



होटल प्रबन्ध, खान-पान तकनीकी एवं पोषण आहार संस्थान

"पर्यटन मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान"

**Institute of Hotel Management**

Catering Technology & Applied Nutrition

"An Autonomous Institute Under Ministry of Tourism, Government of India"

No.IHMG/Estt/ BOG-4

/20

Gwalior, dated 16-03-2020

To,

Shri Faiz Ahmed Kidwai, IAS,  
Principal Secretary,  
Tourism,  
Govt. of Madhya Pradesh,  
F-Wing, Ground Floor,  
Vallabh Bhawan-III  
Bhopal -462004

*M.O.G.*  
*Send scan copy*  
*17/03/20*

Sub:- Submission of Draft Minutes of the BOG Meeting held on 29<sup>th</sup> February, 2020 .

Respected Sir,

I am submitting the Minutes of the Board of Governors Meeting of IHM, Gwalior held at IHM, Bhopal on 29<sup>th</sup> February, 2020.

This is for your kind perusal and approval.

Thanking you,

Yours faithfully,

*M.K.Dash*

(Dr.M.K.Dash )

Principal In-charge

*Send* *R*

*M.S.D.*  
*17/03/20*

एयरपोर्ट रोड, महाराजपुरा, ग्वालियर ( म.प्र. ) 474005

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# होटल प्रबन्ध, खान-पान तकनीकी एवं पोषण आहार संस्थान

“पर्यटन मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान”

## Institute of Hotel Management

Catering Technology & Applied Nutrition

"An Autonomous Institute Under Ministry of Tourism, Government of India"

Minutes of the Board of Governors meeting held on 29<sup>th</sup> February 2020 at 12.00 Noon in the "MANTHAN", Conference hall, Institute of Hotel Management, II00 Quarters, Bhopal

The 53<sup>rd</sup> meeting of the Board of Governors of Institute of Hotel Management, Catering Technology and Applied Nutrition, (Gwalior) Society, Gwalior was held on 29<sup>th</sup> February 2020 at 12-00 Noon in the conference hall of Institute of Hotel Management, Bhopal under the Chairmanship of Shri. Faiz Ahmed Kidwai, IAS, Principal Secretary, Department of Tourism, Government of Madhya Pradesh (Chairman of BOGs, IHM Gwalior)

- |  |                                     |
|--|-------------------------------------|
| (1) Shri Faiz Ahmed Kidwai, IAS, Managing Director,<br>M.P. State Tourism Development Corporation, Bhopal. | Member                              |
| (2) Shri Arun Srivastava, DDG, MoT, Govt. of India<br>Representing Economic Adviser, MoT, Govt. of India   | Member                              |
| (3) Prof. Alok Sharma,<br>Director, IITTM, Gwalior.  | Member                              |
| (4) Shri Ajya Sood, Ex. Executive Chef<br>Taj Group, New Delhi   | Member<br>(Member Catering Expert)  |
| (5) Shri Hari Sukumar, Vice President (Operation)<br>Hotel Jay Pee Palace, Agra                            | Member<br>(Industry Representative) |
| (6) Dr.M.K.Dash, Principal In Charge,<br>Institute of Hotel Management<br>Gwalior.                         | Member Secretary                    |

  
**Secretary**  
Institute of Hotel Management  
Catering Technology & Applied Nutrition  
Gwalior Society, Gwalior

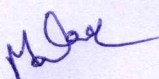
Approved in the 53<sup>rd</sup> Board of Governors  
Meeting held on 29-02-2020

  
Chairman IHM Gwalior

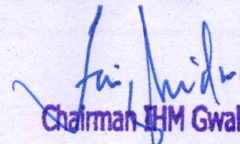
Leave of absence was granted to the following members who could not attend the meeting due to pre-occupation.

