



Anjuman-I-Islam's
College of Hotel & Tourism Management Studies & Research
(Affiliated to the University of Mumbai)
92, Dr. D. N. Road, Opp C.S.M.T. Mumbai - 400 001.
Tel.: +91 22 2263 2817 / 9833279737 • Website : www.anjumanchtmsr.com
E-mail: principal@anjumanihmct.org / principal@anjumanchtmsr.com

Criteria 6.3

Faculty Empowerment Strategies



Principal

**Anjuman-I-Islam's College of Hotel &
Tourism Management Studies & Research**
92, Dr. D. N. Road, Mumbai-400 001



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6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

1	Performance appraisal for staffs
2	Motivation to Staff through awards
3	Employees Co-operative credit society
4	EPF
5	Food
6	Uniforms
7	Job Securities by HEI's
8	Manual — Rule Book
9	Spacious Ambience
10	Work Culture
11	Holistic Development
12	Educational Environment
13	Travelling Allowances



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Anjuman I Islam Trust with huge and valuable experience and contribution to Education, opened the All Institute of Hospitality Management at CSMT, Mumbai.

A-I-I CHTMSR is one of the best hotel management college in the field of education.

A-I-I CHTMSR is HEI who has Effective welfare for staffs

- a. Performance appraisal for staff - Employees behavior and performance is final outcome to invest in the pillars of betterment policies of HEI
- b. Motivation to Staff : HEI motivates staff members through Awards and appreciation
- c. Employees Co-operative credit society – Its assist employee for a quick and reliable financial need
- d. EPF for staff — Management contributes the amount.
- e. Food for all staff — HEI provide lunch for all the staff every day.
- f. Uniforms for teaching & non-teaching staff — HEI provides uniforms to all support staff
- g. Job securities by HEI — approvals, permanent orders to employees
- h. Manual — Rule book for services, leaves, promotions by rule book.
- i. Spacious ambience infrastructure for staffs — Up to mark ambience for staff
- j. Work culture — HEI encourages healthy atmosphere for better work output.
- k. Scope for holistic development — HEI motivates for research, book writing, book publication, teaching facilities, library, gym, help each staff for its holistic development.
- l. Educational environment — HEI has educational environment which includes curriculum enrichment, teaching and learning, innovation, ecosystem, cultural, sports, social involvement of staff for students.
- m. Travelling Allowances – HEI contributes in Travelling allowance during official work



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Performance appraisal system for teaching and non-teaching staff

HEI undergoes the process of evaluating the performance of employees in the academic year time period. HEI evaluate productivity of teaching and non-teaching staffs. HEI identifies their performance and methods to improve the performance and quality of staff.

A-I-I CHTMSR follows the technique for performance appraisal system which has four significant steps as goal settings, evaluation standards, analysis, and periodic review.

Goal setting each employee is assigned certain goal based on the skills and job roles. HEI compiles the employer to improve mental, physical, and social involvement. HEI keen on this arrangement for performance appraisal.

Evolution standards — HEI published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

Analysis — HEI has its team of experts for analysis of the performance, involvement, output, progression, students' relation, teaching methodology like evaluative metrics. It is a continuous process of appraisal.

Periodic revival — is carried out at two levels. At basic level, principal of college along with seniors from other HEI. The periodic review of non-teaching is carried out by audited statement etc.

Employees behavior and performance is final outcome to invest in the pillars of betterment policies of HEI

The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staffs.



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Performance Appraisal Form Teaching Staff

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PERFORMANCE APPRAISAL OF FACULTY

Period From June 2022 To 2023 May

1.	Name of the Faculty	AMIT PRATAP GHADYAW			
2.	Date of Birth	04-06-1978	3.	Qualification at the time Joining AII's CH&TMS	B.P. DIP. IN HMCCT
4.	Designation in AII's CH&TMS&R	H.O.D. (F & B SERVICES)			
5.	Date of Joining AII's CH&TMS&R	10-02-2005	6.	Additional Qualification acquired (if any)	M.T.M UGC NET (TOURISM)

7. Teaching / Lecturing assignments handled during the year.

Subject	Class	Semester
Food & Bev. Op. Mgmt	T.Y	V
Adv. F & B Op. Mgmt	T.Y	VI
Services Marketing	T.Y	VI

8. Additional Assignments / Responsibilities handled during the year (Academic as well as administration)

Name of the Assignments / Responsibilities:

Head of Grooming & Discipline / Syllabus Committee
Head of Anti-Ragging Committee / Grievance Redressal Cell
Head of Cultural Department for Mags
Alumni Association Committee Member / Medical Emergency Comm
Attendance Committee, CDC member, Internal Complaints Committee

9. Academic Achievements / accomplishments (if any) during the year (Book published / Articles Published, Additional Qualification obtained / reorganization)

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Performance Appraisal Form Teaching Staff

