

Chapter 5

Norms for the Discharge of Functions

The procedure/instructions contained in the Manual of Office Procedure issued by the Department of Personal UT Chandigarh, and Department of Finance, Chandigarh Administration for timely disposal of receipts/cases are being followed in the CIHM. Further information can be obtained from the link below:-

<http://cihmct.com/rti/>

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, Chairman
Director Tourism,
Chandigarh Administration,
Chandigarh.
2. AC & (FA) Member
Department of Tourism,
Chandigarh Administration,
Chandigarh.
3. Mr. Sitesh Srivastav, Principal Member
Dr. Ambedkar Institute of Hotel Management
Sector – 42D,
Chandigarh
4. Mr. Rajesh Kumar Sharma, Member
Admn. Officer,
Chandigarh Institute of Hotel Management
& Catering Technology,
Sector 42-D,
Chandigarh
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.

1. 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.

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

Internal Complaints Committee:-

1. Mrs. Shashi Bhatia, HOD, CIHM, Chandigarh.
2. Ms. Anupama Raj, Advocate, H. No. 3360, Sector-15-D, Chandigarh.
3. Mr. Pramod 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.

3. Student complaint redressal committee.

1. Mrs. Shashi Bhoria Bhatia, HOD

2. Dr. JP Kant, HOD

3. Mr. Rajesh Kumar Sharma, Administrative Officer

4 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.

5 **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.