

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED
NUTRITION (PATNA-HAJIPUR) SOCIETY – BIHAR**

In the matter of Societies Registration Act, 1860, Bihar Societies Registration Rules, 1965 AND in the matter of the Institute of Hotel Management, Catering Technology & Applied Nutrition Society, Bihar, Patna - Hajipur, hereinafter referred to as the 'Society'.

PRELIMINARY: In this memorandum unless it is repugnant to the Text and the Act itself the meanings shall be same as given in this definitions.

Definitions:

- i) 'Society' means the Institute of Hotel Management, Catering Technology & Applied Nutrition, Patna- Hajipur, Bihar.
- ii) 'Central Government' means Govt. of India/Union Govt. at Delhi.
- iii) 'Ministry' means the concerned Ministry/Department of Tourism, Govt. of India.
- iv) 'State Government' means the Govt. of Bihar, Patna.
- v) 'National Council' means the National Council for Hotel Management and Catering Technology (NCHMCT), the apex body situated at Delhi.
- vi) 'Chairman' means the Ex-Officio Chairman of the Society appointed by the Central Government.
- vii) 'Principal-cum-Secretary' means the Principal of the Institute. Secretary means holding the charge of Secretaryship of the Society by virtue of holding the post of Principal duly appointed by the Board of Governors.
- viii) The 'Board of Governors' (BOG) means the Supreme Body of the Society and its members are appointed by the Central Government and includes the Principal.
- ix) 'Executive Committee' means committee formed by the B.O.G for management of all those affairs and administrative functions as entrusted by the B.O.G.
- x) "Appointing Authority" means Ministry, Department of Tourism, Govt. of India .
- xi) "Disciplinary Authority" means the Appointing Authority.
- xii) "Competent Authority" means the Ministry/Department of Tourism, Govt. of India.

MEMORANDUM OF ASSOCIATION

1. **Name of the Society:** Institute of Hotel Management, Catering Technology & Applied Nutrition Society, Patna-Hajipur Bihar herein after referred to as the 'Society'.
2. **The Registered Office of the Society situated is at Opp. State Govt. Circuit House, P.O. Industrial Estate, Hajipur- 844 101, Vaishali.**
3. **Area of operation – State of Bihar.**
4. **The aims and objects of the Society are as follows:-**
 - a) to establish and carry on the administration and management of the Institute of Hotel Management, Hajipur
 - b) to provide instruction and training in all crafts and skills and in all the branches of Food Management, Hotel Management, Catering Technology & Applied Nutrition as the National Council for Hotel Management and Catering Technology (NCHMCT) being an apex body may think fit and for advancement of learning and dissemination of knowledge in such branches as may be deemed necessary;
 - c) to adopt and follow the courses of instructions as may be prescribed by the National Council (NCHMCT) from time to time;
 - d) to impart instruction and training in modern and scientific techniques of management of modern hotels, resorts, hostels and institutions of the like nature;
 - e) to hold examinations, grant certificates, diplomas/degrees and other awards under the instruction and guidance of the National Council;
 - f) to charge such fees and other charges as may be fixed by the NCHMCT /IHMCTAN from time to time;
 - g) to levy such other charges as may be laid down in the bye-laws;
 - h) to establish, maintain and manage halls, hostels, and staff quarters;
 - i) to supervise and control the discipline of students of the institute ;
 - j) to make appointment of administrative, technical, ministerial and such other posts except the post of Group "A" Officer as may be necessary in accordance with Rules, Bye-Laws and any instructions/orders and Guidelines issued by the Central Government from time to time;
 - k) to award fellowship, scholarship, loans, monetary assistance, prizes and medals in accordance with the Rules and Bye-Laws;
 - l) to seek affiliation with the National Council (NCHMCT) for Hotel Management and Catering Technology;
 - m) to arrange and distribute certificate/diplomas/degrees received from National Council (NCHMCT) to all the successful candidates;

- n) to commence short term courses of various nature and fix the requisite fees and charges, hold examinations and grant certificates and other awards to persons;
- o) to amend the rules and Bye-Laws from time to time;
- p) to give gratuities to retired/relinquished employees of the Society or to their wives, children or other dependants;
- q) to initiate in releasing the payments of insurance from LIC of India for the benefit of persons employed by the Society or their wives, children or other relatives or dependants of such persons;
- r) to initiate in releasing the payments of Provident Fund from Contributory Provident Fund Account for the benefit of persons employed by the Society or their wives, children or other relatives or dependants of such persons;
- s) to acquire, hold and dispose of property in any manner whatsoever provided with the prior approval of the Central and State Governments is obtained in the case of acquisition or disposal of immovable property;
- t) to deal with any property belonging to or vested in the Society for the development of the institute subject to ratification of the BOG;
- u) to borrow and raise money with or without security or in the security of any Mortgage, charge of Hypothecation or Pledge over all or any of the immovable properties belonging to the Society or in any other manner whatsoever;
- v) to build, construct and maintain quarters and hostels and alter, extend, improve, repair, or modify the same including any existing building and to provide and equip the same with light, water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the use to which such buildings are to be put up or held;
- w) to construct or otherwise acquire, lay out, repair, extend, alter, enlarge, improve and use any land, recreation or playgrounds, parks and any other immovable property belonging to or held by the Society ;
- x) to start, conduct, print, publish and exhibit any magazine, periodicals, newspapers, books, pamphlets or poster that may be considered desirable for the promotion of the object of the Society ;
- y) to maintain a fund to which shall be credited:-
 - i) all moneys provided by the Central and State Governments ;
 - ii) all fees/finances and other charges received by the Society ;
 - iii) all money received by the Society by way of grants, gifts, donations, or transfer;
 - iv) to deposit all moneys credited to the Fund in such nationalised banks or to invest them in such manner as the Society may, with the approval of the Central/ State Government, decide;
 - v) to draw, make, accept, endorse, and discount cheques, Notes or other negotiable instruments, and for these purposes to sign, execute and deliver such assurances and deeds as may be necessary ;

