

**INSTITUTE OF HOTEL MANAGEMENT,
CATERING TECHNOLOGY & APPLIED NUTRITION,
HAJIPUR**



**ANNUAL REPORT
(2017 - 2018)**

PART-I

ANNUAL REPORT 2017-2018
INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND
APPLIED NUTRITION, HAJIPUR

i) Introduction

Institute of Hotel Management, Catering Technology & Applied Nutrition (IHMCTAN), Hajipur (Society) has come into existence in the year 1997 after upgradation of erstwhile Food Craft Institute, Patna (Society) which was set up in 1982 by Department of Tourism, Govt. of India.

Institute of Hotel Management, Catering Technology & Applied Nutrition, Hajipur is an autonomous body and is a Registered Society (Reg. No. 109/79-80) under the Society Registration Act (1860). The institute is one amongst the 21 Central IHMs in the country and is jointly sponsored by the Government of India (under Ministry of Tourism) and the Govt. of Bihar (under Department of Tourism). IHMCTAN, Hajipur is academically Affiliated to National Council for Hotel Management & Catering Technology, New Delhi vide Reg. No. AF(44)/22/NC/01. The Degree is being offered in (B.Sc.) Hospitality and Hotel Administration jointly by National Council for Hotel Management & Catering Technology, Noida and Indira Gandhi National Open University, New Delhi.

ii) Aims & Objectives

The Institute and its curricula have been designed to train promising and talented young boys and girls in hospitality management. Under the able guidance of a trained and experienced team of faculty, the Institute aims to professionally equip the students to take up positions of responsibility in various branches of the hospitality industry. The principle aims & objectives are as follows;

- to establish and carry on the administration and management of the Institute of Hotel Management, Catering Technology & Applied Nutrition, Hajipur;
- 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;
- to adopt and follow the courses of instructions as may be prescribed by the National Council for Hotel Management and Catering Technology, Noida (NCHMCT) from time to time;
- to impart instruction and training in modern and scientific techniques of management of modern hotels, resorts, hostels and institutions of the like nature;

- to hold examinations, grant certificates, diplomas/degrees and other awards under the instruction and guidance of the National Council;
- to charge such fees and other charges as may be fixed by the NCHMCT from time to time;
- to supervise and control the discipline of students of the institute;
- to award fellowship, scholarship, loans, monetary assistance, prizes and medals in accordance with the Rules and Bye-Laws;
- to arrange and distribute certificate/diplomas/degrees received from National Council (NCHMCT) to all the successful candidates.
- 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;

□*□

iii) Facilities

a) Campus location - Opp. State Govt. Circuit House, P.O. & P.S. Industrial Area, Hajipur-844 102, Vaishali, Bihar.

b) Available Area - 3.5 acres.

c) The Institute has following Labs for practical classes with proper infrastructure and facilities :

Basic Training Kitchen	one	1940 sq ft.
Advance Training Kitchen	one	1652 sq ft.
Larder / HSRT Kitchen	one	801 sq ft.
Quantity Training Kitchen	one	1817 sq ft.
Bakery & Confectionery	one	1657 sq ft.
Diploma Kitchen	one	1190 sq ft.
Advance Training Restaurant	one	1568 sq ft.
Speciality Restaurant	one	623 sq ft.
Housekeeping & Laundry Lab.	one	1045 sq ft.
Front Office Lab.	one	722 sq ft.
Computer Lab.	one	1109 sq ft.
Library (2912 Books)	one	1109 sq ft.
Student Dining (I)	one	1512 sq ft.
Student Dining (II) Hall	one	1730 sq ft.
Conference Hall (I) A.C.	one	800 sq ft.
Conference Hall (II) A.C.	one	230 seating capacity
Class Rooms	14	40 to 70 seating capacity 4 class rooms with LCD Projector

d) Hostel - Both the Boys' & Girls' Hostels are located in the campus having a capacity of 129 beds for boys & 98 beds for girls.

e) Nationalized Bank - Allahabad Bank is being operated in the institute's campus.

f) General shop - Stationery items / Mobile phone recharge vouchers, packaged food items / photocopying facility / internet / printout etc. being provided to the students within the campus.

iv) Management-

The institute is an autonomous registered Society under the Bihar Society's Registration Act 21, 1860 and its affairs are looked after by Board of Governors. It has its own Memorandum of Association, Rules & Regulation, Bye-Laws etc. The IHMCTAN, Patna-Hajipur Society comprises of the representatives of Central Govt. and State Govt., Experts of the field of Hotel Industry / Catering as Member Board of Governors with the Principal Secretary, Tourism, Govt. of Bihar as Hon'ble Chairperson of the Society and Principal of Institute as Member Secretary of the Society.

MEMBERS OF THE BOARD OF GOVERNORS' OF INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR (SOCIETY), HAJIPUR as on 31.3.2018.

Sl.No.	Name & Designation	Position held
01.	Mr. Pankaj Kumar, IAS Secretary (Tourism) Department of Tourism, Govt. of Bihar, Patna till 14.5.2018 A/N and w.e.f. 14.5.2018 Mr. Ravi Parmar, IAS Secretary (Tourism) Department of Tourism, Govt. of Bihar, Patna	CHAIRPERSON / CHAIRMAN
02.	Commissioner-cum-Secretary (F) Govt. of Bihar, Department of Finance, Patna	MEMBER
03.	Addl. Director General (T), Ministry of Tourism, Govt. of India, New Delhi	MEMBER
04.	Managing Director, Bihar State Tourism Development Corporation, Govt. of Bihar Veerchand Patel Marg, Patna	MEMBER
05.	Finance Advisor, Ministry of Tourism Govt. of India, New Delhi	MEMBER
06.	Regional Director, (Eastern India) Indiatourism, Govt. of India, Kolkata	MEMBER
07.	Deptt. of Training & Employment, Govt. of Bihar, Patna	MEMBER
08.	Director (A&F), National Council for Hotel Management & Catering Technology, A-43 Sector-62, Noida, UP	MEMBER
09.	Principal, Institute of Hotel Management Seed Farm, Sector-'G', Lucknow	MEMBER (Catering Expert)
10.	Sri T. K. Sinha, Senior General Manager, Hotel Chanakya, Veerchand Patel Marg, Patna.	MEMBER (Industry Expert)
11.	Mr. Arvind Rai, Executive Chef Ashok Hotel (ITDC), Chanakyapuri, New Delhi.	MEMBER (Industry Expert)
12.	Mr. Sitesh Srivastav Principal Institute of Hotel Management Hajipur, Vaishali, Bihar	MEMBER/SECRETARY

EXECUTIVE COMMITTEE

Sl.No.	Name & Designation	
01.	Regional Director, India Tourism, (Eastern India) Indiatourism, Govt. of India, Kolkata	Convenor
02.	Director, Training & Employment, Govt. of Bihar, Patna	Member
03.	Expert on the Board of Governors	Member
04.	Principal, IHM, Hajipur	Secretary

FACULTY & STAFF IN POSITION AS ON 31.3.2018

Academic Staff

Sl.No.	Staff	No.
01.	Principal	01
02.	HoD	01
03.	Sr. Lecturer	03
04.	Lecturer/ Instructor	05
05.	Asstt. Lecturer/ Asstt. Instructor	05
06.	Teaching Associate /Faculty member on contract	02

Administrative Staff

Sl.No.	Staff	No.
01.	Administrative Officer	01
02.	Assistant Administrative Officer	01
03.	Accountant	01
04.	P.A.	01
05.	UDC	01
06.	Storekeeper	01
07.	Stenographer	--
08.	LDC	05
09.	Librarian	01
10.	Foreman-cum-Electrician on contract	01
11.	Operational staff (Peon/Attendant/Sweeper)	03
12.	Outsourced Operational staff (Supervisor/Electrician/Lab Attendants/Driver/ Sweeper/Mali)	21
13.	Outsourced Arm guard/Security guard	9

v) Meeting of Board of Governors

- (i) 33rd Board of Governors Meeting of the Institute held on 08th May, 2017
- (ii) 34th Board of Governors Meeting of the Institute held on 5th October, 2017

Meeting of Executive Committee

- (i) 18th Executive Committee meeting held on 20th July, 2017

vi) Courses offered

Sl.No.	Course offered	Duration	Sanctioned Intake
01.	B.Sc.Degree in Hospitality & Hotel Administration	3 Yrs	230
02.	Diploma in Food Production	1½ year	50
03.	Diploma in Food & Beverage Services	1½ year	50

vii) Admission Procedure

Sl.No.	Course offered	Procedure	Age	Qualification
01	3 Yrs. B.Sc. Degree in Hospitality & Hotel Administration	(a) Joint entrance exam. (b) Counselling	Upper Age limit-22 yrs. (Gen.,OBC,PH) 25 yrs. (SC & ST)	10+2 or equivalent exam in any stream with English.
02.	1½ year Diploma in Food Production	MCQ Written Test	Upper age limit- 25yrs. (Gen,OBC,PH) 28 yrs. (SC & ST)	10+2 or equivalent exam in any stream with English.
03.	1½ year Diploma in Food & Beverage Services	MCQ Written Test	Upper age limit- 25yrs. (Gen, OBC,PH) 28 yrs. (SC & ST)	10+2 or equivalent exam in any stream with English.

viii) Degree/ Diplomas/ Certificates awarded

Sl.No.	Name of the Course	Degree/Diploma/Certificate Awarded
01.	Bachelor Science (B.Sc.) in Hospitality and Hotel Administration	Degree under National Council for Hotel Management & Catering Technology, Noida and Indira Gandhi National Open University, New Delhi.
02.	(a) Diploma in Food Production (b) Diploma in Food and Beverage Service	Diploma under National Council for Hotel Management & Catering Technology.

3. Hunar Se Rojgar Certificate Awarded (In 2017-2018) :

- * 700 hours Hunar Se Rojgar Certificate course in Multi Cuisine course - 27 Nos.
- * 500 hours Hunar Se Rojgar Certificate course in Food & Beverage Service Steward. - 14 Nos.

ix. Examination :

Data for 1st, 2nd & 3rd year :

Course running in the Institute	Total enrolled	Total appeared in TTE 80% and above	Number of students secured marks as per below 60% and above but below 80%				Number of students got AI/KT	Number of students Failed to qualify
			80% and above	60% and above but below 80%	50% and above but below 60%	40% and above but below 50%		
B.Sc. (HHA) 1 st year	171	168	1	88	57	19	62	16
2 nd Year	153	153	1	110	39	2	41	6
3 rd year	154	148	Nil	71	74	3	78	Nil
Dip. in Food Production		38	36	Result not declared				
Dip in F & B Service		37	31	Result not declared				

x. Reservations

3-YEARS DEGREE COURSE

Admission B.Sc.	OP/OP-PH	SC/SC-PH	ST/ST-PH	OBC/OBC-PH	KM	Min. of Ext. Affairs	Total Seats
Reservation Provision	119/4	35/1	17/1	63/2	1	Nil	243
Actual Taken by NCHMCT	142/0	10/0	1/0	46/0	Nil	Nil	199

FOOD PRODUCTION

Institute Seats	GEN	S.C.	S.T.	OBC	TOTAL
Reservation	24	8	4	14	50
Actual Taken	16	1	Nil	21	38

FOOD & BEVERAGE SERVICE

Institute Seats	GEN	S.C.	S.T.	OBC	TOTAL
Reservation	24	8	4	14	50
Actual Taken	15	1	1	20	37

xi. Degree course the Pass Outs (2017-18)

