



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 54<sup>th</sup> BOG meeting of Institute of Hotel Management Gwalior Society  
held online on 18<sup>th</sup> September, 2020 at 11.00 AM.**

The 54<sup>th</sup> BOG Meeting was held on VC mode under the Chairmanship of honourable Principal Secretary, Tourism, Government of Madhya Pradesh and the following members were present.

1. Shri Sheo Shekhar Shukla, IAS Principal Secretary, Tourism Govt. of MP – in Chair.
2. MD, MPSTDC, Bhopal
3. Shri L.K.Ganguli, Represented on behalf of EA (Tourism) MoT & Director A&F NCHMT, Noida
4. Shri Hari Sukumar, Vice President (Operation) Hotel JP Palace, Agra
5. Shri Ajay Sood, Catering Expert.
6. Dr. M.K.Dash, Secretary, IHM, Gwalior

The following members were excused for the Day-

1. Commissioner, Gwalior Division, Gwalior.
2. Joint Secretary and Finance Advisor, Govt. of India.
3. Regional Director, North, India Tourism, Govt. of India.
4. Director, IITTM, Gwalior.
5. Director, Directorate of Education, MP.

At the beginning of the online meeting the Principal/Secretary welcomed all members to the meeting and introduced to the Chair. An overview of IHM Gwalior was presented to the esteemed members through PPT, after which discussions and deliberations started as per the agenda point.

**ITEM No.1 Bidding farewell to then Hon'ble Chairman and welcome of new Hon'ble Chairman.**

The esteemed members of the board of Governors of IHM Gwalior bade goodbye to then Hon'ble Chairman Shri F. A. Kidwai, IAS and Shri I.C.P. Keshari, IAS and welcomes the present Hon'ble Chairman Shri Sheo Shekhar Shukla, IAS w.e.f. 12<sup>th</sup> August, 2020.

**Decision Taken:** All the esteemed members of Board including the Secretary IHM Gwalior welcomed the present Chairperson Shri Sheo Shekhar Shukla, IAS., which was reciprocated by Hon'ble Chairman, BoG IHM Gwalior.

Approved in the <sup>54<sup>th</sup></sup> Board of Governors

Meeting held on 18-09-2020

Chairman IHM Gwalior

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**Secretary**  
Institute of Hotel Management  
Catering Technology & Applied Nutrition  
Gwalior (M.P.)

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**ITEM No. 2: Confirmation of the minutes of the 53<sup>rd</sup> BOG meeting.**

The minutes of the above meeting which was held on 29<sup>th</sup> Feb, 2020, were circulated to all board members in May 2020 itself. Since no member has made any comments on the minutes, Above all the minutes may kindly be confirmed.

**A-1\Annexure-1 Minutes 53rd BoG.pdf**

**Decision Taken:** Minutes of the 53<sup>rd</sup> BoG have been confirmed by the esteemed board.

**ITEM No. 3: Action Taken on decision of 53<sup>rd</sup> BOG's meeting**

Sl. No	ITEM	Follow Up
1	<b>Academic status:</b>	Last 6 months Overall activities observed by the Hon'ble Board
2	<b>Ratification of:</b> a) Resignation of Asst. Lecturer & Issuing of appointment letter to the new Candidate from panel list. b) Revenue transfer of Rs 25 Lakh for Dearness Relief & Arrear to pensioners. c) Counseling Centre by FPAI for one year. d) Permission for CPWD Work assignment. e) Approval of MACP to staff. f) Appealing to Court for pending hefty Taxes by GMC up to the tune of Rs 43 Lakhs in the name of service tax. g) Shifting from LLI BSNL to Jio h) Face lifting of Main Gate/Underground GI Pipeline Replacement/ Expansion of Parking area for staff & Students through CPWD.	The BOG has confirmed /approved of the items from (a) to (g)  h) Preliminary estimate of these works is under preparation as stated by EE, CPWD, Gwalior.
3	<b>Appointment of Lecturer on Regular basis permission granted:</b>	As per BoG decision advertisement has been released for the post of Lecture in Employment News dated. 15-08-2020.
4	<b>Filling of the vacant post of Accountant</b>	As per BoG decision advertisement has been released for the post of Accountant in Employment News dated 15-08-2020
5	<b>CAT Case of retd. MTS staff Ved Prakash Pandey (Feb, 13<sup>th</sup> date in High court, Jabalpur)</b>	Due to lock down no hearing date /action is taken so far.

