



**THE ADMINISTRATION OF UNION TERRITORY OF
LADAKH**

LADAKH AUTONOMOUS HILL DEVELOPMENT COUNCIL, LEH

Institute of Hotel Management (FCI, Leh) (Department of Tourism)

Near Lamdon School, Taksithang Nubra Road Leh Ladakh -194101

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Brief Introduction

State Institute of Hotel Management (SIHM) Ladakh is a renowned government institution focused on developing skilled professionals in the hospitality and tourism sectors. It is affiliated to National Council for Hotel management and catering Technology. Established in the heart of the beautiful and culturally rich region of Ladakh, the institute currently offers diploma and certificate courses in hotel management, catering and related fields. The institute will be offering the Degree Courses in Hotel Management in near future.

SIHM Ladakh is equipped with modern infrastructure, including well-designed kitchens, training restaurants and classrooms, providing hands-on learning experiences for students. The curriculum is designed to meet the evolving needs of the hospitality industry with a special emphasis on sustainable tourism, eco-friendly practices and promoting Ladakh's unique cultural heritage.

The institute's faculty comprises experienced professionals from the hospitality sector, ensuring that students receive quality education and practical exposure. SIHM, Ladakh is a team of young academic, non-academic staff & fantastic students who are full of tremendous potential and promise for the future. SIHM Ladakh aims to empower local youth and students from across the country to build successful careers in hospitality, both in India and internationally. With its commitment to excellence, SIHM Ladakh is playing a pivotal role in shaping the future of the region's tourism and hospitality industry.

The mission of SIHM, Ladakh is to consistently upgrade the quality of learning opportunities to its students and to groom them in line with the needs of the industry. The institute has been constantly upgrading its infrastructure. To Foster a culture of excellence upholding the highest level of professionalism and integrity, competence, commitment and dedication in the service of its stake holders. Our vision is to be the best Hotel Management Institute in Central India by providing quality education.

S.No	Name of Course	Name of Trade/job roles	Brief description about the courses
1	One & Half Year Diploma	1. Food Production 2. Food & Beverage Service 3. Front Office Operation 4. House Keeping	Class 12 th of 10+2 pattern or equivalent examination.
2	Hunar se Rozgar Tak (HSRT) 3-5 Month (Duration)	1. Tour Guide 2. Multicuisine Cook 3. Food & Beverage Service 4. Front Office associate 5. House Keeping Associate	1. Basic tour guide training 2. Basic Kitchen skill 3. Restaurant Service Training Skill 4. Front Office Receptionist Training 5. Hotel House Keeping & Cleaning Skills
3	Entrepreneur program Duration (25 days)	1. Cook Tandoori 2. Home Stay 3. Halwai Indian	Guidance & training to youth in these fields to setup and run their own business
4	Skill Testing & Certification (STC) Duration (7days)	1. Food Production 2. Food & Beverage Service 3. House Keeping	1. Basic Kitchen Skill enhancement 2. Skill enhancement of restaurant staff 3. Skill enhancement of house keeping staff

- Conducting and supervising training and development
- Planning, organizing, and directing training activities
- Ensuring training and development activities are linked to the organization's vision and mission
- Exploring diverse career options within the food production department
- Allowing students to explore creativity and passion for food through culinary arts courses
- Transforming raw ingredients into exquisite dishes
- Operating in a professional kitchen with distinct rank, file, and hierarchy

1. Directory of Officers/Officials

S.No	Name of the Office	Name of the Officers/ Officials	Designation	Place of Posting	Role and Responsibility	Contact Number	Official Email
1	SIHM, Ladakh	Sh. Ghulam Mohd (KAS)	I/C Principal	Leh	The Principal of the SIHM is responsible for the academic growth of the College. The Principal is the Chairman of the Academic Council and Secretary of the Governing Body of the College. The Principal participates in the teaching, research and training programs of the College. It aims to ensure coordinated growth and development of hospitalit education	9419978801	Fcileh2013@gmail.com
2	SIHM, Ladakh	Smt. Shenaz Khan	Assistant Lecturer	Leh	Housekeeping faculty have the following roles and responsibilities: <ul style="list-style-type: none"> • Maintain the cleanliness, safety and overall appearance of a facility. • Organize, supervise, and coordinate the work of housekeeping personnel. • Ensure excellence in housekeeping sanitation, safety, comfort, and aesthetics for guests. • Supervise the discipline and conduct of staff. • Assure proper communication within the department. 	8492063603	
3	SIHM, Ladakh	Smt. Stanzin Antsal	Assistant Lecturer	Leh	Food Production faculty have the following roles and responsibilities: <ul style="list-style-type: none"> • Conducting and supervising training and development • Planning, organizing, and directing training activities • Ensuring training and development activities are linked to the organization's vision and mission • Exploring diverse career options within the food production department • Allowing students to explore creativity and passion for food through culinary arts courses <ul style="list-style-type: none"> • Transforming raw ingredients into exquisite dishes • Operating in a professional kitchen with distinct rank, file, and hierarchy 	9797576795	
4	SIHM, Ladakh	Sh. Bilal Ahmad Bhat	Assistant Lecturer	Leh	Front office staff have critical roles in creating a positive and	9419095740	

