



**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 6.3

Faculty Empowerment Strategies



**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

Index 6.3.1 The institute has effective welfare measures and performance Appraisal system for teaching and non-teaching staff

| | |
|----|--|
| 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 |
| 14 | Personal Email identification to staff |
| | |

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

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

All Institute of Hospitality Management is one of the best hotel management college in the field of education.

All IHM is HEI who has Effective welfare for staffs

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

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

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 staff. HEI identifies their performance and methods to improve the performance and quality of staff.

All IHM 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.

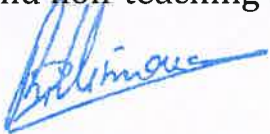
Evolution standards — HEI published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

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 HEL. 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 staff.


Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Performance Appraisal of Teaching Staff

CONFIDENTIAL REPORT

(For Teaching Staff)

PART I

Self Assessment Form

1. Name _____
2. Post held _____
3. Length of Service in the present or similar post _____
4. Give a brief description of your duties indicating the objectives given to you during the year _____
5. How would you assess your own performance during the past year against the targets set for you _____
6. Can you mention any specific item (s) of good work done by you _____

Signature, Name and Designation
of the person

Remarks of the Reporting Officer

1. Please state whether you agree with the assessment and if not, the reasons therefore. _____
2. What according to you are the faults and responsibilities of the teacher for the shortfall, if any. _____
3. Please give your general assessment regarding the teacher's integrity and relations with the public. _____

Signature, Name and Designation
of the Reporting Authority

PART II

Form of Confidential Report for Head or Teacher of a School

For the period from _____

Name of the teacher in full _____

Qualification _____

Designation _____

Status (Permanent or temporary) _____

Length of service in the institution on 1st June _____

Scale of pay _____ Pay on 1st June _____

Next increment on _____

Special pay or allowances _____

Subjects taught _____

I have formed the following opinion about the teacher's ability, work etc.

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

For the period from _____ to _____

(1) Class Work: - N. B. assessment in respect of class work shall be made by using the rating scale given below (excellent, very good, good, satisfactory or poor).

(a) Knowledge and preparation of subject.

(b) Knowledge of:-

(i) Medium of instruction.

(ii) Hindi.

(iii) English.

(c) Power of exposition, illustration, questioning etc.

(d) Ability and desire to create interest among pupils.

(e) Class control and discipline.

(f) Influence over pupils, parents and Colleagues.

(g) General remarks on the class work.

(2) Extra Class Activities:-

(a) Interest taken in sports, physical education, scouting etc.

(b) Sincerity, loyalty etc.

(c) Inclination to co-operate with the colleagues.

(d) Fidelity in carrying out the instructions issued by the Head of the school.

(e) Integrity and Character.

(f) Special aptitude.

(g) Obedience.

(h) Punctuality.

(i) Penalties or Awards, if any,

(j) Fitness to continue in the present post.

(k) Fitness for promotion.

(3) General Remarks, if any

Place:

Signature of the Headmaster

Date:

Chief Executive Officer

President.

PART III

Remark of the Reviewing Authority

1. Length of Service under Reviewing Authority _____


2. Do you agree with the Reporting Authority or do you wish to modify or add to his assessment?

Place:

Signature, Name and Designation

Date:

of the Reporting Authority


Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Performance Appraisal of Non- Teaching Staff

CONFIDENTIAL REPORT

(For Non Teaching Staff)

PART I

Self Assessment Form

1. Name _____
2. Post held _____
3. Length of Service in the present or similar post _____
4. Give a brief description of your duties indicating the objectives given to you during the year _____
5. How would you assess your own performance during the past year against the targets set for you _____
6. Can you mention any specific item (s) of good work done by you _____

Signature, Name and Designation
of the person

Remarks of the Reporting Officer

1. Please state whether you agree with the assessment and if not, the reasons therefore.

2. What according to you are the faults and responsibilities of the teacher for the shortfall, if any, _____
3. Please give your general assessment regarding the teacher's integrity and relations with the public. _____

**Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01**



Signature, Name and Designation
of the Reporting Authority



**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

PART II

Estimates of General Abilities and Character

Name _____

Period of Report _____

Post or posts held _____

1. Performance Factors _____

1) Industry and application _____

2) Capacity to get work done by subordinates _____

3) Relations with colleagues and the public _____

2. Intellectual Factors _____

1) General intelligence _____

2) Technical ability (where relevant) _____

3) Special aptitude _____

3. Administrative ability including judgment, initiative and drive _____

4. Integrity and character _____

5. Fitness to continue in the present post _____

6. Fitness for promotion _____

7. General assessment _____

Place:

