



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 6.3

Faculty Empowerment Strategies



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

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

Principal

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





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

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

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

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

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Performance appraisal system for teaching and non-teaching staff

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

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

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

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

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

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

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

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

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Performance Appraisal Form Teaching Staff

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 _____

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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:

Signature, Name and Designation

Date:

of the Reviewing Authority

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Performance Appraisal Form for 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. _____

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Signature, Name and Designation
of the Reporting Authority





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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:

Signature, Name and Designation

Date:

of the Reviewing Authority

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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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Employees Co-operative credit society

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

8 SABOO SIDDIK POLYTECHNIC ROAD, BYCULLA MUMBAI - 400 008.

ANJUMAN-I-ISLAM HOTEL MANAGEMENT C & TECH.

Statement showing the Deduction on Account of Membership, Subscription, Loan Instalments and Interest on Loan, for the Month of SEPTEMBER- 2023.

SR.NO	EMPLOYEES NAME	SUB	LOAN	INT.	E.LOAN	INT.	TOTAL
1	Mansoor Aslam	2,000			5,000	42	7,042
2	Sayed Suhel	2,000					2,000
3	Peerzade Imtiyaz	1,000	10,000	2,083			13,083
4	Shaikh Imran Usman	1,000					1,000
5	Shaikh Mohd Firoz	1,000	7,500	885			9,385
6	Shaikh Siraj Ahmed	1,000					1,000
7	Ghadiyali Amit P.	1,000	8,000	367			9,367
8	Dias Simoene	1,000	10,000	2,000			13,000
9	Ansari Gulab	2,000	6,000	1,125			9,125
10	Sayyed Shahida Riyaz	1,000					1,000
	TOTAL	13,000	41,500	6,460	5,000	42	66,002

Note:- Revised Interest rate w.e.f. 1st Sept -2023 from 7% to 5 % as decided in M.C. Meeting Held on 18th Aug-2023

Payment Received vide Cheque /Order No. _____ Dated _____

Drawn on _____

Sd/- Principal

ACCOUNTANT
ANJUMAN-I-ISLAM
EMPLOYEE'S CO-OPERATIVE CREDIT SOCIETY LTD.

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EPFO Receipt


कर्मचारी श्रमिक निधि संगठन
Employees' Provident Fund Organization
नवीन एफ़ो भवन, १६, शिवपुरी कान्हा प्लेस, नई दिल्ली - ११००६४
Bharatya Nidhi Bhawan, 16, Shivaji Kanya Place, New Delhi - 110064

TRRN Details


TRRN No	3102204021318
Challan Status	Payment Confirmed
Challan Generated On	18-APR-2022 23:48:51
Establishment ID	MHBAH002657900K
Establishment Name	ANJUMAN-I-ISLAM'S A.K. HAFIZA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY
Challan Type	Monthly Contribution Challan
Total Members	87
Wage Month	APR-22
Total Amount (Rs)	2,44,562
Account-1 Amount (Rs)	1,53,280
Account-2 Amount (Rs)	4,891
Account-10 Amount (Rs)	81,520
Account-21 Amount (Rs)	4,891
Account-22 Amount (Rs)	0
Payment Confirmation Bank	State Bank of India
CRN	002120522762905
Presentation Date	12-MAY-2022 11:18:05
Realization Date	12-MAY-2022 11:49:09
Date of Credit	13-MAY-2022 00:00:00
Total PF&MPY Benefit	0


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कर्मचारी श्रमिक निधि संगठन
Employees' Provident Fund Organization
नवीन एफ़ो भवन, १६, शिवपुरी कान्हा प्लेस, नई दिल्ली - ११००६४
Bharatya Nidhi Bhawan, 16, Shivaji Kanya Place, New Delhi - 110064

