



होटल प्रबंधन खानपान तकनीकी एवं अनुसंधान पोषण संस्थान
Institute of Hotel Management Catering Technology and Applied Nutrition
Sani Park, Sikar Road, Jaipur-302018 हनुमान, सीकर रोड, जयपुर - 302018
Phone: 0141- 2202512 • Tele Fax: 0141- 2200402
E-mail: ihm_jpr@rediffmail.com, principal@ihmjaipur.com, studentsupport@ihmjaipur.com
Website: www.ihmjaipur.com

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कार्यालय आदेश / Office Order

सभी सम्बंधित अध्यापकों एवं कर्मचारियों को शैक्षणिक सत्र 2025-26 में निम्नलिखित अतिरिक्त कार्य भाग मौफा जा रहा है। जिसका ब्यौरा निम्नलिखित है।

Additional workload is being assigned to all the concerned faculty and employees in the academic session 2025 - 26. The details are as follows -

OVER ALL INCHARGE / REPORTING OFFICER - Mr. Sanjay Arora

S. No	Additional Responsibilities	Coordinator
1	Liaising for the Institute at all Levels including Alumni, Schools, Sponsorships as well as Short Duration Training Programs & Consultancies (Additional Duties apart from being the overall in charge) Overall Discipline. CLUB - Golden Jubilee Team	Mr Sanjay Arora श्री संजय अरोड़ा
2	Admission & Admission Related Activities, Overall Food Cost Control and Menu Planning including Hostel Mess, Anti Ragging Committee Head. CLUB - Food Production Team MENTOR - 3 rd Yr Grp A	Mr Debashish Dey श्री देबाशीष डे
3	Institute Maintenance, Boys Hostel Warden, Planning the Lab Layouts (CAD drawings) and listing out Requirements of equipment's etc for each area with their specifications and costing. CLUB - Service Team MENTOR - F&B Service Diploma .	Mr Hemant Patenya श्री हेमंत पटेरिया
4	All Government Run Programs & Events including Swatchaata & Rajbhasha Pakhwada, Housekeeping Week, Tourism Club, EBSB, vigilance week, Anti Ragging week & other important days or events of GOI & GOR CLUB - Ghummakars - The Yuva Tourism Club & EBSB Team MENTOR - Diploma Bakery and Diploma Kitchen	Mr Rakesh Katana श्री रakesh कटारिया
5	ODC, Staff Tea, VIP Service, Placement & Industrial Training Co-Coordinator CLUB - Service Team MENTOR - 3 rd yr group B	Mr Pracheer Sharma प्राचीर शर्मा
6	Bakery Hampers, Student Canteen, Guests and VIP Snacks, Diploma Extra Curricular Activities. CLUB - Golden Jubilee Team MENTOR - 3 rd Year Group-D	Ms Arti श्रीमती आरती
7	Swatchata Action Plan, Admission & Admission Related activities. CLUB - Admission Team MENTOR - First Year group D & Diploma housekeeping	Mr.Amarjeet Kumar श्री अमरजीत कुमार
8	Security, Maintaining Daily Activity Log, Faculty Development / Industrial Exposure Programs.	Mr.Devendra Singh श्री देवेन्द्र सिंह
9	Biometric Attendance, Contracts & Tenders Management.	Mr.Ashish Kumar श्री आशीष कुमार



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Bani Park, Sikar Road, Jaipur-302016 बनीपार्क, सीकर रोड, जयपुर - 302016

Phone: 0141- 2202812 • Tele Fax: 0141- 2200402

E-mail: ihm_jpr@rediffmail.com, principal@ihmjapur.com, studentsupport@ihmjapur.com

Website: www.ihmjapur.com

OVER ALL INCHARGE / REPORTING OFFICER – Mrs. Vandana Bashir Rawat

S. No	Additional Responsibilities	Coordinators
1	Overall Ranking of the Institute on all platforms. Building IHM Jaipur as a brand on all media platforms (Additional Duties apart from being the overall in charge), Overall Discipline. CLUB - Kalakars – The Décor Team	Ms.Bashir Vandana Rawat श्रीमती बशीर वंदना रावत
2	Journal & Institute Magazine, Academic Audit, Legal Issues, ICC Chairperson, CPWD Ongoing, RTI – CPIO, CPGRAMS. CLUB - Mirakians – The Writers Club MENTOR - First Year group-B	Ms.Shraboni Puri श्रीमती श्रबोनी पुरी
3	Placement & Industrial Training Coordinator, Sponsorships. CLUB - Placement Team MENTOR -2 nd yr Group B	Mr.C.P.Meghwal श्री सी.पी. मेघवाल
4	Academics & Examination, Timetables & Class Substitutions. CLUB - ESAC – environment sustainability action club MENTOR -3 rd yr Grp- C	Mr.Anshul Kumar Singh श्री अंशुल कुमार
5	Cultural Co-Coordinator, MOU Activities, Guest Lecture Coordinator, Inter College Competitions. CLUB - Mukhota – The Actors Club & Lafz – The Oraters club MENTOR - First Year group -C	Ms.Priyanka Srivastava श्रीमती प्रियंका श्रीवास्तव
6	Girls Hostel Warden, Cultural Co-Coordinator, Maintaining Cleanliness, Hygiene, aesthetic appeal, Horticulture/ Landscaping & Pest Control of Entire Institute, and Girls Hostel. CLUB - Nritanjali – The Dance Society & Sargam – The Music Society MENTOR - Diploma Front Office	Ms.Pruna Nandwani श्रीमती प्रेरणा नंदवानी
7	Mess In charge, Library, RTI – APIO, & Overall Ranking of the Institute for magazines, Rajbhasha Adikari, Maintaining Cleanliness, Hygiene, aesthetic appeal & Pest Control of Boys Hostel, Food Production, Service Areas & Staff Residence. Garbage clearance & Control. CLUB - Sphoorti – The Sports Club. MENTOR -2 nd yr Group A	Mr.Sudhir Kumar श्री सुधीर कुमार
8	Website – Making it dynamic & regular updating as well as maintenance, Photography, Videography, Reel making & Social Media Updates, Internet & WIFI, IDS Computers & Projectors. CLUB - Cyber gens – The Tech Team MENTOR- 1 st Year Group-A	Mr.Aakash Srivastava श्री आकाश श्रीवास्तव
9	Regular Reports of Raj Bhasha	Mr. Bachhan Lal श्री बच्चन लाल

Ms Nimisha Seth / श्रीमती निमिषा सेठ
Principal, IHM Jaipur

PRINCIPAL

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