Sl. No.	Name	NC Roll No.	IGNOU No.
1	ABADALI	152181	159053020
2	ABHAY PRATAP SINGH	152183	159053400
3	AKSHAY KUMAR SHARMA	152196	159053391
4	ALOK RANJAN	152199	159053090
5	AMIT KUMAR	152202	159053313
6	AMIT SENGAR	152204	159052945
8	ANIMESH GEORGE	152207	159053306
9	ANISH KUNAL	152208	159053345
10	ANJALI SINGH	152209	159052938
11	ANKIT KUMAR SHARMA	152210	159053012
12	ANKIT KUMAR VERMA	152211	159053352
13	ANUPA MUKHERJEE	152215	159053234
14	APOORVA TIWARI	152217	159053227
15	ARNIT SOM	152218	159053130
16	BIKESH KUMAR SINGH	152227	159053241
17	BIKRAMJIT DEY	152228	159053123
18	CHANDAN KUMAR	152231	159054465
19	CHITRAGUPT KUMAR KARN	152232	159053495
20	DEEPU KUMAR	152233	159053685
21	DISHANI SAHA	152236	159053843
22	HIMU DAS	152245	159053449
23	JYOTI PRIYA	152252	159053535
24	KAMLESH BHARDWAJ	152253	159053646
25	KEERTI SUMAN	152255	159053692
26	KUMAR UJJAWAL	152258	159053875
27	MAITREE DAS	152261	159053417
28	MANOHAR KUMAR JHA	152262	159053550
29	MARTIS SAMUEL JOSEPH	152264	159053836
30	MD IRAM	152269	159053804
31	MOHAMMED ZAID ANSARI	152275	159053503
32	NEELESH CHANDRA MISHRA	152278	159053890
33	NEHA KUMARI	152280	159054330
34	PRAKASH KUMAR	152285	159054189
35	PRASHANT KUMAR	152286	159053979

Sl. No.	Name	NC Roll No.	IGNOU No.
36	PRITEE KUMARI	152289	159054322
37	RAHUL SHARAN	152294	159053961
38	RAHUL SINGH	152296	159054092
39	RAJESH KUMAR	152298	159054078
40	RAJI BABU	152299	159054021
41	RAJU KUMAR	152300	159053908
42	RAM PRAVESH SAHANI	152301	159053947
43	RAUSHAN KUMAR	152302	159054426
44	RAUSHAN KUMAR	152303	159054204
45	RAVI BHUSHAN	152304	159054046
46	RAVI KUMAR	152306	159054171
47	RAVI KUMAR YADAV	152308	159054236
48	RAVI RAJ KUMAR	152310	159053954
49	RISHI RAJ	152314	159054229
50	ROBIN KUMAR	152315	159054196
51	ROHIT TIWARI	152316	159054282
52	ROSHAN GUPTA	152317	159054060
53	SAMIR KUMAR	152322	159053993
54	SANDEEP RAJ	152323	159054053
55	SHANU KUMAR	152328	159054727
56	SHARIF AHMAD SIDDIQUI	152329	159054759
57	SHIKHA JHA	152330	159054440
58	SHRESTH BOSE	152331	159054648
59	SHUBHAM KUMAR SINGH	152332	159054497
60	SHUBHAM KUMAR SINHA	152334	159054662
61	SHUBHAM RIMENDRA SINGH	152335	159054590
62	SIDHESHWAR KUMAR RAI	152337	159054670
63	SONU KUMAR	152342	159054845
64	SUBHANKAR MUKHERJEE	152344	159054741
65	SUBHASH KUMAR GUPTA	152345	159054505
66	SUDHANSHU SHEKHAR SINGH	152347	159054401
67	SUNNY SINGH	152356	159054655
68	Y BIKASH RAO	152370	159054616
69	RAUSHAN KUMAR	142261	149539542
70	VARMA SATYAM SATISH	142312	149538329

xii. Placement For 2017-2018**CAMPUS PLACEMENT OF STUDENTS FOR THE ACADEMIC YEAR 2017-2018**

Sl. No.	Name	Type of Business	Management Trainee & Equivalent	Supervisory Level & Equivalent	Skill Level	Total
1	ARABIAN NIGHTS TOURS	TRAVEL & TOURISM	—	—	6	6
2	BARBEQUE NATION	RESTAURANT	7	—	—	7
3	BURMAN HOSPITALITY PVT. LTD.	BPO	1	—	9	10
4	CIDEDE DE GOA	HOTEL	—	—	9	9
5	HYATT	HOTEL	—	—	2	2
6	JAYPEE PALACE	HOTEL	1	—	3	4
7	KANHASHYAM	HOTEL	—	12	—	12
8	RADISSON BLUE	HOTEL	—	—	8	8
9	RAMADA GURGOAN	HOTEL	—	—	1	1
10	SERVICE MASTER CLEAN	BPO	11	—	—	11
11	THE GRAND NEW DELHI	HOTEL	8	5	4	17
12	THE LEELA	HOTEL	—	13	—	13
13	THE OBEROI GRAND	HOTEL	—	4	—	4
14	THE ZURI	HOTEL	—	3	15	18
		TOTAL	28	37	57	122

Total No. of Students	-	148
Total No. of Students Opted for Higher Studies & Self Employed	-	19
Total No. of Students Placed	-	122
Total Placement Percentage	-	95%

xiii) Short duration craft courses / customized trainings conducted (of less than 6 months)

Details of 'Hunar Se Rojgar Tak', "Skill Testing & Certification Programme" Development efforts under CBSP Scheme at IHM, Hajipur.

- a) i. Courses conducted during the year trade-wise
 i. Hunar Se Rozgar Tak Programme - 570
 Multi Cuisine Cook
 F & B Service Steward
- ii. Skill Testing & Certification Programme - 305
- b) Target in each course and actual pass out

i. Hunar Se Rozgar Tak Programme

S. No.	Programme	Target	Pass
1.	Multi Cuisine Cook	570	27
2.	Food & Beverage Service (Steward)		14

ii. Skill Testing & Certification Programme - 305

S. No.	Programme	Target	Pass
1.	Nil	305	Nil

Total Fund Claimed : Rs. 9,96,516.00

c) **The funds received from MoT during the year programme-wise;**

Programme	Total Fund received
i. Hunar Se Rozgar Tak Programme	Rs. 2,57,940.00
iii. Skill Testing & Certification Programme	Nil

d) **Total funds received from GoI, MoT : 2,57,940.00**

e) **Status of UCs programme-wise as on 1st April 2018 immediately after the closure of the financial year;**

Programme	UCs as on 31 st March 2018
i. Hunar Se Rojgar Tak Programme	Rs. 2,57,940.00

e) (i) **Status of unspent balance programme-wise as on 1st April 2018 immediately after the closure of the financial year;**

Programme	Unspent balance as on 31 st March 2018
i. Hunar Se Rojgar Tak Programme	Nil
ii. Skill Testing & Certification Programme	N/A

CBSP Hunar Se Rozgar Tak for the Year 2017-18

A

BATCH	TRADE	DURATION	SESSION	ADMITTED	TRAINED
I	Multi Cuisine	700 hours	04/09/2017 to 06/12/2017	27	11
II	Multi Cuisine	700 hours	11/12/2017 to 22/03/2017	33	16
Total				60	27

B

BATCH	TRADE	DURATION	SESSION	ADMITTED	TRAINED
I	F & B Service	700 hours	04/09/2017 to 01/11/2017	26	14
Total				26	14

C

BATCH	TRADE	DURATION	SESSION	ADMITTED	TRAINED
I	F & B Service	700 hours	04/09/2017 to 01/11/2017	26	14
Total				26	14

Skill Testing and Certification Programme for the Year 2017-18 conducted at different organization.

Batch	Trade	Duration	Candidates Trained	Service Provider
Nil	Nil	Nil	Nil	Nil

xiv) Research / Consultancy / Training-

- Faculty development programme held at IHM, Hajipur from 03.1.2018 to 07.1.2018.
- Mr. Mohan Kumar, Computer faculty attended training programme on THIMS Software at NCHMCT, Noida from 20th & 21st July 2017.
- Mr. Sandipan Sankarityan, Lecturer attended at IHM, Goa on workshop of Goan cuisine from 26.3.2018 to 28.3.2018.

xv) Innovations / Good Practices -

- Anti Ragging Committee formed with students and faculty to keep strict vigilance on the fresh batch of students so that they do not feel uncomfortable or any inconveniences in the institute.
- Few faculty members are entrusted with the special responsibility for monitoring disciplines of the students in the institute.
- Time Tables of all semesters and courses, monthly attendance status, and all other important notifications etc. are circulated in Institute's web site.
- To make the parents aware of all Rules, Regulations and disciplines of the institute a meeting is held with Principal, HoD-I and parents of 1st year newly admitted students to help them to overcome all their doubts and queries.
- To develop punctuality within the students, after 9.00 a.m. the Institute's main gate gets closed and no students are allowed to enter into the institute.
- Students without proper uniform and grooming are not allowed to attend classes.
- Tree plantation has been done in the campus.

xvi) Important decisions and development-

- Installation of Solar PV system by Suryam International Pvt. Ltd. Berhampur, Odisha likely to be completed soon.
- Institute formed various clubs for extra curriculum activities of the students viz-
 - Food Production Club - Insomenic
 - Food & Beverage Service Club - F & B Soldier
 - Sports Club - Hawks
 - Cultural Club - Hangoutz Club
 - Helping Hands - Social Club
 - Quiz & Debating Club - Ignited Minds

xvii) Events and Activities organized during 2017-18

- Published Institute's Magazine NIRVANA-2017 in the month of April, 2017
- Freshers Day organised on 11th August, 2017
- Competition of Dessert making / Icing / collage making/ rangoli on 4th & 25th August 2017
- Organized Mocktail competition -2017 at Institute
- Organized Hindi Pakhwada from 14th to 28th September, 2017
- Organized World Tourism Day on 27th September, 2017
- Vaibhav competition a IHM, Gwalior on 17th September 2017
- Organised 'Paryatan Parv / Run for Incredible India on 5th October 2017
- Essay competition on concluding day of Paryatan Parv on 25th October 2017
- Nukkad Natak for sensitizing the people on the importance of tourism at Hajipur Railway Station on 13th October 2017
- Diwali Theme party on 17th October 2017
- Organised Rashtriya Ekta Diwas (National Youth Day) on 31st October 2017
- Organised Flute Playing programme by SPIC MACAY on 12th December 2017 by Pt. Ronu Mazumdar.
- Students take part as volunteers for 351st Prakash Utsav from 17.12.2017 to 28.12.2017
- SAP (Swachata Action Plan) activities at Sonepur Mela , Bihar organised from 28th -30th December 2017 organised by IITM, Bhuabaneshwar
- Christmas Carnival organised on 23rd December, 2017
- A seminar organised on National Youth Day on 12th January, 2018
- Organised Maker Sankranti & Lohri Festival on 17th January, 2018
- Excursion Tour to Sikkim from 17th February 2018 to 22nd February 2018
- Sports Day, 19th January 2018
- Competition programme by Rakesh Masala on 21.1.2018

xviii) Measures taken / System in place to prevent ragging

IHM, Hajipur maintains the image of ZERO RAGGING Institute for past long years. But, still prevention of ragging all efforts and initiatives are taken each year at the time of beginning of new session. The Anti Ragging Committee are constituted with team of faculty members, administrative members and senior students separately to keep strict vigilance at Institute, hostels.

Anti Ragging pledges are taken from students duly signed by them to make aware of the students regarding the consequences to be faced for violation of such Rules.

The students are warned with strict disciplinary actions for getting involved with any type of ragging. The Principal, faculty members and Wardens of both hostels (boys & girls) play a very vital role by monitoring and counselling the students for developing a healthy and congenial relationship with seniors and juniors.

xix) Utilisation of Central Assistance

(a) CFA for Hunar Se Rojgar Tak Programme Under CBSP

Amount sanctioned letter no.3(84)/2013-CBSP dt. 29.09.2017

Amount released - Rs. 45,96,116.00 (Reimbursement)

Amount utilized - Rs. 45,96,116.00

Unspent balance - Nil.

(b) CFA for Skill Testing & Certification Programme uner CBSP

Amount sanctioned letter no. 3(60)/2013-CBSP 27.09.2017

Amount released - Rs. 4,04,152.00 (Reimbursement)

Amount utilized - Rs. 4,04,152.00

Unspent balance - Nil.

