

## **Chapter 2**

### **Particulars of Organisations, Functions and Duties**

#### **The Organisation**

Chandigarh Institute of Hotel Management & Catering Technology, Chandigarh a registered Society set up in the year 1972 (formerly known as Food Craft Institute) is one of the Premier Institutes under the aegis of Ministry of Tourism, Govt. of India and further taken over by the Chandigarh Administration in the year 1981 and was upgraded as CIHM, Chandigarh in the academic year 2006-2007 and offers the following courses:-

- \* B.Sc in Hospitality and Hotel Administration (3 years Degree Programme) .
  
- \* One and a half year Diploma Programme in:
  - Food Production
  - Bakery and Confectionery
  - Food & Beverage Service
  - Front Office
  - Housekeeping

The Institute has been set up with an objective to impart theoretical and practical training to the students in Hospitality Administration and Hotel Management, to provide trained manpower to the Hotel & Allied Industry and to organize training programmes for the staff /workforce engaged in the organized and un-organized sectors of Tourism & Hospitality industry. The building of the Institute is situated in Sector 42D in the midst of lush green surroundings of the Le Corbusier's city beautiful.

#### **Vision**

Our Vision for the Hotel Management Institute in Chandigarh is to create a center of excellence that cultivates the skills, knowledge, and character of aspiring hospitality professionals. We envision an institute that not only imparts world class education but also fosters innovation, cultural diversity, and ethical leadership in the dynamic field of hospitality.

## **Mission Statement**

At Chandigarh Institute of Hotel Management, our mission is to cultivate a generation of passionate and skilled hospitality professionals who exemplify excellence, cultural sensitivity, innovation, and ethical leadership. Through a dynamic and holistic educational approach, we are dedicated to empowering our students to excel in the global hospitality industry while fostering a deep sense of social responsibility and lifelong learning.

## **Aims and Functions of CIHM**

“Commitment to excellence” are the three words that best describe the ethos of the Chandigarh Institute of Hotel Management. Excellence in teaching, excellence in professional practice and excellence in providing knowledge, skill and attitude for future business managers are the foundations upon which the main focus of the Institute lies.

Aims & Functions of CIHM and its role as premier hospitality educational Institute in the country are elaborated in its Memorandum of Association which among other things mandates Institute to effectively discharge functions such as:-

- a) to provide instruction and training in all the crafts and skills, all the branches of knowledge both theoretical and practical, and all the organisational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional fooding programmes in schools, industrial establishment and similar organsiations.
- b) to impart instruction and training in modern and scientific techniques of management of modern hotels and hostels;
- c) to undertake and to associate itself with nutritional extension and developmental work.
- d) to propose economy in the handling and utilisation of foodstuffs.

e) to assist in and associate itself with the efforts of the central and State Governments to popularise wholesome non-cereal foods, particularly protective foods, with a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional content.

f) to assist in and associate itself with the attempts of food research institutions, food scientists and food technologists to find effective and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus.

g) In accordance with the general policy laid down by the Central Government/UT Administration, to prescribe courses of instruction, hold examinations and grant certificate diplomas and other awards to persons.

h) To fix and demand such fees and other charges as may be laid down in the bye-laws.

i) To establish, maintain and manage halls and hostels for the residence of students and members of the state.

j) To supervise and control and residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and cooperative life.

k) To institute teaching, administrative, technical, ministerial and such other posts as may be necessary and to make appointments thereto in accordance with rules, bye-laws and any instructions/orders and guidelines issued by the Central Government/UT Administration, from time to time.

l) To institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws and

i. Within the broad framework of the policy laid down the Central Government/UT Administration, to seek affiliation with Universities or other appropriate academic or governmental bodies or institutions and obtain the recognition of its courses of instruction, its examinations, its diplomas, certificates and other awards by the appropriate educational authorities.

ii. To make rules and bye-laws for the conduct of the affairs of the Institute and Society and to add to amend, vary or rescind them time to time,

iii. To give gratuities or charitable aid to the teachers, staff and other employees or ex-employees of the society, or to their wives, children or other dependents; subject to orders/instructions issued by the Central Government/UT Administration in this regard from time to time.

iv. To make payments towards insurance and form and contribute to provident and benefit funds for the benefit of any person employed by the Society or the wives, children or other relatives or dependents of such persons;

v. To acquire, hold and dispose of property in any manner whatsoever provided that the prior approval of the Central Government/UT Administration is obtained in the case of acquisition or disposal of immovable property;

vi. To deal with any property belonging to or vested in the society in such manner as the society may deem fit for advancing the functions of the Institute;

vii. To borrow and raise moneys with or without security or on the security of any Mortgage, charge or Hypothecation or pledge over all or any of the immovable properties belonging to the society or in any other manner whatever; subject to the approval of the Central Government/UT Administration;

viii. To build, construct and maintain houses, hostels, schools or other buildings, and alter, extend, improve, repair, enlarge or modify the same including any existing building and to provide and equip the same with light water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the use to which such buildings is to be put up or held.

ix. To construct or otherwise acquire, layout, repair, extend, alter, enlarge, improve and use any land, recreation or playgrounds, parks and any other immovable property belonging to or held by the society;

x. To start, conduct, print, publish and exhibit any magazines, periodicals, newspapers, books, pamphlets, or posters that may be considered desirable for the promotion of the objects of the Society;

xi. To maintain a fund to which shall be credited

a) All moneys provided by the UT Administration;

b) All fees and other charges received by the Society;

c) All money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers and;

d) All moneys received by the society in any other manner or from any other sources

