GOVERNMENT OF KERALA

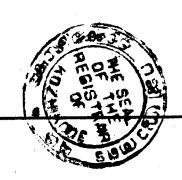
CERTIFICATE OF REGISTRATION OF SOCIETIES

ACT XXI OF 1860

s. No. 359/2008

I hereby certify that STATE INSTITUTE OF HOSPITALITY MANAGEMENT, KOZHIKODE has this day been Registered under the Societies Registration Act XXI of 1860.

Given under my hand at Kozhikode this the 4th day of Aucaus T... Two thousand eight.



District Registrar (GL) Koz'nikode District



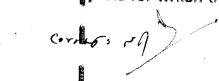
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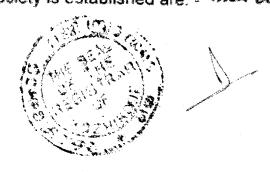
STATE INSTITUTE OF HOSPITALITY MANAGEMENT, KOZHIKODE

MEMORANDUM OF ASSOCIATION

1. The name of the Society shall be STATE INSTITUTE OF HOSPITALITY MANAGEMENT, KOZHIKODE

2. The registered Office of the Society shall be situated at Kozhikode, and the over 17 office 3. The Officets for which the Society is established are: - Shall be the whole y state of the standards.





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- a) To establish and to carry on the administration and management of the Institute of Hotel Management Catering Technology hereinafter called the 'Institute' whose function shall be .
 - i) To provide instruction and training in all the crafts and skills, all he branches of knowledge both theoretical and applied, and all the organizational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional feeding programmes in schools, industrial establishment and similar organizations.
 - ii) To impart instruction and training in modern and scientific techniques of management of modern hotels and hostels.
 - b) To undertake and to associate itself with nutritional extension and development work.
 - c) To propose economy in the handling and utilization of foodstuffs.
 - d) To assist in an associate itself with the efforts of the Central and State Governments to popularize wholesome non-cerea foods, particularly protective foods, with a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional content.
 - e) To assist in and associate itself with the attempts of food research institutions, food scientists and food technologies to find effective and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus;
 - f) In accordance with the general policy laid down by the Central / State Government, to prescribe courses of instructions, hold examinations and grant certifications, diplomas and other awards to person.
 - g) To fix and demand such fees and other charges as may be laid down in the bye-laws.
 - h) To establish, maintain and manage halls and hostels for the residence of students and members of the staff.
 - i) To supervise and control the residence, to regulate the discipline of student of the Institute and to make arrangements for promoting their health, general welfare and cultural and co-operative life.

District Collection,

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k) to institute and award feloowships, scholarships, exhibitions, loans, monitory assistance, prize and medels in accordance with the rules and

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(i) with in the board frame work of the policy laid down by the Central or state government, to seek affiliation with universities or other appropriate academic or governmental bodies or institutions and obtain the recognition of its courses of instructions, its examinations, its diplomas, certificates and other awards by the appropriate educational authorities

(ii) to make rules and bye- laws for the conduct of the affairs of the institutions and society and to add to, amend, or vary them from

time to time.

(iii) to give pensions, gratitude or charitable aid to the teachers, staff and other employees or ex employees of the society or to their wives, children or other dependents, subject to orders/instructions issue by the central or state government of this regard from time to time.

iv) to make payments towards insurance and form/ and contribute to provident and benefit funds for the benefit of any person employed by the society or of the wives, children or other relatives

or dependents of such persons.

v) to acquire, hold and dispose of property in any manner whatsoever provided that the prior approval of the central or state government is to be obtained in the case of acquisition or disposal of immovable property.

vi) to deal with any property belonging to or vested in the society in such manner as the society may deem fit for advancing the

functions of the institute.

vii) to borrow and raise money with or without security or on the security of any mortgage, charge or hypothecation or pledge overall or any of the immovable properties belonging to the society or in any manner whatever; subject to the approval of the central or state government.

viii) to build construct and maintain houses, hostels, schools or other building and alter, extent, improve, repair enlarge or modify the same including any existing building and to provide and equip the same with light water, drainage, furniture, fillings, instruments, apparatus and appliances and other things for the use to which such building is to be put up or held.

