410

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SHRI BANARASIDAS CHANDIWALA SEWA SMARAK TRUST SOCIETY

CHANDIWALA ESTATE, KALKAJI,
NEW DELHI-110019

HUMAN RESOURCE MANUAL

Total No. of Pages	24
Date of Formation	27.12.2018
Date of Implementation	01.01.2019
Published by	SBCSSTS Office
Verified by	All HOIs
Approved by	Authorised Signatories, SBCSSTS
Responsibility for Updating	SBCSSTS Office

Dr. BHANDARI
Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg
New Delhi-110019

- No employee shall change his / her shift duty timings or exchange shift duty without permission of HOI. All employees are expected to report for work as per the allotted duty timings. For those who report late by 15 minutes on three (03) occasions in a month, a half day leave will be deducted.
- The HOI shall ensure punctuality and discipline in the Institute. Unauthorized/ habitual absence resulting in disruption of work will lead to disciplinary action.

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G. OVERTIME:

H. The employees might be required to work overtime in emergent situations and the HOI should try to maintain overtime within reasonable limits. However due consideration should be given to nursing mothers and single parents to facilitate their family commitments.

I. In the Medical Institute, in emergency situations, the medical and para medical staff may be required to work extra duty with the approval of HOI. The monetary compensation will be proportionately calculated for extra hours worked, on the basis of salary drawn by the employee.

J. INSTITUTIONAL SUPPORT FOR FACULTY DEVELOPMENT:

To ensure effective programme to foster the development of particular blend of knowledge, disposition and behavior that are applied and sustained over time, ensuring that learning is transferred to the institutions, the faculty members will be provided with opportunities with full pay, not exceeding 10 days in an academic year, to pursue higher study or attend refresher course / orientation programme.

Faculties will be allowed to attend Conferences / Seminars / Workshops etc. not exceeding 3 days within the country (twice a year) or 6 days outside the country (once a year) at their own expenses, without disturbing the official commitments on merit basis, with the prior permission of Authorised Signatories of the Trust.

Reward: The faculty members may be recognized by way of rewarding them as Best Teacher / Best Researcher / Best Mentor etc. in a manner that they have contributed or learnt during the academic year, will lead to valued outcomes, resulting in high regard the satisfaction that comes from using new knowledge or skills.

Ranaraidas Chandiwala Institute of Hotel Management & Catering Technology Chandiwala Estate, Maa Anandamai Marg, Kalkaji New Delhi-110019
BHANDARI Principal

Dated 05-04-2023

Subject: Request for Annual Financial Aid and research award for Faculty Members

Dear All Members,

In the pursuit of academic excellence, our faculty members often engage in presenting papers in the reputed conferences, attending offline workshops, FDP and publishing their research in SCOPUS/SCI/UGC indexed journals. These activities not only contribute to the individual growth of the faculty members but also enhance the reputation of our institution.

However, these activities often involve certain expenses in terms of Fee and travel which is a financial burden on the faculty members. In light of this, we propose an annual financial support of Maximum INR 2000/- or actual whichever is minimum and TA/DA on actuals but not exceeding 500/-to be provided to the faculty members. This aid will be utilized to cover the expenses related to the aforementioned academic activities. The financial support as stated above and 03 days special leave as per our HR policy, will be permitted only during off academic period (when classes are off).

We believe that this initiative will encourage more faculty members to participate in these activities, thereby fostering an environment of academic growth and innovation. This is also in line with the requirements of the Academic Audit conducted by GGSIP University.

In view of above proposal following is submitted for your approval for the BCIIT,BCIP and BCIHMCT.

1. Annual support maximum of Rs 2000/- or actuals, whichever is minimum, support to faculty members for presenting papers in reputed conferences, attending good quality workshops, FDP and publishing their research in SCOPUS/SCI/UGC indexed journals.
2. In addition to above, Rs 1000/- P.A. extra will be awarded to faculty members if they publishes their papers in SCI/Scopes Indexed journals. This will be researcher award to faculty.
3. TA/DA of Rs. 500/- Per Annum or actuals, whichever is less, for activities mentioned at S.No. 1.
4. 03 days leave as mentioned in HR policy but during off academic period only (when classes are off)
5. It will be only for regular faculty members who have completed two years of services in the institute.

We are confident that with your support, we can continue to strive for academic excellence.