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PERFORMANCE APPRAISAL OF FACULTY		
Period From <u>2022</u> To <u>2023</u>		
1. Name of the Faculty	<u>Sayed Suhel Mohd. Salim</u>	
2. Date of Birth	<u>12/02/1975</u>	
3. Qualification at the time Joining AII's CH&TMS	<u>B.Sc. (Phy)</u>	
4. Designation in AII's CH&TMS&R	<u>Head of Dept. - IT</u>	
5. Date of Joining AII's CH&TMS&R	<u>01/12/1996</u>	
6. Additional Qualification acquired (if any)	<u>M.Sc. (CIT)</u>	
7. Teaching / Lecturing assignments handled during the year.		
Subject	Class	Semester
<u>Information Technology</u>	<u>First Year</u>	<u>I</u>
<u>Event Planning, Marketing & Management</u>	<u>Third Year</u>	<u>VI</u>
8. Additional Assignments / Responsibilities handled during the year (Academic as well as administration)		
Name of the Assignments / Responsibilities:		
* Handling Uniform measurements of the students.		
* Assisting staff for their IT related works.		
* Handling ERP system of college.		
* Handling Admission process of college.		
* Handling Study Point for the students.		
9. Academic Achievements / accomplishments (if any) during the year (Book published / Articles Published, Additional Qualification obtained / reorganization)		
- No -		




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Performance Appraisal Form Non-Teaching Staff



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PERFORMANCE APPRAISAL OF NON - TEACHING STAFF

Period From 2022 To 2023

1.	Name of the Employee	Adv. Ananda Ambadas Hajare			
2.	Date of Birth	02/05/1979	3.	Qualification at the time Joining AIIHM&CT	M.A. Sc. LLB B.Sc.
4.	Designation in AIIHM&CT	Registrar			
5.	DOJ AIIHM&CT	11/01/2016	6.	Additional Qualification acquired (if any)	
7.	Department	Administration	P		

8.	Objective of this performance appraisal:
a	To review the performance of the employees for the past academic year 20 - 20
b	To judge the gap between the actual and the desired performance.
c	Helps to strengthen the relationship and communication between superior subordinates and management.
d	To diagnose the strengths and weaknesses of the individuals so as to identify the training and development needs of the future.
e	To provide feedback to the employees regarding their past performance.
f	Provide information to assist in the other personal decision in the organization.
g	Provide clarity of the expectation and responsibilities of the functions to be performed by the employees.
h	To reduce the grievance of the employees.

9.	Key Result Areas (Duties & Responsibility)
1)	Admission process
2)	Licensing with UoM, - Affiliation, Enrollment, Eligibility.
3)	Examination.
4)	Affiliation / Continous application
5)	Approval & Additional Alliance etc.
10.	Have you Achieved your Targets / Have you Fulfilled the daily task and responsibility instructed to you?

1



[Signature]
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Performance Appraisal Form Non-Teaching Staff



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PERFORMANCE APPRAISAL OF NON - TEACHING STAFF

Period From 2022 To 2023

1.	Name of the Employee	Shaikh. Siraj Ahmad.		
2.	Date of Birth	14/04/1966	3. Qualification at the time Joining AIIHM&CT	B.Com.
4.	Designation in AIIHM&CT	Sr. Admin. Associate		
5.	DOJ AIIHM&CT	18/7/1995	6. Additional Qualification acquired (if any)	
7.	Department	Administration.		

8.	Objective of this performance appraisal:
a	To review the performance of the employees for the past academic year 20 - 20
b	To judge the gap between the actual and the desired performance.
c	Helps to strengthen the relationship and communication between superior subordinates and management.
d	To diagnose the strengths and weaknesses of the individuals so as to identify the training and development needs of the future.
e	To provide feedback to the employees regarding their past performance.
f	Provide information to assist in the other personal decision in the organization.
g	Provide clarity of the expectation and responsibilities of the functions to be performed by the employees.
h	To reduce the grievance of the employees.

9.	Key Result Areas (Duties & Responsibility)
1)	Students Locker, Journal, ID Card, Issue
2)	Students Roll call collection.
3)	Staff Attendance Register, for Spintir Attone
4)	Teaching & Non-Teaching Leave Records.
5)	Students order All kitchen & Records.
10.	Have you Achieved your Targets / Have you Fulfilled the daily task and responsibility instructed to you?