**Secretary**

Institute of Hotel Management

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Gwalior (M.P.)

Approved in the 54<sup>th</sup> Board of Governors

Meeting held on 18-09-2020

**Chairman IHM Gwalior**

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S.No	ITEM	Follow Up
6	CAT Case of 11/2020 of Sr. Lecturer Shri J.S. Mathew in Gwalior Bench.	Paused temporarily due to Corona Outbreak
7	Appointment of 4 visiting Faculties to handle the academic load.	Due to lock down classes suspended from 15-03-2020 & completed through online mode.
8	Non Distribution of Adhoc Bonus to staff.	BoG decision strictly followed.
9	Hostel charge enhancement from 2020-21 onwards to Rs. 1800/ from Rs. 1700- earlier	Implemented for the session 2020-21
10	Fund received from MoT for pending work of ATC	Accordingly work execution is in progress.
11	Re-tendering for cleaning activities and Gardening	Implemented and order issued to the firm M/S Aadhar Security Service, Gwalior
12	Annual Budget 2020-21	Observed by committee/Board
13	Formation of Hotel Prabhandh Sansthan staff Kalyankari Samiti (IHM Gwalior Staff welfare society) Gwalior. Registration No. 02/42/01/23832/19)	The designated President, Sh. Subhash Sharma, LDC, was issued letter by the Institute. No reply received from him till date. Another letter will be reissued soon. Also communication will be established with the registration authority, MP for better clarification.
14	Creation of New Bank Account exclusively for ATC (Advanced Training Centre)	When the business will run in full swing separate account would be opened.
15	Regarding Group Medical Insurance by Staff and their dependents.	Will follow as per the IHM Bhopal pattern.

**Decision Taken :** Hon'ble Board has been briefed about the follow up taken by IHM Gwalior for the above 15 points.

Secretary

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

Approved in the 54<sup>th</sup> Board of Governors

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**ITEM No. 4 Status report of the vacant post of Principal at IHM Gwalior**

For the selection of the post of Principal IHM Gwalior, Honorable Chairman/Principal Secretary, Tourism, Madhya Pradesh has fixed the date of interview on 24-09-2020 at IHM Bhopal.

A- 1\Annexure-2 status of vacancy.pdf

**Decision Taken:** Hon'ble Chairman advised for the postponement of scheduled selection meeting on 24<sup>th</sup> September 2020. Also directed to the Principal (I/C) to enquire the candidates for their willingness for the online interview. Two suitable dates would be taken from the Hon'ble Chairman to inform Hon'ble Member Secretary for fixing up a final date.

**ITEM No. 5 Activities and progress report of IHM Gwalior in the last 6 months**

- 43 activities under *Ek Bharat Shrestha Bharat* programme are scheduled to be conducted at IHM Gwalior during the period May, 2020 to 31<sup>st</sup> Oct, 2020 by online methods only.
- Sankalp Parv* was celebrated during 29<sup>th</sup> June to 12<sup>th</sup> July 2020, during which 71 saplings were planted in the campus by staff.
- International Yoga Day was celebrated on 21<sup>st</sup> June 2020, through online platform.
- General Promotion order was issued by NCHMCT for semester III/IV/V and online examination will be conducted by NCHMCT, Noida for regular and reappear students of 6<sup>th</sup> Semester and Repaper students of Semester 5<sup>th</sup> too.
- Every month at least one activity regarding **Constitution of India** and Duties and Rights of Citizens started on line.

A- 1\Annexure-5 Constitution of India and Citizen Rights.docx

Approved in the 54<sup>th</sup> Board of Governors

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Chairman IHM Gwalior

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f) **Swachhata Pakhwada** wef 16<sup>th</sup> Sept to 30<sup>th</sup> Sept 2020 are being organized through virtual meeting. Several on line competitions are planned for the school children.