District Collectors Koznikode.

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ix) to construct or otherwise acquire, lay out repair, extent, alter, enlarge, improve and use any land, recreations or playgrounds, parks and any other immovable property belonging to or held by the society.

x) to start, conduct, print, publish and exhibit any magazines, periodicals, news papers, books and pamphlets or posters that may be considered desirable for the promotion of the object of the society.

xi) to maintain a fund to which shall be credited

a) all money provided by the central or state government

b) all fees and other charges received by the society

c) all money received by the society by way of grants, gifts, donations, benefactions, bequests or transfers and

d) all money received by the society in any other manner or from any other sources.

xii) to deposit all money credited to the fund in such banks or to invest them in such manner as the society may, with the approval of the central or state government decides.

xiii) to draw, make, accept, endorse and discount, cheques, notes or other negotiable instruments and for these purposes to sign, execute and deliver such assurances and deeds as may be necessary.

xiv) to pay out of the funds belonging to the society or out of any particular part of such funds the expenses incurred by the society from time to time including all expenses incidental to the formation of the society and management and administration of any of the forgoing objects including all rent, rates, taxes, outgoings and salaries of the employees.

xv) to maintain proper accounts and relevant records and prepare an annual statements of accounts including the balance sheet in such form as may be prescribed by the central government.

xvi) to have the accounts of the society audited in such manner as the central or state government may direct and to forward annually to the central or state government the accounts duly certified by the auditors together with audit report there on.

xvii) to constitute such committees or sub committees as it may deem fit.

xviii) to delegate all or any of its powers to the board of governors of the institute or to the executive committee or to any of the committees or sub committees constituted by the society or the board, or to any one or more members of its bodies or its officers;

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xix) to do all such lawful acts, deeds or things as may be necessary; incidental or conducive to the attainment of all or any of the objects of the society.

4. No immovable property of the society shall be disposed of in any manner whatsoever without the approval of the central or state government.

- 5. The central or state government may issue such instructions to the society or the institute as it may consider necessary from time to time for the furtherance of the objects of the society and for ensuring proper functioning and control of the institute and the society shall comply with such instructions.
- 6. The central or state government may appoint one or more persons to review the work and progress of the society or institute and to hold enquiries into the affairs there of and to report there on, in such manner as the central or state government may stipulate. Upon receipt of any such report, the central or state government may take such actions and issue such directions as it may consider necessary in respect of the any of the matters dealt with in the report and the society or institute, as the case may be bound to comply with such directions:
- 7. The income and property of the society, however, derived, shall be applied towards the promotion of the objects as set forth in this Memorandum of Association subject nevertheless in respect of the grants made by the Central or state governments to such limitations as the central or state government may, from time to time impose. No part of the income and property of the society shall be paid or transferred directly or indirectly by way of dividends, bonus, or otherwise howsoever by way of profit to the person who at any time are or have been members of the society or to any of them or to any person claiming through them or any of them, provided that nothing here in contained shall prevent the payment in good faith or remuneration of any member thereof or any person in return for any service rendered to the society or for traveling allowance, halting, or other similar charges.
- 8. The name and address of the occupations of the first members of the governing body of the society(referred to in the rules and bye- laws as the Board of governors) to which by rules and bye- laws of the society, the management of its affairs is entrusted are:

1 Shri. Kodiyeri Balakrishnan, Minister for Tourism, Vigilance and Home

2 Shri. E.K. Bharat Bhushan Joint Secretary & Financial Advisor, Government of India.

3. Dr. Venu. V, Secretary (Toursim)

> District Collocum, Kozhikode.