1




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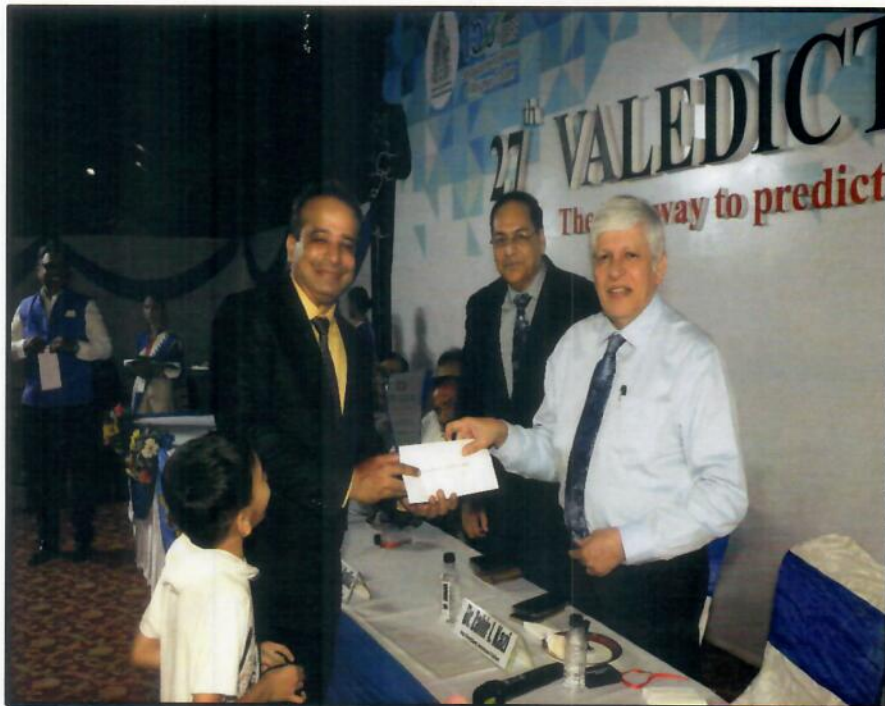
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Motivation to Staff through awards




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Employees Co-operative credit society

57th ANNUAL REPORT

AND STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2023



ANJUMAN-I-ISLAM
EMPLOYEES CO-OPERATIVE CREDIT SOCIETY LTD.

(REGD.NO. BOM/RSR/163)

MHSS TECH HIGH SCHOOL, ZIMBABAI BUILDING GROUND FLOOR,
8, SABOO SIDDIK POLYTECHNIC ROAD,

BYCULLA, MUMBAI - 400 008. Mob. No. - 8454844432.



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EPFO Receipt

एम्प्लॉयर्स प्रोव्हिडेंट फंड ऑर्गनाइजेशन
Employees' Provident Fund Organization
भारतीय प्रोव्हिडेंट फंड ऑर्गनाइजेशन, एन.डी.डी. - 110046
Bharatiya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110046

TRRN Details

TRRN No :	3102204021315
Challan Status :	Payment Confirmed
Challan Generated On :	18-APR-2022 23:48:51
Establishment ID :	MH-BAN002657900K
Establishment Name :	ANJUMAN-I-ISLAM'S A.K. HAFIZKA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY
Challan Type :	Monthly Contribution Challan
Total Members :	67
Wage Month :	APR-22
Total Amount (Rs) :	2,44,582
Account-1 Amount (Rs) :	1,53,260
Account-2 Amount (Rs) :	4,891
Account-10 Amount (Rs) :	81,520
Account-21 Amount (Rs) :	4,891
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002120622762605
Presentation Date :	12-MAY-2022 11:19:05
Realization Date :	12-MAY-2022 11:49:09
Date of Credit :	13-MAY-2022 00:00:00
Total PMRPY Benefit :	0

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एम्प्लॉयर्स प्रोव्हिडेंट फंड ऑर्गनाइजेशन
Employees' Provident Fund Organization
भारतीय प्रोव्हिडेंट फंड ऑर्गनाइजेशन, एन.डी.डी. - 110046
Bharatiya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110046

TRRN Details

TRRN No :	3102205025418
Challan Status :	Payment Confirmed
Challan Generated On :	25-MAY-2022 23:28:53
Establishment ID :	MH-BAN002657900K
Establishment Name :	ANJUMAN-I-ISLAM'S A.K. HAFIZKA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY
Challan Type :	Monthly Contribution Challan
Total Members :	65
Wage Month :	MAY-22
Total Amount (Rs) :	2,37,062
Account-1 Amount (Rs) :	1,48,590
Account-2 Amount (Rs) :	4,741
Account-10 Amount (Rs) :	79,620
Account-21 Amount (Rs) :	4,741
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002120622946155
Presentation Date :	12-JUN-2022 21:17:24
Realization Date :	13-JUN-2022 00:00:00
Date of Credit :	13-JUN-2022 00:00:00
Total PMRPY Benefit :	0

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EPFO Receipt

एम्प्लॉयर्स प्रोव्हिडेंट फंड संस्था
Employees' Provident Fund Organization
एम्प्लॉयर्स प्रोव्हिडेंट फंड संस्था, नई दिल्ली - 110064
Bhavdhye Nishi Bhawan, 14, Bhikai Cama Place, New Delhi - 110064