A- 1\Annexure-6 Swachhata Pakhwada.pdf

g) Online **Hindi Pakhwada** is planned wef 15<sup>th</sup> to 30<sup>th</sup> sept 2020 only for the staff of IHM Gwalior

h) **IHM Ranking** by several survey Agencies as stated below-

- GHRDC Survey - 9<sup>th</sup> rank amongst Govt. Institutes of India
- The Week - 17<sup>th</sup> rank amongst all Hotel management colleges in India.
- Education Brainia- Top 10 Institutes in India for Hotel Management Education
- India Today - 12<sup>th</sup> BEST HOTEL MANAGEMENT COLLEGES 2020

A- 1\Annexure-7 Rank of IHM.pdf

i) As per the suggestion from MoT and NCHMCT, instead of fees deposit in single installment, two installments are planned with high discount on late fees after due date to help the needy students and parents. A- 1\Annexure-8 fees in two instalment.pdf

j) Two executive meetings were held through virtual conference on Dt. 15<sup>th</sup> May 2020 and 22<sup>nd</sup> July 2020 chaired by RD, North, MOT, GoI.

A- 1\Annexure-9 minutes of EC 15-05-2020 & 22-07-2020.pdf

**Decision Taken:** Hon'ble Chairperson suggested for more efforts must be given to be on the upper side of the ranks by private agencies and also recommended for the introduction of online short-term certificate courses to be introduced by IHM Gwalior in consultation with NCHMCT.

**ITEM No. 6 Progress by CPWD for the developmental activities of IHM Gwalior**

(STP) Sewage Treatment Plant is underway. Barrier Free access is almost going to complete soon. Water harvesting in the campus is on full swing.

**Decision Taken:** Hon'ble Chairman advised for installing water recycling and

reuses system for the ATC in the campus through CPWD.

Approved in the.....54<sup>th</sup>..... Board of Governors

Meeting held on.....18-09, 2020.....

Secretary

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**ITEM No. 7 : Requirement of additional fund to procure new gadgets and equipments-**

To control the spread of Covid-19 virus in the campus before the students join offline classes preliminary list of gadgets and equipments are made with the amount of Rs. **16, 25, 000** which may be approved for further processing to MoT for financial assistance before procurement. [A- 1\Annexure-10 Equipmnt req for SOP.pdf](#)

**Decision Taken:** Hon'ble Chairman directed Principal i/c to modify the list of gadgets required for the containment of Covid-19 in the campus in consultation with Industry expert and resubmit.

**ITEM No. 8 Permission for the refund of hostel mess fees partially to students who remained absent during Covid -19 outbreak as per the Recommendation of the internal committee.**

Few of the students requested for refund to partial mess fees for the period **17-03-2020 to 25<sup>th</sup> May, 2020** due to Corona -19 virus declaration of lockdown of Educational Institutions in the city. The matter was kept in 24<sup>th</sup> Executive Committee Meeting dated 22-07-2020, the committee advised/suggest for formation of internal committee, according the IHM issued order for forming of the committee which has recommended for the refund of **Rs. 2,270/** to all 213 students /Boarders. Kind approval is requested from the esteemed Board. [A- 1/Annexure-11 hostel mess fees refund to students.docx](#)

**Decision Taken:** Esteemed board has agreed for the proposal as above for the refund of fees to the eligible boarders.

*[Signature]*  
Secretary

Approved in the 54<sup>th</sup> Board of Governors  
Meeting held on 18-09-2020

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**ITEM No.9 Permission for condemnation of unserviceable gadgets and old computers.**

Many unserviceable and condemned items are piled up due to the normal wear and tear, which needs to be sold to the scrap dealer. Hence due permission may be granted. The original value is **Rs. 8, 17, 504/** and the estimated scrap value would be **Rs. 57, 165/** approximately.

A- 1\Annexure-12 Condemnation of Material.pdf

**Decision Taken:** Board was kind enough to approve the proposed condemnation steps regarding the old and obsolete items by tendering process.

**ITEM No.10 Permission for implementation of MACP to employees**

As per MACP Committee recommendation (list attached) one assistant lecturer may be granted the next higher grade pay and in next **January 2021** other 4 staffs may get the due higher scale. Whereas MACP benefit may be restricted to one Lecturer because of required insufficient bench marks as per the recommendation.

A- 1\Annexure-13 MACP.docx

**Decision Taken:** Esteemed Board has advised the Principal I/C that further approval of the MACP actions is not required to be presented before the board, which is the routine activity of an institution. As per recommendation submitted by the MACP committee to be implemented by Institutional level directly.

**ITEM No.11 Transfer of Rs. 50 Lakhs from Institute Development fund for the Retirement liabilities of two employees through LIC of India.**

IHM Gwalior relies on LIC for the post retirement benefits to staff. Two more staff would be retiring in next couple of months. **Rs 50 Lakh** may be transferred from Institute Development Fund towards their Pension Liability to LIC of India.