Corono: v.7

- 4. Shri. M Siva Sankar, Director Tourism Govt. of Kerala
- Dr. A. Jayathilak IAS, District Collector, Kozhikode
- Shri. V. Rajeevan, Director KITTS
- Shri. K G Mohan Lal Managing Director KTDC

We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this memorandum of association, and set our several and respective hands here un towards and from ourselves into a society under Act xxi of 1860, this day of 28/17/08

and the second				
SL	Name & Address	Signatures	Addressees &	Signature
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**	Occupation of Members	members	Witnesses	Witnesses
1.	Shri. Kodiyeri Balakrishnan,			***************************************
	Minster for Tourism,	-		Marion.
	Vigilance and Home			1 P (0 Y 00 1
2.	Shri. E K Bharat Bhushan			
	Joint Secretary & Financial)	€	1100000
	Advisor, Government of	4	(ICA) (ICA) (ICA)	110009
	india	ν.	DISA (ANT HY" FROA	
3.	Dr. Venu.V,	1		
	Secretary (Tourism),	1 0	om., FCA., CCOUNT PARVATE AR, MAIK	In a
	Govt. of Kerala	8	Com., FCA., ACCOUNT "PARVAT 1AR, MAIR	1000
4.	Shri. M Siva Sankar,	(m O = e =	
	Director Tourism	June many	ML ERE /192 H N/	1 March
	Govt. of Kerala		GOPAL ARTERI C.37/19 ANTH N	() JOINT
5.	Dr. A. Jayathilak IAS,			
	District Collector,	1/-	VENU CB T PRAS	()/)/nopop
	Kozhikode	/	ni D	VIVO
6.	Shri. V. Rajeevan,			
	Director			(1)0
	KITTS	' /		V/VQI
7.	Shri. K G Mohan Lal	1 101		
1	Managing Director	1 19		IDD
.]	KTDC	\		VIV VOXON

M.A. GIRIDHAR, B.Sc, F.C.A.
CHARTERED ACCOUNTANT
M/S. GIRI & RAM
-nartered Accountants

9:554. Hashim Place Copra Bazar CALICUT-673 001

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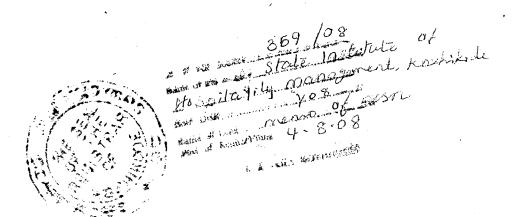
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August Two thousand eight



District Registrar (General) Kezhikosie



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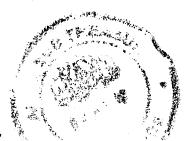
RULES AND REGULATIONS OF:

STATE INSTITUTE OF HOSPITALITY MANAGEMENT, KOXHIKODE SHORT, TITLE 1.

These rules and regulations may be called " rules and regulations of the State Institute of Hospitality Management.

come: 49





State Institute of Hospitality Management

NITIONS 2. In this rules:

- a) 'Society' means the State Institute of Hospitality Management.
- b) 'Institute' means the Institute of the Hotel Management, Catering Technology.
- c) Central or State Government means Ministry or Department in the central or state government dealing with the subject.
- d) 'Chairman' means, except where the context otherwise requires, the chairman of the society.
- e) 'Principal' means the principal of the institute of hotel management, catering technology. In this rules and regulations, the 'principal' shall also mean secretary of the society, wherever the context so requires.
- f) State government means the government of Kerala

3. Registered Office

The office of the society shall be situated at Kozhikode or any city or town in the state of Kerala where to it may be removed pursuant to a resolution passed in that behalf by the Board of Governors of the Society.

4. Membership

- (i) The Society shall consist of the following members.
 - a) The Chairman shall be the Minister for Tourism, Government of Kerala
 - b) The Vice Chairman shall be Secretary, Tourism, Government of Kerala
 - c) Three representatives of the Government of Kerala
 - d) Three representatives of the Central Government. One of them being Financial Advisorl to the Department of Tourism or his nominee.
 - e) an expert on catering technology to be nominated by the central or state government

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- f) The Principal of the Institute, ex officio.
- (ii) The Central / State Government may at any time appoint any other person to be member of the society.
- 5. The society shall keep a roll of members and every member of the society shall sign the roll and state therein this name, designation, occupation and address. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.
- 6. If a member of the Society shall change his address, he shall notify his new address to the Principal; but if he fails to notify his address, the address in the roll of members shall be deemed to be his address.
- 7. Should any member of the Society (other than the Chairman, the expert on Catering Technology nominated by the Central Government and the Principal, Institute of Hotel Management, Catering Technology Kozhikode be unable to attend a meeting of the Society, he may appoint an authorized representative as proxy to take his place at that meeting of the society and such representative as proxy to take his place at that meeting of the society and such representative shall have all rights and privileges of a member of the society including the right to vote for that meeting.