TRRN Details

TRRN No :	3102204021315
Challan Status :	Payment Confirmed
Challan Generated On :	18-APR-2022 23:48:51
Establishment ID :	MH-BAN020657900K
Establishment Name :	ANJUMAN-ISLAM'S A.K. HAFIZKA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY
Challan Type :	Monthly Contribution Challan
Total Members :	67
Wage Month :	APR-22
Total Amount (Rs) :	2,41,562
Account-1 Amount (Rs) :	1,53,260
Account-2 Amount (Rs) :	4,891
Account-10 Amount (Rs) :	81,520
Account-21 Amount (Rs) :	4,891
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002120622762905
Presentation Date :	12-MAY-2022 11:19:05
Realization Date :	12-MAY-2022 11:48:09
Date of Credit :	13-MAY-2022 00:00:00
Total PFMSPY Benefit :	0

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Employees' Provident Fund Organization
एम्प्लॉयर्स प्रोव्हिडेंट फंड संस्था, नई दिल्ली - 110064
Bhavdhye Nishi Bhawan, 14, Bhikai Cama Place, New Delhi - 110064

TRRN Details

TRRN No :	3102200025418
Challan Status :	Payment Confirmed
Challan Generated On :	25-MAY-2022 23:29:53
Establishment ID :	MH-BAN020657900K
Establishment Name :	ANJUMAN-ISLAM'S A.K. HAFIZKA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY
Challan Type :	Monthly Contribution Challan
Total Members :	65
Wage Month :	MAY-22
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CRN :	002120622949155
Presentation Date :	13-JUN-2022 21:17:24
Realization Date :	13-JUN-2022 00:00:00
Date of Credit :	13-JUN-2022 00:00:00
Total PFMSPY Benefit :	0

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EPFO Challan

COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With EMPLOYEES' PROVIDENT FUND ORGANISATION)

TRRN 3102302028196
ECR Id 85422968
LIN : 1206830534

Establishment Code & Name MHBAN002657900K ANJUMAN-I-ISLAM'S A.K. HAFIZKA INSTITUTE OF HOTEL
Address : - CATERING TECHNOLOGY, B T MARG,D N ROAD, MUMBAI CITY, MAHARASHTRA
Dues for the wage month of February 2023


Total Subscribers : EPF 67 EPS 67 EDLI 67
Total Wages : 9,95,000 9,95,000 9,95,000

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	4,975	0	0	0	4,975
2	Employer's Share Of	36,484	0	82,916	4,975	0	124,375
3	Employee's Share Of	1,19,400	0	0	0	0	119,400
Grand Total : Two Lakh Forty-Eight Thousand Seven Hundred Fifty Rupees Only							2,48,750

(This is a system generated challan on 28-FEB-2023 12:18, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.)

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	2,48,750	
F) Total amount of uploaded ECR (D + E) (2,48,750	



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With EMPLOYEES' PROVIDENT FUND ORGANISATION)

TRRN 3102302000411
ECR Id 84141542
LIN : 1206830534

Establishment Code & Name MHBAN002657900K ANJUMAN-I-ISLAM'S A.K. HAFIZKA INSTITUTE OF HOTEL
Address : - CATERING TECHNOLOGY, B T MARG,D N ROAD, MUMBAI CITY, MAHARASHTRA
Dues for the wage month of January 2023


Total Subscribers : EPF 68 EPS 68 EDLI 68
Total Wages : 10,10,000 10,10,000 10,10,000

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	5,050	0	0	0	5,050
2	Employer's Share Of	37,034	0	84,166	5,050	0	126,250
3	Employee's Share Of	1,21,200	0	0	0	0	121,200
Grand Total : Two Lakh Fifty-Two Thousand Five Hundred Rupees Only							2,52,500

(This is a system generated challan on 01-FEB-2023 13:29, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.)

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	2,52,500	
F) Total amount of uploaded ECR (D + E) (2,52,500	




Principal

Anjuman-I-Islam's College of Hotel &
Tourism Management Studies & Research
92, Dr. D. N. Road, Mumbai-400 001



Anjuman-I-Islam's
College of Hotel & Tourism Management Studies & Research
(Affiliated to the University of Mumbai)

92, Dr. D. N. Road, Opp C.S.M.T. Mumbai - 400 001.

Tel.: +91 22 2263 2817 / 9833279737 • Website : www.anjumanchtmsr.com

E-mail: principal@anjumanihmct.org / principal@anjumanchtmsr.com

Food Facility for Teaching & Non-Teaching Staff




Principal

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Uniforms for Teaching Staff members