					efficient customer or client experience 1. They need to be skilled in communication, organization, and multitasking. Front office staff often serve as the face of the organization to the outside world1	
5	SIHM, Ladakh	Sh. Susheel Kumar	Assistant Lecturer	Leh	<ul style="list-style-type: none"> Organizing, supervising, and training all service personnel in the restaurant to provide quick and personalized food and beverage service to guests. Deputizing in the absence of the Restaurant Manager and ensuring the smooth functioning of the restaurant. Conducting and supervising training and development. Planning, organizing, and directing a wide range of training activities. Ensuring all training and development activities are linked to the vision and mission of the organization. 	9906034451
6	SIHM, Ladakh	Miss. Deachen Dolkar	Accounts Assistant	Leh	<ul style="list-style-type: none"> Performing clerical and basic accounting duties, such as filing, data entry, answering phones, processing the mail, etc. Providing support to the Accounting Department and handling communications with clients and vendors Updating and reconciling financial records, such as journals, ledgers, budgets, expenses, invoices, etc. Preparing and reporting financial documents and presentations <ul style="list-style-type: none"> Controlling credit and chasing debts 	8899412088
6	SIHM, Ladakh	Sh. Rigzin Dorjey	Junior Assistant	Leh	<ul style="list-style-type: none"> Handling incoming calls, emails, and other communications Organizing office and assisting associates in various tasks <ul style="list-style-type: none"> Sorting and distributing mail and deliveries <ul style="list-style-type: none"> Creating and updating records and files Scheduling and planning meetings and appointments <ul style="list-style-type: none"> Completing travel and expense reports 	9596976747
7	SIHM, Ladakh	Smt. Suriya Bano	Junior Assistant	Leh		9419842786
8	SIHM, Ladakh	Smt. Kunzes Dolma	Junior Assistant	Leh		9906047485

					<ul style="list-style-type: none"> • Greeting and directing visitors • Preparing for meetings and presentations <ul style="list-style-type: none"> • Taking notes during meetings • Monitoring and ordering office supplies 		
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Details of Appellate Authority of RTI Section

S.No.	Name of the Office	Name of Officer	Designation	Contact Number	E-mail ID
1.	Directorate Office, Tourism Department, UT Ladakh	Smt. Kunzes Angmo (JKAS)	Director	9419179108	directortourism Ladakh@gmail.com

List of Public Information Officers for RTI section

S.No.	Name of the Office	Name of Officer	Designation	Contact Number	E-mail ID
1.	State Institute of Hotel Management Ladakh (Tourism)	Sh. Ghulam Mohd (JKAS)	Principal	01982-2465941 9419978801	fcileh2013@gmail.com

2. Budget and Expenditure on various schemes (Amt in Th)

S.No	Head of Account	Name of work/scheme	Approved Outlay (2023-2024)	Expenditure (2023-2024)
1	01- Salary	Revenue-3452	5500.00	3010.00
2	02-Wages	Revenue-3452	400.00	159.00
3	07-Allowances	Revenue-3452	2600.00	2520.00
4	08-Leave Travel Concession	Revenue-3452	2200.00	0.00
5	11-Domestic Travel Expenses	Revenue-3452	100.00	77.00
6	13-Office Expenses	Revenue-3452	800.00	561.00
7	19-Digital Equipment	Revenue-3452	200.00	200.00
8	26-Advertisement & Publicity	Revenue-3452	100.00	100.00
9	27-Minor Works	Revenue-3452	100.00	100.00
10	28-Professional Services	Revenue-3452	100.00	0.00

