative			
S.No	Item	Details of Disclosure	
6.1	Item / information disclosed so that	All information which public should know under suo-motu disclosure have been provided in the Institute website for information of the public. Besides the same public is well accessed to get their information on query.	
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity.(ii) Does the website show the certificate on the Website?	This Institute has not received any such certificate so far.