- |   |        |
|---|--------|
| 1) Joint Secretary & Finance Advisor,<br>MoT, Govt. of India, New Delhi           | Member |
| 2) Shri M. B. Ojha, Commissioner,<br>Gwalior Division, Gwalior                    | Member |
| 3) Shri L.K.Ganguli, Director (A&F)<br>NCHMT, Noida.                              | Member |
| 4) Prof. Veerendra Kumar, Director ,<br>Technical Education, M.P. Bhopal.         | Member |
| 5) Shri Anil Oraw,<br>Regional Director (North),<br>India Tourism, Gol, New Delhi | Member |

At the beginning of the meeting the Principal/ Member Secretary welcomed all members to the meeting and Members introduced to the Chair. Thereafter, discussions, deliberations and decisions taken place the meeting is recorded as under:-

  
**Secretary**  
Institute of Hotel Management  
Catering Technology & Applied Nutrition  
Gwalior Society, Gwalior

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Chairman IHM Gwalior


**ITEM No. 1:- Confirmation of the minutes of the 52<sup>th</sup> BOG meeting.**

The minutes of the above meeting which was held on 26<sup>th</sup> August 2019 were circulated to all Board Members in September 2019 itself. Since no member has made any comments on the minutes, Above all the minutes may kindly be confirmed.

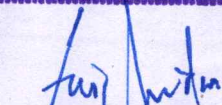
**Decision Taken:-** Honorable Board resolved to confirm the minutes of the meeting held on 26<sup>th</sup> August 2019, as circulated among the Members.

**ITEM No. 2:- Action taken on the decision of the 52<sup>nd</sup> BoG Meeting held on 26<sup>th</sup> August 2019.**

Sl. No.	ITEMS	Follow Up Taken
1	Journey by Private Airlines to save revenue	The eligible staff was informed by circular.
2	Status of vacant IHM Gwalior Principal post	Re-advertisement done and also scruitnisation
3	Selection of Alternate Broadband	Installation is in progress by JIO
4	Enhanced Medical Allowances to staff	Implemented already
5	Facility for Air-coolers in Hostels	Provided whoever shown interest
6	Re-advertisement of Teaching Associates	Done, the interview date will be fixed as per suitability of RD at IHM Gwalior in March.
7	Estimate in detail is sought from CPWD for expansion work.	Follow up is done with CPWD Bhopal. NOC from Air Force Station is also still awaited by March 2020.
8	APAR writing by senior faculties for juniors	Already office order circulated
9	Suitable application fees for vacant posts	Strictly followed.
10	Condemnation of scraps	Re-Auction will take place on 2 <sup>nd</sup> March 20
11	Ladies Hostel Warden appointment	Letter issued to Dist. Soldiers Board, Gwalior on 05-02-2020. Advertisement given on local papers but no response yet.
12	MoU with CPWD	To be followed only after the work execution order given to them.
13	DPC recommendation	Implemented already to 1-AO, 1-Lecturer and 1-UDC,
14	Fresh tendering of Security Guards	Adopted and appointed too wef 1 <sup>st</sup> Jan 2020.

  
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Meeting held on <sup>29-02-2020</sup>

  
**Chairman IHM Gwalior**

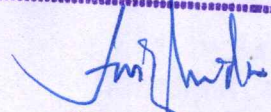
**Decision Taken:-** Respected Members were informed about the follow up taken by IHM Gwalior. The Board further directed to Principal-in-charge to put more emphasis on above Sl. No. 6 and 11 mentioned above on priority basis. In case of Sl. No. 6, the Board directed that in case the RD is busy due to official engagements, other suitable Officer may be substituted only with the permission of the higher authority. And for Sl. No. 11 effort should be made from Army Welfare Board dealing with placement of the widows, NCC Officers Organization, LNIPE etc by approaching through letters, mail and by meeting them. Correspondence should be done with Lt. Col. NOAH from Jabalpur to get suitable help. Other manpower outsourcing agencies of the region too should be explored to get a lady hostel warden.