8. TENURE OF MEMBERS

When a person becomes member of the society by reason of the office he holds his membership shall terminate when he ceases to hold that office

- (i). a member of the society nominated by the Central Government or by the State Government shall continue to be a member during the pleasure of the central government or the state government as the case may be.
- (ii) The tenure of every person nominated by the Central government under rule 4(i) and rule (ii) shall ordinarily be three years unless terminated earlier under rule 8(ii)

9. CESSATION OF MEMBERSHIPS

A member of t of the society shall cease to be a member of the society, if he dies, resign, becomes of unsound mind, be adjudged or adjudicated as insolvent or be convicted of a criminal offence involving moral turpitude or he is removed from the membership of the society or if he (other than the principal)

District Collegion, Koznikode.

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accepts a full time appointment in the institution, or if he does not attend three consecutive meetings of the society without leave of the chairman.

10. RESIGNATIONS

- i) the chairman may resign his office by a letter addressed to the central or a state government and his resignation shall take effect from the date it is accepted by the central or state government.
- ii) a member may resign office by a letter addressed to the chairman under intimation to the authority by whom he was nominated and such resignation shall effect from the date it is accepted by the chairman

11. VACANCIES

The society shall function, notwithstanding any vacancy there in and not withstanding any defect in the appointment or nomination or any of its members and no act or proceeding of the society shall be invalid merely by reason of the existence of any vacancy there in or if any defect in the appointment or nomination of any of its members.

12. MEETINGS OF THE SOCIETY

- i) the society shall meet whenever the chairman thinks fit , provided that the chairman shall call a meeting of the society upon a written requisition of not less that four members specifying the subject of the meeting proposed to be called up. Provided further that the annual general meeting or the society shall be held at least once in every year as required under the societies' Registrations Act, xxi of 1860.
- ii) for every meeting of the society 15 days notice shall be given provided that the chairman may for reasons to be recorded, call a special meeting on such date and time as he may deem fit.
- iii) four members of the society including any representative authorized under rule 7 shall constitute a quorum at any meeting.
- iv) in case of difference of opinion amongst the members, the opinion of the majority shall prevail provided that in the event of the disagreement by the central government representative representing Ministry of Finance on any financial matter the same would be referred to the Minister of Tourism and the Finance Minister of the Government of India for a decision.
- Each member of the society including the chairman, shall have one vote and if there shall be an equality of votes on any question to be determined

by the society the chairman or member presiding shall have an additional or casting vote.

- vi) every meeting of the society shall be presided over by the chairman and in his absence, by a member chosen by the members present to preside on the occasion.
- vii) all the meetings of the Board of Governors shall be deemed to be meeting of the society.
- viii) any business which may be necessary for the society to perform, except such as may be placed before its meetings, may be carried out by circulation among all its members of India and any resolution so circulated and approved by a majority of the members signing shall be effectual and binding as if such resolution had been passed at a meeting of the society: provided that at least four members of the society have recorded their view on the resolution.

13. BOARD OF GOVERNORS COMPOSITION POWERS MEETINGS ETC.

The general superintendence, direction and control of the affairs of the society and its income and property shall be vested in the Board of Governors and here in after called the Board.

- 14. The members of the Board shall be the same as the members of the society.
- 15. Should any member of the Board (other than the Chairman the expert on catering technology nominated by the Central Government and the principal of the Institute of Hotel Management, catering Technology Kozhikode) be unable to attend a meeting of the Board, he may appoint and authorized representative as a proxy to take his place at the meeting of the Board and such representative shall have all the rights and privileges of a member of the Board including the right to vote for that meeting only.
- 16. The Board shall function, notwithstanding any vacancy there in and no act or proceeding of the Board shall be invalid merely by reason of existence of any vacancy there in.
- 17. (i) with in the Board frame work of policy laid down by the central or state government of instruction or orders issued by them from time to time the Board may frame or amend their bye- laws to provide for all or any of the following matters.
 - a) The formation of Department of Teaching,
 - b) The fees to be charged for courses of study in the institute and for admission to the examinations for conferment of the awards.