Signature, Name and Designation

Date:

of the reporting authority

PART III

Remark of the Reviewing Authority

1. Length of Service under Reviewing Authority _____

2. Do you agree with the Reporting Authority or do you wish to modify or add to his assessment? _____

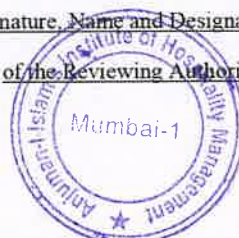
Place:

Date:

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01

Signature, Name and Designation

of the Reviewing Authority





**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

Motivation to Staff through awards



Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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



Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Employee's 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.**

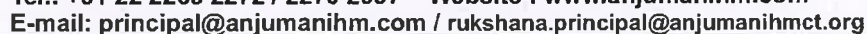
(REGD.NO. BOM/RSR/163)

MHSS TECH HIGH SCHOOL, ZIMBABAI BUILDING GROUND FLOOR,
8, SABOO SIDDIK POLYTECHNIC ROAD,
BYCULLA, MUMBAI - 400 008. Mob. No. - 8454844432.

Rukshana

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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


EPFO Payments


कर्मचारी श्रमिक विधि संगठन
Employees' Provident Fund Organization
भारतीय प्रविधि संगठन, एन. दादाभाई नारोजी रोड, ओप CSMT - 11-44
Bharatya Mohit Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

TRRN Details


| | |
|---------------------------|---|
| TRRN No | 3102204021915 |
| Challan Status | Payment Confirmed |
| Challan Generated On | 18-APR-2022 23:48:51 |
| Establishment ID | MBAN002657800K |
| Establishment Name | ANJUMAN-I-ISLAM A.K. HAFIZKA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY |
| Challan Type | Monthly Contribution Challan |
| Total Members | 57 |
| Wage Month | APR-22 |
| Total Amount (Rs) | 2,44,582 |
| Account-1 Amount (Rs) | 1,53,280 |
| Account-2 Amount (Rs) | 4,891 |
| Account-10 Amount (Rs) | 81,529 |
| Account-21 Amount (Rs) | 4,891 |
| Account-22 Amount (Rs) | 0 |
| Payment Confirmation Bank | State Bank of India |
| CRN | 002120622762659 |
| 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 |


Page 1 of 1


कर्मचारी श्रमिक विधि संगठन
Employees' Provident Fund Organization
भारतीय प्रविधि संगठन, एन. दादाभाई नारोजी रोड, ओप CSMT - 11-44
Bharatya Mohit Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

TRRN Details

| | |
|---------------------------|---|
| TRRN No | 3102205025418 |
| Challan Status | Payment Confirmed |
| Challan Generated On | 25-MAY-2022 23:29:53 |
| Establishment ID | MBAN002657800K |
| Establishment Name | ANJUMAN-I-ISLAM 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) | 1,48,580 |
| Account-2 Amount (Rs) | 4,741 |
| Account-10 Amount (Rs) | 78,020 |
| Account-21 Amount (Rs) | 4,741 |
| Account-22 Amount (Rs) | 0 |
| Payment Confirmation Bank | State Bank of India |
| CRN | 002120622945150 |
| 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 |


Page 1 of 1



**Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01**





**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

EPFO Payments

आजीवक कर्मचारी निधि संगठन
Employees' Provident Fund Organisation
नविवर डीएन रोड, ९२, मीरजापुर कॉम्प्लेक्स, नई दिल्ली - ११००४६
Bhambhaya Nishi Bhawan, 92, Mirzapur Complex, New Delhi - 110046

TRRN Details

| | |
|-----------------------------|---|
| TRRN No : | 310220024877 |
| Challan Status : | Payment Confirmed |
| Challan Generated On : | 22-JUN-2022 10:16:21 |
| Establishment ID : | MHBA002657900K |
| Establishment Name : | ANJUMAN-I-ISLAM A.K. HAFIZKA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY |
| Challan Type : | Monthly Contribution Challan |
| Total Members : | 65 |
| Wage Month : | JUN-22 |
| Total Amount (Rs.) : | 2,34,078 |
| Account-1 Amount (Rs.) : | 1,46,688 |
| Account-2 Amount (Rs.) : | 4,662 |
| Account-10 Amount (Rs.) : | 78,025 |
| Account-21 Amount (Rs.) : | 4,662 |
| Account-22 Amount (Rs.) : | 0 |
| Payment Confirmation Bank : | State Bank of India |
| CRN : | 002150722666208 |
| Presentation Date : | 15-JUL-2022 14:43:25 |
| Realization Date : | 15-JUL-2022 14:44:36 |
| Date of Credit : | 16-JUL-2022 00:00:00 |
| Total PMRPY Benefit : | 0 |