TRRN Details

TRRN No	3102205025418
Challan Status	Payment Confirmed
Challan Generated On	25-MAY-2022 23:29:53
Establishment ID	MHBAH002657900K
Establishment Name	ANJUMAN-I-ISLAM'S A.K. HAFIZA INSTITUTE OF HOTEL MGT&CATERING TECHNOLOGY
Challan Type	Monthly Contribution Challan
Total Members	85
Wage Month	MAY-22
Total Amount (Rs)	2,37,082
Account-1 Amount (Rs)	1,48,580
Account-2 Amount (Rs)	4,741
Account-10 Amount (Rs)	79,020
Account-21 Amount (Rs)	4,741
Account-22 Amount (Rs)	0
Payment Confirmation Bank	State Bank of India
CRN	002120622945155
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&MPY Benefit	0


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EPFO Receipt


 **आजीवक कल्याण निधि संगठन**
Employees' Provident Fund Organization
अजीवक निधि भवन, 14, अहमदाबाद रोड, नई दिल्ली - 110044
Bhaukya Nidhi Bhawan, 14, Ahmedabad Road, New Delhi - 110044

TRRN Details

TRRN No.	3102204021315
Challan Status	Payment Confirmed
Challan Generated On	18-APR-2022 23:48:51
Establishment ID	MH-BAN002957900K
Establishment Name	ANJUMAN-I-ISLAM'S A.K. HAFIZKA INSTITUTE OF HOTEL MOT&CATERING TECHNOLOGY
Challan Type	Monthly Contribution Challan
Total Members	67
Wage Month	APR-22
Total Amount (Rs)	2,44,562
Account-1 Amount (Rs)	1,53,280
Account-2 Amount (Rs)	4,891
Account-10 Amount (Rs)	61,520
Account-21 Amount (Rs)	4,891
Account-22 Amount (Rs)	0
Payment Confirmation Bank	State Bank of India
CRN	002120522762905
Presentation Date	12-MAY-2022 11:19:05
Realization Date	12-MAY-2022 11:19:05
Date of Credit	13-MAY-2022 00:00:00
Total PFMPY Benefit	0




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 **आजीवक कल्याण निधि संगठन**
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Bhaukya Nidhi Bhawan, 14, Ahmedabad Road, New Delhi - 110044

TRRN Details

TRRN No.	3102205025418
Challan Status	Payment Confirmed
Challan Generated On	25-MAY-2022 23:29:53
Establishment ID	MH-BAN002957900K
Establishment Name	ANJUMAN-I-ISLAM'S A.K. HAFIZKA INSTITUTE OF HOTEL MOT&CATERING TECHNOLOGY
Challan Type	Monthly Contribution Challan
Total Members	65
Wage Month	MAY-22
Total Amount (Rs)	2,37,082
Account-1 Amount (Rs)	1,48,590
Account-2 Amount (Rs)	4,741
Account-10 Amount (Rs)	76,000
Account-21 Amount (Rs)	4,741
Account-22 Amount (Rs)	0
Payment Confirmation Bank	State Bank of India
CRN	002120622945195
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 PFMPY Benefit	0



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EPFO Challan

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

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

TRRN 3102302028196
 ECR Id 85422968
 LIN : 1206830534

Dues for the wage month of February 2023


Total Subscribers : EPF 87 EPS 87 EDLI 87
 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 12:15, 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)

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

TRRN 3102302000411
 ECR Id 84141542
 LIN : 1206830534

Dues for the wage month of January 2023


Total Subscribers : EPF 88 EPS 88 EDLI 88
 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	



[Signature]
Principal

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Food Facility for Teaching & Non-Teaching Staff





