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

1.	Sh. Rohit Gupta, PCS, Director Tourism, Chandigarh Administration, Chandigarh.	Chairman
2.	AC & (FA) Department of Tourism, Chandigarh Administration, Chandigarh.	Member
3.	Mr. Sitesh 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. Bhisham 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, Admnistrative Officer

5. Executive Committee

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

6 <u>LIST OF THE MEMBERS OF THE DEPARTMENTAL PROMOTION COMMITTEE-</u> <u>CIHM, CHANDIGARH</u>

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. <u>http://cihmct.com/wp-content/uploads/2023/08/CHAPTER-2.pdf</u>

Academic Activities undertaken by the Institute:

Sr. No	Name of Stream	Date of Commencing	Incharge
1	Diploma in	1973	Mrs Shashi Bhoria Bhatia
	Food Production		
2	Diploma in	1973	Mr Achal Bisht
	Bakery & Confectionary		

Time Limit for achieving the targets

Targets are achieved as per academic calendar

FIRST YEAR S	EMESTER - I				SEMESTER - II		
Schedule	From	То	Weeks	Schedule	From	То	Week
Teaching	05.08.2024	27.09.2024	08	Teaching	06.01.2025	28.02.2025	0
nternal Evaluation (IE)	30.09.2024	04.10.2024	01	Internal Evaluation (IE)	03.03.2025	07.03.2025	0
Teaching	07.10.2024	29.11.2024	08	Teaching	10.03.2025	02.05.2025	0
Practical/Preparatory	02.12.2024	06.12.2024	01	Practical/Preparatory	05.05.2025	09.05.2025	0
End-Semester Examination (ESE)	09.12.2024	20.12.2024	02	End-Semester Examination	12.05.2025	23.05.2025	0
Winter Break	23.12.2024	03.01.2025	02	(ESE)		1	_
SECOND YEAR S	24.06.2024	(GROUP - I)	17	In-Institute Teaching	EMESTER - IV (GROUP - I)	(
Make-up for IT Shortfall	21.10.2024	08.11.2024	03	Winter Break	23.12.2024	03.01.2025	0
End-Semester Examination	11.11.2024	22.11.2024	02	Teaching	06.01.2025	31.01.2025	0
(ESE)				Internal Evaluation (IE)	03.02.2025	07.02.2025	0
Submission of IT Feedback				Teaching	10.02.2025	04.04.2025	
Appraisal & IT Project Report				Practical/Preparatory	07.04.2025	11.04.2025	1
4,				End-Semester Examination	14.04.2025	25.04.2025	
	EMESTER - III ((ESE)	14.04.2020	20.04.2020	
In-Institute Teaching	08.07.2024	30.08.2024	08				_
Internal Evaluation (IE)	02.09.2024	06.09.2024	01		EMESTER - IV (
Teaching	09.09.2024	01.11.2024	08	Industrial Training	02.12.2024	28.03.2025	
Practical/Preparatory	04.11.2024	08.11.2024	01	Make-up for IT Shortfall	31.03.2025	18.04.2025	
End-Semester Examination (ESE)	11.11.2024	22.11.2024	02	End-Semester Examination (ESE)	21.04.2025	02.05.2025	
				Submission of IT Feedback Appraisal & IT Project Report			
	EMESTER - V				SEMESTER - V	1	
Teaching	08.07.2024	30.08.2024	08	Teaching	25.11.2024	20.12.2024	
Mid-Term Examination	02.09.2024	06.09.2024	01	Winter Break	23.12.2024	03.01.2025	
Teaching	09.09.2024	01.11.2024	08	Teaching	06.01.2025	31.01.2025	
Practical/Preparatory	04.11.2024	08.11.2024	01	Internal Evaluation (IE)	03.02.2025	07.02.2025	
End-Term Examination	11.11.2024	22.11.2024	02	Teaching	10.02.2025	04.04.2025	
			10	Reactical/ Preparatory	07.04.2025	11.04.2025	
			1200	Binds Term Examination	14.04.2025	25.04.2025	
			11 21 1 11 10 10	34, dtm2-62 -201300 (mm) 5 Sectors 4 dt outper-62 *		9	lan

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