



**Anjuman-I-Islam's
Institute of Hospitality Management**

NAAC Accredited B+

(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.

Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com

E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

Criteria 7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators, and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff.



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WORK AREA

- At the time of joining, employees are assigned core subjects and associated subjects for teaching.
- Employees may be transferred to subsidiary departments.
- Services may be transferred to any institution under the management of Anjuman-I-Islam.

RESPONSIBILITIES AND DUTIES

- Work will adhere to the organization's rules on conduct, discipline, and other policies.
- Employees must perform duties attached to their role diligently and behave accordingly.
- Efficient performance is expected, and additional reasonable working hours may be required based on organizational needs.

PROBATION

- Initial probation will last one year.
- Employment remains under probation unless confirmed in writing.
- The probation period may be extended at the organization's discretion.

CONFIDENTIAL INFORMATION

- Confidential information includes all proprietary, trade secrets, and sensitive materials related to the organization, its affiliates, or vendors, whether marked confidential or not.
- Disclosure of the organization's confidential matters, research, or operations without consent is prohibited.

OTHER WORKS

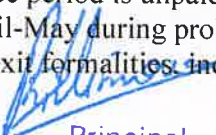
- Employment is full-time, requiring exclusive focus on organizational affairs.
- Other work or paid engagements are prohibited without prior written permission.
- Assigned duties include:
 - Laboratory instruction.
 - Student assessments and evaluations.
 - Participation in consultancy, research, and development activities.
 - Developing resources and labs.
 - Co-curricular and extracurricular activities.
 - Departmental administration.
 - Other tasks assigned by senior authorities.
- Membership in public bodies or publishing material requires organizational approval.

RETIREMENT

- Retirement is automatic at the age of 60, as per prevailing rules.
- The date of birth provided during hiring will be considered final and unchangeable.

RULES FOR RESIGNATION

- Post-confirmation resignation requires three months' notice or equivalent salary, effective outside the academic year, starting from March 1 for June 1 release.
- The notice period is strictly three months.
- Vacations do not count toward the notice period.
- Leave balances cannot offset the resignation period.
- Leave taken during the notice period is unpaid.
- Employees resigning in April-May during probation will forfeit May's salary.
- Employees must complete exit formalities, including the return of organization-issued items and


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obtaining clearance.

h) A relieving letter will be issued after formalities are completed.

i) Resignation post-maternity leave is permissible only after six months of work or by paying notice period salary.

j) Non-compliance with resignation procedures may result in delayed Provident Fund release, denial of experience certificates, or legal action.

TERMINATION

a) Involvement in criminal activities can lead to immediate termination without notice or compensation.

b) Irreversible health issues or unsoundness of mind can result in termination.

c) Upon termination, all organizational materials must be returned immediately without retaining copies.

ABSENCE FROM WORK

Unauthorized absence of more than three consecutive days without prior approval will be treated as misconduct, leading to disciplinary action or termination.

ADDRESS

- Employees must provide a complete residential address, and communication sent to it via registered or courier post is considered duly served.

- Address changes must be communicated promptly in writing.

PERFORMANCE ASSESSMENT SYSTEM

- Performance will be evaluated continuously as per the organization's appraisal system.

INCOME TAX

- The organization will withhold and remit applicable income tax but is not responsible for filing returns or handling liabilities from other income sources.

HOLIDAYS, VACATION, AND LEAVES

- Leave entitlement follows the organization's policy and is subject to operational requirements.

CERTIFICATE AND DOCUMENT REQUIREMENTS

- A certificate from a former employer is required to establish employment.

- At the time of joining, the following original documents with copies must be submitted:

1. Identity proof (e.g., Passport, Voter ID, Driving License, Aadhar).

2. PAN card.

3. Educational certificates.

4. Birth certificate or equivalent proof.

5. Previous employment certificates and relieving letters (if applicable).

6. Latest payslip from previous employment (if applicable).

TRAINING

Employees resigning within one year of undergoing organizationally funded training must reimburse the cost.


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VALIDITY OF JOB OFFER

- a) Acceptance requires signing and returning a duplicate copy within five days, specifying the joining date.
- b) Compensation details are confidential and must not be disclosed.
- c) The offer is valid subject to the integrity of the information provided during the hiring and medical fitness certification.

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STUDENT CODE OF CONDUCT

Set of Rules & Regulations for the students

<https://www.anjumanihm.com/rules>

Grooming standards for Boys

<https://www.anjumanihm.com/groomingstandards>

Grooming Standards for Girls

<https://www.anjumanihm.com/groomingstandards>

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