

RULES AND RECGLATIONS OF THE INSTITUTE OF HOTEL
MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION
(GWALIOR) SOCIETY.

SHORT TITLE : 1. These Rules and Regulations may be called
"Rules and Regulation of the Institute
of Hotel Management Catering Technology &
Applied Nutrition (Gwalior) Society"

DEFINITION : 2. In these rules:-

(a) 'Society' means the Institute of Hotel Management, Catering Technology & Applied Nutrition, (Gwalior) Society.

(b) 'Institute' means the Institute of Hotel Management, Catering Technology & Applied Nutrition, (Gwalior).

(c) 'Central Government' means Ministry of Tourism or Department in the Central Government dealing with the subject.

(d) 'Chairman' means except where the context otherwise requires, the Chairman of the Society.

(e) 'Principal' means the Principal of the Institute of Hotel Management Catering Technology & Applied Nutrition, Gwalior In these Rules and Regulations, the 'Principal' shall also mean Secretary of the Society, wherever the context so requires.

(f) 'State Government' means the Government of Madhya Pradesh.

REGISTERED OFFICE 3. The office of the Society shall be started at Gwalior or any city or town in the State of Madhya Pradesh where to it may be removed pursuant to a resolution passed in that behalf by the Board of Governors of the Society.

MEMBERSHIP member:- 4. (i) The Society shall consist of the following

(a) A Chairman nominated by the Central Government.

(b) Three representatives of the State Government of Madhya Pradesh

Administration, one being the Director of Technical Education and Training Government of Madhya Pradesh Administration ex-office of the there be no such person the officer who is for the time being; the administrative head of the department which is in charge of technical education, where in addition to other functions or otherwise.

Government, One of Department of Tourism or his (c) Four representatives of the Central them being PA to the nominee.

(d) An expert on catering technology to be nominated by the Central Government.

(e) Two representative of the Hotel and Restaurant Association of Region to be nominated by the Government of India.

(f) The Principal of the Institute Ex-Office.

appoint any of the Society. (ii) The Central Government may at any time other person to be a member

and every sign the roll and state name, designation occupation and address

5. The Society shall keep a roll of members member of the Society shall there in his No person shall be deemed to be member or be entitled to exercise any of the rights and privileges of a member unless he has i=signed as aforesaid.

the roll

6. If a member of the Society shall change his address, he shall notify his new address to the Principal, but if he fails to notify his address, the address in the roll of members shall be deemed to be his address.

7. Should any member of the Society (Other than the Chairman, the Expert in Catering technology nominated by the Central Government and the Principal. Institute of Hotel Management, Catering Technology & Applied Nitration, Gwalior, be unable to attend a meeting of the

Society, he may appoint as authorized representative as proxy to take his place at the meeting of the Society and such representative shall have all the rights and privileges of member of the society including the right to vote for the meeting.

TENURE OF MEMBERS

the Society
office he holds his membership
terminate when he ceases to hold that
office.

a.(i) When a person becomes member of
by reason of the
shall

nominated by the
Government by the State Government
shall continue to be a member during the

(ii) A member of the Society
Central

pleasure of the Central Government or the
State Government, as the case may be.

representing
Restaurant Association of
Madhya Pradesh, region Shalala cease to
be a member of the society as soon as he
removed from the membership of the
by the State Government of
Madhya Pradesh upon a request to that
effect being made by the said association.

(iii) The member of the Society
the Hotel and

is
society

(iv) Every member (including the
Chairman) that covered by sub-
rule(i) and (ii) of this rule shall
cease to be a member on the
expiry of three years from the
date of his appointment or
nomination but shall be eligible for
re-appointment or denomination
as the case may be.

POSITION OF MEMBERSHIP

shall cease to be
Society if he dies, resigns,
becomes of unsound mind, be adjudicated
or be convicted of a criminal offence

9. A MEMBER OF THE Society
a member of the

the
Society or if he (other than the Principal)
accepts a full-time appointment in the
Institute, or if he does not attend three

involving moral turpitude or if he is
removed from the membership of

consecutive meetings or the Society without
leave of absence from the chairman,.

obtaining

RESIGNATIONS
his office by a
addressed to the Central
Government and his resignation shall
take effect from the date it is accepted
by the Central Government.