(c) CFA for Hunar Se Rojgar Tak Programme Under CBSP “Event Facilitator”

Amount sanctioned File no. 36(32)/2015/PM USD dt. 25.9.2017

Amount released - Rs.4,39,245.00 (Reimbursement)

Amount utilized - Rs. 4,39,245.00

Unspent balance - Rs. Nil.

(d) Grand-in Aid under Central Sector Scholarship Scheme of Top Class Education for SC Student

Amount sanctioned no. 11017/129/2016-SCD-I dt. 25.8.2017

Amount released - Rs. 3,03,438.00

Amount utilized - Rs. 2,13,438.00

Unspent balance - Rs. 90,000.00

(e) CFA for 06 (Six) months course for HSRT Pass out under CBSP Scheme

Amount sanctioned File no. 3(60)/2015-CBSP dt. 04.12.2017

Amount released - Rs. 6,15,593.00 (Reimbursement)

Amount utilised - Rs. 6,15,593.00

Unspent balance - Rs. Nil.

(f) CFA for Hunar Se Rojgar Tak programme through classified Hotels under CBSP Scheme

Amount released - Rs. 48,991.00 (Reimbursement 2015-16)

Amount utilised - Rs. 48,991.00

Unspent balance - Rs. Nil.

(g) CFA for Hunar Se Rojgar Tak programme under CBSP Scheme Course

Sanction No. F.no. 3(84)/2013-CBSP Vol. II dt. 22.12.2017

Amount released - Rs. 2,57,940.00 (30% of total base cost of 1st Batch of MCC & F&B Service for 2017-18

Amount utilized - Rs. 2,57,940.00

Unspent balance - Rs. Nil.

xxi) Implementation of the Right to Information Act 2005

NAME OF THE PUBLIC AUTHORITY

Assistant Public Information Officers :

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Mr. Naresh Kumar	Accountant	06224	274937	...	276486	hajipurihm@gmail.com	I.H.M. Opp. State Govt. Circuit house, P.O. Industrial Estate, Hajipur

Public Information Officers :

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Mr. Kalyan Mukherjee	Sr. Lecturer	06224	276486	-	276486	hajipurihm@gmail.com	I.H.M. Opp. State Govt. Circuit House, P.O. Industrial Estate, Hajipur

Appealate Authority :

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Mr. Sitesh Srivastav	Principal	06224	276486	06224 2524518	276486	hajipurihm@gmail.com	I.H.M. Opp. State Govt. Circuit House, P.O. Industrial Estate, Hajipur

For Applications

Sl. No.	Name & address of the Applicant	Date of Receipt	Date of Disposal
01.	Mr. L.K.Ganguly, CPIO/Director (A&F), NCHMCT, Noida	19.04.2017	25.04.2017
02.	Mr. Anupam Kumar, Sr. Lecturer, IHM, Hajipur	01.05.2017	01.06.2017
03.	Mr. L.K.Ganguly, CPIO/Director (A&F), NCHMCT, Noida	04.05.2017	04.06.2017
04.	Mr. Sagnik Chowdhury, Asst. Director General & CPIO, MoT, GoI, HRD Division, New Delhi	29.05.2017	14.06.2017
05.	Mr. R.L.Gupta, CPIO & Under Secretary (HRD), MoT, GoI, New Delhi	27.06.2017	28.06.2017
06.	Mr. R.L.Gupta, CPIO & Under Secretary (HRD), MoT, GoI, New Delhi	03.07.2017	04.08.2017
07.	Dr. U.S. Mishra, Asstt. Director (HRD) MoT, GoI, C-1, Hutment, New Delhi	03.07.2017	04.08.2017
08.	Mr. B.K.Chakravarti, P-218, CIT Road, Kolkata-10	31.07.2017	28.08.2017
09.	Mr. L.K.Ganguly, CPIO/Director (A&F), NCHMCT, Noida	07.08.2017	29.08.2017
10.	Mr. R.L.Gupta, CPIO & Under Secretary (HRD), MoT, GoI, New Delhi	19.09.2017	12.10.2017
11.	Mr. B.K.Chakravarti P-218, CIT Road, Kolkata-10	31.07.2017	28.08.2017
12.	Mr. L.K.Ganguly, CPIO/Director (A&F), NCHMCT, Noida	07.08.2017	29.08.2017
13.	Mr. R.L.Gupta, CPIO & Under Secretary (HRD), MoT, GoI, New Delhi	19.09.2017	11.10.2017
14.	Mr. R.L.Gupta, CPIO & Under Secretary (HRD), MoT, GoI, New Delhi	19.09.2017	11.10.2017
15.	Mr. R.L.Gupta, CPIO & Under Secretary (HRD), MoT, GoI, New Delhi	25.09.2017	
16.	Mr. B.K.Chakravarti, P-218, CIT Road, Kolkata-10	16.10.2017	23.10.2017

17.	Mr. L.K.Ganguly, CPIO/Director (A&F), NCHMCT, Noida	17.10.2017	06.11.2017
18.	Mr. Shankar Kr. Mishra, At & P.O : Bhandarisome Via- Manigchi, Darbhanga	07.11.2017	07.11.2017
19.	Mr. L.K.Ganguly, CPIO/Director (A&F), NCHMCT, Noida	23.11.2017	28.11.2017
20.	Mr.Sunil Kumar, Asst. Lecturer, G.V., Raja Road, Kovalam Trivandarum.	21.11.2017	30.11.2017
21.	Mr. Anupam Kumar, Senior Lecturer, IHM, Hajipur	07.11.2017	30.11.2017
22.	Mr. L.K.Ganguly, CPIO /Director (A&F) NCHMCT, Noida	12.11.2017	30.11.2017
23.	Mr. L.K.Ganguly, CPIO /Director (A&F) NCHMCT, Noida	06.11.2017	8.12.2017
24.	Mr. L.K.Ganguly, CPIO /Director (A&F) NCHMCT, Noida	08.12.2017	13.12.2017
25.	Mr. L.K.Ganguly, CPIO /Director (A&F) NCHMCT, Noida	23.11.2017	20.12.2017
26.	Mr. L.K.Ganguly, CPIO /Director (A&F)NCHMCT, Noida	12.12.2017	10.01.2018
27..	Neha Santa, Vill. Majlispur, Mahnar, Vaishali	25.01.2018	31.01.2018
28.	Achal Bisht, 3817 Sector, 32 D, . Chandigarh	09.02.2018	28.02.2018
29.	Mr. L.K.Ganguly, CPIO /Director (A&F) NCHMCT, Noida	21.02.2018	16.03.2018
30.	Nitish Kr. Jha, At. Manjori, P.O., P.S.- Majorganj, Sitamarhi	22.02.2018	19.03.2018
31.	Mr. Chandrashekhar R Lumiya. 2, Issan Residency, 168, Navi Path, L.B.Shastrri Road, Pune.	07.03.2018	05.04.2018

xxii) Status of audit-paras -

Outstanding Audit Paras for the financial year 2013-14 , 2014-15 & 2015-16 have been dropped by Internal Audit Wing, Principal Accounts Office, Ministry of Civil Aviation & Tourism, Govt. of India, New Delhi vide letter no. Pr.AO/MCAT/IAW/2018-19/941 dated 21/5/2018 except the following audit paras stands as on 31st March 2018:

Sl. No.	Para nos.	Financial Year	Para in brief
(i)	Para no. 11	2013-15	Not allowing increments to Sri A Sai Giridhar, Ex-Principal, IHM, Hajipur
(ii)	Para no. 2 (i)	2015-16	Utilization certificate should be furnished only after getting expenditure statement from CPWD.
(iii)	Para no. 14	2015-16	Rs.13,689 in 2014-15 and Rs.10,303/- in 2015-16 were recovered by bank as Bank charges. IHM being Educational Institution is exempted from bank charges. Matter may be taken up with bank to recover same.

The above Audit Paras are in process of compliance by the Institute.

xxiii) Progressive use of Hindi

- Observed ‘ Hindi Week’ by organising various completions as mentioned below, amongst the teaching and administrative staff from and 1st , 2nd and 3rd position winners were awarded with cash prizes of Rs.. 1000.00 Rs. 750.00 and Rs. 500.00 respectively.
- Hindi Pakhwara celebrated 14th September, 2017 to 28th September, 2017
- All name plates of the institute have been made in Hindi language.
- Hindi script has been installed in all computers.
- All official application form (T.A., DA, Loan), leave application, service books , salary register etc. have been made bi-lingual.
- All staff are doing their day to day typing work , notifications, office orders, note sheets etc. in Hindi language.

xxiv) Agency Registration

Type of Registration	:	Registered Societies (Govt. Autonomous Bodies)
Agency Name	:	Institute of Hotel Management Catering Technology & Applied Nutrition, Hajipur
Act/Registration No.	:	109/79-80
Date of Registration	:	28.10.2003
Registering Authority	:	I G Registration, GoB, Patna
State of Registration	:	Bihar
TAN No.	:	AAAT 15053 M
Address Line 1	:	Institute of Hotel Management Catering & Nutrition,
Address Line 2	:	Opp. State Govt. Circuit House
Address Line 3	:	Hajipur, Vaishali
City	:	Hajipur
State	:	Bihar
District	:	Vaishali
Pin Code	:	844 102
Contact Person	:	Sitesh Srivastav, Principal
Phone	:	06224-276486
E mail	:	hajipurihm@gmail.com; princ.ihmhajipur@gov.in
Unique Agency Code	:	IHMCTAN, Hajipur
Website	:	www.ihmhajipurnet

BANK DETAILS (ALLAHABAD BANK)

Scheme	:	Current Account
Bank	:	Allahabad Bank, IHM, Hajipur Branch
Address	:	Hajipur
Account No.	:	20800983875
Agency Name as per Bank	:	Secretary, Institute of Hotel Management Catering & Nutrition, Hajipur
Add more Bank Details (if any)	:	i. S. B. A/c no. : 20800985862, IHMEGPF A/C
Allahabad Bank, IHM, Hajipur Branch	:	ii. S. B. A/c no. : 20800985851, Secretary, IHM, Pension Fund A/C
	:	iii. S. B A/c no. : 20800991944, Secretary IHM IDF A/C
	:	iv. Secretary, Institute of Hotel Management, CBSP Fund A/c

BANK DETAILS (STATE BANK OF INDIA)

Scheme	:	Current Account
Bank	:	State Bank of India, Hajipur Main Branch
Address	:	Hajipur
Account No.	:	10636207443

**INSTITUTE OF HOTEL MANAGEMENT,
CATERING TECHNOLOGY & APPLIED NUTRITION,
HAJIPUR**



**ANNUAL REPORT
(2017 - 2018)**

PART-II

**INSTITUTE OF HOTEL MANAGEMENT,
CATERING TECHNOLOGY & APPLIED NUTRITION,
HAJIPUR**

**STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED ON
31.03.2018**

**H.S. PARMAR & CO.
CHARTERED ACCOUNTANTS
303, 3rd Floor, Sumati Palace
Boring Road, Patna- 800 001**



Independent Auditor's Report

To The Members of

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

I. Report on the Financial Statements

We have audited the accompanying financial statements of INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION, HAJIPUR, which comprise the Balance Sheet as at March 31, 2018 and Income and Expenditure Account for the year then ended, and a summary of significant accounting policies and other explanatory information.

II. Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the Institute. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that give a true and fair view and are free from material statement, whether due to fraud or error.

III. Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal/financial control relevant to the Institutes preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the financial statements.

H. S. PARMAR & CO.
Chartered Accountants

303, 3rd Floor, Sumati Palace
Boring Road, Patna - 800 001
Phone : +91 9334179465
E-mail: hsparmar.mithapur@gmail.com

IV. Opinion

In our opinion and to the best of our information and according to the explanations given to us, the financial statements read with notes on Accounts given in Schedule "25" give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India;

- a) In the case of the Balance Sheet, of the state of affairs of the Institute as at March 31, 2018; and
- b) In the case of Income and Expenditure Account, of the excess of income over expenditure for the year ended on that date.

