

MANDATORY DISCLOSURE



RAJADHANI INSTITUTE OF
HOTEL MANAGEMENT AND
CATERING TECHNOLOGY

RAJADHANI INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Mandatory Disclosure (2018-2019)

1. AICTE File No. : *South-West/1-3514699019/2018/EOA*
 2. Date & Period of last Approval : *Dated 04.04.2018 for the academic year 2018-19*
 3. Name of the Institution : *RAJADHANI INSTITUTE OF HOTEL MANAGEMENT
AND CATRING TECHNOLOGY*
 4. Address of the Institution : *Nedumparambu P O, Nagaroor,
Attingal, Thiruvananthapuram, Kerala*
- City & Pin Code : *Thiruvananthapuram, 695102*
- State / UT : *Kerala*
- Longitude & Latitude : *8.7367056,76.8344296*



- Phone Number with STD Code : *0470-2775500,2679797*
- Fax number with STD Code : *0470 – 2679898*
- Office hours at the Institution : *8.00am–4.00pm*
- Academic hours at the Institution : *8.30am–4.00pm*
- Email : *principal.rihmct@gmail.com*
- Website : *www.rihmct.in*
- Nearest Railway Station : *VarkalaSivagiri (18.5 kms)*
- Nearest Airport : *Thiruvananthapuram International Airport
(38 kms)*

5. Type of the Institution : (1) Private-Self Financed (2) Co-Ed
- Govt / Govt aided / University Dept
/ Deemed Univ / Private- Self Financed
Category (1) of the Institution: Non
Minority / Minority specify minority:
(Category (2) of the Institution: Co-Ed /
Women only
6. Name of the organization running the Institution : *INDIRA CHARITABLE TRUST*
- Type of the organization : *Trust*
- Society / Trust / PPP
- Address of the organization : *Rajadhani Building,*
East Fort P O
Thiruvananthapuram, 695023
riet@rajadhanimail.com
- Registered with : *State Government*
- Registration date : *11/01/2002*
- Website : *www.rajadhanigroup.com*
7. Name of the affiliating University : *APJ Abdul Kalam Technological University,*
- Address : *CET Campus, Thiruvananthapuram-695016.*
- Website : *<https://ktu.edu.in/>*
- Latest affiliation period : *2018-19*
8. Name of the Principal / Director : *Dr. Mahesh Krishna*
- Exact Designation : *Principal*
- Phone number with STD Code : *0470-2775500, 2679797*
- Fax number with STD Code : *0470 – 2679898*
- Email : *principal.rihmct@gmail.com*
- Highest Degree : *Ph.D.*

9. Governing Council Members / Frequency of meetings and date of last meetings: Members of the Board and their brief background

Name of the Trust: : *INDIRA CHARITABLE TRUST*

Address of the registered office: : *Rajadhani Buildings,
East Fort, Trivandrum
98470 77773,
0471 – 2572299*

Name of the Chairman: *Dr. Biju Ramesh*

Members of the Governing council

SL.No	Name	Designation	Address
1	Dr. BIJU RAMESH	Chairman	<i>Sumthripathi, TC-37/852, East Fort PO Thiruvananthapuram,695023</i>
2	Mrs. B. INDIRA DEVI	Member	<i>Sumthripathi, TC-37/852, East Fort PO Thiruvananthapuram,695023</i>
3	Mrs. RANI BIJU	Member	<i>Sumthripathi, TC-37/852, East Fort PO Thiruvananthapuram,695023</i>