10.(i) The Chairman may resign
letter

(ii) A member may resign office
by a letter
addressed to the Chairman under
intimation to the authority by whom he
was nominated and such resignation
shall take effect from the date it is
accepted by the Chairman.

VACANCIES
notwithstanding
vacancy therein and notwithstanding
any defect in the appointment or
nomination of any of its member and no
act or proceeding of the Society shall be
invalid merely by reason of the existence
of any vacancy therein or if any defect in
the appointment or nomination of its
members

11. The Society shall function,
any

MEETING OF THE SOCIETY
whenever the
Chairman thinks fit, provided that the
chairman shall call a meeting of the
society upon a written requisition of
upon less than four members specifying
the subject of the meeting proposed to
be called. Provided further that the
annual general meeting of the Society
shall be held at least once in every year
as required under the Societies
Registration Act, 1860.

12. (i) The society shall meet

the Society
days notice shall be given
provided that the Chairman may, for
reasons to be recorded, call a special
meeting on such short notice as he
may deem fit. The accidental
omission to give notice to or the
non-receipt of notice of any meeting

(ii) For every meeting of
fifteen

by one or more members shall not invalidate the proceeding at that meeting.

Society including any representative authorized under Rule 7 shall constitute a quorum at any meetings.

(iii) Five members of the

opinion Members, the opinion of the majority shall prevail provided that in the event of disagreement by the Central Government representative representing Ministry of Finance on any financial matter, the same would be referred to the Ministry of Tourism and the Finance Ministry for a decision.

(iv) In case of difference of amongst the

Society, the Chairman, shall have one vote and if there shall be an equality of votes on any question

(v) Each member of the including

additional vote.

to be determined by the Society the Chairman or member presiding shall have an or casting

presided over by the Chairman and in his absence, by a member chosen by the members present to preside on the occasion.

(vi) Every meeting of the society shall be

the Board of shall be deemed to be meeting of the Society.

(vii) All the meeting of Governors

which it may be necessary for the Society to

(viii) Any business

perform, except such as may be placed before its meetings may be arrived out by circulation among all its members in India and any resolution so circulated and approved by a majority of the members singeing shall be as

effectual and binding as if such resolution had been passed at a

meeting of the Society; provided that at least four members of the society have recorded their views on the resolution.

BOARD OF GOVERNS COMPOSITIN
superintendence, POWERS
direction and control of the affairs of the Society and its income and property shall be vested in the Governing body hereinafter called the Board of Governors or the Board.

13. The general
VESTING ETC.

Board shall be
the

14. The members of the
the same as the Members of
Society.

the Board
than the Chairman, the
Expert on Catering Technology
nominated by the Central Govt. and
the Principal of the Institute of Hotel
Management Catering Technology
be
attend a meeting of the
Board, he may appoint an
authorized representative as a
proxy to take his place at the
meeting of the Board and such
representative shall have all the
rights and privileges of a Member
of the Board including the right to
vote for that meeting only.

15. Should any Member of
(other

& Applied Nutrition, Gwalior
unable to

function,

notwithstanding any vacancy
therein and notwithstanding any

16. The Board shall

defect in the appointment or nomination of any of its members, and no act or proceeding of the Board shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

17.(i) Within the broad frame work of the policy laid down by the Govt. of India, or instructions/ orders issued by them from time to time, the Board may make and frame and from time to time repeat or alter bye-laws as to the management of the Society and the affairs thereof and as to the management of the Institute and the other institution of the society and as to the duties of any officers employees or servants of the society and as to the conduct of the business of Board or any committee or sub-committee appointed by the Board or as to any of the matters of things with in the powers of under the control of the Board provided that the same shall not be/consisted with the Memorandum of Association or the rules and regulations of the Society. Without in any manner derogating from the geniality of the foregoing powers, the Board may make from and from time alter and repeal bye-laws as to all or any of the following matters namely:-

Department
teaching :

(a) The formation of
of

charged for
course of study in the
Institute and for admission
for the examination for
conferment of the awards:

(b) The fees to be

© The institution of
fellowships, scholarships,
exhibitions, loans, prizes
and medals.