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Teaching Uniform Bills

TAX INVOICE							
Customer Name:	Anjuman-Islam's College of Hotel & Tourism Management Studies & Research	Invoice No:					
Customer Address:	92, Dr. D.N. Road, Next to Yashwantrao Chavan Building, Opp. C.S.T., Mumbai - 400 001, Maharashtra-India	Invoice Date:					
Customer GSTIN/IGST:		Supplier's PO No:		A.I.T.S CHTMS&R W/2023/2823/273			
		Supplier's PAN:					
		Registration No.:					
		State:		Maharashtra			
		Place of Dispatch:		Maharashtra			
Quantity	HSN/SAC	Unit Price	Total Price	Rate	Total Amount		
3	Chef Uniform Uniform-Male	620990	1375.00	206.25	4,125.00		
3	Chef Coat	620349	1185.00	177.75	3,555.00		
3	Chef Trouser (Black)	621710	195.00	29.25	585.00		
3	Chef Scarf (Black)						
Professor Regular Uniform Male							
3	Shirt	620990	845.00	126.75	2,535.00		
3	Trouser	620349	1,395.00	209.25	4,185.00		
				Total	14,985.00		
				Less: 1% Discount	149.85		
				Total	14,835.15		
				IGST	1,644.00		
				Grand Total	16,479.15		
HSN/SAC		Taxable Value		Central Tax (CGST)		State Tax (SGST)	
		Rate	Amount	Rate	Amount	Rate	Amount
620990	2,190.00	2.50%	62.74	2.50%	62.74		
620990	4,083.75	6.00%	245.03	6.00%	245.03		
620349	7,662.60	6.00%	459.76	6.00%	459.76		
621710	579.75	2.50%	14.48	2.50%	14.48		
Total			14,835.15		792.00		792.00
Company's Bank Details		A. & G. H.		For UNIFORMS UNLIMITED			
Bank Name: State Bank of India		Branch: P. S. Road, Mumbai-400001		Authorized Signatory			
A/c No: 00421000000000000000		Branch & P. S. Code: 4000000000					



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Uniforms for Teaching Staff members



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E-mail: principal@anjumanihmct.org / principal@anjumanchtmsr.com

Non-Teaching Staff Uniform Bills

TAX INVOICE							
Customer Name: Anjuman-I-Islam's College of Hotel & Tourism Management Studies & Research Customer Address: 92, Dr. D. N. Road, Next to Times of India Building, Opp. C.S.T., Mumbai - 400 001 Maharashtra India		INVOICE NO: INVOICE DATE:		A.I.'s CUSTOMER ID: 2003/223			
Customer GSTIN/STN:		Supplier GSTIN:		State: Maharashtra Destination: Maharashtra Place of Dispatch: Maharashtra			
Quantity	Description	Unit Price	Net Price	GST	Total		
8	Professor Blazer Uniform-Male						
8	Male Coat	620330	3365.00	1,346.00	26,920.00		
8	Male Trouser	620340	1395.00	558.00	11,140.00		
8	Male Shirt	620590	845.00	338.00	6,760.00		
8	Male Tie	621710	435.00	174.00	3,480.00		
8	Male Black Bow	621710	150.00	60.00	1,200.00		
Professor Blazer Uniform-Female							
5	Female Coat	620330	3,365.00	841.25	16,825.00		
5	Female Trouser	620340	1,395.00	348.75	6,975.00		
5	Female Shirt/Camisole	620590	845.00	211.25	4,225.00		
5	Female Cravat/Scarf	621710	435.00	108.75	2,175.00		
Total					78,720.00		
Less: 18% Discount					787.20		
Total					78,937.80		
GST					8,234.42		
Total					87,172.22		
HSN/SAC		Taxable Value		Central Tax (CGST)		State Tax (SGST)	
			Rate	Amount	Rate	Amount	
620330	10,875.15	2.50%	271.88	2.50%	271.88		271.88
620340	17,493.61	4.50%	1,077.21	4.50%	1,077.21		1,077.21
620590	43,307.39	9.00%	3,897.45	9.00%	3,897.45		3,897.45
621710	6,786.65	2.50%	169.66	2.50%	169.66		169.66
Total		78,937.80		4,117.21			4,117.21
Company's Bank Details: Bank Name: State Bank of India Branch & IFSC Code: 4000000000		For S & G.A.: For SIGNATURE UNLIMITED 					



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Job Securities by HEI/ Confirmation Letter



Anjuman-I-Islam's
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(Affiliated to University of Mumbai)

Ref No.: A.I.I.'s CH&TMS&R/CL/2017-2018/2380

Date: 01st August, 2017

Name : Mrs. Preeti Sachin Tembey-Mahadik

Address : A/201, Ushanagar, Khandelwal Marg,
Bhandup (West). Mumbai – 400 078

Sub: Confirmation Letter for the Post of "Senior Lecturer"

On the recommendation of the Principal based on your performance in the Institute, the Management is pleased to confirm you in the service with effect from **01st August, 2017**. The employment conditions that our Organization would like to offer to you have been included in detail as follows;


You will be employed by "Anjuman-I-Islam's College of Hotel & Tourism Management Studies & Research"


Your position at the time of Confirmation is **Senior Lecturer**

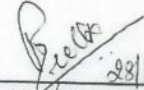
You will report directly to the **Head of the Institution (Principal)**

The other terms and conditions of your Employment will remain the same as mentioned in your Appointment Letter Ref No.: A.I.I.'s IHMCT/AO/2016-17/1260 dated: 01st August, 2016