Page 1 of 1

आजीवक कर्मचारी निधि संगठन
Employees' Provident Fund Organisation
नविवर डीएन रोड, ९२, मीरजापुर कॉम्प्लेक्स, नई दिल्ली - ११००४६
Bhambhaya Nishi Bhawan, 92, Mirzapur Complex, New Delhi - 110046

TRRN Details

| | |
|-----------------------------|---|
| TRRN No : | 3102207024714 |
| Challan Status : | Payment Confirmed |
| Challan Generated On : | 24-JUL-2022 22:15:45 |
| Establishment ID : | MHBA002657900K |
| Establishment Name : | ANJUMAN-I-ISLAM A.K. HAFIZKA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY |
| Challan Type : | Monthly Contribution Challan |
| Total Members : | 64 |
| Wage Month : | JUL-22 |
| Total Amount (Rs.) : | 2,33,750 |
| Account-1 Amount (Rs.) : | 1,46,454 |
| Account-2 Amount (Rs.) : | 4,675 |
| Account-10 Amount (Rs.) : | 77,918 |
| Account-21 Amount (Rs.) : | 4,675 |
| Account-22 Amount (Rs.) : | 0 |
| Payment Confirmation Bank : | State Bank of India |
| CRN : | 002120622269701 |
| Presentation Date : | 12-AUG-2022 17:48:43 |
| Realization Date : | 12-AUG-2022 17:47:51 |
| Date of Credit : | 17-AUG-2022 00:00:00 |
| Total PMRPY Benefit : | 0 |

Page 1 of 1

EPFO Challan

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

Establishment Code & Name : MHBA002657900K ANJUMAN-I-ISLAM A.K. HAFIZKA INSTITUTE OF HOTEL
Address : - CATERING TECHNOLOGY, 8 T MARG,D N ROAD, MUMBAI CITY, MAHARASHTRA

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

TRRN 3102302000411
ECR Id 84141542
LIM : 1206830534
Dues for the wage month of January 2023

| 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 | 0 |
| F) Total amount of uploaded ECR (D + E) (| 2,52,500 | 0 |

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01



**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

| 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 | | Dues for the wage month of February 2023 | | | | | |
| Address : - CATERING TECHNOLOGY, B T MARG, D N ROAD, MUMBAI CITY, MAHARASHTRA | | | | | | | |
| 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 | | 0 | |
| B) A/C no 10 (Pension fund) (Rs.) - | | 0 | | 0 | | 0 | |
| C) A/C no 1 (Employee share) (Rs.) - | | 0 | | 0 | | 0 | |
| D) Total (A + B + C) (Rs.) - | | 0 | | 0 | | 0 | |
| E) Total remittance by Employer (Rs.) - | | 2,48,750 | | | | | |
| F) Total amount of uploaded ECR (D + E) (| | 2,48,750 | | | | | |



Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Food Facility for Teaching & Non-Teaching Staff



Rukshana

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Uniform for Teaching Staff



Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





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

Teaching Uniform Bills

UNIFORM BILL

Customer Name: Anjuman-I-Islam's Institute of Hospitality Management
Customer Address: 92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.
Customer Contact: Principal: 980-000-10000

Bill No: 10000000000000000000
Bill Date: 15/09/2018
Bill To: Anjuman-I-Islam's Institute of Hospitality Management
Bill From: M/S. Uniform Unlimited

| Sl. No. | Description | Quantity | Rate | Amount |
|--------------|---------------------------------|----------|----------|------------------|
| 1 | Professor Blazer Uniform-Male | 1 | 1,345.00 | 1,345.00 |
| 2 | Male Coat | 1 | 1,160.00 | 1,160.00 |
| 3 | Male Trousers | 1 | 138.00 | 138.00 |
| 4 | Male Shirt | 1 | 1,480.00 | 1,480.00 |
| 5 | Male Tie | 1 | 120.00 | 120.00 |
| 6 | Male Black Bow | 1 | 1,200.00 | 1,200.00 |
| 7 | Professor Blazer Uniform-Female | 1 | 1,345.00 | 1,345.00 |
| 8 | Female Coat | 1 | 1,160.00 | 1,160.00 |
| 9 | Female Trousers | 1 | 138.00 | 138.00 |
| 10 | Female Shirt/Cambric | 1 | 1,480.00 | 1,480.00 |
| 11 | Female Cravat/Scarf | 1 | 120.00 | 120.00 |
| Total | | | | 10,000.00 |

Payment Terms:
1) 50% (5,000.00) inclusive of all taxes (advance amount) will be paid once we receive your Performance Invoice.
2) 40% (4,000.00) inclusive of all taxes (balance) against delivery.
3) 10% (1,000.00) inclusive of all taxes (retention for one month) upon submitting of final bill.

