

Chapter 4

Procedure followed in Decision Making Process

In the discharge of duties and in the decision-making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken at the level of the Head of Departments (HODs) for academic matters and Administrative Officer (AO) for administrative matters in the CIHM and final approvals are given by Principal and/or Chairman, Board of Governors of the institute.

To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level:

1. E-Tender/GEM Portal Purchase Committee

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| 1. | Sh. Rohit Gupta, PCS,
Director Tourism,
Chandigarh Administration,
Chandigarh. | Chairman |
| 2. | AC & (FA)
Department of Tourism,
Chandigarh Administration,
Chandigarh. | Member |
| 3. | Mr. Sitiesh Srivastav, Principal
Dr. Ambedkar Institute of Hotel Management
Sector – 42D,
Chandigarh | Member |
| 4. | Mr. Rajesh Kumar Sharma,
Admn. Officer,
Chandigarh Institute of Hotel Management
& Catering Technology,
Sector 42-D,
Chandigarh | Member |
| 5. | Mr. Vishal Kalia, | Member/Secretary |

Principal/Secretary
Chandigarh Institute of Hotel Management
& Catering Technology,
Sector 42-D,
Chandigarh.

For local market purchase, Purchase Committee is formed by the Principal to assess the reasonableness of the rates, quality and specifications and identify the appropriate supplier, as per the provisions given in the GFR Rules.

2. Anti Ragging Committee (2023-24)

ANTI RAGGING COMMITTEE

- 1) Head of the committee from Institute: Mrs. Shashi Bhatia (HOD)**
- 2) Faculty Members : Mrs. Seema Yadav (Sr. Lecturer) & Mr. Tarun (Assistant Lecturer)**
- 3) Hostel Warden- Boys : Mr. Bhasham Kumar**
- 4) Hostel Warden- Girls : Ms. Rukhsana**
- 5) Representative of Civil Society : Mr. Rajiv Arora**
- 6) Representative of Local Police Administration : Mr. Shub Karan Singh (Head Constable- P.S. 39)**
- 7) Representative of local Media : Mr. Sanjay Pahwa (Editor Voice of Chandigarh)**
- 8) Representative from a non-government organization who are involved in youth activities or counselling of students : Mr. Pramod Sharma (YUVSATTA)**
- 9) Representative of Students**
 - B.Sc. 1st Year - Mr. Deepansh Sharma**
 - B.Sc. 2nd Year - Mr. Ishan Shaurya**
 - B.Sc. 3rd Year - Ms. Vishakha Thakur**
- 10) Representative of Parents : Mr. Sanjay Gupta**
- 11) Non- teaching staff from the Institute: Mr. Rajesh Sharma, A.O.**

3. Internal Complaint Committee of the Sexual Harassment of women at workplace

Internal Complaints Committee:-

- 1. Mrs. Shashi Bhoria Bhatia, HOD, CIHM, Chandigarh.**
- 2. Ms. Anupama Raj, Advocate, H. No. 3360, Sector-15-D, Chandigarh.**
- 3. Mr. Parmod Sharma, Coordinator, YUVSATTA, R. No. 12, Karuna Sadan, Sector-11, Chandigarh.**
- 4. Mr. Rajesh Sharma, AO/Convener, CIHM, Chandigarh.**
- 5. Mrs. Shalini Sachdeva, Senior Lecturer, AIHM, Sector-42-D, Chandigarh.**

4. Student complaint redressal committee.

1. Mrs. Shashi Bhoria Bhatia, HOD

2. Dr. JP Kant, HOD

3. Mr. Rajesh Kumar Sharma, Administrative Officer

5. Executive Committee

- 1. The Director Tourism,
Chandigarh Administration,
Chandigarh.**
- 2. The Regional Employment Officer,
Chandigarh Administration,
Sector – 17,
Chandigarh.**
- 3. The Regional Director (North)
Govt. of India,
Tourist Office, 88-Janpath,
New Delhi.**
- 4. Principal,
Dr. Ambedkar Institute of Hotel Management,
Sector 42-D,
Chandigarh.**
- 5. Principal/Secretary,
Chandigarh Institute of Hotel Management
& Catering Technology, Sector 42-D,
Chandigarh.**

6 **LIST OF THE MEMBERS OF THE DEPARTMENTAL PROMOTION COMMITTEE-
CIHM, CHANDIGARH**

1.	The Director Tourism, Chandigarh Administration, Chandigarh.
2.	National Council for Hotel Management & Catering Technology, Plot No .A-34, Sector 62, Institutional Area, Noida – 201301
3.	The Regional Director (North), Govt. of India, Tourist Office, 88-Janpath, New Delhi.
4.	Principal, Dr. Ambedkar Institute of Hotel Management, Sector 42-D, Chandigarh.
5.	Principal/Secretary Chandigarh Institute of Hotel Management & Catering Technology, Sector 42-D, Chandigarh.

Note: All complaints received from students are redressed within a suitable time frame.

Time Limit for taking a decision

As such there is no time limit defined for taking decisions in the charter. However, time limit for taking any decision in the Institute is decided by the Principal depending on the nature of job/task/complaint.

Normally the time taken for taking any decision is 7 to 10 days.

The institute follows the accountability as per organizational chart.
<http://cihmct.com/wp-content/uploads/2023/08/CHAPTER-2.pdf>

Redress of Grievances are handled by the committee constituted for the purpose.