Wishing you all the best

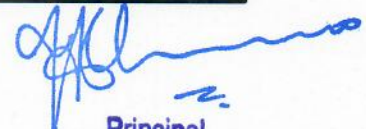

Mrs. Yasmin Saifullah
Executive Chairperson
Anjuman-I-Islam IHMCT


Mr. Harish Suvarna
Principal
Anjuman-I-Islam's CH&TMS&R


28/8/17
Mrs. Preeti Sachin Tembey-Mahadik
Received the Original and accepting the terms & conditions

Page | 1




Principal
Anjuman-I-Islam's College of Hotel &
Tourism Management Studies & Research
92, Dr. D. N. Road, Mumbai-400 001



Job Securities by HEI/ Confirmation Letter



Anjuman-I-Islam's
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(Affiliated to University of Mumbai)

Ref No.: A.I.I's CH&TMS&R/CL/2019-2020/2808

Date: 01st January, 2020

Name : Mr. SANKPAL GIRISH VITHAL

Address : Mauli Krupa, Plot No. 172, Sector-18A Nerul,
Navi Mumbai – 400 706. M.S

Sub: Confirmation Letter for the Post of "Lecturer"

On the recommendation of the Principal based on your performance in the Institute, the Management is pleased to confirm you in the service with effect from **11th February, 2020**. The employment conditions that our Organization would like to offer to you have been included in detail as follows;

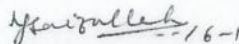
You will be employed by "Anjuman-I-Islam's College of Hotel & Tourism Management Studies & Research"


Your position at the time of Confirmation is Lecturer

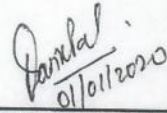
You will report directly to the Head of the Institution (Principal)

The other terms and conditions of your Employment will remain the same as mentioned in your Appointment Letter Ref No.: A.I.I's CH&TMS&R/AL/2018-19/2366 Dated: 18th December, 2019

Wishing you all the best


Mrs. Yasmin Saifullah
Executive Chairperson
Anjuman-I-Islam IHMCT


Mr. Narish Suvarna
Principal- All's CH&TMS&R


01/01/2020


Mr. SANKPAL GIRISH VITHAL
Received the Original and accepting the terms & conditions

92, Dr. D. N. Road, Opp. C.S.T., Mumbai-400 001, Maharashtra, India | Tel: +91 22 2265 2272/2263 2817
Fax: +91 22 2263 4685 | Web: www.anjumanihmct.org | E mail: principal@anjumanihmct.org

Page | 1

SINCE
1875




Principal
Anjuman-I-Islam's College of Hotel &
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Rules of Institution



**Anjuman-I-Islam's
College of Hotel & Tourism Management Studies & Research**
(Affiliated to University of Mumbai)

Confidential Information:

- Confidential Information means all confidential, proprietary, or trade secret information and materials of the Organization, the Organizations affiliates, or Organizations' business whether or not marked confidential, and whether disclosed by the Organization or not or otherwise observed or learned by you, including without limitation all business, customer/ vendor, and financial information, training materials, business and marketing plans, flowcharts, methods, contracts, procedures, information, employee and contractor information, and all other concepts, ideas inventions, know-how, data or information that are confidential to the Organization, and the Organization's affiliates or their vendors or participants, regardless of form.
- You will not at any time, without the consent of the superiors disclose or divulge or make public any information regarding the Organization's affairs or administration or research carried out, whether the same may be confided to you or become known to you in the course of your service or otherwise.

Other Works:

- Your position is full time employment with the Organization and you shall devote yourself exclusively to the affairs of the Organization.
- You will not take up any other work for remuneration (part time or otherwise), job work in an advisory capacity, office or place of profit directly or indirectly in any other trade or business during your employment with the Organization without permission, in writing from the Organization.
- In addition to the duties that may be assigned to you from time to time by the Management you will be responsible for discharging the following specific duties:
 - Instructions in laboratories.
 - Students Assessments and Evaluations.
 - Assisting in Consultancy, Research and Development Services.
 - Developing Resource Materials and Lab Development.
 - Co-curricular and Extra-curricular Activities.
 - Assisting in Departmental Administration.
 - Any additional duties assigned by the Principal or the Higher Authorities
- You will not seek membership of any local or public bodies or publish any material without obtaining specific permission from the Organization.

Retirement:

- You will automatically retire on attaining the age of 60 years or as per the rules prevailing at the time of your retirement.
- Your date of birth as recorded by the company on the basis of documentary evidence produced by you at the time of employment is **02nd March, 1987**. You are advised to take note that this date will be considered as the authenticated date of birth for all purpose throughout your service with the Organization, and will not be changed under any circumstances.

Rules for Resignation:

- If an employee, at any time after confirmation, intends to resign, he/she shall give 3 month's notice on either side in writing or 3 month's salary including all allowances to the institution subject to the condition that the notice period to be given should not fall during the Academic Year. The notice period has to be given on 1st March to be released from 1st of June.
- Notice period should only be for three working months.
- Vacation will not be included in the Notice Period.
- Leave balance of all kinds cannot be counted for resignation period.