- c) The institutions, fellowships, scholarships, exhibitions, loans, prizes and medals
- d) the creation and classification of posts the method appointment and determination of the terms and conditions of service of teaching and other staff of the institute subject to the prior approval of the central or state government in all such matters.
- e) The constitution of pension and provident funds for the benefit of the officers, teachers and other staff of the Institute.
- f) The establishment and maintenance of hall and hostels.
- g) The conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges and
- h) Other matters of relevance and importance in the administration of education institutions.
- ii) The board may, by resolution, appoint such committees for such purpose and with such powers as the Board may think fit. The Board may co-opt such persons to those committees as it considers suitable, either from amongst the Members of the Board of Governors or outsiders.
- iii) The Board may, by resolution delegate to a committee or the chairman such of its powers for the conduct of its business as it may deem fit, subject to the condition that action taken by any committee or the Chairman under the powers delegated to them by this rule shall be reported for confirmation at the next meeting of the Board.
- iv) The Board may pass such resolutions as it may deem fit on the annual report the annual accounts and the financial estimate.
- 18. Ordinarily the board shall meet once in every six months and fifteen days notice shall be given of each such meeting and a copy of the proceedings of such meeting shall be furnished to the Central / State Government as soon as possible after the meeting provided that the Chairman may, whenever be thinks fit, and shall on the written requisition of not less than two members, call a special meetings.

Five members of the Board including any representative authorized under Rule 15 shall constitute a quorum at any meeting of the Board.

the majority shall prevail provided that in the event of disagreement by the

Central Government representative representing Ministry of Finance on any financial matter, the same would be referred to the Minister for Tourism and the Finance Minister of the Government of India for a decision.

- iii) Each member of the Board, including the chairman, shall have one vote and if there shall be an equality of votes on any question to the determined by the Board, the Chairman or member presiding shall have an additional or casting vote.
- iv) Every meeting of the Board shall be presided over by the Chairman and in his absence, by a member to preside on the occasion.
- v) Any business which it may be necessary for the Board to perform, except such as may be placed before its meetings, may be carried out by circulation among, all its majority in India and any resolution had been passed at a meeting of the Board, PROVIDED that at least five members of the Board have recorded their views on the resolution.

19. EXECUTIVE COMMITTEE COMPOSITION POWERS, MEETINGS ETC.

Out of the members of the Board of Governors the following shall constitute an executive committee.

- a) The Director of Technical Education, or if there be no person the officer who is for the time being the administrative head of the department which is in charge of technical education, whether in addition to other functions or otherwise.
- b) Two of the representatives of the Central Government one specified by the Central Government; One of the representatives to be specified as convener of the Executive Committee.
 - C) The expert nominated by the Central Government to the Board of Governors and
 - d) The principal of the Institute.
- 20. It shall be the duty of the Executive Committee to see that the decisions taken by the Board of Governors are implemented.
- 21. The Executive Committee shall exercise all or any of the powers and functions of the Board of Governors, subject to the general superintendence, direction and control of the Board.
- 22. The Executive Committee shall function, not withstanding any vacancy therein and of any of its members; and no act of recordings of the

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Executive Committee shall be in valid merely by reason of the existence of any Vacancy therein.

- 23. (i) The Executive Committee shall meet as often as necessary and at least once in three months, and 10 days notice shall be given of each such meeting, and shall be furnished dto the Board of Governors and to the Central/ State Government as soon as possible after the meeting presided that the convener may, whenever he thinks fit, and shall on the written requisition of not lose than two members call a special meeting.
 - ii) The meeting of the Executive Committee shall be provided over by a member elected to preside over that meeting. If there is any difference of option with regard to the Chairman the meeting shall be presided over by the Convener of the Executive Committee or in his absence by one of the other representative of the Central / State Government.
 - iii) Three members of the Executive Committee present in person shall constitute a quorum at any meeting of the Committee.
 - iv) In case of difference of opinion amongst the members, the opinion of the majority shall prevail provided that in the event of disagreement by the central Government representative representing Ministry of Finance on any financial matter, the same would be referred to the Minister for Tourism & Civil Aviation and the Finance Minister for a decision.
 - v) Each member of Executive Committee including the Chairman elected for the meeting shall have one vote, and it shall be an equality of votes on any question to be determined by the Committee the Chairman elected for the meeting shall have an additional or casting vote.
 - vi) Any business which it may necessary for the Executive Committee to perform, except such as may be placed before its, meetings, may be carried out by circulation among all its members in India and any resolution so circulated and approved by the majority of the members signing shall be as effectual and binding as 'if such resolution had been passed in a meeting of the Committee PROVIDED that at least three members of the Committee have recorded their views on the resolution.