10. Academic Advisory Body / Frequency of meetings and date of last meetings:
Members of Academic Advisory Body

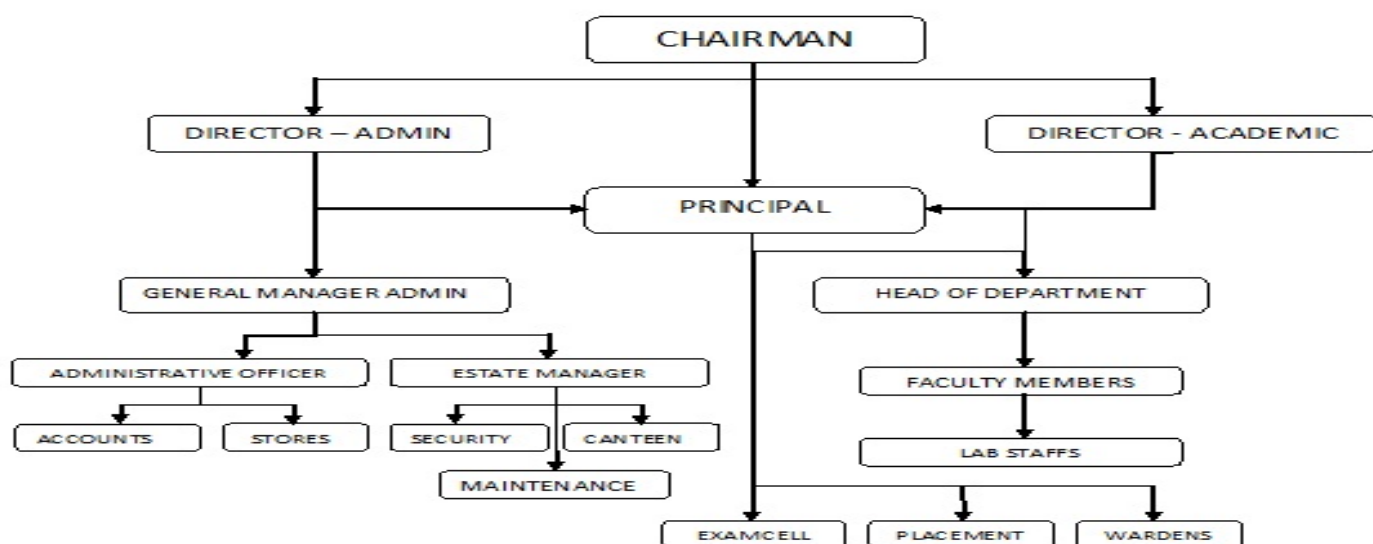
Academic Council

Sl.No	Name	Role
1.	Dr. BIJU RAMESH	Chairman <i>Rajadhani Institute of Hotel management and catering Technology</i>
2.	Dr. MAHESH KRISHNA	Principal <i>Rajadhani Institute of Hotel management and catering Technology</i>
3.	UNNIKRISHNAN.N	HoD <i>Rajadhani Institute of Hotel management and catering Technology</i>

Frequency of the Council Meetings and Academic Advisory body: *As and when required.*

Nature and Extent of involvement of faculty and students in academic affairs/ improvements: *Every week, two hours are set apart for group discussions, interactions, between students and faculty members to discuss the academic improvements.*

11. Organizational Chart



Nature and Extent of involvement of faculty and students in academic affairs/ improvements.

- Every faculty attends at least one Faculty Development Program every year apart from the Seminars & Symposiums at national and international levels.
- Students are encouraged maximum with financial assistance from the college to take part in the national & international level seminars, management festivals conducted by various management schools.
- Every day one period is allotted for personality development & related activities. The session is being conducted under the supervision of a faculty.
- Management subject related film is exhibited frequently.
- Department level Association is activated every year with a new set of office bearers from students and with two staff facilitators. Association invites renowned persons in their field for Guest lecture, seminars and workshops, Technical quiz programmes etc., on an average of one programme per month.
- Non formal courses covering content beyond the syllabus, but required for employment outside, are regularly conducted. Every semester at least two such programmes per department are being conducted.
- Students are encouraged and guided to participate in seminars, workshops and technical quiz conducted outside. Students bring laurels to the college by regularly winning awards and prizes.
- National seminars and International seminars are being arranged regularly on latest trends in Hospitality industry.

Mechanism / Norms & Procedure for democratic / Good governance

- Vision / Mission statements and quality policy fixed for better, tangible results and transparency
- Class Monitoring Committee with Co – coordinator, Staff concerned and 2 student representatives.
- College Academic Council (CAC) meetings are conducted once in a week.
- Students' Feedback collected and Staff performance / student satisfaction checked / analyzed.
- Class Advisor / Student Representative in every class meet regularly for better academic / general performance of staff/ student.
- Well audited, fined tuned, Quality Performance Improvement System taking into account needs/ desires / requirements of all parties concerned.
- Parents' meetings are held for continuous monitoring of students.
- Governing Council with representatives from various fields are held periodically.

- Students' feedback on subject knowledge, punctuality to classes, student relationship. Delivery, Paper Valuation etc. of Staff.
- Meeting with HOD and class advisor.
- Self Appraisal / staff appraisal for Quality Performance.
- Suggestion box available in all departments & Hostels
- Class Committee Meeting / Staff Committee Meeting to review expectations / needs etc.

12. Student feedback mechanism on Institutional Governance/faculty performance:

Student feedback is taken about the teaching faculty after every Series Test.

Corrective and preventive action is taken based on these assessments.

13. Grievance redressal mechanism for faculty, staff and students:

As per the instructions of the Director of Technical Education, Government of Kerala, Students' Redressal Cell is constituted as follows:

Chairperson: **HoD UNNIKRISHNAN.N**

Members:

1. Assistant professor BIJU.S
2. Assistant professor KRISHANTH .B
3. Assistant professor REMANATHAN

14. Year wise course details

ADMISSION

Name of the Department	HOTEL MANGEMENT
Programme	BHMCT
Level	Undergraduate
1 st Year of approval by the Council	2018
Student data as on 2018-19	Academic Year

	2018-‘19	2019-‘20	2020 -‘21
Year wise Sanctioned Intake	180	180	180
Year wise Actual Admission	62	-	-

Annexure-II

Details of Fess Collected:

**RAJADHANIINSTITUTEHOTEL MANAGEMENT AND CATERING
TECHNOLOGY**

Year	Tuition fees
First year	60000
Second year	60000
Third year	60000
Fourth year	60000
Total	2,40,000

Rs.10000 (Caution deposit - Refundable)

#

15 Infrastructural Facilities:

Top View



Library Details:



Campus









Food Production lab







F&B Service Lab





Front Office Lab



House Keeping Lab



Queen Margarita A Pizza fest













Skill development



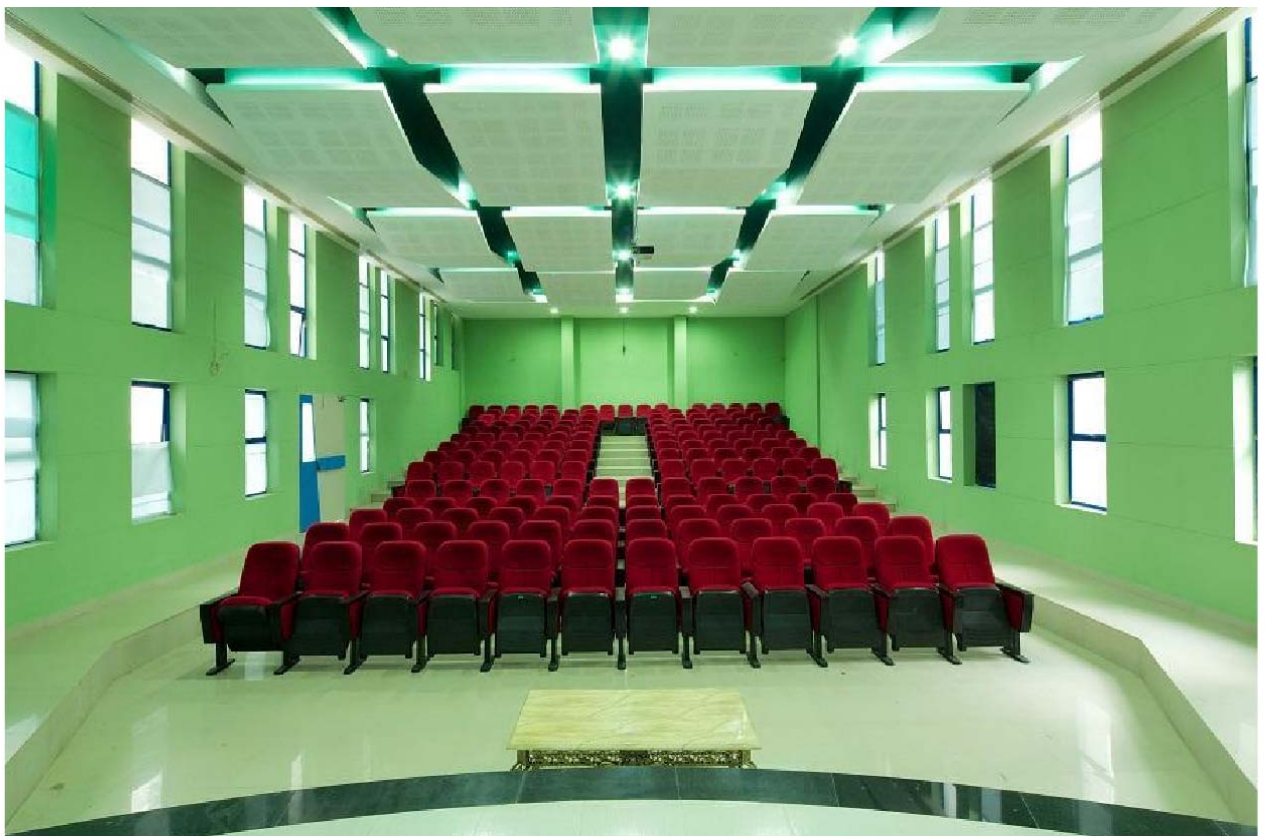


Computer Center facilities: Apple Computer Lab





Auditorium:



Seminar Hall



Food Court



Indoor sports facilities: Gymnasium facilities:



International Day of Yoga was celebrated on 21st June 2018 @ Brain Gym.



Indoor sports facilities: Gymnasium facilities:



16 **Academic Sessions:** Examination system, Year /Sem: Period of declaration o fresults:

2

Semester

Semester Wise (2)

17 **Counseling/Mentoring:**

Yes

CareerCounseling:

Yes

Medicalfacilities:

Yes

StudentInsurance:

Yes

18 **StudentsActivityBody:**

Available

Culturalactivities:

Available

Sportsactivities:

Available

Literaryactivities:

Available

Magazine/Newsletter:

Available

Technical activities /TechFest:

Available

Every Semester 1 Industrial Visit.

Alumni activities:

19 **Name of the information officer for RTI**

Private Institution

20 a)

CAY=Current Academic Year

b)

*Repeat this template for each department /staff

c)

#Repeat this template for additional quota, if any

d)

^Add Year Wise

Sanctioned Intake:180

BOARD OF GOVERNORS

Dr. BIJU RAMESH	chairman
Ms RESHMA B. RAMESH Chartered Accountant	Member
Mr. .Mahesh Krishna	Member/ secretary
General Manager Maurya Rajadhani	Member
Human Resource manager Mahindra Resort	Member
Mr. Jose Pradeep (Yuvarani Residency) Executive Director (Federation of Indian Hotels & Restaurant Association)	Member
General Manager Winsor Rajadhani	Member