[Handwritten signature]
Principal

92, Dr. D. N. Road, Opp. C.S.T., Mumbai-400 001, Maharashtra, India | Tel: +91 22 2263 2817 / 9833279737
Fax: +91 22 2263 4865 | Web: www.anjumanchtmsr.com | E mail: principal@anjumanihmct.org

2

SINCE
1875



[Handwritten signature]
Principal

**Anjuman-I-Islam's College of Hotel &
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92, Dr. D. N. Road, Mumbai-400 001



Rules of Institution



Anjuman-I-Islam's
College of Hotel & Tourism Management Studies & Research
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- e) Leave during notice period will be without pay.
- f) For candidates on probation, Salary of the month of May will not be given, if resignation comes in April or May / June (Immediately after vacation).
- g) When a staff member resigns from work, she/ he has to fill up the staff releasing form and complete all the formalities on or before the last day of working. The I-Card, Library cards, books, equipments etc should be returned to their respective departments. There should be a 'No Due' statement from each department before you leave from the organization.
- h) Relieving letter would be issued from office after all these formalities are completed.
- i) Resignation after maternity leave will be accepted after Six working months or should pay salary of the notice period (3 months).
- j) Staff who do not honor their commitment and leave the institute on flimsy ground and join other institute may face holding back of PF for six months, may not be given experience certificate, a letter may be sent to the new employee or legal notice as the case may be.

Termination:

- a) In the event of you being involved in any criminal conduct/ activities for which you may be arrested or charged by any law enforcement or judicial authorities, the Organization has rights to terminate your service without any notice (or payment of salary in lieu thereof). The Organization's decision in this regard shall be final and binding.
- a) The Organization has the rights to terminate your service in case of major irreversible health problem or if found to be not in sound Mind.
- b) On termination of this offer and appointment letter you will immediately give to the Organization all correspondences, specifications, documents, market data, cost data, records etc belonging to the Organization and shall not retain or make copies of these items.

Absence from place of work:

If you are absent from duty without prior sanction of leave or permission for more than 03 consecutive days it will be treated as un-authorized absence from duty and it will be viewed seriously and treated as misconduct and/or liable for disciplinary action which includes termination.

Address:

You shall provide your complete address to the Organization. Any communication sent on that address through registered post / Speed post/ Courier shall be considered to be sufficiently served on you for all purposes. Any change in address should be promptly communicated in writing to the office and unless done so, the address in the records of the Organization shall be treated as your residential address and all communication sent to that address shall be taken as served on you.


Performance Assessment System:

Your performance will be continuously evaluated and recorded by the authorities from time to time and evaluation done as per the organizations "Appraisal System".

Income Tax:

The individual income tax to be paid by you according to law will be withheld and paid by the Organization on your behalf to the tax authority. However the Organization is not responsible for filing your tax returns or to compute tax liabilities from other sources of income.




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Spacious Ambience




Principal

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Holistic Development



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Educational Environment




Principal

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 E-mail: principal@anjumanihmc.org / principal@anjumanchtmsr.com

Travelling Allowance

Anjuman I Islam's Institute of Hotel Management and Catering Technology
LOCAL CONVEYANCE ALLOWANCE

NAME: Mr. Malani Javed Alieuddin
 DESIGNATION: Sr. Administrative Associate

Date	From	To	Mode of Transport	Reason for Travel	Amount
1 st December 2022	Kurla Station	Kalina (University of Mumbai)	Auto Fare	Calendar Distribution	74
	Kalina (University of Mumbai) College	Kurla Station	Auto Fare		74
	Fort (University of Mumbai) College	Fort (University of Mumbai) College	Taxi Fare		54
	Fort (University of Mumbai)	Fort (University of Mumbai)	Taxi Fare		48
Total					250

Submitted By: [Signature] Approved By: [Signature]

Anjuman-I-Islam College of Hotel & Tourism Management Studies & Research
 Anjuman-I-Islam Complex, Sakinaka, Thane West
 Near to Thane of India, CSMT - Mumbai
 Maharashtra - 400001, India
 CIN: E-4228
 E-Mail: principal@anjumanchtmsr.com
 www.anjumanchtmsr.com

Payment Voucher

No. Dec/22/22-23 Date: 30-Dec-22

Particulars: 4.00.01 Travel & Subsistence Concess. 250.00
 4.00.02 Expenditure 250.00
 4.01.01 Fees & Others 250.00 Dr

PAID

Message: 4.01 Cash Petty Bill
 On Account of: Being Cash Paid to Mr. Javed Malani towards as well to Mumbai University for Calendar Distribution as per attached details.
 Amount in words: 250 Two Hundred Fifty Two Only

Authorised Signatory: [Signature] H.O.
 Checked by: [Signature] Head of Institution

