



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



Principal
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Mumbai-01



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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



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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.

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



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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 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.




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Performance Appraisal of Teaching Staff

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PERFORMANCE APPRAISAL OF FACULTY
Period From June 2022 To May 2023

1. Name of the Faculty	<u>Vinitha Raghuram</u>														
2. Date of Birth	<u>28/12/75</u>	3. Qualification at the time Joining AI's IHM	<u>Dip in HM</u>												
4. Designation in AI's IHM	<u>H.O.D, House-keeping.</u>														
5. Date of Joining AI's IHM	<u>17/07/2008</u>	6. Additional Qualification acquired (if any)	<u>Msc (TRH)</u>												
7. Teaching / Lecturing assignments handled during the year.															
<table border="1"><thead><tr><th>Subject</th><th>Class</th><th>Semester</th></tr></thead><tbody><tr><td><u>House-keeping</u></td><td><u>TY</u></td><td><u>5</u></td></tr><tr><td><u>House-keeping</u></td><td><u>SY</u></td><td><u>4</u></td></tr><tr><td><u>Adv. House-keeping</u></td><td><u>TY</u></td><td><u>6</u></td></tr></tbody></table>				Subject	Class	Semester	<u>House-keeping</u>	<u>TY</u>	<u>5</u>	<u>House-keeping</u>	<u>SY</u>	<u>4</u>	<u>Adv. House-keeping</u>	<u>TY</u>	<u>6</u>
Subject	Class	Semester													
<u>House-keeping</u>	<u>TY</u>	<u>5</u>													
<u>House-keeping</u>	<u>SY</u>	<u>4</u>													
<u>Adv. House-keeping</u>	<u>TY</u>	<u>6</u>													
8. Additional Assignments / Responsibilities handled during the year (Academic as well as administration) Name of the Assignments / Responsibilities: <ul style="list-style-type: none"><u>Incharge of stage & decor, Magn.</u><u>Incharge of cleaning attendants.</u><u>Counsellor & liaison with parents.</u><u>Post lecture classes conducted.</u>															
9. Academic Achievements / accomplishments (if any) during the year (Book published / Articles Published, Additional Qualification obtained / reorganization)															
10. Faculty Development (Seminars / Programs Attended)															
Title Seminar / Programmed	Period From	Period To	Venue	Conducted By											

1



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Performance Appraisal of Teaching Staff

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PERFORMANCE APPRAISAL OF FACULTY

Period From June 2022 To May 2023

1.	Name of the Faculty	<u>Krankh Bhargav</u>		
2.	Date of Birth	<u>05/06/78</u>	3.	Qualification at the time Joining All's IHM
4.	Designation in All's IHM	<u>Computer Instructor</u>		
5.	Date of Joining All's IHM	<u>21-01-2019</u>	6.	Additional Qualification acquired (if any)
				<u>D.E in Computer App</u> <u>B.Sc in IT</u> <u>M.C.A.</u>

7. Teaching / Lecturing assignments handled during the year.

Subject	Class	Semester
<u>Information Technology</u>	<u>First Year</u>	<u>I</u>
<u>Mgmt Information System</u>	<u>Second Year</u>	<u>III / IV</u>

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

Name of the Assignments / Responsibilities:

Counselor to the class.
J.T. Incharge for college fest Magn.
Designing Collaterals for college activities.

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

10. Faculty Development (Seminars / Programs Attended)

Title Seminar / Programmed	Period From	Period To	Venue	Conducted By

1



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Performance Appraisal of Non-Teaching Staff



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PERFORMANCE APPRAISAL OF NON - TEACHING STAFF 20-23

Period From July 2022 To June - 2023

1.	Name of the Employee	MAHAPADI DIPAK MAHADEV			
2.	Date of Birth	30 th Oct '87	3.	Qualification at the time Joining AIHM&CT	B'com
4.	Designation in AIHM&CT	Jr. Accountant			
5.	DOJ AIHM&CT	01 st Feb '16	6.	Additional Qualification acquired (if any)	-
7.	Department	Accounts			

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)
	Collection of cash & cheque, deposited to the bank, preparing fees receipt & keeping record of the same, fees collection, preparing vouchers for expenses, maintaining petty cash A/c, cashbook, stock register, Bank reconciliation, Academic Admission process, keeping record of Magg sponsorship & attending the Auditor &

10. Have you Achieved your Targets / Have you Fulfilled the daily task and Any other work assigned by the superior



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Performance Appraisal of Non-Teaching Staff



