

Chapter 2

Section-4

Obligations of Public Authority

4(b)

(i) THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:

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| Name of the Organisation | Institute of Hotel Management Catering Technology & Applied Nutrition, Bhopal (Society) Bhopal, 1100 Atrs, Near Academy of Administration, Bhopal-462016 |
| Functions | An Educational Institution imparting training in Hospitality Management trades. |
| Duties | Principal – Head of Institution responsible for smooth functioning of Organization in all aspects |
| Head of Department | Responsible for smooth functioning of all Academic activities in the organization. |
| Administrative Officer | Responsible for smooth functioning of all Ministerial jobs including Accounts, Stores, Security, Maintenance, etc. |
| Teaching Staff | Responsible for conduct of both theory and practical including examination, invigilation, evaluation counselling, guiding, looking after extra-curricular activities. |
| Ministerial Staff | Responsible to carry out all jobs relating to Admissions, Examinations, Establishments, Accounts, Stores, Purchase, etc. |
| Maintenance Department Staff | Maintenance Department- consisting of Maintenance Foreman-cum-Caretaker, Assistant Maintenance Foreman-cum Caretaker and helper (Casual worker) responsible for complete maintenance jobs in the campus including Hostels. |
| Supporting Staff | <ul style="list-style-type: none">- Pickup raw materials from the general stores to the kitchens, upkeep of respective department and taking care of Dish/Ware Washing etc.. and any other works as and when allotted by the competent authority.- Security staff on contract: Watch and ward duties in the campus and Hostel premises. |