**ITEM No.3:- Over all Activities in last 6-months (status):**

- a) One day seminar on Waste water treatment in Hotel Industry organized by CSIR scientist
- b) Students Rally at Phoolbagh by IHM Students for *SUDDHA Ke Liye YUDDH*.
- c) 5 *Ek Bharat Shresttha Bharat* programmes conducted, the last one was Road show with posters
- d) CBSP programme is running at Iconic site Agra till 31<sup>st</sup> March 2020 for 270 candidates.
- e) 25 activities under *Swachhata Action Plan* at different locations completed as per targets till Feb 15<sup>th</sup>, 2020.
- f) Result of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester announced with pass percentage-98 %, 97% and 99%
- g) Month wise activity regarding Constitution of India and Rights of Citizens started.
- h) Campus placement till date **94.7%**.
- i) 2 final year students are shortlisted for the NCHMCT seminar on 12<sup>th</sup> March at NOIDA
- j) Lecturer Mr. A. Gupta was sponsored for MDP by MoT at Spain for 1 week.
- k) Training of Trainer to IIPA, New Delhi for 1-week to 2 faculties under FDP.
- l) International training and placement workshop for students.
- m) Heritage quiz and Heritage walk for IHM Gwalior students done by INTACH Gwalior chapter
- n) Students participated in annual events at Amity University, Gwalior and won several prizes.
- o) Students exchange programme with IHM Jaipur and FCI Khajuraho done successfully
- p) Panel Discussion on *Swachhata Hi Seva* for all students by 5 different experts.
- q) 10 students and a faculty are going to Manipur and Nagaland for a week with different activities.

Students participated in National inter IHM Bakery competition "Bakelicious-2020" at Bhubaneswar and won 2<sup>nd</sup> runners up position.

  
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**Decision Taken:-** The Board noted with satisfaction about the progress made by IHM during last 06 months. The board further advised to send the students for exchange program, preferably to big Institutes in Metro Cities.

**ITEM No.4:- Ratification of the below mentioned points may be done for which the kind approval were taken from Honorable Chairman due to urgency:**

- a) Acceptance of Resignation of one Asst. Lecturer & issuing of appointment letter to the next Candidate from panel list Mr. Rajat Roy Chowdhury.
- b) Permission for Revenue transfer of Rs 26 Lakh for Dearness Relief & Arrear to 12 pensioners whose demand was long pending.
- c) Opening of Counseling Centre by FPAI for one year without any financial implications.
- d) Approval of MACP to staff.
- e) Appealing to Court for pending hefty service tax imposed by GMC to the tune of Rs. 43,73,982/ for which no service was given at all wef 2005 to 2016.
- f) Permission for shifting from Lease Line Internet from BSNL to JIO in the pattern of other IHM like Bhopal with the cost of Rs. 3,10,000/
- g) Permission for Face lifting of Main Gate/Underground GI Pipeline Replacement/ Expansion of Parking area for Staff & Students through CPWD.

**Decision Taken:-** The Board resolved to approve the decision taken by the Chairman mentioned above from 'a' to 'g'.

**ITEM No.5:- Appointment of Lecturer on Regular basis permission:**

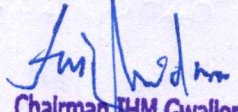
Attempt was taken to fill up the vacancy of 1- Lecturer (General Category) through contract basis. But on receipt of only 1 application the last date was extended. Still no further application poured in. After the screening committee meeting no candidate found eligible for the post. Hence due permission may be given to fill up the post by fresh recruitment through open advertisement.

**Decision Taken: -** The Board accorded permission to fill up the vacant post of Lecturer (General Category) through fresh recruitment as per prevailing Recruitment and Promotion Rules.

  
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Approved in the 53<sup>rd</sup> Board of Governors

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Chairman IHM Gwalior

**ITEM No.6:- Permission for filling of the vacant post of Accountant:**

Due to the promotion of Accountant to Administrative Officer Cum Accounts Officer the post has been lying vacant since October 2019. No junior staffs are eligible due to the qualification and experience criteria till date. For taking the additional charge of Accountant 2 internal UDC have shown interest, Hence permission may be granted to fill the post by direct recruitment. Till then a UDC as per seniority may be given the charge additionally.

**Decision Taken:-** The Board directed the Principal-In Charge to go for fresh recruitment for the post of Accountant as per prevailing Recruitment and Promotion Rules without considering any other options.