- vi) to pay out of the funds belonging to the Society or out of any particular part of such funds expenses incurred by the Society from time to time including all incidental expenditure in formation of the Society;
 - vii) to maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed and required by the Central/State Government ;
 - viii) to have the accounts of the Society audited in such manners as the State Government may direct and to forward annually to Central and State Government accounts duly certified by the auditors together with the audit Report thereon;
 - iii) to constitute such committees or sub-committees with powers co-opt as per the directions of the Board ;
 - x) to delegate all or any of its powers to the Board of Governors of the Institute or to the Executive Committee or to any of the committee or sub-committee constituted by the Society or the Board or to any one or more members of its bodies or its officers ;
 - z. to do all such lawful acts, deeds or things as may be necessary incidental or conducive to the attainment of all or any of the objects of the Society.
5. No immovable property of the Society shall be disposed of in any manner whatsoever without the approval of the Central and State Governments.
 6. The Central Government may issue in consultation with the State Government such directions to the Society or the Institute as it may consider necessary for the furtherance of the objects of the Society and for ensuring the effective running of the Society.
 7. The Central Government being an Appellant Authority may appoint in consultation with the State Govt. one or more persons to review the work and progress of the Society or Institute and to hold inquiries and to report thereon. Upon receipt of such reports the Central Government in consultation with the State Government take such action and issue directions as it may consider necessary and comply with such directions.
 8. The income and property of the Society, derived, shall be applied towards the promotion of the objects as set forth in this Memorandum of Association subject to the grants made by the Central or State Government. No part of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends /bonus or otherwise howsoever by way of profit to the persons who at any time or have been members of the Society or to any of them or to any person claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or any person in return for any service rendered to the Society.

9. The Board of Governors shall have the following members as recommended by the Administrative Ministry.
- A Chairman nominated by the Central from the Department of Tourism, State Government preferably Secretary/Commissioner/Principal Secretary;
 - Three representatives of the State/Union Territory Govts;
 - Four representatives of the Central Government, one of them being Financial Advisor to the Ministry of Tourism or his nominee;
 - An expert on catering Technology to be nominated by the Central Government;
 - Two expert from Hotel Industry to be nominated by the Central Government;
 - The Principal of the Institute as Member Secretary;
10. The names and addresses and occupations of the members of the Governing Body of the Society (referred to in the rules and bye-laws as the Board of Governors) to which by the rules and bye-laws of the Society the management of its affairs is entrusted are:-

1	Chairman & Commissioner-cum-Secretary Department of Tourism, Govt. of Bihar, Old Secretariat, Patna
2	Addl. Director General (T),Govt. of India Ministry of Tourism, 1, Parliament Street, New Delhi- 110 001
3	Managing Director Bihar State Tourism Development Corporation , Patna
4	Commissioner-cum-Finance Govt. of Bihar, Department of Finance,Old Secretariat, Patna.
5	Financial Advisor (Finance) Govt. of India, Ministry of Tourism 1, Parliament Street, New Delhi- 110 001
6	Mr. Lajpat Rai Managing Director, Hotel Lotus Nikko, Saravosti
7	Mr. S. P. Sinha Managing Director Bihar Hotels Ltd., Hotel Maurya, Patna
8	Regional Director Govt. of India Tourist Office Embassy, 4, Shakespeare Sarani, Kolkata – 700 071
9	Director Science & Technology Govt. of Bihar, Deptt. Of Science & Technology, Patna
10	Director (A&F) National Council for Hotel Management & Catering Technology Library Avenue, Pusa Complex, New Delhi – 110 012.
11	Mr. R.K.Saxena, Principal Institute of Hotel Management, Sector-G, Aliganj Lucknow-226 020
12	Principal/Secretary Institute of Hotel Management, Catering Technology & Applied Nutrition, Opp. State Govt. Circuit House, P.O. Industrial Estate, Hajipur- 844 101, Vaishali, Bihar.