V. We report that :

1. We have obtained all the information and explanations, which to the best of our knowledge and belief necessary for the purpose of our audit.
2. In our opinion, proper books of account as required by law have been kept by the society so far as appears from our examination of those books.
3. The Balance Sheet and Income & Expenditure Accounts dealt with by this report are in agreement with the books of account.

Place : Patna
Date : 20-07-2018

For
H.S.PARMAR & CO.
Chartered Accountants
FRN - 000940C

Sd/-
(KUMAR VINEET)
Partner
Mem. No. : 411599

Institute of Hotel Management Catering Technology and Applied Nurrition, Hajipur

Balance Sheet as on 31-3-2018

	SCHEDULE	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17	
CORPUS/CAPITAL FUND AND LIABILITIES :				
CORPUS/CAPITAL FUND	1	16,93,59,135.59	16,59,39,529.59	
RESERVES & SURPLUS	2	4,29,92,258.20	4,26,73,615.53	
EARMARKED/ENDOWMENT FUNDS	3	13,03,97,274.93	11,95,08,255.03	
SECURED LOAN & BORROWINGS	4	-	-	
UNSECURED LOAN & BORROWINGS	5	-	-	
DEFERRED CREDIT LIABILITIES	6	-	-	
CURRENT LIABILITIES & PROVISIONS	7	1,31,29,300.05	1,50,10,086.05	
TOTAL		35,58,77,968.77	34,31,31,486.20	
ASSETS :				
FIXED ASSETS	8	17,23,96,094.02	16,77,71,990.02	
INVESTMENTS FROM EARMARKED/ ENDOWMENT FUNDS	9	15,23,84,606.00	12,66,95,676.00	
INVESTMENTS OTHERS	10	13,42,418.00	12,28,372.00	
CURRENT ASSETS, LOAN & ADVANCES etc., MISCELLANEOUS EXPENDITURE (To the extent not written off or adjusted)	11	2,97,54,850.75	4,74,35,448.18	
TOTAL		35,58,77,968.77	34,31,31,486.20	
SIGNIFICANT ACCOUNTING POLICIES	24			
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25			
This is the Balance Sheet referred to in our Report of even date				
Place : Patna			for H.S. Parmar & Co.	
Date : 20.07.2018			Firm Registration No.:- 000940C	
			Chartered Accountants	
Sd/-	Sd/-	Sd/-	Sd/-	Sd/-
(A. Prabhaker)	(N. Kumar)	(S. Chatterjee)	(Sitesh Srivastav)	(Kumar Vineet)
LDC	Accountant	A.O.	Principal	Partner M.No. 411599

Institute of Hotel Management Catering Technology and Applied Nurtrition, Hajipur
Income & Expenditure Account for the ended year 31-Mar-2018

	SCHEDULE	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17	
INCOME				
Income from Sales/Service	12	1,33,830.00	2,17,366.00	
Grants/Subsidies	13	-	-	
Fees/Subscriptions	14	3,91,74,820.00	3,63,81,870.00	
Income from Investment (Income on Investment from earmarked/endowment fund transferred to funds)	15	-	-	
Income from Royalty, Publication etc	16	-	-	
Interest Earned	17	76,34,812.00	74,18,722.00	
Other Income	18	54,64,994.55	75,45,343.14	
Increase/(decrease) in stock of finished goods and work-in-progress	19	-	-	
Prior Period Adjustment		61,654.00	9,400.00	
TOTAL [A]		52,470,110.55	51,572,701.14	
EXPENDITURE				
Establishment Expenses	20	4,27,84,526.43	3,88,85,797.29	
Other Administrative Expenses	21	10,10,169.55	9,44,933.33	
Expenditure on Grants, Subsidies etc.	22	-	-	
Interest	23	-	-	
Depreciation (During the year)		72,56,771.90	79,85,231.88	
Excess Provision Written off		-	-	
Prior Period Adjustment		-	-	
TOTAL [B]		5,10,51,467.88	4,78,15,962.50	
[C] Balance being excess of Income over Expenditure (A-B)		14,18,642.67	37,56,738.64	
Transfer to IDF		3,00,000.00	15,02,695.00	
Transfer to Res. for Pension Fund		5,00,000.00	5,00,000.00	
Transfer to Financial Assistance Award (Scholarship Fund)		3,00,000.00	-	
Total (D)		11,00,000.00	20,02,695.00	
Balance being surplus (C-D)		3,18,642.67	17,54,043.64	
TOTAL		5,24,70,110.55	5,15,72,701.14	
As per our Report of even date attached				
Place : Patna			for H.S. Parmar & Co.	
Date : 20.07.2018			Firm Registration No.:- 000940C	
			Chartered Accountants	
Sd/- (A. Prabhaker) LDC	Sd/- (N. Kumar) Accountant	Sd/- (S. Chatterjee) A.O.	Sd/- (Sitesh Srivastav) Principal	Sd/- (Kumar Vineet) Partner M.No. 411599

Institute of Hotel Management Catering Technology and Applied Nurtrition, Hajipur
Schedule Forming Part of Balance Sheet As on 31st March 2018
CORPUS/CAPITAL FUND

SCHEDULE-1

SL.NO.	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
1. Capital Grant-in-Aid from Govt. of India (For Equipment, F/F&Books) from 1982-1983 to 2005-2006	1,30,90,091.64	1,30,90,091.64
2. Capital Grant-in-Aid Govt. of Bihar to the Extent Utilised for Purpose of Station Wagon	1,17,648.23	1,17,648.23
3. Corpus Fund A/c (For Purchase of Equipment)	5,990.00	5,990.00
4. Capital Grant (Computer) GOI 2004-05	8,00,000.00	8,00,000.00
5. Capital for Land	1.00	1.00
6. From Govt. of India (For Hostel Furniture 2nd floor Boys Hostel-(2012-13)	8,37,543.00	8,37,543.00
7. From Govt. of India (For Equipment, Computer etc. (2012-13)	34,93,437.00	34,93,437.00
8. From Govt. of India (For Equipments, Fur. & Fix. for new Girls' Hostel & Addl. Academic Block cum Multipurpose Hall	53,55,000.00	53,55,000.00
OTHER FUNDS :		
9. From Govt. of India (For Additions & Alteration to the Premises)	4,280.45	4,280.45
10. From Govt. of India (For Additions & Alteration to the Premises 1998-99)	1,35,020.65	1,35,020.65
11. From Govt. of Bihar (EDP) Extent Utilised for Equipment, F/F & Books During 1988-89	1,21,451.62	1,21,451.62
12. Grant in Aid for FCI Building Project at Industrial Estate, Patna from Govt. of Bihar (1991-92)	8,92,458.00	8,92,458.00
GRANT-IN-AID FOR INSTITUTE BUILDING PROJECT AT HAJIPUR :		
13. From Govt. of Bihar	2,60,28,000.00	2,60,28,000.00
14. From Govt. of India :-	7,58,33,000.00	7,58,33,000.00
15. Grant in Aid for Extension of Boys & Girls Hostel Block and Expansion of addl. Classroom & Multipurpose Hall) 2008-09	95,00,000.00	95,00,000.00
2011-12	74,00,000.00	74,00,000.00
2012-13	1,95,69,000.00	1,95,69,000.00
16. Recovery in Account of Library Books Lost	8,393.00	8,393.00
17. Grant in Aid for commissioning of 2 new tube wells and purchase of Equipments	27,48,215.00	27,48,215.00
18. Donation/Aid form NCHM as Computers/Laptops	34,19,606.00	-
TOTAL	16,93,59,135.59	16,59,39,529.59

Institute of Hotel Management Catering Technology and Applied Nurtrition, Hajipur
Schedule Forming Part of Balance Sheet As on 31st March 2018
RESERVES AND SURPLUS

SCHEDULE-2

SL.NO.	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
1. EXCESS OF INCOME OVER EXPENDITURE	42,992,258.20	42,673,615.53
Opening Balance	42,673,615.53	
Add : Excess of income over exp. (During the year)	<u>318,642.67</u>	
TOTAL	42,992,258.20	42,673,615.53

EARMARKED / ENDOWMENT FUND

SCHEDULE-3

SL.NO.	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
1. INSTITUTE DEVELOPMENT FUND	3,13,89,774.65	2,94,55,592.65
Interest on Investment (FD+Saving A/c & Transfer from C/A)	2,94,55,592.65	
Add : Interest on Investment	16,34,182.00	
Add : Transfer from Income & Expenditure	<u>3,00,000.00</u>	
2. GRATUITY FUND	85,90,124.00	89,16,650.00
In Institute :	2,14,830.00	
LIC of India :	<u>83,75,294.00</u>	
3. EL ENCASHMENT FUND	49,52,617.00	42,67,606.00
In Institute :	1,47,468.00	
LIC of India :	<u>48,05,149.00</u>	
4. Students Activities Fund	10,76,860.73	7,99,004.73
5. Faculty Development Fund	11,89,624.00	13,04,844.00
Opening Balance:	13,04,844.00	
Less : Utilised during the year	<u>1,15,220.00</u>	
6. Hostel Development Fund (Out of the above Rs. 255864/- utilised for purchase of Assets	9,85,100.00	8,89,600.00
7. Financial Assistance Award on Means Basis	14,70,800.00	17,70,800.00
Add: Transfer from Income & Expenditure A/c	<u>3,00,000.00</u>	
8. Depreciation Fund	6,46,54,951.05	5,73,98,179.15
9. Pension Fund	1,49,20,062.50	1,57,87,423.50
Add : Interest on Investment	<u>8,67,361.00</u>	1,49,80,603.50
TOTAL	13,03,97,274.93	11,95,08,255.03

SECURED LOANS & BORROWINGS

SCHEDULE-4

SL.NO.	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
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UNSECURED LOANS & BORROWINGS

SCHEDULE-5

SL.NO.	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
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DEFERRED CREDIT & LIABILITIES

SCHEDULE-6

SL.NO.	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
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CURRENT LIABILITIES & PROVISIONS

SCHEDULE-7

SL.NO.	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17	
1	Caution Money	40,10,300.00	30,88,000.00
2	Hostel Caution Money	15,31,000.00	9,81,000.00
3	Scholarship	1,94,105.00	1,84,980.00
4	IGNOU Fees	89,310.00	1,43,970.00
5	Examination Fund from Students	4,52,700.00	4,00,000.00
6	Interest on Investment (CBSP)	1,07,109.00	1,07,109.00
7	Interest Accrued on Investment (FCI Project)	4,76,396.00	3,62,350.00
8	NCHM Study Tour	-	45,670.00
9	NC Forms	-	1,19,250.00
10	Central Sector Scholarship for SC Students	99,390.00	9,390.00
11	Caution Money (CBSP)	59,000.00	-
12	Earnest Money/EMD	1,26,444.00	56,444.00
	Om Sai Indane Seva (2008-09)	1,710.00	
	Cygnnet Computer (2009-10)	1,800.00	
	S.S. Traders (2011-12)	3,934.00	
	M/s Om Sai Indane Seva (2012-13)	10,000.00	
	M/s Congas Food Service Equip Pvt. Ltd.(12-13)	10,000.00	
	M/s Bharti Refrieeration Works (12-13)	10,000.00	
	M/s Jyoti Equipments (12-13)	10,000.00	
	M/s Om Sai Indane Seva (13-14)	5,000.00	
	M/s Om Sai Indane Seva (13-14)	4,000.00	
	M/s M. S. Engineering Works (2017-18)	10,000.00	
	M/s Sneh Kitchen & Commercial Equip. (2017-18)	10,000.00	
	M/s Om Sai Indane Seva (2017-18)	10,000.00	
	M/s Om Sai Sneh Indane (2017-18)	10,000.00	
	M/s Industrial Marketing (2017-18)	10,000.00	
	M/s Vaishnavi Travels (2017-18)	20,000.00	
13	IGNOU Exam Fees with fine	12,590.00	18,670.00
14	Center Change Charge	2,000.00	-
15	Std. Support Insurance	2,567.00	5,038.00
16	Adv. Tuition Fee	43,601.00	45,379.00
17	Consultancy Fee from IOCL Barauni	3,77,960.00	3,77,960.00
18	Enrollment Fee (NCHM)	50,180.00	43,500.00
19	Excess Fee	6,798.00	7,459.00
20	CBSP Fund	1,94,711.05	1,94,711.05
21	Local Tourist Guide Programme (DoT, GoB)	11,61,962.00	11,61,962.00
22	Performance Security	39,188.00	53,363.00