	<p>and classification of posts, the methods of appointment and determination of the terms and conditions of service of teaching and other staff of the Institute subject to prior approval of the central Government in all such matters.</p>	<p>(d) The creation</p>
<p>constitution of pension and provident funds for the benefit of the officers, teachers and other staff of the Institute.</p>		<p>(e) The</p>
<p>establishment and maintenance of halls and hotels.</p>		<p>(f) The</p>
<p>conditions of residence of students of the Institute and the levying of fees for residence in the halls and hotels and of other charges; and</p>		<p>(g) The</p>
<p>matters of relevance and administration of education Institutions</p>	<p>importance in the</p>	<p>(h) Other</p>
<p>may, by resolution, appoint such committees for such purposes and with such powers as the Board may think fit. The Board may co-opt such persons to these committees</p>		<p>(ii) The Board</p>

as it considers
suitable, rather
from amongst the
Members Board of
Governors or
outsiders.

(iii) The
Board may, by
resolution, delegate
to a committee or
the Chairman such
of its powers for the
conduct of its
business as it may
deem fit. Subject
to the condition that
action taken by any
committee or the
Chairman under the
powers delegated to
them by this rule
shall be reported for
confirmation at the
next
meeting of the
Board.

(iv) The Board may pass such
resolutions as it may
deem fit on the annual
report the annual
accounts and the
financial estimate.

18.(i) Ordinarily,
the Board
shall meet once in every
six months and fifteen
days. Notice shall be
given of each such
meeting and a copy of
the proceedings of such
meeting shall be
furnished to the
Central Government as
soon as possible after
the meeting; provided
that the Chairman

may, whenever he thinks fit, and shall on the written requisition of not less than two members, call a special meeting.

members of the representative authorized under Rule 15 shall constitute a quorum at any meeting of the Board.

(ii) Five Board including any

case of difference of opinion amongs the members, the opinion of the majority shall prevail provided that in the event of disagreement by the Central Government representative representing Ministry of Finance on any financial matter the same would

(iii) In

Ministry for a

be referred to Tourism and

decision.

the Ministry of the Finance

(iv)

Each member of the Board, including the Chairman, shall have one vote, and if there shall be an equality of votes on any question to be determined by the Board, the Chairman or member

determined

presiding shall have an additional or casting vote.

(v)

Every meeting of the Board shall be presided over by the Chairman and, in his absence, by a member chosen by the member present to preside on the occasion.

(vi)

Any business necessary for perform may be meeting, may be circulation among India and any circulated and majority of the signing effectual and as if such been passed at a Board, Provided members of the recorded their resolution.

which it may the Board to except such as placed before its carried out by all its members in resolution so approved by a members shall be as binding resolution had meeting of the that at least five Board have views on the

EXECUTIVE COMMITTEE the COMPOSITION, POWERS the Board of following shall executive (a) The Director of Technical Education, or

19.(i) Out of members of MEETING ETC. Governors the constitute an

committee

if there be no such person the officer who is for the time being the administrative head

of the department which is incharge of technical education, whether in addition to other functions or otherwise.

(b) Two of the representatives of the Central Government to be specified by the Central Government.

© The expert nominated by the Central Government to the Board of Governors, and

(d) The Principal of the Institute

(ii) The Director of Technical Education, or if there be no such person the officer who is for the time being the administrative head of the Department which is incharge of technical education whether in addition to other functions or otherwise shall be the Convener of the Executive Committee

(iii) Should any of the specified representatives of the Central Government be prevented from attending a meeting of the Executive Committee, he shall be at liberty to appoint and authorize as alternate for that meeting and such as alternate shall have all the rights and privileges of a member of the Executive Committee including the right to vote at the meeting only.

duty of the Executive Committee to see that the decisions taken by the Board of Governors are implemented.

20. It shall be the

Committee shall exercise all or any of the powers and functions of the Board of Governors, subject to the general superintendence, direction and control of the Board.

21. The Executive

Committee shall function,

notwithstanding any vacancy or any defect in the appointment or nomination of any of its members, and notwithstanding any defect in the appointment or nomination of any of its

therein and notwithstanding no act of the Executive Committee shall be invalid merely by reason of the vacancy therein or of any members.

22. The Executive

Committee shall meet as often as necessary and at least once in three months, and 10

meeting, and a copy of the proceedings of such meeting shall be furnished to the Board of governors and to the Central Government as soon as possible after the meeting PROVIDED that the convener may, whenever he thinks fit, and shall on the written requisition of not less than two members call a special meeting.