Terms & Conditions:
1) Quality, Quantity, Specifications to be strictly followed as given in the Purchase Order. No substitution or delivery of Staff Uniforms have to be given within 04 weeks after measurements taking which a penalty of 10% of the total cost will be deducted at source.
2) Final Payment after bill is certified from a reliable source. Billing will be done as per actual.

Signature: *[Signature]*
Principal - Anjuman-I-Islam's

**Anjuman-I-Islam's
Institute of Hospitality Management**
(Affiliated to University of Mumbai)

Bill No: 10000000000000000000
Bill Date: 15/09/2018
Bill To: Anjuman-I-Islam's Institute of Hospitality Management
Bill From: M/S. Uniform Unlimited

Customer Name: Anjuman-I-Islam's Institute of Hospitality Management
Customer Address: 92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.
Customer Contact: Principal: 980-000-10000

Bill No: 10000000000000000000
Bill Date: 15/09/2018
Bill To: Anjuman-I-Islam's Institute of Hospitality Management
Bill From: M/S. Uniform Unlimited

| Sl. No. | Description | Quantity | Rate | Amount |
|--------------|---------------------------------|----------|----------|------------------|
| 1 | Professor Blazer Uniform-Male | 1 | 1,345.00 | 1,345.00 |
| 2 | Male Coat | 1 | 1,160.00 | 1,160.00 |
| 3 | Male Trousers | 1 | 138.00 | 138.00 |
| 4 | Male Shirt | 1 | 1,480.00 | 1,480.00 |
| 5 | Male Tie | 1 | 120.00 | 120.00 |
| 6 | Male Black Bow | 1 | 1,200.00 | 1,200.00 |
| 7 | Professor Blazer Uniform-Female | 1 | 1,345.00 | 1,345.00 |
| 8 | Female Coat | 1 | 1,160.00 | 1,160.00 |
| 9 | Female Trousers | 1 | 138.00 | 138.00 |
| 10 | Female Shirt/Cambric | 1 | 1,480.00 | 1,480.00 |
| 11 | Female Cravat/Scarf | 1 | 120.00 | 120.00 |
| Total | | | | 10,000.00 |

Payment Terms:
1) 50% (5,000.00) inclusive of all taxes (advance amount) will be paid once we receive your Performance Invoice.
2) 40% (4,000.00) inclusive of all taxes (balance) against delivery.
3) 10% (1,000.00) inclusive of all taxes (retention for one month) upon submitting of final bill.

Terms & Conditions:
1) Quality, Quantity, Specifications to be strictly followed as given in the Purchase Order. No substitution or delivery of Staff Uniforms have to be given within 04 weeks after measurements taking which a penalty of 10% of the total cost will be deducted at source.
2) Final Payment after bill is certified from a reliable source. Billing will be done as per actual.

Signature: *[Signature]*
Principal - Anjuman-I-Islam's

Signature: *[Signature]*
M/S. Uniform Unlimited

[Signature]
Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01



SINCE
1875



**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

Non-Teaching Uniform



Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01







**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

Job Securities by HEI/ Confirmation Letter



**Anjuman-I-Islam's
Institute of Hospitality Management
(Affiliated to University of Mumbai)**

Ref No.: A.I.I.'s IHMCT/CI/2014-15/681

Date: 01st February, 2015

92, Dr. D.N. Road, Opp. C.S.T., Mumbai-400 001, Maharashtra, India • Tel.: +91 22 2265 2272 / 2263 2817
Fax: +91 22 2265 4685 • Web: www.anjumanihmct.org • E-mail: rukshana.principal@anjumanihmct.org
Address : F-314, Rukmini Niwas, Nagagaon,
Dahisar (East), Mumbai - 400 068

Sub: Confirmation Letter for the Post of "Assistant 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 February, 2015**. The employment conditions that our Organization would like to offer to you have been Included in detail as follows:

Position:

You will be employed by "Anjuman-I-Islam's Institute of Hospitality Management"