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

Uniforms for Teaching Staff members



Principal

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





**Anjuman-I-Islam's
College of Hotel & Tourism Management Studies & Research
NAAC Accredited B+**

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Teaching Uniform Bills

Customer Name:		Anjuman-I-Islam's College of Hotel & Tourism Management Studies & Research		Invoice No.		1000	
Customer Address:		K2, Dr. D.N. Road, Next to Times of India building, Opp. C.S.T., Mumbai - 400 001 Maharashtra India		Invoice Date:		10/03/2023	
Customer GSTIN/URN:				Supplier's GSTIN:		A.J.Y. Garments/ 09/2023 0023/273	
				Supplier's Address:		Anjuman-I-Islam's	
				Supplier's City:		Mumbai	
				Supplier's State:		Maharashtra	
				Supplier's Pin Code:		400 001	
Quantity	Description	Unit Price	Total Price	Net Price	GST	Total	
3	Chef Uniform Uniform-Male	620090	1375.00	206.25		4,125.00	
3	Chef Coat	620349	1185.00	177.75		3,555.00	
3	Chef Trouser (Black)	621710	99.00	29.25		585.00	
3	Chef Scarf (Black)						
3	Professor Regular Uniform-Male	620080	845.00	126.75		2,535.00	
3	Shirt	620349	1,795.00	209.25		4,185.00	
3	Trouser						
						Total	14,985.00
						Less: 1% Discount	149.85
						TOTAL	14,835.15
						GST	1,544.00
						Grand Total	16,379.15
HSN/SAC		Taxable Value	Central Tax (CBT)	State Tax (SST)	Amount		
		Rate	Amount	Rate	Amount		
620990	1,549.65	7.50%	62.74	2.50%	62.74		
620990	4,263.75	6.00%	255.83	6.00%	255.83		
620990	7,662.60	6.00%	459.76	6.00%	459.76		
621710	579.15	2.50%	14.48	2.50%	14.48		
Total		14,835.15	782.00		782.00		
Company's Bank Details		Bank Name: Anjuman-I-Islam's College of Hotel & Tourism Management Studies & Research		Branch: C.S.T. Road		Account No: 123456789	
Signature of Principal		Signature of Supplier		Signature of Supplier		Signature of Supplier	

[Signature]
Principal

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Uniforms for Non-Teaching Staff members



Principal

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Non-Teaching Staff Uniform Bills

Customer Name:		Customer Address:		Product No.		Invoice Date:																																																																																									
Anjanan's Men's College of Hotel & Tourism Management Studies & Research		92, Dr. B N Road, Near to Taram of India Building, Opp. C.I.T.		A.J.P. CHRISTIANITY WQ2022		2022/22																																																																																									
Customer GST No.:		GST No.:		Place of Dispatch:		Destination:																																																																																									
				Maharashtra		Maharashtra																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sl. No.</th> <th>Description</th> <th>HSN/SAC</th> <th>Rate</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Male Coat</td> <td>620339</td> <td>3365.00</td> <td>1,346.00</td> <td>29,920.00</td> </tr> <tr> <td>2</td> <td>Male Trouser</td> <td>620349</td> <td>1395.00</td> <td>558.00</td> <td>11,140.00</td> </tr> <tr> <td>3</td> <td>Male Shirt</td> <td>620590</td> <td>845.00</td> <td>338.00</td> <td>6,760.00</td> </tr> <tr> <td>4</td> <td>Male Tie</td> <td>621710</td> <td>435.00</td> <td>174.00</td> <td>3,480.00</td> </tr> <tr> <td>5</td> <td>Male Black Bow</td> <td>621710</td> <td>150.00</td> <td>68.00</td> <td>1,200.00</td> </tr> <tr> <td>6</td> <td>Female Coat</td> <td>620339</td> <td>3,365.00</td> <td>841.25</td> <td>16,825.00</td> </tr> <tr> <td>7</td> <td>Female Trouser</td> <td>620349</td> <td>1,395.00</td> <td>348.75</td> <td>6,975.00</td> </tr> <tr> <td>8</td> <td>Female Shirt/Camisolet</td> <td>620590</td> <td>845.00</td> <td>211.25</td> <td>4,225.00</td> </tr> <tr> <td>9</td> <td>Female Cravat/Scarf</td> <td>621710</td> <td>435.00</td> <td>108.75</td> <td>2,175.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">Total</td> <td>78,720.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">Less: 18% Discount</td> <td>287.20</td> </tr> <tr> <td colspan="5" style="text-align: right;">Total</td> <td>78,923.80</td> </tr> <tr> <td colspan="5" style="text-align: right;">+ GST</td> <td>8,334.42</td> </tr> <tr> <td colspan="5" style="text-align: right;">Grand Total</td> <td>87,258.22</td> </tr> </tbody> </table>				Sl. No.	Description	HSN/SAC	Rate	Quantity	Amount	1	Male Coat	620339	3365.00	1,346.00	29,920.00	2	Male Trouser	620349	1395.00	558.00	11,140.00	3	Male Shirt	620590	845.00	338.00	6,760.00	4	Male Tie	621710	435.00	174.00	3,480.00	5	Male Black Bow	621710	150.00	68.00	1,200.00	6	Female Coat	620339	3,365.00	841.25	16,825.00	7	Female Trouser	620349	1,395.00	348.75	6,975.00	8	Female Shirt/Camisolet	620590	845.00	211.25	4,225.00	9	Female Cravat/Scarf	621710	435.00	108.75	2,175.00	Total					78,720.00	Less: 18% Discount					287.20	Total					78,923.80	+ GST					8,334.42	Grand Total					87,258.22		
Sl. No.	Description	HSN/SAC	Rate	Quantity	Amount																																																																																										
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HSN/SAC		Taxable Value		Central Tax (CGST)		State Tax (SGST)																																																																																									
		Rate	Amount	Rate	Amount																																																																																										
620590	10.00%	2.50%	271.88	2.50%	271.88																																																																																										
620349	17.00%	4.00%	1,077.22	4.00%	1,077.22																																																																																										
620339	43.30%	4.00%	2,786.45	4.00%	2,786.45																																																																																										
621710	6.00%	2.50%	169.56	2.50%	169.56																																																																																										
Total			78,923.80		4,117.21		4,117.21																																																																																								