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PERFORMANCE APPRAISAL OF NON - TEACHING STAFF

Period From 2022 To 2023

1.	Name of the Employee	Mr. Mulani Javed Allaiddin			
2.	Date of Birth	26.05.1982	3.	Qualification at the time Joining AIHBM&CT	B.A.
4.	Designation in AIHBM&CT	Sr. Admin. Associate			
5.	DOJ AIHBM&CT	17.09.2007	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) Admission process
	2) Enrollment & Eligibility.
	3) Examination.
	4) Affiliation
	5) Students Bonafide, Transcript, LOF & other Certificate.
10.	Have you Achieved your Targets / Have you Fulfilled the daily task and



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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 Payments


 कर्मचारी भविष्य की योजना
 Employees' Provident Fund Organization
 कर्मचारी भविष्य की योजना, 14, बिल्डिंग कॉम्प्लेक्स, नया दिल्ली - 110044
 Bhau Dasa Narayan, 14, Bldg/Compl. New Delhi - 110044

TRPN Details

TRPN No:	312204021319
Challan Status:	Payment Confirmed
Challan Generated On:	10-APR-2022 23:48:51
Establishment ID:	MH&AN022617900K
Establishment Name:	ANJUMAN-I-ISLAM'S A.K.A. HAFIZA INSTITUTE OF HOTEL, MGT&CATERING TECHNOLOGY
Challan Type:	Monthly Contribution Challan
Total Members:	67
Wage Month:	APR-22
Total Amount (Rs):	2,44,562
Account-1 Amount (Rs):	1,83,260
Account-2 Amount (Rs):	4,891
Account-15 Amount (Rs):	81,830
Account-21 Amount (Rs):	4,891
Account-22 Amount (Rs):	0
Payment Confirmation Bank:	State Bank of India
CIN:	00212002192905
Presentation Date:	10-MAY-2022 11:19:05
Realization Date:	10-MAY-2022 11:49:09
Date of Credit:	13-MAY-2022 00:00:00
Total PF&PFY Benefit:	0

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 कर्मचारी भविष्य की योजना
 Employees' Provident Fund Organization
 कर्मचारी भविष्य की योजना, 14, बिल्डिंग कॉम्प्लेक्स, नया दिल्ली - 110044
 Bhau Dasa Narayan, 14, Bldg/Compl. New Delhi - 110044

TRPN Details

TRPN No:	312205025416
Challan Status:	Payment Confirmed
Challan Generated On:	25-MAY-2022 23:29:53
Establishment ID:	MH&AN022617900K
Establishment Name:	ANJUMAN-I-ISLAM'S A.K.A. HAFIZA 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):	1,48,990
Account-2 Amount (Rs):	4,741
Account-15 Amount (Rs):	79,000
Account-21 Amount (Rs):	4,741
Account-22 Amount (Rs):	0
Payment Confirmation Bank:	State Bank of India
CIN:	002120022946150
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 PF&PFY Benefit:	0

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EPFO Payments

अनुभव ईपीओ संगठन
Employees' Provident Fund Organization
ईपीओ संगठन, १४, शांति नगर रोड, २६ ईस्ट - ११००६
Shantika Ngr Bhawan, 14, Shaanti Nagar Road, New Delhi - 110066

TRRN Details


TRRN No:	310220604677
Challan Status:	Payment Confirmed
Challan Generated On:	25-JUN-2022 10:16:21
Establishment ID:	MH-BAN020617900K
Establishment Name:	ANJUMAN-I-ISLAM A.K. HAFIZA 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):	1,48,888
Account-2 Amount (Rs):	4,892
Account-10 Amount (Rs):	78,205
Account-21 Amount (Rs):	4,892
Account-22 Amount (Rs):	0
Payment Confirmation Bank:	State Bank of India
CRN:	002130622060701
Presentation Date:	15-JUL-2022 14:43:28
Realization Date:	15-JUL-2022 14:44:26
Date of Credit:	16-JUL-2022 00:00:00
Total PFMSY Benefit:	0


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अनुभव ईपीओ संगठन
Employees' Provident Fund Organization
ईपीओ संगठन, १४, शांति नगर रोड, २६ ईस्ट - ११००६
Shantika Ngr Bhawan, 14, Shaanti Nagar Road, New Delhi - 110066

TRRN Details

TRRN No:	3102207024714
Challan Status:	Payment Confirmed
Challan Generated On:	24-JUL-2022 22:15:45
Establishment ID:	MH-BAN020617900K
Establishment Name:	ANJUMAN-I-ISLAM A.K. HAFIZA INSTITUTE OF HOTEL, MGT&CATERING TECHNOLOGY
Challan Type:	Monthly Contribution Challan
Total Members:	64
Wage Month:	JUL-22
Total Amount (Rs):	2,33,700
Account-1 Amount (Rs):	1,48,484
Account-2 Amount (Rs):	4,875
Account-10 Amount (Rs):	77,945
Account-21 Amount (Rs):	4,875
Account-22 Amount (Rs):	0
Payment Confirmation Bank:	State Bank of India
CRN:	002130622060701
Presentation Date:	12-AUG-2022 17:46:43
Realization Date:	12-AUG-2022 17:47:51
Date of Credit:	13-AUG-2022 00:00:00
Total PFMSY 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 3102302028190
ECR Id 85422968
LIN : 1206830534
Dues for the wage month of February 2023

