

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION

(An Autonomous Body under Ministry of Tourism, Government of India)

P-16, TARATALA ROAD, KOLKATA – 700 088

Reference No.:CT/AD/4(2)/2019-20

Date: 23.03.2020

NOTICE

This is to inform to all the concerned faculty and staff members that due to various advisories issued by the Central and State Government, Institute will be non-functional and all of you are advised to work from home w.e.f 2p.m of 23rd March 2020 to 29th March 2020. It is also advised that staff and faculty members should be available over telephone, social network and mail for any instruction and direction which needs urgent attention and has to be addressed immediately.

Essential services such as maintenance, security, hostel mess housekeeping and landscaping etc. will function as per their schedule. Concerned faculty members who are coordinating these services are advised to keep minimum essential man-power as well as reschedule their work, so that minimum staff be present in the campus to avoid spreading of disease.

No staff is allowed to take any station leave permission during this period due to travel restriction and advisories issued by the Central and State Government. If somebody is willing to take station leave permission and travel then he/she needs to apply for leave through proper leave application and also mention the purpose for the same. He/she can do so on their own risks.

All the faculty members are advised to upload their notes in the Institute's website and also take classes via social media as they were doing so and must be available over telephone and whatsapp for students to solve the queries if any student have.


Nisheeth Shrivastava

(Principal)