23.(i) The Executive day's notice shall be given of each such

of the meeting shall be presided over by a member elected to preside

(ii) The meeting Executive Committee shall

over that meeting. If there is any difference of opinion with regard to the Chairman, the meeting shall be presided over by the convener of Executive Committee or in his absence by one of the other representatives of the Central Government.

(iii) Three

members of the Executive Committee present in person shall constitute a quorum at any meeting of the Committee.

(iv) In case of

difference of opinion amongst the members, the opinion of the majority shall prevail provided that in the event of disagreement by the Central Government representative representing Ministry of Finance on any financial matter, the same would be referred to the Ministry of Tourism and the Finance Ministry for a decision.

(v) Each member

of the Executive Committee

including the Chairman shall have one vote, and if votes on any question to Committee the Chairman

elected for the meeting shall be an equality of be determined by the

elected for the meeting shall have an additional or casting vote.

(vi) Any business

which it may

necessary for the

Executive Committee to

perform, except such as

may be carried out by
circulation among all
its
members in India and
resolutions so circulated
and approved by the
majority of the members
signing shall be as
effectual and binding as if
such resolution had been
passed in a meeting of the
Committee; PROVIDED
that at least three
members of the
Committee have recorded
their views on the
resolution.

PRINCIPAL 24.(i) There shall be
a Principal
of the Institute to be
appointed by the Board
with the prior approval of
the Central Government in
accordance with
such
qualifications and
experience and methods of
recruitment and under
such terms and conditions
service as the Board
may
determine with the prior
approval of the Central
Government.

(ii) The Principal
shall be the
custodian of records and
the funds of the Institute
and such other property of
the Institute as the Board
may commit to his
charge.

(iii) The Principal
shall be the
Principal for the proper
administration of the

Institute and academic
and Executive Officer of
the Institute and
shall be
responsible for imparting
of instruction and the
maintenance of discipline.
All other staff of the
Institute shall be
subordinate to the
Principal.

(iv) The Principal
shall act as
Secretary to the Society,
the Board, the Executive
Committee and other
Committees of the Society
or the Board.

(v) The Principal
shall have
such other powers and
shall perform such other
duties as may be
delegated to him by the
Board.

ACCOUNTS AUDITED AND REPORT 25. Within six
months of the
closing of the previous
financial year the Society
shall submit to the Central
Government for their
approval Budget
Estimates
for the ensuing year,
provided that the Budget
Estimates for the first year
will be submitted in
accordance with
such
directions as the Central
Government may issue in
this respect.

SOCIETY TO BE USED IN THE NAME 26. For the
purpose of Section
6 of the societies
Registration Act, 1860 (XXI
of 1860), the person in

whose name the Society
may sue or be sued
shall
be the Secretary of the
Society.

27. All contracts
for and on
behalf of the Society shall
be executed by the
Principal of the Institute if
the value of the contract is
Rs. 10,000-00 or less
and
the Principal of the
Institute and the convener
of the Executive
Committee if the value of
the contract exceeds Rs.
10,000-00.

The Board
may also authorize any
person to enter into
contracts on behalf of the
Society subject to such
restrictions and
conditions
as the Board may impose.

ALTERATIONS ETC. 28.(i) Subject to the
prior
approval of the Central
Government the Society
may alter, extend or
abridge any purpose for
which it is
established
provided it carries out the
procedure prescribed in
that behalf by Act XXI of
1860.

(ii) These Rules
may be
altered with the consent of
the Central Govt. at any
time by a resolution
passed by a majority of
two-thirds of the
members
at any meeting of
present

the Society which shall
have been duly convened
for the purpose.

29. The Society may be
dissolved in accordance
with the provisions of
Sections 13 and 14 of the
Societies

Registration Act
(21 of 1860) after
obtaining the previous
consent of the Central
Government.

30. If on the winding up or the
there shall remain, after
debts and liabilities any
same shall not be paid to
distributed amongst them,
section 14 of the Act shall
Central Government may
dissolution of the Societies
the satisfaction of all its
property whosoever, the
any of its members of
but subject to provisions of
be disposed off as the
determine.