

Chapter 2

Particulars of Organisations, Functions and Duties

The Organisation

National Council for Hotel Management and Catering Technology is a registered Society responsible for education and training in Hotel Management and Catering Technology under Ministry of Tourism, Government of India. The Council regulates academics in the field of hospitality Education and Training that is imparted at 21 Central Govt. sponsored Institutes of Hotel Management, 35 State Govt. sponsored IHMs, 1 PSU IHM, 26 private Institutes and 12 Food Craft Institutes that function in different parts of the country

The Council performs a key role in creating a modern and model training system to meet the varied and changing manpower need for different segments of the hotel and catering industry. Activities of the National Council include formulation of different courses of study in the field of Food Management, Hotel Management and allied skills and crafts. The Council affiliates Institutes conducting courses prescribed by it; prescribe norms and standards for physical infrastructure and equipment required by such institutes. It prescribes educational and other standards for faculty positions in Institutes and prescribes basic standards required for admission of students to various courses. The Council promotes general advancement of hospitality management education and it advises the Government on the coordinated growth and development of hotel management and catering technology education and training etc.

ORGANISATION STRUCTURE – NCHMCT, Noida

Office of Chief Executive Officer				
Chief Executive Officer (one post) – Pay Level -13(A) Sr. Personal Assistant (one post) – Pay Level – 7 Driver (one post – Pay Level – 2 (Total – 3 posts)				
Administrative Division		Studies & Examination Division		Academic & Research Division
1. Director (Admin & Finance) (one post) –Pay Level-13 2. PA to Director (A&F) (Stenographer Gr. C) (one post) – Pay Level-6 3. Assistant (one post) – Pay Level-6 4. Deputy Director (one post) – Pay Level-11 5. Stenographer Gr. D (one post) – Pay Level-4 (Total – 5 posts)		1. Director (Studies)/Controller of Examination (one post) – Pay Level-13 2. Stenographer Gr. D (one post) – Pay Level-4 (Total - 2 posts)		1. Director (Academics & Research) (one post) – Pay Level-13 2. Stenographer Gr. D (one post) – Pay Level-4 (Total – 2 posts)
Society, BoG, Regulation & Monitoring, General Administration, Establishment & Hindi	Finance & Accounts	Studies & Examination	Student Registration	Teaching, Placement & Incubation Centre, Research, Training and Publication
1. Office Superintendent (one post) Pay Level-7 2. LDC (two posts) – Pay Level-2 3. Driver (one post) – Pay Level-2 4. Peon/ Pantry Attendant/ Safaiwala/Chowkidar (MTS) (5 posts) (Pay Level-1) (Total-9 posts)	1. Executive Officer (one post) – Pay Level-10 2. Accountant (Two posts) – Pay Level-7 (Total – 3 posts)	1. Executive Officer (Studies) (one post) – Pay Level-10 2. Assistant Director (Studies) (one Post) – Pay Level-7 3. UDC (one post) – Pay Level-4 4. LDC (one post) – Pay Level-2 (Total – 4 posts)	1. Assistant Director (Technical) (one post) – Pay Level-7 2. Assistant (one post) – Pay Level-6 3. LDC (one post) – Pay Level-2 (Total – 3 posts)	1. Lecturer (two posts) – Pay Level-7 2. Assistant (one post) – Pay Level-6 3. Librarian & Information Assistant (one post) – Pay Level-6 (Total – 4 posts)

Role and Functions of the NCHMCT:

Aims and objectives of National Council for Hotel Management & Catering Technology and its role as the apex formation in the country to ensure co-ordinated growth and development of hospitality education through its affiliated institutes are elaborated in its Memorandum of Association which among other things, mandates the Council to effectively discharge functions such as:

- a. Formulate, guide and coordinate various types of studies, knowledge and research inclusive of Graduate and Post Graduate studies in the field of Food Management, Hotel Management, Catering Technology and Applied Nutrition and allied skills and crafts;
- b. Affiliate Institutions concerned with the subject and prescribe course of study and instructions leading to examinations conducted by it;
- c. Prescribe standards for buildings and equipment for affiliated institutes;
- d. Prescribe educational qualifications and other standards for faculty and members of staff of affiliated institutes and, where necessary depute them for further training, both within and outside the country.
- e. Prescribe educational and other qualifications for admission of students to various courses and prescribe manner of admission of students of different courses at the affiliated institutes;
- f. Admit candidates to examinations conducted by it;
- g. Conduct annual examinations for promotion from lower to higher classes and terminal examinations for award of Certificates, Diplomas and Degrees as prescribed for different courses;
- h. Publish results of examinations conducted by it;
- i. Grant Certificates, Diplomas and Degrees to students who have completed and passed the prescribed course of study and examination conducted by it;

- j. Co-operate with other authorities and bodies in such manner and for such purposes as may be necessary for giving effect to the objects of the Society;
- k. Promote general advancement of hospitality education, technical or otherwise, amongst members of and those connected with educational and professional interests of the hotel and catering industry;
- l. Form Rules and Bye-laws to devise and impose means for testing qualifications of persons already working in the industry with a view to grant recognition to their professional attainments and deal with all matters incidental thereto;
- m. Advise the Government on coordinated development of Hotel Management and Catering Technology education and training and on such other matters as the Govt. may require;
- n. Do all other such lawful acts and things as may be necessary or incidental or conducive to the attainment of all or any of the objects of the Society;
- o. Acquire, hold and dispose of property in any manner whatsoever, subject to prior approval of the Central Government being obtained in the case of acquisition or disposal of immovable property;
- p. Deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its functions;
- q. Borrow and raise money with or without security or the security of any mortgage, hypothecation or pledge of the overall or any part of the immovable properties belonging to the Society or in any other manner whatsoever;
- r. Print, publish and exhibit magazines, periodicals, newspapers, books, pamphlets or posters that may be considered desirable for the promotion of the objects of the Society;
- s. Receive grants-in-aid, donations, etc. from the Govt. and, if considered necessary, from other persons and utilize the grants etc. so received solely for furtherance of the objects of the Society and in accordance with any conditions therefore imposed by the Government;
- t. Create and maintain a fund to which shall be credited;

- i) All moneys provided to the Society by Government of India and other Governments/Institutions;
 - ii) All fees and other charges received by the Society;
 - iii) All moneys received by the Society by way of grants, gifts, donations bequests or transfers, and
 - iv) All moneys received by the Society in any other manner or from any other source.
 - v) Deposit all moneys into the fund created and maintain them in banks or invest them in such manner as the Society may decide;
- u. Draw, make, accept endorse and discount cheques, notes or other negotiable instruments , and for these purposes sign execute and deliver such assurances/deeds as may be necessary;
 - v. Pay out of the funds belonging to the Society or out of any particular part of such funds the expenses incurred by the Society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objects including all rents, taxes, outgoings of salaries of the employees;
 - w. Carry out such other duties as may be imposed upon it by the Central Government from time to time.