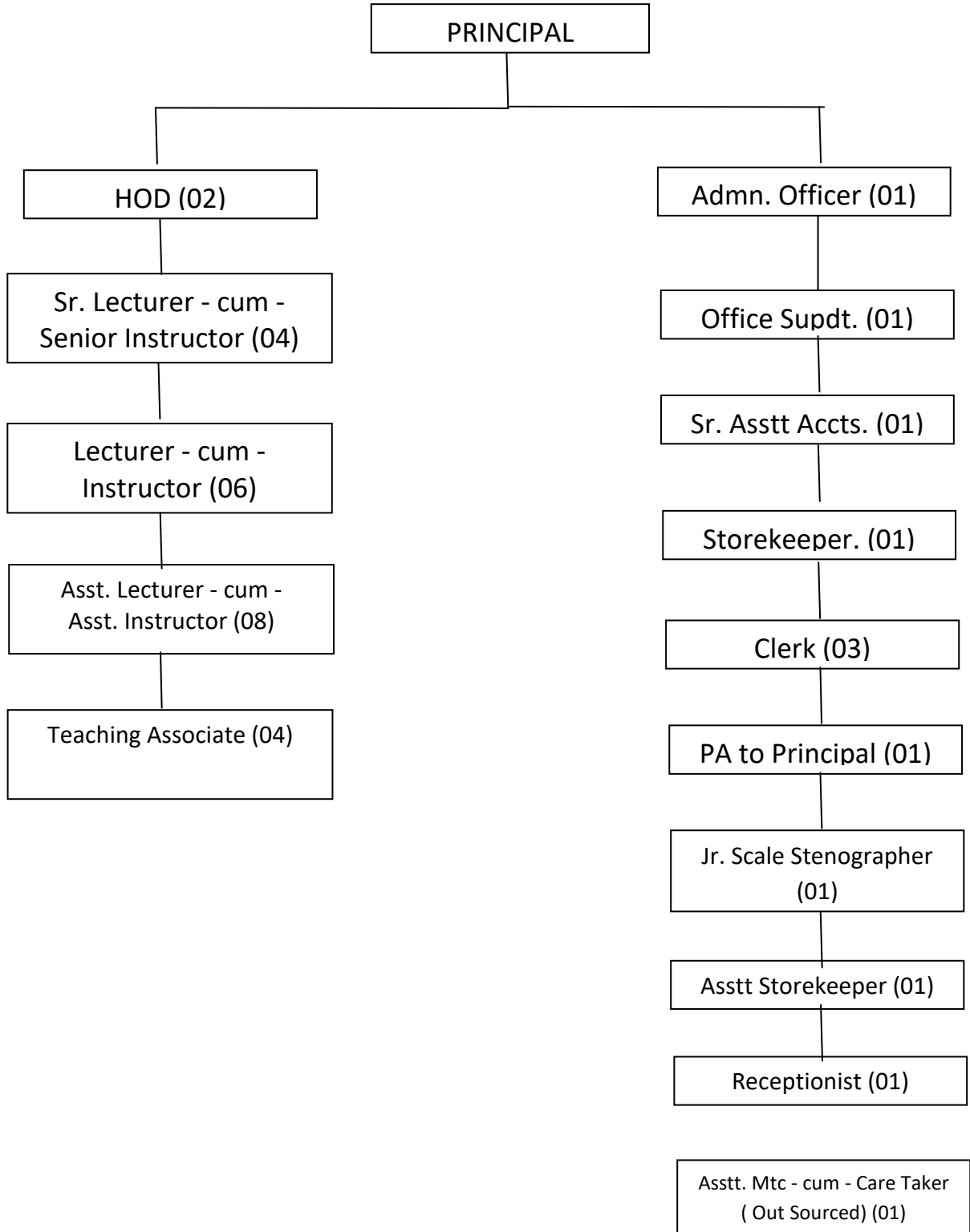
xii. To deposit all moneys credited to the fund in such banks or to invest them in such manner is the society may, with the approval of with the UT administration decides;

xiii. To draw, make, accept, endorse, and discount cheques, notes or other negotiable instruments, and for these purposes to sign, execute and deliver such assurances and deals as may be necessary;

xiv. To pay out of the funds belonging to the Society or out of any particular part of such funds the expenses incurred by the Society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objects including all rent, rates, taxes outgoings and the salaries of the employees;

xv. to maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government/UT Administration.

### **Organization Chart**



**Name of the H.O.D. (Principal) of CIHM since inception**

| Sr. No | Name               | From       | To         |
|--------|--------------------|------------|------------|
| 1      | Sh. R.L. Rekhy     | 10-09-1973 | 31-07-1996 |
| 2      | Sh. Alok Shivapuri | 01-08-1996 | 08-07-2003 |
| 3      | Sh. N.K. Nanchahal | 09-07-2003 | 16-02-2004 |
| 4      | Sh. S.K. Saluja    | 17-02-2004 | 15-10-2008 |
| 5      | Sh. T.K. Razdan    | 16-10-2008 | 31-03-2020 |
| 6      | Sh. Vishal Kalia   | 01-04-2020 |            |