	M/s New M.S. Engineering Works	5,000.00		
	M/s New M.S. Engineering Works	11,000.00		
	M/s Om Sai Indane Seva	5,600.00		
	M/s Hue Service Pvt. Ltd	5,000.00		
	M/s Life Line Safety Service	5,350.00		
	M/s Cool World (2015-16)	4,418.00		
	M/s Vikash Beez Bhandar (2016-17)	2,820.00		
23	Security Deposit		3,07,102.00	5,02,102.00
	M/s Anand Enterprises	25,000.00		
	M/s Anand Enterprises (2017-18)	25,000.00		
	M/s Om Sai Indane Seva	17,102.00		
	M/s Om Sai Indane Seva (2017-18)	40,000.00		
	M/s Evergreen Provision Store	60,000.00		
	M/s S. K. Store (Grocery)	20,000.00		
	M/s S. K. Store (Perishable/Non Perishable Food)	1,20,000.00		
24	Outstanding Liabilities		3,784,887.00	7,101,779.00
	2010-11 (Statutory Period Expired Chq.)	20,544.00		
	2011-12 (Statutory Period Expired Chq.)	35,500.00		
	2012-13 (Statutory Period Expired Chq.)	35,640.00		
	2013-14 (Statutory Period Expired Chq.)	32,430.00		
	2014-15 (Statutory Period Expired Chq.)	25,780.00		
	2015-16 (Statutory Period Expired Chq.)	66,841.00		
	2016-17 (Statutory Period Expired Chq.)	2,250.00		
	Excess fee (Sonu Kumar)	500.00		
	Food Materials (Hotel Maurya for Lunch Chg. For STCP)	10,920.00		
	Professional Fee (for TDS 2nd Qtr Return)	2,326.00		
	Professional Fee (M/s Thakur Kundan for TDS Correction File 2nd & 4th Qtr for fin yr. 2013-14)	2,079.00		
	I.Card (Khushi Enterprises)	9,894.00		
	Salary & Wages (SIS)	4,78,077.00		
	Wages for Garbage Cleaning (Kishore Mitra)	15,680.00		
	Print. & Stationery	2,936.00		
	Food Materials	2,167.00		
	Adhoc Bonus (2014-15 to 2016-17)	3,79,940.00		
	Maint. & Rep.(Equip.)	11,062.00		
	Maint. & Rep.(Build)-Vikash Beez Bhandar	2,900.00		
	Maint. & Rep.(Gaspipeline)	14,109.00		
	Conveyance, Collie & Cartage	360.00		
	Diesel (Vehicle & Genset)	30,013.00		
	Contigencies	1,337.00		
	News, Periodical & Journal (Dharpal Patel)	3,408.00		
	Travelling Exp. (Sitesh Srivastav)	7,636.00		
	Travelling Exp. (Sandipan S.)	1,980.00		
	Telephone Exp.	4,637.00		
	Electricity Exp.	1,63,719.00		

SL.NO.	CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
Training Materials	8,141.00	
LTC (S. K. Dhar)	1,16,943.00	
Gratuity (S. K. Dhar)	3,90,662.00	
Travelling Exp. (S. K. Dhar)	50,640.00	
Food Materials (M/s Anand Enterprises)	70,388.00	
Food Materials (M/s S. K. Store)	4,54,551.00	
Hostel Food Charge(M/s Harshit Facility Mgmt.)	2,21,317.00	
Contingencies (NSDL-NPS)	988.00	
Light Equipments	9,643.00	
Food Materials (M/s Vaishali Caterers)	56,530.00	
Postage (BNPL)	1,327.00	
IGNOU TEE (Staff Remuneration)	58,250.00	
Children Education Allowance	2,28,142.00	
Audit Fee	19,942.00	
Honorarium (Dr. Anil Kumar)	5,049.00	
Honorarium (NCHMCT)	9,604.00	
Training Program to GoB Staff (Hotel Patliputra)	92,620.00	
Fees (Mohit Kumar-42520/- & Ashwani Kr. 40869/-)	83,389.00	
Faculty Dev. Fund (S. Behera)	9,769.00	
Outdoor Catering (Students 2016-17)	52,975.00	
Outdoor Catering (Students 2017-18)	2,18,400.00	
	<u>35,23,935.00</u>	
CBSP FUND A/C		
2015-16 (Statutory Period Expired Chq.)	25,700.00	
2016-17 (Statutory Period Expired Chq.)	31,100.00	
Stipend CBSP 6/8 weeks (2016-17)	59,500.00	
Event Facilitators Stipend(2016-17)	6,000.00	
CBSP 6 Month Stipend (2016-17)	6,000.00	
CBSP Through Classified Hotel Stipend (2016-17)	1,500.00	
STCP Stipend (2016-17)	1,800.00	
Stipend-2017-18 (M.C.C & F&B Service)	75,000.00	
Base Cost (Green Imperial Hotel-Staying External)	3,624.00	
Base Cost (Gaurav Vishal-TA)	12,228.00	
Certification Fee (IHM Lucknow)	13,500.00	
Base Cost (Honorarium)	25,000.00	
	<u>2,60,952.00</u>	
TOTAL	1,31,29,300.05	1,50,10,086.05

FIXED ASSETS			
SCHEDULE-8 (Referred to Annex-I)			
SL.NO.		CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
1	As per statement General Fund A/c	16,15,79,597.02	
	Add: Assets acquired during the year	12,39,123.00	
	Total (1)	16,28,18,720.02	
2	As per ID Fund (Assets Acquired)	61,92,393.00	
	Add: Assets acquired during the year	20,500.00	
	Total (2)	62,12,893.00	
3	Donated by NCHMCT (3)	33,64,481.00	
	TOTAL (1+2+3)	17,23,96,094.02	16,77,71,990.02
	TOTAL	17,23,96,094.02	16,77,71,990.02
INVESTMENTS FROM EARMARKED/ENDOWMENT FUND			
SCHEDULE-9			
SL.NO.		CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
1	Investment With SBI, Hajipur Branch	10,34,26,640.00	9,60,20,050.00
2	Investment with Allahabad Bank, Hajipur Branch	1,62,28,222.00	-
3	IDF-Investment with Canara Bank, Hajipur Branch	2,20,21,396.00	2,04,44,402.00
4	Pension Fund:- Investment with Allahabad Bank, Hajipur Branch	1,07,08,348.00	1,02,31,224.00
	TOTAL	15,23,84,606.00	12,66,95,676.00
INVESTMENTS OTHERS			
SCHEDULE-10			
SL.NO.		CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
1	Investment of FCI Buildg. Project Grant with Allahabad Bank, Hajipur	13,42,418.00	12,28,372.00
	TOTAL	13,42,418.00	12,28,372.00
CURRENT ASSETS, LOAN & ADVANCES			
SCHEDULE-11			
SL.NO.		CURRENT YEAR 2017-18	PREVIOUS YEAR 2016-17
[A]	Current Assets Stock-in-Hand		
	Training Food Materials	2,21,490.61	2,87,397.43
	Printing & Stationery	1,58,574.94	1,29,360.93
	Cleaning/Housekeeping Materials	24,711.58	21,285.10
	Fuel & Gas	7,690.00	16,710.00
	Training Materials	4,573.80	17,261.00
	Log Book (Store-110 Accounts-, 21@Rs.85/-)	11,135.00	23,885.00
	First Aid	-	589.80
	Light Equipment/Building Materials/Elements	9,176.04	8,283.93

Prospectus IHM (Accounts- 5@Rs. 70/- Store-21@26.25 & 300@Rs. 85)		26,401.25	11,681.25
Momento		6,424.00	5,280.00
Student Notebook		65,104.73	82,298.98
(a) Pink- (Store- 453 & Accounts-96@ Rs.64.91/-)	35,635.59		
(b) Practical (Store-345 & Accounts-109 @Rs.64.91/-)	<u>29,469.14</u>		
Kitchen Tool Kits		7,113.86	5,504.16
Uniform & Apron		17,856.00	-
Uniform (CBSP)	Store	3,47,371.00	3,79,079.00
	Academic	19,000.00	
	Hotel Ginger, Jamshedpur	12,597.00	
	Hotel Chanakya BNR Ranchi	<u>111.00</u>	
Certificate (CBSP)		5,375.00	5,375.00
Course/Study Materials (CBSP)		31,420.40	31,420.40
Tool Kits (CBSP)		98,318.15	1,05,792.92
SUB TOTAL		10,74,444.36	12,24,744.90
[B] SUNDRY RECEIVABLE			
Receivable from LIC of India (Gratuity Fund)		83,75,294.00	86,40,166.00
Receivable from LIC of India (E.L.Encashment Fund)		48,05,149.00	41,27,875.00
Receivable from Sandipan Sankrityan (C.E.A. Recovery)		-	10,305.00
Receivable from MOT, GOI-Fee CBSP (Hunar Se Rozgar)		12,41,955.00	70,53,217.40
	CBSP 6/8 Weeks (2016-17)	7,82,904.00	
	Event Facilitators (2016-17)	1,27,843.00	
Multi Cusion Cook & F&B Service (2017-18)		3,31,208.00	
Receivable from State Govt. for Training Prog. (Circuit House Staff)		-	75,000.00
Receivable from NCHM (TA)		-	5,322.00
Receivable from IOCL, Barauni		-	2,80,620.00
Receivable from Income Tax Deptt. for TDS		1,03,635.00	7,41,980.00
	2017-18	22,500.00	
	2016-17	81,135.00	
Receivable from Income Tax Deptt. for TDS (IDF)		-	1,46,599.00
Receivable from Income Tax Deptt. for TDS (Pension Fund)		-	79,032.00
Receivable from IGNOU towards TEE Expenses		88,113.00	84,763.00
Receivable from Gautam Choudhary (Food Festival)		-	3,600.00
Receivable from DoT, Govt. of Bihar (Training Fee for Tourism Staff)		160,000.00	-
Receivable from BSDM, Govt. of Bihar (World Skill Competition)		22,351.00	-
Receivable from Harshit Facility Mgmt. Services (Licence Fee)		1,690.00	-
SUB TOTAL		1,47,98,187.00	2,12,48,479.40
[C] LOAN, ADVANCES & OTHER ASSETS			
TA Adv. To Kalyan Mukherjee		-	10,000.00
TA Adv. To Sumit Chatterjee		-	10,000.00
Advance to P. Ganguly		300.00	-
Advance to Pramod Kr. Sahni		-	5,000.00
Advance to IDS Next Business		-	1,293.00
Advance to CPWD		3,21,510.00	12,60,030.00
Advance to B. Mallick		-	570.00
SUB TOTAL		3,21,810.00	12,86,893.00