Signature of Authorised Signatory

Signature of Customer

Company's Bank Details

Bank Name: **State Bank of India**

Branch: **State Bank of India**

Branch & PG Code: **0000000000**

For UNIFORMS UNLIMITED

Signature

Principal

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





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Job Securities by HEI/ Confirmation Letter



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

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

Date: 01st August, 2017

Name : Mrs. Preeti Sachin Tembey-Mahadik

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

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

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

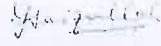
You will be employed by "Anjuman-I-Islam's College of Hotel & Tourism Management Studies & Research"


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

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

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

Wishing you all the best


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


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


Mrs. Preeti Sachin Tembey-Mahadik

Received the Original and accepting the terms & conditions

Page | 1


Principal

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



92, Dr. D. N. Road, Opp C.S.M.T., Mumbai-400 001, Maharashtra, India / Tel: +91 22 2263 2817 / 9833279737
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Job Securities by HEI/ Confirmation Letter



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

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

Date: 01st January, 2020

Name : Mr. SANKPAL GIRISH VITHAL

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

Sub: Confirmation Letter for the Post of "Lecturer"

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

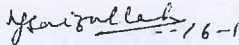
You will be employed by "Anjuman-I-Islam's College of Hotel & Tourism Management Studies & Research"


Your position at the time of Confirmation is Lecturer

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

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

Wishing you all the best


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


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


Mr. SANKPAL GIRISH VITHAL

Received the Original and accepting the terms & conditions

Principal

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



Page | 1

SINCE
1875

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 4886 | Web: www.anjumanihmct.org | E mail: principal@anjumanihmct.org



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Rules of Institution



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

Confidential Information:

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

Other Works:

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

Retirement:

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

Rules for Resignation:

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




Principal

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Rules of Institution



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

Termination:

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

Absence from place of work:

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

Address:

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

Performance Assessment System:

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

Income Tax:

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

92, Dr. D. N. Road, Opp. C.S.T., Mumbai-400 001, Maharashtra, India | Tel: +91 22 2263 2817 / 9833279737
Fax: +91 22 2263 4885 | Web: www.anjumanchtmsr.com | E-mail: principal@anjumanihmct.org




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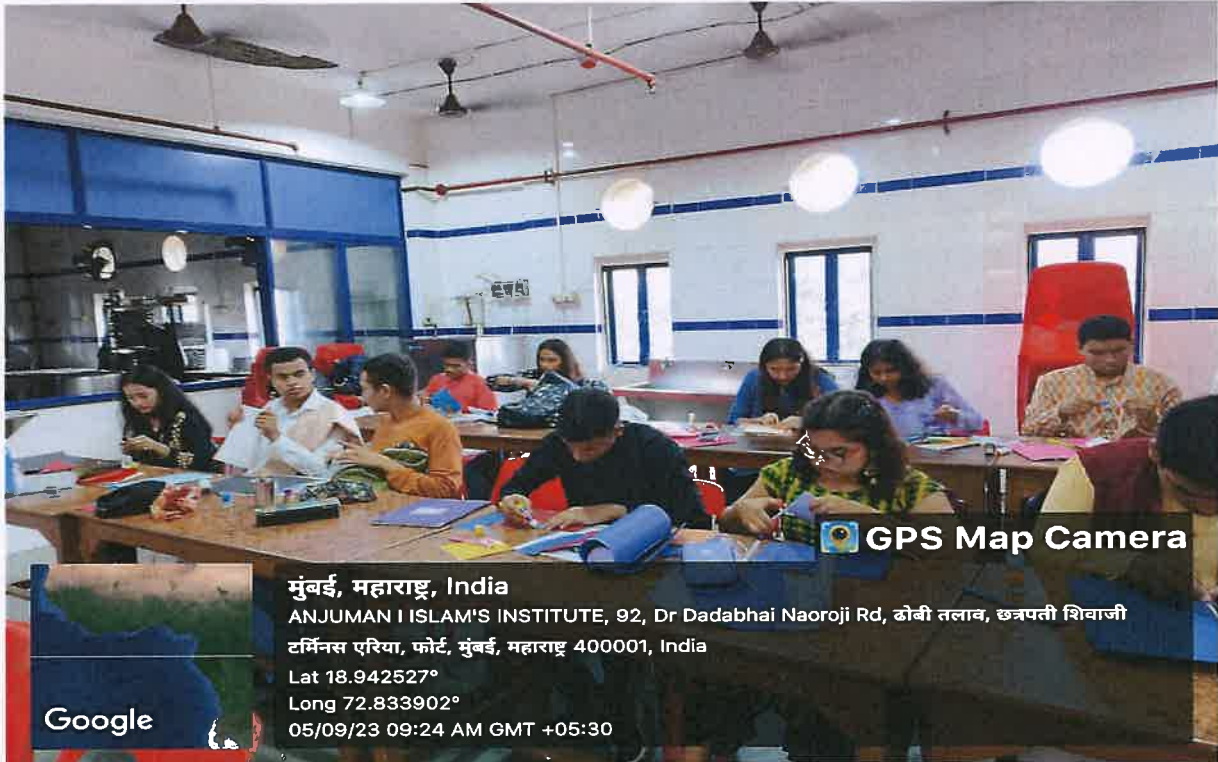
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E-mail: principal@anjumanchtmsr.com / principal@anjumanihmct.org

Spacious Ambience



Google

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 18.942527°

Long 72.833902°

05/09/23 09:24 AM GMT +05:30



Principal

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Tourism Management Studies & Research
92, Dr. D. N. Road, Mumbai-400 001