**ITEM No.7 :- CAT Case of MTS Staff Mr. Ved Prakash Pandey (Feb, 13<sup>th</sup> 2020 date in Honorable High Court):**

Principal IHM Gwalior was authorized by Honorable Chairman to go against the Ex. MTS in High Court through the Senior Advocate of MP, Jabalpur Mr. Anshuman Singh. The matter is pending before the Honorable High Court.

**Decision Taken:-** All the esteemed Members were updated the facts as above.


**ITEM No.8:- CAT Case No. 200/11/2020 of Sr. Lecturer, Shri. Joseph Soy Mathew:**

As per the permission taken from Honorable Chairman a case is to be filed through Sr. Advocate Mr. Anshuman Singh in CAT very soon regarding the delayed promotion. Matter is pending in the Honorable CAT.

**Decision Taken:-** All the esteemed members were updated the facts as above.

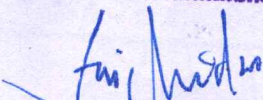
**ITEM No.9:- Appointment of 4 contractual Faculties to handle the Academic load.**

From the pool of applications received 4 Faculties were taken on contract to handle the academic load due to smaller batch size in theory and practical classes as per the norms of NCHMCT, Noida with the maximum honorarium of Rs. 18,000-00 PM. This is for the kind information of esteemed members.

  
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**Chairman IHM Gwalior**

**Decision Taken:-** The Board noted the academic matters as mentioned above. The Board directed that the Contractual appointment of employees should be discontinued after the tenure of one year as per directions received.

**ITEM No.10:- Non Distribution of Adhoc Bonus to Staff:**

As per audit objection and no separate order released for Autonomous Bodies after the 7<sup>th</sup> CPC implementation. The Adhoc Bonus is not distributed to the concerned employees of the IHM Staff for the year 2018-19. Representation from staff side was sent to MoT directly, from whom reply is awaited. Suitable direction may be given in this regards.

**Decision Taken:-** Honorable Board has discussed the matter and expressed the view that bonus to the employees should only be given if the organization goes in profit. As the Institute is going through a phase of deficit budget, distribution of bonus to employees to be stopped. It can only be considered when the Institute wills entre in to a surplus state. Due efforts should be put by all staff to change the scenario gradually.

**ITEM No.11:- Hostel lodging charge enhancement from 2020-21 onwards to RS 1800/ from Rs. 1700/ per month.**

Accommodation Charge levied to the boarders may be enhanced from the present Rs. 1700/ PM to Rs. 1800/ PM only because of additional facility provided in the hostel like washing machine, increased water tariff and Security Charges, power charges etc.

**Decision Taken:-** Board approved the proposal for increasing the Hostel rent to Rs.1,800-00 only for the next Academic Session.

**ITEM No. 12:- Fund received from MoT for pending work of ATC.**

An amount of **Rs.109.84 Lakh** has been granted by MoT for final furnishing of Advance Training Centre. As per the kind approval of **47<sup>th</sup> BoG** held on dated **05-02-2016** Minutes **No. 2.1 Rs. 64.47 lakh** has been utilized for procurement of furniture and fixtures from Revenue Fund of institute. The above amount from the sanctioned amount has been transferred on dated 06-02-2020.

For the procurement of remaining items of ATC, particularly kitchen equipments as per GFR, tender were E-published on Government Portal and IHM website. The last date of submission is kept 5<sup>th</sup> March 2020.

  
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Approved in the 53<sup>5d</sup> Board of Governors  
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**Chairman IHM Gwalior**



**Decision Taken:-** Board directed to follow the required parameters/specifications for the desired Kitchen Equipments likely to be procured for the Advance Training Center after obtaining tenders from reputed Consultants/Suppliers/Manufacturers only. Hence directed to initiate E-Publishing once again.

**ITEM No. 13 :- Re-tendering for Cleaning Activities and Gardening:**

Fresh tender was floated for the Cleaning and Gardening Activities through out-sourcing agencies. The old tender from 2011 is effective till date. The lowest quoted rate may be getting the chance to get the service in near future; this is for your kind information. The lowest quoted party (Aadhar Security Services) may be issued the order with your kind approval.