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


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	35,494	0	82,316	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 25-FEB-2023 12:16, 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
Dues for the wage month of January 2023

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


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	




Rukshana

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



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



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Uniform for Teaching Staff



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Non-Teaching Uniform



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Non-Teaching Uniform

SALISURAH

UNIFORMS

Customer Name: Anjuman-I-Islam's Institute of Hospitality Management
Customer Address: No. 92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.

Item No.	Description	Quantity	Rate Per Unit	Amount
36	Uniforms Shirts	620000	765.00	1,577.00
36	Uniforms Pants	620049	875.00	1,575.00
12	Shoos Full Approx	421710	295.00	127.00
12	Shoos Approx Full	421710	295.00	127.00
From Parents				
6	Pants	420049	875.00	393.25
6	Shirts	420049	785.00	393.25
6	Shoos	421710	450.00	335.50
Total				85,500.00
Less: 1% Discount				855.00
Total				84,645.00
GST				4,372.25
Grand Total				89,017.25

Category	Quantity	Rate	Amount
UNIFORMS	1240049	1,500	1,860,073.50
SHOOS	843420	2,500	2,108,550.00
Total	2,083,469		3,968,623.50

Taxpayer's PAN No. 24AAB012345678
Date: 15/05/2022
Principal: Anjuman-I-Islam's Institute of Hospitality Management

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

Appt. 6, U.I. W. ROAD, CHANDIVALI, Maharashtra, India • Tel. +91 22 2265 2272 / 2270 2997
22 2265 2272 • Web: www.anjumanihmct.org • WWW.GSTIN: 27AAB012345678

To:
M/s. Uniforms Unlimited
No. 92, Municipal Industrial Estate, Dr. Dadabhai Naoroji Road,
Opp. Gandhi Nagar, Worli, Mumbai - 18

Sub: Work Order for Uniforms of Non-Teaching Staff Male & Female Academic Year 2022-2023

Respected Sir,
With reference to your quotations, we are pleased to confirm the work order for Non-Teaching Staff uniform of AI's IISM College for the Academic Year 22-23. The details are as follows:

Description	Number	Staff Qty.	Quantity	Rate Per Unit	Amount
From Male					
Uniforms Shirts	3	12	36	765	27,540.00
Uniforms Pants	3	12	36	875	31,500.00
Shoos Full Approx	1	12	12	105	1,260.00
Shoos Approx Full	1	12	12	105	1,260.00
From Female					
Pants	3	3	9	875	7,875.00
Shirts	3	3	9	785	7,065.00
Shoos	3	3	9	450	4,050.00
Payment Terms:				Total	84,645.00
01) 50% (Rs. 42,322.50) inclusive of all taxes advance amount will be paid				Less: 1%	846.45
02) 40% (Rs. 33,852.00) inclusive of all taxes against delivery				Total	85,498.45
03) 10% (Rs. 8,464.50) inclusive of all taxes retention for 03 months from				Sub: GST 5%	4,272.25
submitting of final bill.				Grand Total	89,770.70

Terms & Conditions:

- Quality, Standard, Specifications to be strictly followed as given in the Work Order. No substitutes or substandard materials to be used.
- Deliveries of Staff Uniforms have to be given within 08 weeks after measurements falling which a penalty of 10% of the total cost will be deducted at source.
- Final Payment after bill is certified from a reliable source. Billing will be done as per actual.

M/s. Dr. Rukshana Billimoria
Principal - AI's IISM

Stamp: Anjuman-I-Islam's Institute of Hospitality Management, Mumbai-01

Stamp: Anjuman-I-Islam's Institute of Hospitality Management, Mumbai-01



Rukshana


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



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Job Securities by HEI/ Confirmation Letter



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

Ref No.: A.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 2263 4885 • Web: www.anjumanihmct.org • E-mail: rukshana.principal@anjumanihmct.org
Name: Ms. Aditi Kumar Desai
Address: F-314, Rukmini Niwas, Nagaganv, 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.