[D] Security Deposit		
M/s Anamika Indane	2,350.00	2,350.00
M/s Anamika Indane	2,850.00	2,850.00
Patliputra Agency (Raj Traders)	2,500.00	2,500.00
Bihar State Electricity Board	6,380.00	6,380.00
M/s Amrapali Gas Seva	30,600.00	30,600.00
M/s Choudhary & Sons Pepsi Distributors	2,500.00	2,500.00
Bharat Sanchar Nigam Limited, Hajipur	2,700.00	2,700.00
Bihar State Electricity Board	1,40,903.00	1,40,903.00
Bharat Sanchar Nigam Limited, Hajipur (Broadband)	3,300.00	3,300.00
SUB TOTAL	1,94,083.00	1,94,083.00
[E] OTHER ASSETS:		
Prepaid Expenses:	1,16,627.00	1,31,471.00
Insurance Prepaid	54,162.00	
Maint.&Rep. (Equip-Prepaid Exp)	31,375.00	
Maint.&Rep. (Prepaid Genset)	5,646.00	
Teaching Aid	25,444.00	
SUB TOTAL	1,16,627.00	1,31,471.00
Cash in Hand:		
Imprest Cash	11.00	8,755.00
Cash in hand	-	-
Cash at Bank:		
Allahabad Bank, Hajipur C/A- 20800983875	55,65,807.74	1,31,53,447.35
S.B.I Hajipur C/A 10636207443	11,28,678.50	16,782.38
Allahabad Bank, CBSP Fund A/c-50254250448	18,53,040.00	64,67,631.00
IDF, Allahabad Bank-SB-20800991944	28,55,485.65	11,80,144.65
Pension Fund-Allahabad Bank, SB-20800985851	18,46,676.50	25,23,016.50
SUB TOTAL	1,32,49,699.39	2,33,49,776.88
TOTAL	2,97,54,850.75	4,74,35,448.18

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR

Schedule Forming Part of Income and Expenditure for the ended year on 31st March 2018

INCOME FROM SALES / SERVICES**SCHEDULE-12**

SL.NO.	CURRENT YEAR	PREVIOUS YEAR
	2017-18	2016-17
Staff Lunch	1,33,830.00	56,880.00
Lunch Charge from CBSP	-	1,60,486.00
TOTAL	1,33,830.00	2,17,366.00

GRANT & SUBSIDIES**SCHEDULE-13**

SL.NO.	CURRENT YEAR	PREVIOUS YEAR
	2017-18	2016-17
TOTAL	-	-

ACADEMIC RECEIPTS**SCHEDULE-14**

SL.NO.	CURRENT YEAR	PREVIOUS YEAR
	2017-18	2016-17
Internal Exam fee	2,68,000.00	2,74,550.00
Tution Fees	3,81,21,220.00	3,54,75,695.00
Registration Fees/Admission Fee	4,28,200.00	2,84,500.00
Library Fees	2,86,500.00	2,79,875.00
Locker Rent	46,600.00	44,300.00
I. Card	24,300.00	22,950.00
TOTAL	3,91,74,820.00	3,63,81,870.00

INCOME FROM INVESTMENT**SCHEDULE-15**

SL.NO.	CURRENT YEAR	PREVIOUS YEAR
	2017-18	2016-17
TOTAL	-	-

INCOME FROM ROYALTY**SCHEDULE-16**

SL.NO.	CURRENT YEAR	PREVIOUS YEAR
	2017-18	2016-17
TOTAL	-	-

INTEREST EARNED

SCHEDULE-17

SL.NO.		CURRENT YEAR	PREVIOUS YEAR
		2017-18	2016-17
	Interest on Term Deposit		
	Albd Bank	228,222.00	-
	SBI	74,06,590.00	74,18,722.00
	TOTAL	76,34,812.00	74,18,722.00

OTHER INCOME

SCHEDULE-18

SL.NO.		CURRENT YEAR	PREVIOUS YEAR
		2017-18	2016-17
	Fee for Log Book	2,250.00	2,745.00
	Hostel fee	13,18,380.00	7,95,760.00
	Hostel Food Fees	9,93,918.00	6,92,560.00
	Miscellaneous Receipts	12,99,525.39	9,82,276.00
	Late Fine	1,19,045.00	2,26,740.00
	IGNOU TEE	21,424.00	21,776.00
	Lease Rent & Licence Fee (Gen. Shop)	2,31,798.00	2,46,222.00
	Fee for Prospectus	18,920.00	16,230.00
	Outdoor Catering/Training Program	94,351.00	9,700.00
	Tender Form Fee (non-refundable)	13,000.00	6,000.00
	License Fee (Staff Quarter)	73,470.00	67,440.00
	HRA Recoveries	7,89,446.00	4,21,793.00
	RTI Fees	40.00	1,474.00
	Water & Security Charges	34,800.00	34,800.00
	Certification Fee (CBSP)	600.00	2,94,575.00
	Base Cost (CBSP)	62,195.79	32,04,472.07
	Misc. Receipts (CBSP)	47,819.60	-
	Fee for Notebook (Practical)	27,173.08	26,080.00
	Fee for Notebook (Theory)	43,555.99	47,206.91
	Postage Charge	50.00	2,250.00
	Receipt for JEE Couns. Log. & Tech. Support	2,05,600.00	1,75,600.00
	Food Fest	-	75,859.00
	Interest/Penal Interest	43,528.00	159,483.00
	Fee for Kitchen Tool Kits	24,104.70	34,301.16
	TOTAL	54,64,994.55	75,45,343.14

INCREASE/DECREASE IN STOCK OF FINISHED GOODS & WORK-IN-PROGRESS

SCHEDULE-19

SL.NO.		CURRENT YEAR	PREVIOUS YEAR
		2017-18	2016-17
		NIL	NIL

ESTABLISHMENT EXPENSES

SCHEDULE-20A

SL.NO.	CURRENT YEAR		PREVIOUS YEAR	
	2017-18		2016-17	
Staff Salary & Wages including outsourced Employees etc	2,74,28,853.00		2,50,59,822.00	
Wages for Garbage Cleaning	94,720.00		94,080.00	
Children Education Allowances	3,87,412.00		3,10,285.00	
E.L. Encashment	7,737.00		1,99,387.00	
Gratuity	3,90,662.00		2,58,548.00	
Adhoc Bonus	1,24,344.00		2,48,688.00	
Travelling Expenses	2,87,984.00		1,06,773.00	
Honorarium	2,33,005.00		2,03,873.00	
Medical Reimbursement	2,77,574.00		2,68,960.00	
Uniform, Meeting, Seminar & Conference	36,240.00		7,500.00	
Contribution of Employee Pension Fund	4,83,014.00		2,32,332.00	
Contribution to GGCA Policy	5,01,955.00		25,307.00	
Contribution to GLES Policy	6,71,169.00		3,56,867.00	
LTC	3,14,492.00		17,585.00	
Contribution to NPS (Employer)	12,67,296.00		12,34,606.00	
Pension	27,32,399.00		16,88,072.00	
Composite Transfer Grant	22,640.00		-	
TOTAL	3,52,61,496.00		3,03,12,685.00	

OPERATIONAL EXPENSES

SCHEDULE-20B

SL.NO.	CURRENT YEAR		PREVIOUS YEAR	
	2017-18		2016-17	
Electricity	14,65,240.00		15,11,047.00	
Fuel & Gas	3,20,660.00		3,46,006.12	
Crockeries, Cutlaries & Utensils	1,040.00		4,763.00	
Cleaning Materials	1,03,499.52		46,448.69	
Light Equipment	19,351.00		49,490.00	
First Aid	6,813.90		1,306.50	
Petrol & Diesel	55,106.00		1,19,319.00	
Conveyance & Cartage	42,241.00		29,856.00	
Maint. & Rep. (Electricity)	48,949.67		88,381.00	
Maint. & Rep. (Furniture & Fixture)	18,560.00		22,216.00	
Maint. & Rep. (Equipment/Computer)	1,85,629.00		2,22,266.00	
Maint. & Rep. (Lawn & Garden)	12,687.00		13,635.00	
Maint. & Rep. (Vehicle)	12,576.00		68,430.00	
Maint. & Rep. (Gaspipeline)	1,60,632.00		1,73,210.00	
Maint. & Rep. (Genset)	44,942.00		53,484.00	
Maint. & Rep. (Hostel)	3,20,680.00		32,753.00	
Maint. & Rep. (Build & Plumb)	3,35,728.22		4,34,207.56	
Maint. & Rep. (Cycle)	-		60.00	
TOTAL	31,54,335.31		32,16,878.87	

ACADEMIC EXPENSES

SCHEDULE-20C

SL.NO.	CURRENT YEAR	PREVIOUS YEAR
	2017-18	2016-17
News Paper & Periodicals	52,558.00	56,470.00
Teaching Aid	44,641.00	20,905.00
Membership, Subscription of Society	4,140.00	3,779.00
Training Food Expenses	41,99,444.92	51,15,554.42
Training Materials	44,111.20	143,565.00
Memento Distribution Exp.	4,000.00	-
I. Card	19,800.00	15,960.00
TOTAL	43,68,695.12	53,56,233.42
GRAND TOTAL(A+B+C)	4,27,84,526.43	3,88,85,797.29

ADMINISTRATION EXPENSES

SCHEDULE-21

SL.NO.	CURRENT YEAR	PREVIOUS YEAR
	2017-18	2016-17
Postage & Telephone	1,53,231.00	2,08,964.00
Printing & Stationery	2,55,959.67	3,26,389.83
Advertisement & Publicity	1,53,009.00	1,49,540.00
Contingency & Legal Charges	1,06,541.00	78,941.00
Bank Charges	12,795.88	9,555.50
IHM-Allbd. Bank	10,553.00	
IHM-SBI	798.88	
CBSP FUND A/c	<u>1,444.00</u>	
Insurance	1,04,648.00	1,09,266.00
Audit Fees	19,942.00	19,942.00
Professional Fees	27,893.00	42,335.00
Linen & Furnishing	49,206.00	-
Institute Magazine (NIRVANA)	1,26,000.00	-
Rent & Taxes (PoS Machine)	944.00	-
TOTAL	10,10,169.55	9,44,933.33

PRIOR PERIOD ADJUSTMENT

SL. NO.	CURRENT YEAR	PREVIOUS YEAR
	2017-18	2016-17
Prior Period Income		
NIRVANA-2016	-	20,000.00
Total (A)	-	20,000.00
Prior Period Expenses		
Gratuity Exp	(61,654.00)	-
Receivable from Distt. Election Officer	-	10,600.00
Total (B)	-61,654.00	10,600.00
Grand Total (A-B)	(61,654.00)	(9,400.00)

Institute of Hotel Management Catering Technology and Applied Nutrition, Hajipur
Receipt & Payment Account for the ended year 31-Mar-2018