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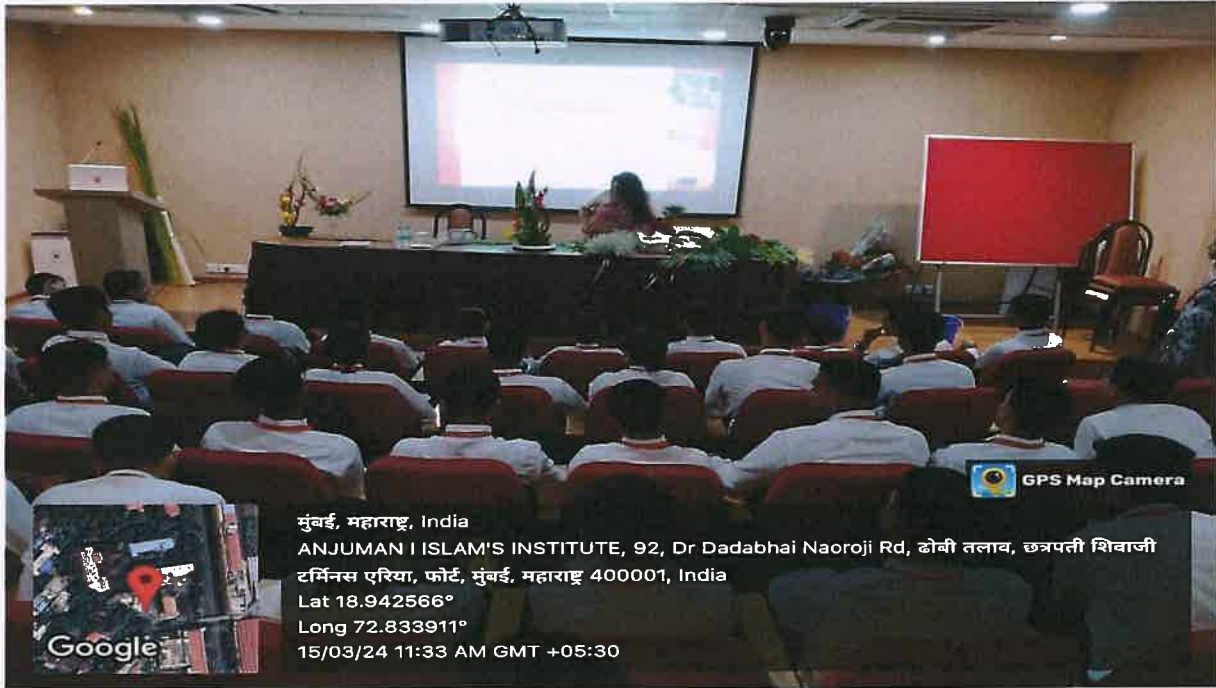
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Holistic Development



मुंबई, महाराष्ट्र, India

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

टर्मिनस एरिया, फोर्ट, मुंबई, महाराष्ट्र 400001, India

Lat 18.942566°

Long 72.833911°

15/03/24 11:33 AM GMT +05:30



Principal

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

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

Educational Environment



Principal

Anjuman-I-Islam's College of Hotel &
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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

Travelling Allowance

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

NAME	Mr. Masani Javed Abasiddin				
DESIGNATION	Sr. Administrative Associate				
Date	From	To	Mode of Transport	Reason for Travel	Amount
31 st December, 2022	Kurla Station	Kalina (University of Mumbai)	Auto Fare	Calendar Distribution	26
	Kalina (University of Mumbai) College	Kurla Station	Auto Fare		74
	Fern (University of Mumbai) College	Fern (University of Mumbai)	Taxi Fare		54
	Fern (University of Mumbai)	Fern (University of Mumbai) College	Taxi Fare		48
			Total		252/-

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

Anjuman-I-Islam College of Hotel & Tourism Management Studies & Research 10040
Anjuman-I-Islam Campus, Anjuman Trading Wing
Next to Times of India, CHST
Mumbai
Mumbai-400001 India
City E-4202
E-Mail: principal@anjumanchtmsr.com
www.anjumanchtmsr.org
Payment Voucher