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

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

You will be paid Salary Scale of Rs. 9300 – 13950 – 34800 + AGP 4500

| Basic Pay | A. G. P. | Basic Pay + AGP | D. A. 90% | H. R. A. 30% | C. C. A | Travelling Allowance | Total |
|-----------|----------|-----------------|--------------|-----------------|---------|-------------------------|----------|
| 13950.00 | 4500.00 | 18450.00 | 16605.00 | 5535.00 | 300.00 | 800.00 | 41690.00 |

Responsibilities and Duties:

- Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters.
- You will always be responsible for and liable to discharge the duties that are attached to your position and conduct yourself accordingly. You must perform efficiently to ensure results and depending upon organizational exigencies, you may be expected to work for reasonable extra hours.

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.

1

[Signature]
6/4/15

SINCE
1875

[Signature]
**Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01**





**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

Job Securities by HEI/ Confirmation Letter



**Anjuman-I-Islam's
Institute of Hospitality Management
(Affiliated to University of Mumbai)**

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: rukshana.principal@anjumanihmct.org

Ref No.: A.I.I.'s IHM/CL/2019-2020/2810

Date: 01st January, 2020

Name : Mrs. BHANGRE KRANTI

Address : 147, Sai Prasad, Madhla Pada,
Khar (West). Mumbai – 400 052

Sub: Confirmation Letter for the Post of "Computer Instructor"

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 21st January, 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 Institute of Hospitality Management"

Your position at the time of Confirmation is Computer Instructor

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 IHM/AL/2018-19/2368 Dated: 18th December, 2019

Wishing you all the best

Yasmin Saifullah 16-1
Mrs. Yasmin Saifullah
Executive Chairperson
Anjuman-I-Islam IHMCT

Rukshana Billimoria
Dr. (Mrs.) Rukshana Billimoria
Principal- AII's IHM

Bhangre
21/1/20
Mrs. BHANGRE KRANTI

Received the Original and accepting the terms & conditions

Page | 1

SINCE
1875

Rukshana
Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Rules of Institution



**Anjuman-I-Islam's
Institute of Hospitality Management**
(Affiliated to University of Mumbai)

92, Dr. D.N. Road, Opp. C.S.T., Mumbai-400 001, Maharashtra, India • Tel.: +91 22 2265 2272 / 2263 2817
Fax: +91 22 2265 4000 • Web: www.anjumanihmct.org • E-mail: rukshana.principal@anjumanihmct.org

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 **08th June, 1978**. 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.

Principal

Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Rules of Institution



**Anjuman-I-Islam's
Institute of Hospitality Management
(Affiliated to University of Mumbai)**

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: rukshana.principal@anjumanihmct.org

- d) Leave balance of all kinds cannot be counted for resignation period.
- 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.