RECEIPT	AMOUNT (Rs.)	PAYMENT	AMOUNT (Rs.)
Opening Bank Balance :		Current Liabilities	
Allahabad Bank	1,31,53,447.35	Adv. Tuition Fee	3,900.00
Allahabad Bank CBSP Fund A/c	64,67,631.00	Caution Money	1,77,100.00
SBI Hajipur	16,782.38	Hostel Caution Money	32,500.00
Imprest Cash	8,755.00	Central Sector Scholarship of SC	2,13,438.00
Bank Pension Fund	25,23,016.50	Center Change Charge	4,000.00
Bank IDF fund	11,80,144.65	Donation For Communal Harmony	8,451.00
Current Liabilities		EMD	3,60,000.00
Caution Money	14,37,050.00	Enrollment Fee	62,100.00
Caution Money (CBSP)	59,000.00	Excess Fee	4,09,309.00
Hostel Caution Money	6,48,000.00	GPF	3,49,272.00
Adv. Tuition Fee	47,501.00	GPF Adance	2,12,100.00
Central Sector Scholarship of SC	3,03,438.00	GSLI-27149	8,075.00
Center Change Charge	4,000.00	Honorarium (NCHM/IGNOU)	1,54,472.00
Center Change Charge (SBI)	2,000.00	IGNOU Co-Ord. Fee	27,000.00
Donation for Communal Harmony	8,451.00	IGNOU Exam fee	1,26,600.00
EMD	4.30,000.00	IGNOU Exam Fine	17,000.00
Enrollment Fee	68,780.00	IGNOU Fee	21,87,000.00
Excess fee	4,09,308.00	IGNOU Std. Supp. Fee	28,050.00
Honorarium (NCHM/IGNOU)	1,64,076.00	JEE Counselling Honor.	1,02,800.00
IGNOU Co-Ord. Fee	27,000.00	N.C. Exam Fee	16,90,667.00
IGNOU Exam fee	98,120.00	N.C. Exam Fee (SBI)	8,81,500.00
IGNOU Exam fee (SBI)	29,400.00	N.C. Exam Fine	26,500.00
IGNOU Exam fine	3,500.00	N.C. form	1,25,498.00
IGNOU Exam fine (SBI)	6,500.00	NPS (Employees)	12,67,296.00
IGNOU Fee	22,55,340.00	Outstanding Liab.	58,42,609.00
IGNOU Student Supp. Fee	28,050.00	Outstanding Liab. (CBSP)	5,51,000.00
JEE Counselling Honorarium	1,02,800.00	Performance Securty	14,175.00
N.C. Exam Fee	23,35,500.00	Professional Tax	57,000.00
N.C. Exam Fee (SBI)	8,81,500.00	Re-appear N.C. Exam fee	76,440.00
N.C. Exam Fine	14,000.00	Salary & Wages	183,40,723.00
N.C. Exam Fine (SBI)	12,700.00	Scholarship A/c	15,44,000.00
N.C. Form	7,650.00	Scholarship on Mans Basis (NCHM)	25,375.00
Outstanding Liability	2,925.00	Security Deposit (Liab.)	2,60,000.00
Outstanding Liability (CBSP)	20,500.00	Std. Safe Insurance	1,56,972.00
Reappear N.C.Exam fee	77,500.00	TDS (Staff)	13,62,100.00
Reappear N.C.Exam fee (SBI)	52,500.00	EARMARKED ENDOWMENT FUND	
Scholarships A/c	15,44,000.00	Faculty Development Fund	73,966.00
Scholarship on Means Basis (NCHM)	34,500.00	Financial Asst. Award	25,375.00
Security Deposit (Liability)	65,000.00	Gratuity Fund	10,00,000.00
Std. Safe Insurance	1,54,501.00	Hostel Dev. Fee	4,23,358.00
CFA for CBSP Programme (CBSP)	2,57,940.00	Student Activity	75,644.00
Corpus/Capital Fund		Student Activity (SBI)	80,400.00
Donation/Aid from NCHM for Computer/Laptops	55,125.00	CURRENT ASSETS	
EARMARKED ENDOWMENT FUND		Stock in hand Notebook (Practical)	73,673.00
Hostel Dev. Fee	95,500.00	Stock in hand Notebook (Theory)	1,05,479.00
Student Activity A/c	399,654.00	Stock in hand Prospectus IHM	25,500.00
Student Activity A/c (SBI)	80,400.00		

Institute of Hotel Management Catering Technology and Applied Nutrition, Hajipur

Receipt & Payment Account for the ended year 31-Mar-2018

RECEIPT	AMOUNT (Rs.)	PAYMENT	AMOUNT (Rs.)
<u>CURRENT ASSETS</u>		Stock in hand-Momento	5,144.00
Sundry Receivable	20,94,176.00	Adv. To Sumti Chatterjee	96,100.00
Adv. To Sumit Chatterjee	2,852.00	Adv. To A. M. Singh	20,000.00
Adv. To A.M.Singh	72.00	Adv. To Amit Kumar	10,000.00
Adv. To Ankit Kumar	2,325.00	Adv. To Ankit Kumar	12,000.00
Adv. To B.Mallick	189.00	Adv. To Anupam Kumar	20,000.00
Adv. To Kalyan Mukherjee	7,054.00	Adv. To B. Mallick	1,000.00
Adv. To Murtza Kamal	5,480.00	Adv. To Kalyan Mukherjee	66,900.00
Adv. To P. Ganguly	233.00	Adv. To Mohan Kumar	4,000.00
Adv. To P. Mitter Choudhary	711.00	Adv. To Murtaza Kamal	10,000.00
Adv. To Prakash Chandra	1,885.00	Adv. To Niraj Kumar	40,700.00
Adv. To Praveen Jha	2,345.00	Adv. To P. Ganguly	31,600.00
Adv. To Rakesh Kr. Das	20.00	Adv. To P. Mitter Choudhary	21,000.00
Adv. To Satyapriya Behera	1,436.00	Adv. To Prakash Chandra	13,000.00
Sundry Receivable (Pension Fund)	79,032.00	Adv. To Praveen Jha	10,000.00
Sundry Receivable (CBSP)	56,54,234.40	Adv. To Rakesh Kumar Das	7,000.00
Sundry Receivable (IDF)	1,46,599.00	Adv. To Sandipan S.	10,000.00
		Adv. To Satyapriya Behera	5,000.00
<u>INVESTMENTS</u>		Adv. To Sitesh Srivastav	65,400.00
Pension Fund-Investments	1,02,31,224.00	Adv. To Suman Chatterjee	60,000.00
<u>OTHERS</u>		<u>INVESTMENTS</u>	
Inter Unit (CBSP Fund A/c)	17,40,657.65	Investment	160,00,000.00
IDF-Inter Unit (Current A/c)	14,92,054.00	Pension Fund-Investments	100,00,000.00
Inter Unit (GPF A/c)	16,959.00	<u>FIXED ASSETS</u>	
Inter Unit (IDF A/c)	1,56,129.00	Books	1,000.00
Inter Unit (Pension Fund A/c)	84,169.00	Equipments	1,31,512.00
Secy. IHM CBSP Fund A/c	87,41,178.35	Equipments (IDF)	20,500.00
Pension Fund-Inter Unit (Current A/c)	21,47,331.00	Furniture & Fixture	21,430.00
CBSP Fund-Inter Unit (Current A/c)	6,400.00	New CCTV	24,321.00
<u>INDIRECT INCOME</u>		<u>PREPAID EXPENSES</u>	
Admission Fee	4,28,200.00	Insurance Prepaid	54,162.00
Fine	66,045.00	Maint. & Rep. (Equip-Prepaid)	27,884.00
Fine (SBI)	53,000.00	Maint. & Rep. (Prepaid-Genset)	5,646.00
Genset Charge	72,000.00	Teaching Aid (Prepaid)	25,444.00
Hostel Bed Charge	18,83,400.00	<u>OTHERS</u>	
Hostel Food Charge	33,37,000.00	CBSP-Inter Unit (Current A/c)	12,58,821.65
I. Card	24,300.00	Inter Unit (GPF)	16,959.00
Interest on TDS	42,958.00	Inter Unit (IDF)	16,48,183.00
Internal Exam fee	2,71,500.00	Inter Unit (Pension Fund)	22,31,500.00
JEE Counselling Log & Tech. Supp. Chg	2,05,600.00	<u>INDIRECT INCOME</u>	
Kitchen Tool Kits	1,73,300.00	Hostel Food Charge	21,21,765.00
Lease Rent	1,93,092.00	I. Card	19,800.00
Library Fee	2,90,000.00	Internal Exam Fee	3,500.00
Licence fee from General Shop	37,016.00	Kitchen Tool Kits	1,50,805.00
Locker Rent	46,600.00	Library Fee	3,500.00
Log Book	15,000.00	Nirvana	1,26,000.00
Maintenance charge	2,500.00	Outdoor Catering	1,31,680.00
Misc. Receipts	1,17,590.39	Training Prog. To GoB Tourism Staff	50,604.00
Misc. Receipts (SBI)	10,690.00	Tuition Fee	2,78,994.00
Misc. Receipts (CBSP)	47,819.60	Tuition Fee (SBI)	1,50,38,041.00
Outdoor Catering	4,27,655.00	<u>INDIRECT EXPENSES</u>	
Penal Interest	570.00	Advt. & Publicity	1,53,009.00

Institute of Hotel Management Catering Technology and Applied Nutrition, Hajipur
Receipt & Payment Account for the ended year 31-Mar-2018

RECEIPT	AMOUNT (Rs.)	PAYMENT	AMOUNT (Rs.)
Prospectus IHM	29,700.00	Bank Charges	10,553.00
RTI Fees	40.00	Bank Charges (SBI)	1,312.88
Staff Lunch	6,400.00	Contigencies	1,17,761.00
Student Notebook (Practical)	86,670.00	Conveyance, Coolie & Cartage	41,881.00
Student Notebook (Practical)-SBI	20,790.00	Crockeries, Cutlaries & Utensils	1,040.00
Student Notebook (Theory)	1,03,140.00	Diesel for Genset	2,02,278.00
Student Notebook (Theory)-SBI	53,100.00	Diesel for Vehicle	83,155.00
Tender Form (Non-Refund)	13,000.00	Electricity Exp.	16,78,201.00
Tuition Fee	3,75,28,135.00	First Aid	4,879.00
Tuition Fee (SBI)	159,11,000.00	Food Materials A/c	38,02,044.00
Interest (Pension Fund)	1,59,013.00	Fuel & Gas A/c	3,11,640.00
Employer Contribution to Pension fund	4,83,014.00	H. K. Clg. Materials	885.00
IDF-Interest on Investment	84,688.00	Insurance	52,553.00
INDIRECT EXPENSES		Linen Furnishing	49,206.00
Contigencies A/c	27,314.00	Light Equipments	3,684.00
Food Materials	23,100.00	Maint & Rep. (Build/Plum)	3,07,015.00
Insurance	1.00	IDF-Maint & Rep. (Build)	27,500.00
MDP Programme	56,186.00	Maint & Rep. (Electricity)	43,207.00
News Perodicals & Journal	1,960.00	Maint & Rep. (Equipments)	1,49,806.00
Postage	50.00	Maint & Rep. (Furn. & Fixture)	18,560.00
Bank Charges (SBI)	514.00	Maint & Rep. (Gaspipeline)	1,46,523.00
TA (NCHM)	70,659.00	Maint. & Rep. (Genset)	39,869.00
		Maint. & Rep. (Lawn & Garden)	12,062.00
		Maint. & Rep. (Vehicle)	12,576.00
		MDP Programme	4,186.00
		Membership of Society	4,140.00
		News, Periodicals & Journal	51,110.00
		Postage	89,720.00
		Printing & Stationery	2,76,270.00
		Professional Fee	27,893.00
		TA (NCHM)	23,137.00
		TDS (IOCL)	22,500.00
		Teaching Aid	18,766.00
		Telephone Exp.	56,166.00
		Training Materials	1,05,331.00
		Pension Expenses (Pension Fund)	27,32,399.00
		Rent & Taxes	944.00
		Employer Contr. To Pension Fund	4,13,274.00
		Spl. Res. For Pension Fund	6,30,281.00
		Secy. IHM Hajipur (CBSP)	87,41,178.35
		Base Cost (CBSP)	97,541.00
		Certification Fee	10,500.00
		Bank Charges (CBSP)	1,444.00
		ESTABLISHMENT EXPENSES	
		Salary & Wages (Security Personnel)	55,86,055.00
		Wages for Garbage Cleaning	79,040.00
		Children Education Expenses	1,59,270.00
		G.G.C.A	5,01,955.00
		GLS-228246	6,71,169.00
		Honorarium	2,27,956.00
		LTC	32,074.00
		Medical Expenses	2,77,574.00
		Participation Fee for Seminar	21,240.00

Institute of Hotel Management Catering Technology and Applied Nurtrition, Hajipur
Receipt & Payment Account for the ended year 31-Mar-2018

RECEIPT	AMOUNT (Rs.)	PAYMENT	AMOUNT (Rs.)
		Pension Fund	4,83,014.00
		Travelling Expenses	2,03,346.00
		Uniform & Apron	32,856.00
		Closing Bank Balance:	
		Allahabad Bank Current A/c	55,65,807.74
		Allahabad Bank CBSP Fund A/c	18,53,040.00
		SBI, Hajipur	11,28,678.50
		Bank Pension Fund	18,46,676.50
		Bank IDF Fund	28,55,485.65
		Imprest Cash	11.00
		Cash in hand	-
	13,05,92,541.27		13,05,92,541.27

**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY &
APPLIED NUTRITION, HAJIPUR, VAISHALI**

**FORM OF FINANCIAL STATEMENT (NON-PROFIT ORGANISATION)
FOR THE FINANCIAL YEAR 2017-18**

NAME OF INSTITUTE : INSTITUTE OF HOTEL MANAGEMENT CATERING
TECHNOLOGY & APPLIED NUTRITION

SCHEDULE-24 : SIGNIFICANT ACCOUNTS POLICIES

1. ACCOUNTING CONVENTION :

The financial statements are prepared on the basis of historical cost convention, using mercantile system of accounting unless otherwise stated.