No. Dec 972-22-23 Dated: 30/Dec/22

Account: 40011 Travel & Subsistence Domestic
40012 Expenditure
4011 Fees & Others 252.00 Dr

PAID

Through: 4011 Cash Petty Cash

On Account of: Being Cash Paid to Mr. Javed Masani as per calendar distribution details

Amount in words: Full Two Hundred Fifty Two Only

[Signatures]

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

TRAVELLING CUM CONVEYANCE ALLOWANCE

NAME: Adv. Ananda A. Hajare

DESIGNATION: Registrar

DATE: 3rd Nov & 11th Nov & 8th & 6th Dec. 2022

FROM: Home - Vankar Kalan - College - College - Vankar Kalan - Home

MODE OF TRANSPORTATION: Auto - Taxi

REASON FOR TRAVEL: Major Exam Work

AMOUNT: 3rd Nov - 80 + 86 = 116, 6th Dec - 85 + 30 = 115
11th Nov - 80 + 89 = 119, 8th Dec - 87 + 30 = 117
Total = 116 + 119 + 115 + 117 = 467/-

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

Through: 4011 Cash Petty Cash

On Account of: Being cash paid to Adv. Ananda A. Hajare as per purchase of Fertilizer for Garden for the year 2022 as per attached bill no. 155 Dated 13.12.2022

Amount in words: Four One Thousand Two Hundred Fifty Two Only

[Signature] Principal

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Anjuman-I-Islam Campus, Anjuman Trading Wing
Next to Times of India, CHST
Mumbai
Mumbai-400001 India
City E-4202
E-Mail: principal@anjumanchtmsr.com
www.anjumanchtmsr.org
Payment Voucher

No. Dec 910-22-23 Dated: 2-Dec-22

Account: 40011 Travel & Subsistence Domestic
40012 Expenditure
4011 Fees & Others 1334.00 Dr

PAID

Through: 4011 Cash Petty Cash

On Account of: Being Cash Paid to Adv. Ananda A. Hajare as per purchase of Fertilizer for Garden for the year 2022 as per attached bill no. 155 Dated 13.12.2022

Amount in words: Full One Thousand Three Hundred Thirty Four Only

[Signatures]

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



**Anjuman-I-Islam's
College of Hotel & Tourism Management Studies & Research
NAAC Accredited B+**

(Affiliated to the University of Mumbai)

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

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

Personal Email identification for staff

Webmail URL - <https://mail.mymailservice.in/> Or <http://mail.anjumanchtmsr.com/>

Sr. No	Staff Member	Sr. No	Staff Member
1	Mrs. Simoene Dias Username – Simoene.Dias@anjumanchtmsr.com	2	Mr. Sayed Suhel Username – Sayed.Suhel@anjumanchtmsr.com
3	Mr. Amit Ghadiyali Username – Amit.Ghadiyali@anjumanchtmsr.com	4	Mrs. Darshana Gangurde Username – Darshana.Gangurde@anjumanchtmsr.com
5	Mr. Pervez Pagarkar Username – Pervez.Pagarkar@anjumanchtmsr.com	6	Mr. Walve Sanjay Username – Walve.Sanjay@anjumanchtmsr.com
7	Mr. Pramod Bhavsar Username – Pramod.Bhavsar@anjumanchtmsr.com	8	Mrs. Preeti Mahadik Username – Preeti.Mahadik@anjumanchtmsr.com
9	Mrs. Trupti Patole Username – Trupti.Patole@anjumanchtmsr.com	10	Mr. Ajit Mhatre Username – Ajit.Mhatre@anjumanchtmsr.com
11	Mrs. Priyanka Devsaria Username – Priyanka.Devsaria@anjumanchtmsr.com	12	Mr. Shree Patki Username – Shree.Patki@anjumanchtmsr.com
13	Admin Username – admin@anjumanchtmsr.com	14	Account Username – Account@anjumanchtmsr.com

Principal

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Tourism Management Studies & Research
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