



Anjuman-I-Islam's
College of Hotel & Tourism Management Studies & Research
NAAC Accredited B+
(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@anjumanchtmsr.com / 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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STAFF CODE OF CONDUCT

WORK AREA

- At the time of employment, staff is specified the core subject and potential allied set of subjects that they are to teach.
- You are liable to be transferred to Subsidiary Departments.
- Your services are transferable to any of the institutions under Anjuman-I -Islam's Management.

RESPONSIBILITIES AND DUTIES

- Your work in the organization will be subject to the rules and regulations of the organization as laid down about conduct, discipline, and other matters.
- You will always be responsible label to discharging 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 expected to work for reasonable extra hours

PROBATION

- You will be on probation initially for One Year.
- You will continue to be on probation unless an order in writing confirming your service is given to you.
- Period of probation will be liable for extensions at the organization seems fit.

CONFIDENTIAL INFORMATION

a) Confidential Information means all confidential, proprietary, or trade secret information and materials of the Organization, the Organization affiliates, or the 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.

b) 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

- a) Your position is full-time employment with the Organization and you shall devote yourself exclusively to the affairs of the Organization.
- b) 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.
- c) 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:
 1. Instructions in laboratories.

Principal

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- II. Students Assessments and Evaluations.
- III. Assisting in Consultancy, Research and Development Services.
- IV. Developing Resource Materials and Lab Development.
- V. Co-curricular and Extra-curricular Activities.
- VI. Assisting in Departmental Administration.
- VII. Any additional duties assigned by the Principal or the Higher Authorities

d) You will not seek membership of any local or public bodies or publish any material without obtaining specific permission from the Organization.

RETIREMENT

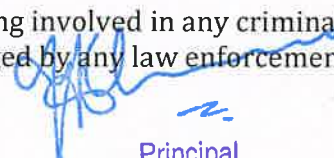
- a. You will automatically retire retirement attaining the age of 60 years the rules prevailing at the time of your
- b. Your date of birth as recorded by the company based on documentary evidence produced by you at the time of employment. You are advised to take note that this date will be considered as the authenticated date of birth all purposes throughout your service with the Organization, and will not be charged under any circumstances.

Rules for Resignation

- a. If an employee, at any time after confirmation, intends to resign, he/she shall give 3 months' 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 1 March to be released from 1st of June.
- b. Notice period should only be for 3 months.
- c. Vacation will not be included in the Notice Period.
- d. Leave balance of all kinds cannot be counted for the resignation period.
- e. Leave during the notice period will be without pay
- f. For candidates on probation, the Salary of May will not be given, if resignation comes in April or May/ June immediately after vacations.
- g. When a staff member resigns from work, she/ he has to fill up the staff release form and complete all the formalities on or before the last day of work. The I-Card, Library cards, books, equipment, etc should be returned to their respective departments. There should be a 'No Due' statement from each department before you leave the organization.
- h. A relieving letter will be issued from the office after all these formalities are completed
- i. Resignation after maternity leave will be accepted after six working months or should pay the salary of the notice period (3 months)
- j. Staff who do not honor their commitment and leave the institute on flimsy ground and join another institute may face holding back of PF for 6 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


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Organization has the right 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

b. The Organization has the right to terminate your service in case of a major irreversible health problem or if found to be not in sound Mind

c. On termination of the 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 an unauthorized 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 to that address through registered post/Speed post/ Courier shall be considered to be sufficiently served on you for all purposes.

Any address change should be promptly communicated in writing to the office and unless done records of the Organization shall be treated as your residential address and 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 organization's "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 Organisation is not responsible for Filling your tax returns or computing tax liabilities from other sources of income.

Holiday, Vacation, and Other Leaves

The entitlement of your holiday, vacation other leaves will follow the Organizations relevant policy and will be subject to exigencies. The institute's leave rule in attached herewith to be abided by the employee.

Certificate and Document

a. Certificate from Your Former Employer

b. When you begin to work in the Organization would like to ask you to provide us with the certificate issued by your former employer certifying that you have terminated your employment relationship with your former employer. The certificate is the prerequisite of setting up employment and work relationships with the Organisation

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REPORTING ON DUTY

Please bring the original and a copy of the following documents with you at the time of joining:

- a. Proof of Identity (Passport, Voters ID., Driving Licence, Aadhar Card)
- b. PAN Card
- c. Education Qualification Final (or provisional) certificate of all qualifications obtained from SSLC to date.
- d. Date of Birth proof (Birth Certificate, Passport, School Leaving Certificate)
- e. Experience Certificates of previous employment (s) and relieving letter from the last employer (if applicable)
- f. Details of last remuneration (Last working month pay slip) of previous employment (if applicable)

Training

In case, you resign on your own accord from the server of the Organization within one year of undergoing any National/ International training assignments, you are liable to refund the cost borne by the Organization for your training.

Validity of the Job Offer

- a) As a token of your acceptance kindly sign and return the duplicate copy indicating the exact date of your joining duty and return the same within 5 days of receipt of this job offer and appointment letter, failing which the Organization shall presume without any further reference to you that you have not accepted this offer
- b) Please note that the Organization has a Confidential Salary System and is advised to maintain strict confidentiality in regard to your emoluments. Non-compliance or failure to maintain confidentiality will be viewed as a breach of trust. In case if you require any clarification regarding your compensation package, please contact the Head of the institute
- c) This Job Offer and Appointment Letter will be valid, subject to the integrity of the information disclosed by you. If the information provided is misleading or is withheld, this letter would stand automatically withdrawn. Similarly, this contract is also subject to, you being found medically fit by a registered medical practitioner.

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STUDENT CODE OF CONDUCT

Set of Rules & Regulations for the students

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

Grooming Standard for Boys

<https://www.anjumanchtmsr.com/groomingstandardforboys>

Grooming Standards for Girls

<https://www.anjumanchtmsr.com/groomingstandardforgirls>

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