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Job Securities by HEI/ Confirmation Letter

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Fax: +91 22 2263 4685 • Web: www.anjumanihmct.org • E-mail: rukshana.principal@anjumanihmct.org
Ref No.: A.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;

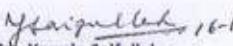
You will be employed by "Anjuman-I-Islam's Institute of Hospitality Management"

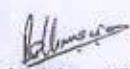
Your position at the time of Confirmation is Computer Instructor

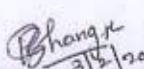
You will report directly to the Head of the Institution (Principal)

The other terms and conditions of your Employment will remain the same as mentioned in your Appointment Letter Ref No.: A.I.'s IHM/AL/2018-19/2368 Dated: 18th December, 2019

Wishing you all the best


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


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


Mrs. BHANGRE KRANTI
Received the Original and accepting the terms & conditions

Page | 1

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Rules of Institution

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Fax: +91 22 2265 1600 • 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.

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Rules of Institution



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- 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.

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Spacious Ambience



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Holistic Development



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Educational Environment



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Travelling Allowance

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

NAME: Mr. Akhbar Javed Alimkhani
DESIGNATION: Sr. Administrative Assistant
TBON:

Date	From	To	Mode of Transport	Reason for Travel	Amount
29 th December, 2022	Kurla station	University of Mumbai Kurla	Auto Fare		71
	University of Mumbai Kurla	Kurla Station	Auto Fare	Eligibility Form submission and Enrollment Form Submission	50
1 st December, 2022	Kurla station	University of Mumbai Kurla	Auto Fare		75
	University of Mumbai Kurla	Kurla Station	Auto Fare		75
			Total		271

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

Anjuman-I-Islam's Institute of Hospitality Management (IHM)
92, Dr. D. N. Road, Opp to Temple of Lord Ganesha,
Mumbai
Maharashtra - 400001, India
CIN: 402009
E-Mail: anjumanihm@anjumanihmct.org
www.anjumanihmct.org
Payment Voucher

No: 200-22-02 Date: 30-Dec-22
Particulars: Salary
Amount: 300.00

100% Travelling & Subsistence Allowance
L.S. Fees & Others: 300.00

PAID

Amount in words: Three Hundred Rupees Only

Authorised Signatory: *[Signature]*
Checked by: *[Signature]*

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

NAME: Mr. Vishnu Shankar Githankar
DESIGNATION: Peon
DATE: 29-12-2022
FROM: Office C.S.T. to Specialia Tank. to Office
MODE OF TRANSPORTATION: Taxi
REASON FOR TRAVEL: Speaker's signing - by Principal
AMOUNT: Rs 98+92 = 190

Submitted by: *[Signature]*
Approved by: *[Signature]*

Anjuman-I-Islam's Institute of Hospitality Management (IHM)
92, Dr. D. N. Road, Opp to Temple of Lord Ganesha,
Mumbai
Maharashtra - 400001, India
CIN: 402009
E-Mail: anjumanihm@anjumanihmct.org
www.anjumanihmct.org
Payment Voucher

No: 200-22-02 Date: 29-Dec-22
Particulars: Salary
Amount: 190.00

100% Travelling & Subsistence Allowance
L.S. Fees & Others: 190.00

PAID

Amount in words: One Hundred and Ninety Rupees Only

Authorised Signatory: *[Signature]*
Checked by: *[Signature]*



[Signature]
Principal
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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

ANJUMAN-I-ISLAM'S INSTITUTE OF HOSPITALITY MANAGEMENT
92, DR. D. N. ROAD, OPP. CSMT, MUMBAI - 400001
MUMBAI
MANAGEMENT - 400001, INDIA
CIN: E-4229
P: 022-22652272/22702997
www.anjumanihm.com
Payment Voucher

No. 044/832/20-23 Date: 8-Dec-23
Amount: 1,800.00

Amount:
1. In Dr. Transfer & Subordinate Drawings ✓ 1,800.00
2. In Cash 0.00
3. In Bank 0.00
4. In Other 0.00

PAID

Through: 1. In Cash 0.00
2. In Bank 0.00
3. In Other 0.00

By Authority of: 1. In Cash 0.00
2. In Bank 0.00
3. In Other 0.00

Checked by: 1. In Cash 0.00
2. In Bank 0.00
3. In Other 0.00

Authorized Signatory: 1. In Cash 0.00
2. In Bank 0.00
3. In Other 0.00

ANJUMAN-I-ISLAM'S INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
92, DR. D. N. ROAD, OPP. CSMT, MUMBAI - 400001
TRAVELLING EXP. CONVEYANCE ALLOWANCE

Name: Dr. Ruksana Siddiqui
Designation: Principal
Date: 08/12/23
From: CSMT To: CSMT
Mode of Transportation: Taxi
Reason for Travel: For meeting Chief Guest Dr. Rajan 2.2.23
Amount: 1500/-

Submitted by: Approved by:

1. In Cash 0.00
2. In Bank 0.00
3. In Other 0.00



Ruksana Siddiqui

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