Yours sincerely,

Dr Ravish Saggar

Director, BCIIT

Prof. R K Bhandari

Principal, BCIHMCT

Sh. Ashok Kumar Gupta

Treasurer, SBCSSTS

R.K. BHANDARI
Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg,
Kalkaji, New Delhi-110019

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Short Leave

Name : Ankit Gupta

Kind Of Leave : Academic Leave (Higher Studies) (Ph.d)

No. Of Days : 1 day **From** 21st Nov 25 **To** 21st Nov 2025

Purpose : official — RAC at Amity (Phd)

Address During Leave : D-604 Saket Pkam, Sec-61, Noida

Emergency Contact No. : 9811300425

FOR FACULTY USE ONLY

Arrangement for Classes : **Scheduled Classes**

Day & Date	Course & Time	Arrangement Made	Sign
	N.A		

Signature of the Applicant

Date: 19/11/25

.....

Head Of Department

Leave Sanctioned/Not Sanctioned

.....

ogramme Coordinator

.....

Administrative Coordinator

.....

Principal

10:18 AM

BCIHMCT Official Mail Service Mail: Fw: RAC & DRC meeting on 21st November 2025 & 24th November 2025

PA Director <padirector@bcihmct.ac.in>

v: RAC & DRC meeting on 21st November 2025 & 24th November 2025

Message

NKIT GUPTA <ankit.gupta@s.amity.edu>
: Director BCIHMCT <director@bcihmct.ac.in> Mon, Nov 17, 2025 at 10:12 AM
: "prem@bcihmct.ac.in" <prem@bcihmct.ac.in>, "arvind@bcihmct.ac.in" <arvind@bcihmct.ac.in>,
adirector@bcihmct.ac.in" <padirector@bcihmct.ac.in>

Dear Sir,

As on dated 21st and 24th Nov 2025 I have my RAC and DRC since morning to evening kindly allow me leaves on these couple of days to present my progress at Amity University.

Regards,
Ankit Gupta

From: Swati Sharma <ssharma3@amity.edu>
Sent: Monday, October 13, 2025 2:17 PM
To: NEHA ITTY JOSE PAUL <neha.paul1@s.amity.edu>; SHRADDHA PAUL <shraddha.paul@s.amity.edu>; Trupti Patole <truptipatole1@gmail.com>; ANUJ BHATTACHARYA <anuj.bhattacharya@s.amity.edu>; ANUJ KUMAR <anuj.kumar4@s.amity.edu>; NEHA JHA <neha.jha1@s.amity.edu>; MOHAMMAD SAQIB <mohammad.saqib@s.amity.edu>; PALAK GUPTA <palak.gupta26@s.amity.edu>; ANKIT GUPTA <ankit.gupta@s.amity.edu>; HARE KRISHNA CHAUDHARY <hare.chaudhary@s.amity.edu>; SIDDHI VINAYAK <siddhi.vinayak@s.amity.edu>; APOORVA MISHRA <apoorva.mishra4@s.amity.edu>; ANWESA DEY <anwesa.dey1@s.amity.edu>; PRIYANKA SINGH <priyanka.singh42@s.amity.edu>
Cc: Dr. M. Sajnani <msajnani@amity.edu>; Malini Singh <msingh22@amity.edu>; Alka Maheshwari <amaheshwari@amity.edu>; Shelley Duggal <sduggal@amity.edu>; Prof. (Dr.) Pranshu Chomplay <pchomplay@amity.edu>
Subject: RAC & DRC meeting on 21st November 2025 & 24th November 2025

Dear All,

This is to inform the Research Scholars (Full time and Part time) of all batches that Faculty of Hospitality and Tourism, Amity University Noida is conducting:

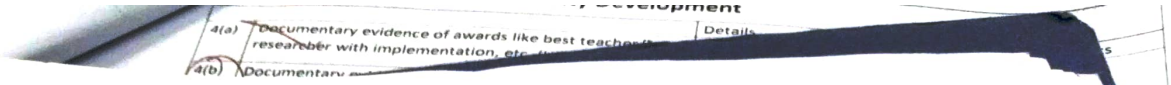
AC meeting: 21.11.2025(Friday) AITT 0930 Hrs & ASH 1400 Hrs

RC meeting: 24.11.2025(Monday) AITT 0930 Hrs & ASH 1400 Hrs

The scholars are advised to contact their respective guides for the topic discussion and present through :- PowerPoint (along with 02 printed copies); a brief about their semester progress, keeping in mind:

One slide representing the recommendations of previous DRC and Action Taken.

One slide representing the Target set for the forthcoming semester.



10:16 AM BCIHMCT - Official Mail Service Mail - Fw: RAC & DRC meeting on 21st November 2025 & 24th November 2025

Ms. Apoorva and Ms. Anwesha are deputed to prepare the Minutes of the Meeting (draft) for C and DRC meetings and share them by the evening of the same day.

AITT and ASH faculty members are requested to kindly join the meetings, as per their availability.