ANJUMAN I ISLAM'S INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
 92, DR. D. N ROAD, OPP. C. S. T, MUMBAI - 400 001

TRAVELLING CUM CONVEYANCE ALLOWANCE

NAME: Adv. Ananda A Hajare
 DESIGNATION: Registrar
 DATE: 3rd Nov & 11th Nov & 8th Dec - 6th Dec. 2022
 FROM: Home - Vorn Kalina - college - college - Vorn Kalina - Home
 MODE OF TRANSPORTATION: Auto - Fair
 REASON FOR TRAVEL: M.Sc. Exam Works

AMOUNT: 3rd Nov - 90 + 86 = 116 + 6th Dec - 87 + 30 = 117
 11th Nov - 80 + 89 = 119 + 5th Dec = 87 + 30 = 117
 Total = 116 + 119 + 117 + 117 = 469

Submitted By: [Signature] Approved By: [Signature]

Message: 4.01 Cash Petty Bill
 On Account of: Being cash paid to Reg. Ananda Hajare towards as purchase of Fuel for Garden for the month of November 2022 as per attached bill no. 155 Dated 13.12.2022.
 Amount in words: 469 Four Hundred Sixty Nine Only
 With One Thousand Two Hundred Fifty Only

Principal: P. Javed

Anjuman-I-Islam College of Hotel & Tourism Management Studies & Research
 Anjuman-I-Islam Complex, Sakinaka, Thane West
 Near to Thane of India, CSMT - Mumbai
 Maharashtra - 400001, India
 CIN: E-4228
 E-Mail: principal@anjumanchtmsr.com
 www.anjumanchtmsr.com

Payment Voucher

No. Dec/22/22-23 Date: 30-Dec-22

Particulars: 4.00.01 Travel & Subsistence Concess. 1334.00
 4.00.02 Expenditure 1334.00
 4.01.01 Fees & Others 1334.00 Dr

PAID

Message: 4.01 Cash Petty Bill
 On Account of: Being Cash Paid to Mr. Ananda Hajare towards as Conveyance of going to Thane West every Station for meeting other guest for Mayr 2022.
 Amount in words: 1334 One Thousand Three Hundred Thirty Four Only

Authorised Signatory: [Signature] H.O.
 Checked by: [Signature] Head of Institution



Principal:
 Anjuman-I-Islam's College of Hotel &
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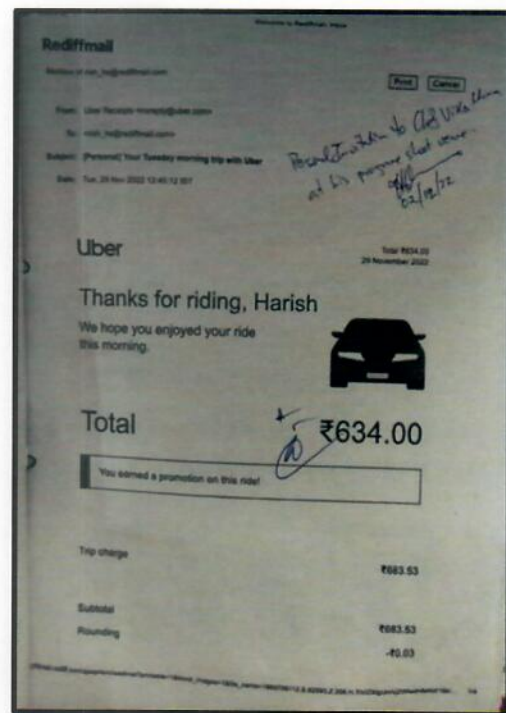
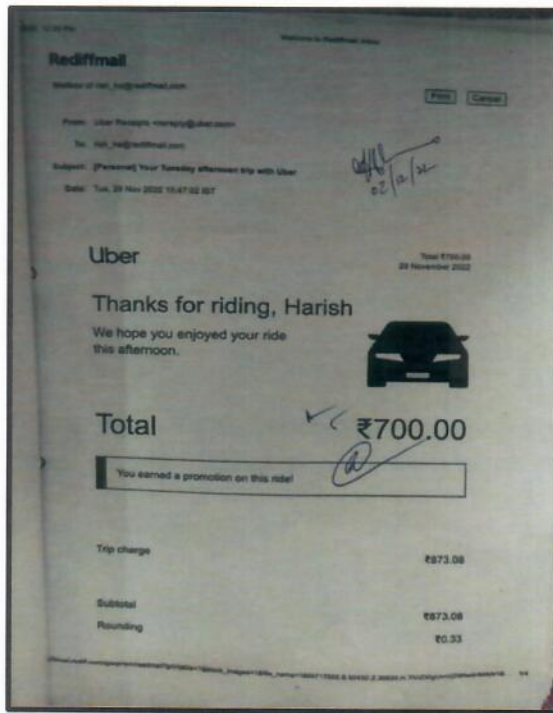


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