2. INVENTORY VALUATION :

(i) Stores include food materials (non-perishable), Printing stationary, Training materials maintenance spares, First Aid material etc. are valued at cost and physically checked and verified at the end of Financial Year by the internal constituted committee of the Institute.

(ii) Raw materials, semi-finished goods and finished goods are valued at lower of cost and net realizable value.

3. FIXED ASSETS :

(i) Fixed Assets comprises of equipment, furniture fixture and books are stated at cost of acquisition.

(ii) Fixed Assets received by way of Capital grants, (other than from the Corpus Funds) i.e. ID Fund released by Govt. of India are capitalized at values stated. Land was allotted to the Institute by Govt. Bihar on free of cost and therefore nominal cost of Rs. 1/- has been booked towards cost of land. The Administrative-cum-Academic building, hostel block, staff quarter & Director Bungalow was constructed and physically handed over by the CPWD in the year 2005.

4. GOVERNMENTS GRANTS/SUBSIDIES :

(i) Government grants to the nature of contribution towards capital cost of setting up projects are treated as Capital.

(ii) Government grants/subsidies except for CFA towards CBSP courses are accounted on realization basis.

5. FORFEITURE OF UNCLAIMED CAUTION MONEY :

Caution Money (Refundable) collected from the students are forfeited if the students don't claim within 05 (five) years from the date of publishing of the final result and consequently the fund is treated as revenue.

6. Interest earned on investment of capital Grant has not been accounted for in the Income and Expenditure Account.

7. EXAMINATION FEE :

Examination Fee collected from students on each semester during the financial year have been accounted for "Earmarked Fund" to conduct Term End Exam in the next financial year and as per Academic Session.

8. DEPRECIATION :

- (i) In respect of addition to and deduction from fixed assets during the year, Depreciation is considered as per I.T. Act 1961.
- (ii) Assets or capital Expenditure costing Rs. 5000/- or less each are fully provided.
- (iii) In order to formulate Depreciation Fund as per instruction of MoT, GoI the depreciation charged as follows during the previous year and as well as current year has been shown under Earmarked Fund as Depreciation fund to acquire assets out of the fund.

Year	Amount (Rs.)
2009-10	78,65,390.12
2010-11	74,46,357.59
2011-12	67,02,836.32
2012-13	63,16,515.51
2013-14	61,75,374.01
2014-15	73,83,909.51
2015-16	90,45,957.26
2016-17	79,85,231.88
2017-18	72,56,771.90
Total	6,61,36,344.10
Less: (a) Adjustment of Depreciation on Sold & Written off Assets (Total accumulated depreciation) upto 2016-17	15,23,393.05
Total (Rs.)	6,46,54,951.05

- (iv) Depreciation of Rs.4,26,85,639.98 for the period 31.03.1983 to 31.03.2009 had not been charged in the Income & Expenditure Account and as such the amount was not transferred to Depreciation Fund.
- (v) Depreciation on donated assets during the current year has not been charged in Income & Expenditure Account and such the amount is not being transferred to Depreciation Fund A/c.

□*□

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR, VAISHALI

FORM OF FINANCIAL STATEMENT (NON-PROFIT ORGANISATION) FOR THE FINANCIAL YEAR 2017-18

**NAME OF INSTITUTE : INSTITUTE OF HOTEL MANAGEMENT CATERING
TECHNOLOGY & APPLIED NUTRITION**

SCHEDULE-25 :- CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS

1. **CONTINGENT LIABILITIES :-** There is no known contingent liabilities.
2. **CURRENT ASSETS, LOAN AND ADVANCES:-** In the opinion of the management the current assets, loans and advances have a value on realization in the ordinary course of business, equal at least to aggregate amount shown in the Balance sheet. The advance paid to CPWD for constructions of various projects within the Institute's campus are capitalized on completion of the project followed by the possession based on the UC provided.
3. **TAXATION:** The Institute is registered under section 12A Income Tax Act 1961.
4. **RETIREMENT BENEFITS :**
 - (a) Liability towards gratuity payable on death/retirement of employees is accrued based on actuarial valuation of LIC of India, Patna and subsequently the fund as demanded by LIC of India is deposited on cash basis under GGCA scheme being managed by LIC of India. The net NAV as per LIC statement is **Rs. 83,75,294/-**.
 - (b) Liability towards Provision for accumulated leave encashment benefit to the regular employee is accrued based on actuarial valuation of LIC of India, Patna and subsequently the fund as demanded by the LIC of India in the same pattern as followed in case of GGCA policy is deposited on cash basis under GLES scheme being managed by LIC of India. The net NAV as per LIC statement is **Rs. 48,05,149/-**.
 - (c) The Institute maintains separate accounts for pension fund & created a corpus Pension Fund of **Rs 1,57,87,423.50** to meet the pension & commutation liability of the pensioners in future.
5. All Students fees such as Tuition fee, Operational Charges etc. is accounted on cash basis except for SAARC candidates.
6. Electricity expenses during the year for Rs. 14,65,240/- is adjusted with realisation from the students for hostel electricity of Rs. 3,76,880/-etc.
7. Expenditure on Diesel & Petrol during the year for Rs. 55,106/- is adjusted with realisation from the students Hostel Fee etc.
8. As per BoG resolution the expenses incurred on Hostel Food Charge has been adjusted from Hostel Food Fee and net up.
9. IGNOU Student Support fee for payment of Honorarium is accounted on cash basis.
10. Depreciation Reserve fund has been formulated by the Institute to acquire assets out of the fund. The value of fixed assets as and when becomes zero after depreciation would be written off by amortisation of respective capital Grant in Aid sanctioned by Govt.

11. During the year Institute has earned substantial "Income over Expenditure", hence the provision for Pension Fund Rs. 5 lacs and Institutional Development Fund of Rs. 3 lacs as per BoG resolution dated 27/04/2005 Item no. 6 and Rs. 3 lacs for scholarship fund as per BoG resolution 5 dated 5/10/2017 has been accounted for.
12. The Building Project constructed by CPWD has been capitalised with electrical fittings as per composite utilisation certificate for civil works with electrical fittings are given by CPWD and also the Grant in Aid sanctioned by Govt. for construction of Academic-cum-Administrative Building, Hostel, Staff Quarters is inclusive of Civil works along with electrical fittings.
13. All statutory liabilities payments have been deposited on time.
14. Previous year figures have been regrouped rearranged wherever it was necessary.
15. All the SCHEDULE from 1 to 23 and Significant Accounting Policy Schedule – 24 and Notes On Accounts Schedule – 25 is integral part of Accounts.

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UTILISATION OF GRANT- IN- AID RELEASED UNDER THE SCHEME

“ASSISTANCE TO IHMs/NCHMCT/IITTM/ICT etc.”

- **Grant in Aid released from MoT, GoI for purchase of Equipments and commissioning of two new tube wells(2014-15).** **Rs. 28,28,520.00**

Less: Utilised during 2015-16

(a) Equipment purchased Rs. 6,77,185.00

* (b) Adv. To CPWD for supply & Installation of AC Rs. 3,21,510.00

* (c) Adv. To CPWD for commissioning of two new Tube wells Rs. 17,49,520.00 **Rs. 27,48,215.00**

- **Unspent fund refunded to MoT, GoI during 2016-17** **Rs. 80305.00**

- No unspent Grant was available as on 01.04.2017 in Institute's Books of Accounts under the above said scheme.

- No any Grant in Aid under the above scheme received by the Institute during 2017-18.

- There is **Rs. NIL** unspent balance as on 01.04.2018 in the Institute's Books of Accounts under the above scheme.

* Advance to CPWD for Installation of Tubewell of Rs. 17,49,520/- is settled on the basis of U.C. submitted by CPWD during 2017-18.

* Advance to CPWD for supply and Installation of AC Rs. 3,21,510.00 is unutilised as on 31.03.2018 in absence of U.C. provided by CPWD.

PERFORMANCE-CUM-ACHIEVEMENT REPORT

- **Project- 1 :** The Institute has given an advance to CPWD for during 2015-16 for commissioning of two new Deep Tube wells.

Status : The CPWD has installed both tube wells till 31st March, 2018 which are functioning well.

- **Project- 2:** The Institute has given an advance to CPWD during 2015-16 for supply and Installation of 5 nos. ACs for Principal's Chamber and Suit Room.

Status : The CPWD has supplied and Installed the all ACs in the Institute during 2017-18 but the utilisation of fund has not been furnished by the CPWD as on 31st March, 2018.

Sd/-
Principal
IHM, Hajipur

**INSTITUTE OF HOTEL MANAGEMENT,
CATERING TECHNOLOGY & APPLIED NUTRITION,
HAJIPUR**

**STATEMENT OF
INSTITUTE OF HOTEL MANAGEMENT EMPLOYEES'
GENERAL PROVIDENT FUND ACCOUNT
FOR THE YEAR ENDED ON
31.03.2018**

**H.S. PARMAR & CO.
CHARTERED ACCOUNTANTS
303, 3rd Floor, Sumati Palace
Boring Road, Patna- 800 001**



Independent Auditor's Report

To The Members of

INSTITUTE OF HOTEL MANAGEMENT EMPLOYEES GENERAL PROVIDENT FUND ACCOUNT

I. Report on the Financial Statements

We have audited the accompanying financial statements of INSTITUTE OF HOTEL MANAGEMENT EMPLOYEES GENERAL PROVIDENT FUND ACCOUNT, which comprise the Balance Sheet as at March 31, 2018 and Income and Expenditure Account for the year the ended, and a summary of significant accounting policies and othe explanatory information.

II. Management's Responsibility for the Financial Statments

Management is responsible for the preparation of these financial statments that give a true and fair view of the financial position and financial performance of the Institute. This responsibiliy includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that give a true and fair view and are free from material statement, whether due to fraud or error.

III. Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal financial control relevant to the Institutes preparation of the financial statements that give a true & fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by the management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the financial statements.

H. S. PARMAR & CO.
Chartered Accountants

303, 3rd Floor, Sumati Palace
Boring Road, Patna - 800 001
Phone : +91 9334179465
E-mail: hsparmar.mithapur@gmail.com

IV. Opinion

In our opinion and to the best of our information and according to the explanations give to us, the financial statements read with notes on Accounts given in Schedule "A" give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India;

- a) In the case of the Balance Sheet, of the state of affairs of the Fund Account as at March 31, 2018; and
- b) In the case of Income and Expenditure Account, of the excess of income over expenditure for the year ended on that date.

V. We report that :

1. We have obtained all the information and explanations, which to the best of our knowledge and belief necessary for the purpose of our audit.
2. In our opinion, proper books of account as required by law have been kept by the society so far as appears from our examination of those books.
3. The Balance Sheet and Income & Expenditure Accounts dealt with by this report are in agreement with the books of account.

Place : Patna
Date : 20-07-2018

For
H.S.PARMAR & CO.
Chartered Accountants
FRN - 000940C

Sd/-
(KUMAR VINEET)
Partner
Mem. No. : 411599

FINANCIAL NOTES

**IHM EMPLOYEES GENERAL PROVIDENT FUND ACCOUNT
SIGNIFICANT OF ACCOUNTING POLICIES AND NOTES ON ACCOUNTS AS
ON 31ST MARCH, 2018**

A. SIGNIFICANT OF ACCOUNTING POLICIES

- i) The accounts of the Institute are prepared under the historical cost convention using the accrual method of accounting.
- ii) All the applicable accounting standards are duly complied with.

B. NOTES ON AGENDA

- i) That the previous year figures have been regrouped and rearranged wherever necessary.
- ii) The institute has no known contingent liability.
- iii) That the accounts of the institute are on mercantile basis.

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