It is compulsory for all the scholars to attend the same in a physical mode on campus.

In case a scholar is unable to make it to the aforementioned meetings, s/he is required to take permission om the respective guide and inform through email to:
he Chairperson FRC (msajnani@amity.edu), with courtesy copies to: Member Secretary FRC ssharma3@amity.edu), Ph. D. coordinators and respective guide.

It is also informed that if a scholar is absent in RAC, s/he will not be permitted to appear r DRC following which the batch will be lowered as per University's Ph.D. Guidelines.

hanks & Regards

r. Swati Sharma
ssociate Professor
mity Institute of Travel & Tourism
mity University
mail-ssharma3@amity.edu
b-09899598629
s://orcid.org/0000-0003-2949-2363

Academic Leave for Higher Studies

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Short Leave

Name : Ankit Gupta

Kind Of Leave : Academic Leave (Higher studies) Ph. D

No. Of Days : 1 day From 24th Nov 25 To 24th Nov 25

Purpose : Offered - DRC at Amity (Pro U)

Address During Leave : D-601, Sector Dhan, Sec-61, Noida

Emergency Contact No. : 9811300475

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Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign
24th Nov	Practical Exam BHCT-255	Taken by Ashish Sir	Ashish

re of the Applicant

19/11/25

Head Of Department

Leave Sanctioned/Not Sanctioned

ordinator

Administrative Coordinator

Principal

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Short Leave

Name : Ankit Gupta

Kind Of Leave : Academic leave (Higher Education).

No. Of Days : 1 day From 1st June 26 To 1st June 26

Purpose : DRC (Ph. D) (Amity university)

Address During Leave : D-601, Saldet Dham, Sec-61, Noida

Emergency Contact No. : 9560134445

FOR FACULTY USE ONLY

STL

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign
	— NA —		

Signature of the Applicant

Date: 1/06/26

Head Of Department

Leave Sanctioned/Not Sanctioned

Programme Coordinator

Administrative Coordinator

Principal

27 PM

Mail - ANKIT GUPTA - Outlook

Cc: Dr. M. Sajnani <msajnani@amity.edu>
Subject: RAC & DRC meeting on 29th May 2026 & 01st June 2026

Dear All,

This is to inform the Research Scholars (Full time and Part time) of all batches that Faculty of Hospitality and Tourism, Amity University Noida is conducting:

RAC meeting: 29.05.20256 Friday) AITT 0930 Hrs & ASH 1400 Hrs

DRC meeting: 01.06.2026(Monday) AITT 0930 Hrs & ASH 1400 Hrs

1. The scholars are advised to contact their respective guides for the topic discussion and present through MS- PowerPoint (along with 02 printed copies); a brief about their semester progress keeping in mind:

a. One slide representing the recommendations of previous DRC and Action Taken.

b. One slide representing the Target set for the forthcoming semester.

2. Ms. Apoorva and Ms. Anwesha are deputed to prepare the Minutes of the Meeting (draft) for RAC and DRC meetings and share them by the evening of the same day.

3. AITT and ASH faculty members are requested to kindly join the meetings, as per their availability.

4. It is compulsory for all the scholars to attend the same in a physical mode on campus.

5. In case a scholar is unable to make it to the aforementioned meetings, s/he is required to take permission from the respective guide and inform through email to:
The Chairperson FRC (msajnani@amity.edu), with courtesy copies to: Member Secretary FRC (ssharma3@amity.edu), Ph. D. coordinators and respective guide.

6. It is also informed that if a scholar is absent in RAC, s/he will not be permitted to appear for DRC following which the batch will be lowered as per University's Ph.D. Guidelines.

Thanks & Regards

Dr. Swati Sharma
Associate Professor
Amity Institute of Travel & Tourism
Amity University
E-mail-ssharma3@amity.edu
Mob-09899598629
https://orcid.org/0000-0003-2949-2363

office.com/mail/id/AAQkAGY1Y2MxYjlyLTM3YmMtNGRkZC05MzlkLTk2NDAyZmE3N2U3OAAQACWS8duAWV9OgluwyWr

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Study Leave

Name : Ankit Gupta

Kind Of Leave : Academic Leave (Higher Education)

No. Of Days : 1 day From 27th May 26 To 29th May 26

Purpose : RAC - PhD (Amity University)

Address During Leave : D-601, Sakat Dham, Sec 61, Noida

Emergency Contact No. : 9560134445

FOR FACULTY USE ONLY

STL

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign

Signature of the Applicant

Date: 26/5/26

Head Of Department

Leave Sanctioned/Not Sanctioned

Programme Coordinator

Administrative Coordinator

Principal