A- 1\Annexure-14 fund transfer of 50 Lakh to LIC.pdf

  
Secretary

Institute of Hotel Management  
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Gwalior Society, Gwalior

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Chairman IHM Gwalior

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**Decision Taken:** The proposal of Rs. 50 lakh was not confirmed by the Hon'ble Board rather directed the Principal i/c to follow the steps as below-

- To calculate the actual liability for the 2 employees going to be retiring in coming couple of months and only that much of amount should be transferred.
- To collect the statements of balance amount required by LIC to be paid from IHM, Gwalior till the retirement of all eligible pension holders with their timely payment of dearness relief and other obligations.
- To consult an experienced Chattered Accountant or Actuarial service provider for the recalculation of future pension liabilities of IHM eligible employees.

With the above documents only the matter has to be represented before the Board once again.

**ITEM No.12 Requirement of Furniture and Equipments for expansion in Academic Block**

The list of furniture and equipments are made by the internal committee from IHM Gwalior required for the future expansion of the academic block. After the grant by the esteemed Board, then only the same may be forwarded to MoT for kind consideration amounting to **Rs. 4,53,85,000/**

A- 1\Annexure-15 Proposal to purchase new equipments after expansion.pdf

**Decision Taken:** Hon'ble Board has kindly agreed for the proposal of procurement for the proposed list of furniture and equipment by IHM Gwalior due to the expansion of labs and class rooms after vertical expansion of the academic block to accommodate the students as per new norms of NCHMCT.

**ITEM No. 13 Any other points with the permission of the Chair**

- For the regular classes off-line in the future, 6 no. of contractual faculties in the subject areas of **Nutrition, Food safety, Accounts, Financial Management, Hotel Engineering and Computer** may be recruited through the prescribed selection processes with the salary cap of **Rs. 20,000/** only as decided by the **52<sup>nd</sup> BoG minutes no. 8 and dated. 26<sup>th</sup> Aug 2019.** Necessary permission may be given by the esteemed board.

A- 1\Annexure-16 requirement of Visiting faculties.pdf

**Decision Taken:** Esteemed Board has been kind enough to accept the above proposal of future faculty arrangement for future off-line classes in the campus.

  
**Secretary**

Approved in the 54<sup>th</sup> Board of Governors

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**Chairman IHM Gwalior**

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**ITEM No.13 (b)**

IHM Gwalior has received grant of Rs. 1,09,84,000/ from MoT, Govt of India for furnishing of Advanced Training Center on the campus. For the furniture expenditure of Rs. 64,47,252/ was done and the rest amount of Rs. 45,36,748/ is with IHM Gwalior for the purchase of kitchen gadgets and equipments It was duly approved by the catering expert chef Ajay Sood (esteemed Board member) with few recommendations. May be sanctioned by the esteemed board to follow up the purchase rule in procurement.

A- 1\Annexure-17 Procurement of ATC equipments.pdf

**Decision Taken:** Esteemed Board has given kind consent to procure the required kitchen gadgets and equipments for the Advance Training Centre of IHM Gwalior in a transparent way as per norms and guidelines. The students of IHM Gwalior should be given training inputs by rotation in ATC as per practical time table. ATC should be operated in the most professional manner and optimal utilisation of the facility should be ensured.

Also advised the Principal I/C to float the Expression Of Interest in the print media to different possible Hotel Operators/Parties for getting the response with guaranteed revenue only and bring the matter to the board again next time.

**ITEM No.13 (c)** Screening committee will be formed for the scrutinising of applications received for the post of Lecturer and Accountant. One external member (Preferably **Regional Manager, Hotel Tansen Residency, Gwalior**) may be nominated from your kind end or any other official as per your choice for the said meeting scheduled to be on 1<sup>st</sup> week of October 2020.

A- 1\Annexure-18 Screening Committee member nomination reg.pdf

**Decision Taken:** Hon'ble Board has kindly accepted the proposed screening committee formation for the applications received against the post of Lecturer and Accountant.

At the end Secretary, IHM Gwalior expressed Thanking Note to the Hon'ble Chairperson and all the esteemed Members for attending the meeting and giving valuable inputs.

  
Secretary

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Gwalior Society, Gwalior

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