24. PRINCIPAL

i. The Board shall with the prior approval of the Government appoint the Principal of the Institution.

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- iii) The principal shall be the custodian of records, the funds of the Institute and such other property of the Institute as the Beard may commit to his charge.
- Iv) The principal shall act as Secretary of the Society, the Board the Executive Committee and other committee of the society or the Board, he shall discharge all functions of the secretary as provided in the Societies Registration Act, 1860.
- v) The principal shall have such other powers and shall perform such other duties as may be delegated to him by the Board.
- vi) The principal shall have the power to re delegate his powers to any of his subordinates with the approval of the Board.
- vii) In the event of the occurrence of any vacancy in the office of the principal or if the principal is unable to discharge functions owing to absence illness or any other cause, it shall be open to the Board to authorize any person to exercise such powers, functions, and duties of the Principal as the Board may deem fit.

25. ACCOUNTS, AUDIT AND REPORTS

With in six months of the closing of the previous financial year the Society shall submit to the Central / State Government for their approval Budget Estimates for the ensuing year, along with a, report on the working of the Institute and an audit statement of accounts showing the income and expenditure for the previous that the Budget Estimates for the first year will be submitted. In accordance with such directions as the Central / State Government issue in this respect.

26. SOCIETY MAY SUE OR BE SUED TO IN THE NAME OF THE SECRETARY

For the purpose of Section 6 of the societies Registration Act 1860(XXI of 1860), the person in whose name the society may sue or be sued shall be secretary of the society.

27. All contracts for and on behalf of the society shall be executed by the Principal of the institution if the value of the contract is Rs. 50.000 or less and by the principal of the Institute and the convener of the executive

committee if the value of the contract exceeds Rs 50.000 The Board may also authorize any person to enter into contracts on behalf of the society subject to such restrictions and conditions as the Board may impose.

27. ALTERATION ETC OF PURPOSES AND OF RULES

- i) Subject to the prior approval of the Central Government the society may alter, extend or abridge any purpose for which it is established provided it carries out the procedure prescribed in that behalf by the Societies Registration Act, XXI of 1860.
- ii) The rules of the society may be altered with the consent of the Central / State Government at any time by a resolution passed by a majority of two thirds of the members present at any meeting of the society which shall have been duly convened for the purpose.
- 28. The society may be dissolved in accordance with the provisions of sections 13 and 14 of the societies Registration Act (21 of 1860) after obtaining the previous sanction of the Central / State government.
- 29. If on the winding up or the dissolution of the society there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be vested to any of its members or distributed amongst them, but subject to provisions of section 14 of the Act shall be disposed off as the Central / State Government may determined.

	Signature of members	
Name & Address	Signature of themseld	
Shri. Kodiyeri Balakrishnan,		
Minster for Tourism,		
Vigilance and Home		
Shri, E K Bharat Bhushan	1	
Joint Secretary & Financial Advisor	<u> </u>	
Government of India		
Dr. Venu.V,		-
Secretary (Tourism),		
Govt, of Kerala		1
Shri. M Siva Sankar,		3
Director Tourism	Just 1 25 8	121
Govt. of Kerala		
Dr. A. Jayathilak IAS,	1 1000	
District Collector,	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Kozhikode	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	100
Shri. V. Rajeevan,	The state of the s	
Director		ļ.
KITTS		4
Shri. K G Mohan Lal	10 -10)	
Managing Director	1	
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District Registrat (Gene, Kozhikode