Handwritten signature: Khim Chhangre

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Spacious Ambience



Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





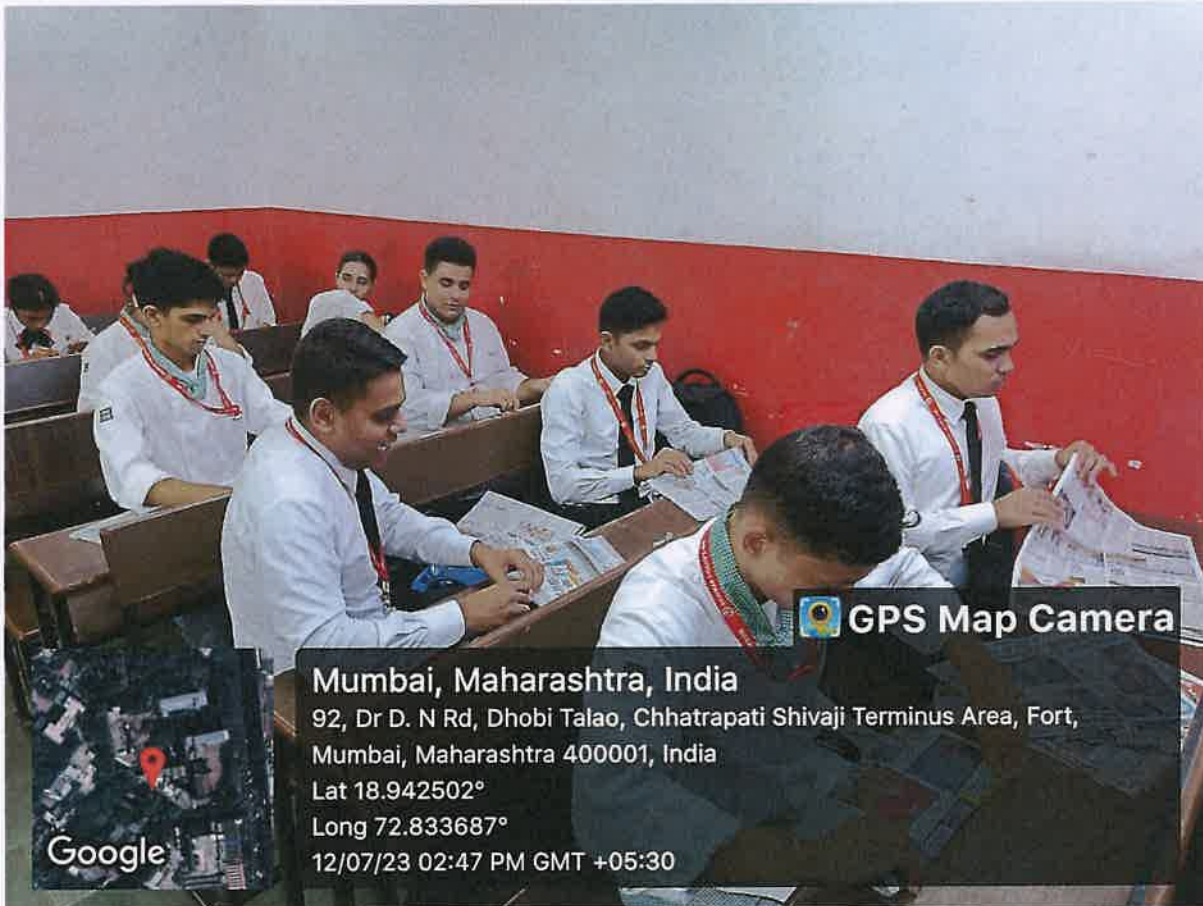
**Anjuman-I-Islam's
Institute of Hospitality Management
NAAC Accredited B+**

(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



Mumbai, Maharashtra, India

92, Dr D. N Rd, Dhobi Talao, Chhatrapati Shivaji Terminus Area, Fort,
Mumbai, Maharashtra 400001, India

Lat 18.942502°

Long 72.833687°

12/07/23 02:47 PM GMT +05:30

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Holistic Development



Rukshana

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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

Educational Environment



Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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



मुंबई, महाराष्ट्र, India

ANJUMAN I ISLAM'S INSTITUTE, 92, Dr Dadabhai Naoroji Rd, डोबी तलाव, छत्रपती शिवाजी

टर्मिनस एरिया, फोर्ट, मुंबई, महाराष्ट्र 400001, India

Lat 18.942553°

Long 72.833911°

15/03/24 11:27 AM GMT +05:30

Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01





**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


Personal Email identification for staff

Webmail URL - <https://mail.mymailservice.in/>

Or

<http://mail.anjumanihm.com/>

| Sr. No | Staff Member | Sr. No | Staff Member |
|--------|---|--------|--|
| 1 | Dr. Stephan Almeida Username – Stephan.Almeida@anjumanihm.com | 2 | Mrs. Vinitha Raghuram Username – Vinitha.Raghuram@anjumanihm.com |
| 3 | Admin Username - admin@anjumanihm.com | 4 | Ms. Prachi Morwale Username – Prachi.Morwale@anjumanihm.com |
| 5 | Mr. Manojkumar Barbhai Username – Manojkumar.Barbhai@anjumanihm.com | 6 | Dr. Dilip Jadhav Username – Dilip.Jadhav@anjumanihm.com |
| 7 | Mrs. Sneha Bhandare Username – Sneha.Bhandare@anjumanihm.com | 8 | Ms. Aditi Desai Username – Aditi.Desai@anjumanihm.com |
| 9 | Ms. Kainaz Dastoor Username – Kainaz.Dastoor@anjumanihm.com | 10 | Mrs. Kranti Bhangre Username – Kranti.Bhangre@anjumanihm.com |
| 11 | Ms. Pooja Pednekar Username – Pooja.Pednekar@anjumanihm.com | 12 | Mr. Rahul Parchure Username – Rahul.Parchure@anjumanihm.com |
| 13 | Mrs. Hitesha Shinde Username – Hitesha.Shinde@anjumanihm.com | 14 | Account Username - Account@anjumanihm.com |


Principal
Anjuman-I-Islam
Institute of Hospitality Management
Mumbai-01