**Decision Taken:-** Board observed that the words in the agenda above was wrongly used, instead of lowest quoted party, it should have been mentioned as the only party fulfilling the published mandatory terms and conditions may be given the order. The Board directed to follow this strictly.

**ITEM No.14:- Annual Budget 2020-201 and Annual Report for the year 2018-2019 for kind Perusal.**

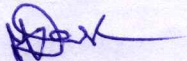
**Decision Taken:-** Honorable Board has thoroughly checked the Annual budgets and Annual Accounts and Report and found some typing error have been occurred in the actual receipts under tuition fees at page No.6 which must be corrected with due attention. The Board also observed that several repeated columns regarding the past revenue receipts of last 03 years should be dropped in future to avoid clumsiness.

The Board approved the Annual Budget for the year 2020-21 and Annual Report 2018-19 and directed to go for consultancy and other measures to get away with the deficit balance in future.

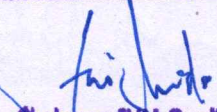
**ITEM No.15:- Formation of Hotel Prabhandh Sansthan staff Kalyankari Samiti Gwalior (Registration No. 02/42/01/23832/19)**

Few of the staff have formed a union in the name of **Hotel Prabhandh Sansthan Staff Kalyankari Samiti** and registered too which was informed to the management recently on 8<sup>th</sup> Jan. 2020. The office bearer's names and the posts they are carrying are in the list attached but without due signatures. Letter was issued from our office to submit the same with full signatures, which is awaited. No due permission has been taken before registering themselves. This is submitted for your kind information please.

**Decision Taken :-** Honorable Board has directed the principal-in-charge to check with the Bye Laws of IHM Gwalior regarding the provision of formation of such Society/Association and its existence through the Registrar's Office where the same has been registered, and to take legal help whether under Autonomous Organization such Association can be formed without taking

  
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**Chairman IHM Gwalior**

due permission. The Board directed to the Principal to place all the related documents before the Board in its next meeting.

**ITEM No. 16:- Creation of New Bank Account exclusively for ATC**

Fund from Ministry of Tourism Rs. 109.84 Lakh received out of Rs. 1.34 Cr. demanded for the completion of remaining pending work. Permission may be granted to deposit the same in a new account. Some more amounts are still awaited in near future.

**Decision Taken :-** The Board felt that there is no need for opening new Bank Account for receipt of fund from MoT towards has explained that only for receipt of fund from MoT towards Applied Training Center, but for depositing the Income arising in future from Applied Training Centre, opening a new account in any bank can be considered.

**ITEM No. 17:- Pension Fund creation to meet the future liability:**

As the LIC has been entrusted for the disbursement of pension liabilities of all retiring employees, a demand of Rs.10.48 Cr. has been raised. IHM Gwalior had deposited initially an amount of Rs. 1.75 Cr. MoT was requested for taking this heavy burden but not considered yet. Formal request may be moved from your kind end which may be considered to meet out the enormous burden ahead.

**Decision Taken:-** Honorable Board strongly recommended dropping this idea as above at this point of time. But as per the commitment by Ministry of Tourism regarding the same received by IHM Gwalior from time to time all relevant documents and letters to be produced in front of the board again in future to take further steps ahead.

**ITEM No.18:- Regarding Group Medical Insurance by Staff**


As per the 51<sup>st</sup> BoG, any other item Point No. 4 No – Staff were advised to go for Group Insurance by paying the premium to cover themselves and their dependants. But none came forward. In case of one LDC, because of his daughter's illness Rs. 4 Lac was given from Office as advance in several occasions. Your valuable suggestion is required in this context.

**Decision Taken:-** Honorable Board has suggested going for Group Medical Insurance Scheme for all Staff in the pattern to be followed at IHM Bhopal by bearing the premium by IHM Gwalior for its Staff.

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

  
**Secretary**  
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Chairman, IHM Gwalior